



**CITY COUNCIL AGENDA**  
**AFTON CITY COUNCIL CHAMBERS**  
3033 St. Croix Trail South  
**TUESDAY, March 21, 2017**  
**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 March 21, 2017 -

**5. APPROVAL OF MINUTES**

- A. Minutes of the February 21, 2017 Regular City Council Meeting –  
B. Minutes of the March 6, 2017 Council Work Session-  
C. Minutes of the March 6, 2017 Special 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. Jennifer Koehler, Valley Branch Watershed District, Septic Inspection Program Update  
C. Tom Niedzwiecki, Budget Report -  
D. Lower St. Croix Fire District Report –

**8. CONSENT AGENDA**

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

- A. Just and Correct Claims  
B. 4M Fund Transfer – JANUARY AND FEBRUARY – **Resolution 2017-17**

**9. CITY COUNCIL BUSINESS**

**A. Public Hearings-**

1. The Use of \$3.5 million of GO Abatement Bonds to Finance the 2017 Street Improvement Project  
a. Call for the Sale of \$3.5 Million of GO Abatement Bonds - **Resolution 2017-18**

2. Ordinance Amendment to Integrate Minimum Impact Design Standards (MIDS) into the Zoning Code - **Ordinance 03-2017**

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

1. Joint Work Session Between the Planning Commission and the City Council (2017 Goals)
2. Role of Planning Commission

**C. Engineering Report – (Engineer Staff Report & Council Update)**

1. March Engineer's Report
  - a. 30<sup>th</sup> Street Culvert
  - b. 2017 Street Improvement/Pavement Management Project Update
  - c. Finalize the Assessment Roll for the Downtown Village Improvements Project and Call for a Public Hearing Regarding the Assessments – **Resolution 2017-19**
  - d. Washington County's Afton-Lakeland Trail Repaving Project

**D. Administration –**

1. Culvert Replacements for the 2017 Street Improvements Project
2. Contracted Operator for the Wastewater Treatment System
3. Change Order No. 1 for the Wastewater Treatment System Project
4. Steven Blondo Proposal for Archeological Monitoring During Excavation
5. Schedule Work Session
6. Schedule Joint Work Session with the Planning Commission
7. City Credit Card
8. Skim Coat for River Road
9. City Clerk Hiring Process Update

**E. 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 Moorose

**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.**

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

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

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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

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

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

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

**E. Tom Niedzwiecki, Budget Report**

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

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

Mayor Bend provided a brief synopsis of the last meeting of the Lower St. Croix Valley Fire District Board where discussion was held whether the Board should make determination regarding new fire chief; Mayor Bend’s review of Bylaws indicate the only role of the Fire District Board is to either approve or disapprove recommendation from the department and suggested two options to consider: (1) if there is an opportunity to reopen the Joint Powers Agreement given it can only be amended by approval of the 5-cities, or (2) any legal obligation or ability that the Board has to require a public posting. After additional discussion, and because Mayor Bend will be out of town for the Finance Committee meeting [Tuesday, February 27], the Council agreed that, if Council Member Nelson, who is Afton’s Fire District representative is unable to attend, Council Member Richter will attend as Afton’s representative.

**8. CONSENT AGENDA –**

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

**A. Just and Correct Claims**

**B. 4M Fund Transfer – none**

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

**9. CITY COUNCIL BUSINESS -**

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

**B. Engineering Report –**

**1. 2016 Bridge Inspection Report**

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

**2. 2017 Pavement Management Project**

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

104 \$3,726,000 could be funded in 2017. Discussion continued on reducing cost of reclamation, addressing  
105 drainage issues, and adjusting the scope to accomplish an accelerated schedule to go out for bids; if bids  
106 come in lower than expected, they may be able to add alternatives.

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

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

110 **Motion/Second: Richter/Ross. To approve the revised proposal for plans, specifications, and**  
111 **advertisement for bids in the amount of \$100,000 by WSB and Associates, Inc., and the proposal for**  
112 **construction inspection and related services of \$47,103 by WSB and Associates, Inc. as related to the**  
113 **2017 Pavement Management Project. Motion passed 4-0-0.**

114 3. St. Croix Trail Agreement with Washington County

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

121 **Motion/Second: Palmquist/Richter. To approve the cost agreement with Washington County**  
122 **regarding the payment of the City's share of St. Croix Trail reconstruction project estimate at**  
123 **\$53,709.45. Motion passed 4-0-0.**

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

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

128 5. 30<sup>th</sup> Street Culvert

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

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

143 6. 2017 Fee Schedule for Engineering Services

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

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

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148 C. **Administration** –

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

151 Doug Green, Springsted Incorporated, facilitated a bond sale to refinance the General Obligation Temporary  
152 Improvement Bonds, Series 2015A, that are providing interim financing for the Downtown Village

153 Improvement Projects; low bid was from United Missouri Bank; interest rate of 1.4%, interest will be  
154 \$30,000 annually, callable in eighteen months (October 18, 2018).

155 **Motion/Second: Richter/Palmquist. To adopt Resolution 2017-16, a Resolution Providing for the**  
156 **Issuance and Sale of \$2,000,000 of General Obligation Temporary Improvement Bonds, Series 2017A,**  
157 **and Pledging for the Security Thereof Special Assessments and Levying a Tax for the Payment**  
158 **Thereof to United Missouri Bank N.A. ROLL CALL: All Ayes. Resolution adopted 4-0-0.**  
159

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

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

165 **Motion/Second: Palmquist/Ross. To approve a \$3.5M Bond Issue to finance the 2017 Street**  
166 **Improvements Project. Motion passed 4-0-0.**  
167

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

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

172 **Motion/Second: Palmquist/Ross. To adopt Resolution 2017-14, a Resolution Establishing the 2017**  
173 **City of Afton Annual Appointments Revised. ROLL CALL: All Ayes. Resolution adopted 4-0-0.**  
174

175 **4. Volunteer Commission Reappointments**

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

179 **Motion/Second: Palmquist/Ross. To reappoint Planning Commission Members Sally Doherty, Scott**  
180 **Patten, and Iris Kopitzke, and Heritage Preservation Commission members Jim Randers and Kathy**  
181 **Bolton-Iverson each to an additional three year term expiring on February 15, 2020. Motion passed**  
182 **4-0-0.**  
183

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

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

187 **Motion/Second: Bend/Ross. To approve the appointment of Bartlett (Bake) Baker to an unexpired**  
188 **term on the Natural Resources and Groundwater Committee that will expire on December 31, 2017.**  
189 **Motion passed 4-0-0.**  
190

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

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

194 **Motion/Second: Bend/Ross. To approve the appointment of Maureen Acosta to a three year term on**  
195 **the Grants Committee expiring on February 28, 2020. Motion passed 4-0-0.**  
196

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

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

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

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**8. Valley Access Cable Contract**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**13. Schedule Council Work Session**

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

257 **Motion/Second: Richter/Palmquist. To schedule a City Council Work Session for Monday, March 6,**  
258 **at 1:30 p.m. to discuss the Downtown Village Improvements Project and to begin the goal setting**  
259 **process for 2017. Motion passed 4-0-0.**  
260

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

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

266 **Motion/Second: Palmquist/Richter. To authorize the City Administrator to move forward with the**  
267 **hiring of the Personnel Committee's top candidate for the City Clerk position, after discussions with**  
268 **those Council members who want to review the applications of the top three candidates. Motion**  
269 **passed 4-0-0.**  
270

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

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

280 **Motion/Second: Bend/Richter. To schedule a Public Hearing for Tuesday, April 18, at 7:00 p.m.**  
281 **regarding Mn/DOT's planned improvement project on Highway 95/Manning Avenue south of County**  
282 **Road 18. Motion passed 4-0-0.**  
283

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

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

288 **Motion/Second: Richter/Palmquist. To Schedule a Joint Work Session with the Natural Resources**  
289 **and Groundwater Committee to discuss work planning for 2017 on Tuesday, April 4, 2017, at 5:00**  
290 **p.m. Motion passed 4-0-0.**  
291

292 **17. 2016 General Fund Surplus – Transfers – Resolution 2017-15**

293 Moose indicated the Year End Financial Reports for 2016 include a General Fund surplus of \$265,895.  
294 **Motion/Second: Richter/Bend. To adopt Resolution 2017-15, a Resolution Approving a Year End Transfer**  
295 **from the General Fund Operating Surplus as follows: \$50K to Special Reserve Fund, \$25K to Land and**  
296 **Buildings Capital Fund for a joint project with Washington County Sheriff's Deputies who serve Afton and**  
297 **the Lower St. Croix Valley area, and the remaining funds of \$190K to Streets Improvement. After**  
298 **discussion, Mayor Bend called the question. ROLL CALL: Ayes: Richter and Bend. Nays: Ross and**  
299 **Palmquist. Resolution failed 2-2-0.**

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

303 **Motion/Second. Bend/Richter. To adopt Resolution 2017-15, a Resolution Approving a Year End**  
304 **Transfer from the General Fund Operating Surplus as follows: \$10K to Special Reserve Fund, \$25K**  
305 **to Land and Buildings Capital Fund, and the remaining \$230K to the Street Improvements Capital**  
306 **Fund. ROLL CALL: 3Ayes, 1 Nay (Palmquist). Resolution adopted 3-1-0.**  
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- 309 **D. Committee Reports**
- 310 1. Public Works – No additional Report.
- 311 2. Personnel – No additional Report.
- 312 3. Parks – Council Member Ross recently appointed liaison but hasn't attended a meeting yet.
- 313 4. Heritage Preservation Commission / Design Review – Mayor Bend reported they are working on
- 314 placards for historic structures; have couple of designs and looking at funding; discussion about placing
- 315 a historic marker next to Bissell Mounds and something similar at effigy site in the Old Village; and
- 316 review of proposed new buildings and additions in Old Village.
- 317 5. Natural Resources and Groundwater – Council Member Palmquist reported they are working on a
- 318 checklist for the review of future PLCDs.
- 319

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

- 321 A. Ward 1 Council Member Palmquist – Attended Compost Meeting/will update at a later time.
- 322 B. Ward 2 Council Member Richter – Attended Emergency Management Meeting and briefing with
- 323 Mayor Bend
- 324

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

- 326
- 327 C. Ward 3 Council Member Ross –
- 328 D. Ward 4 Council Member Nelson – Absent
- 329 E. Mayor Bend –
- 330 F. City Attorney Knaak – Monthly Prosecution Report in Meeting Packet
- 331 G. City Administrator Moore –
- 332

333 **11. ADJOURN –**

334

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

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337 Respectfully submitted by:

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341 Ronald J. Moore, City Administrator

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344 **Approved by Council (on) as (check one): Presented: \_\_\_\_\_ Amended: \_\_\_\_\_**

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347 **Mayor Richard Bend** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**DRAFT City Council Work Session Minutes  
MARCH 6, 2017  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
1:30 P.M.**

---

1. **THE MEETING WAS CALLED TO ORDER** at 1:30 P.M. by Mayor Bend.
2. **ROLL CALL:** Council Members Nelson, Ross, Richter and Palmquist and Mayor Bend. Absent: None.  
**Quorum Present.**

**ALSO PRESENT:** Todd Hubmer and Nick Guilliams, City Engineers, and City Administrator Ron Moorse.

3. **APPROVAL OF AGENDA –**  
Agenda for the City Council Work Session of March 6, 2017

**Motion/Second: Richter/Palmquist. To approve the agenda of the March 6, 2017 Council Work Session as presented. Motion carried 5-0-0.**

4. **CITY COUNCIL BUSINESS**

- A. **Downtown Village improvements Project.** Todd Hubmer, City Engineer, explained that the City has in place sufficient funding from its funding partners to complete the reconstruction of County Road 21, construction of the wastewater treatment system, construction of the sanitary sewer lift station and the forcemain from the lift station to the treatment system and construction of the Pike Avenue local detour route for access to the downtown businesses. The remaining funding is currently in the bonding bill which is working its way through the state legislative process. Hubmer indicated he has talked to the legislative leadership, all of whom indicated they believed the bonding bill would be approved. Hubmer recommended that the Council approve a notice to proceed, with the plan to delay elements of the project if the bonding bill is not approved.

Richter indicated he would like a detailed list of items to be delayed if the bonding bill is not approved.

It was the consensus of the Council that a notice to proceed be issued to the contractors.

Palmquist indicated it is important that the next City Newsletter include an article indicating Afton is open for business during construction and encouraging Afton residents to shop local.

Todd Hubmer explained a request from the Lumberyard Pub for parking spaces on St. Croix Trail in front of the Pub. The spaces can be provided by moving the existing retaining wall closer to the patio, but still remaining in the public right-of-way. The Pub is supportive of this plan. The consensus of the Council was that, if the Pub wants the parking and if the County is supportive of the plan, the Council is supportive also.

51 Todd Hubmer indicated that, to facilitate finalizing the funding agreement with the PFA, an assessment  
52 hearing should be held in April, so that any appeals are known at the time of finalizing the funding  
53 agreement. The Council agreed that, at the March 21 regular Council meeting, a date should be set for an  
54 assessment hearing. The Council also agreed that the hearing should be held at a time separate from a  
55 regular Council meeting and should be held at a venue larger than the Council Chambers, such as the  
56 Memorial Lutheran Church Fellowship Hall.

57  
58 **Motion/Second: Bend/Nelson. To continue the work session until after the Special Council meeting**  
59 **that was scheduled for 2:00 p.m. Motion carried 5-0-0.**

60  
61 Bend called the Council work session back to order at 3:35 p.m.

62  
63 (Council member Palmquist excused himself from the meeting at 4:00 p.m.)

- 64  
65 **B. 2017 Goal Setting.** Moore indicated the list of goals from 2016 with completed goals shown in bold was  
66 provided in the agenda packet.

67  
68 Mayor Bend suggested that, because the Council will be meeting with the Planning Commission the  
69 evening of March 6, the goals discussion should focus on planning and zoning-related goals.

70  
71 Nelson suggested the 2017 goals should include identifying uses in the Industrial zones that are desired  
72 and not desired.

73  
74 Bend suggested obtaining GIS capability, and particularly seeking a grant to update the Natural Resources  
75 inventory to add mapping capabilities.

76  
77 The Council discussed improving communication between the Council and the Planning Commission and  
78 other commissions/committees. Richter suggested checking with the League of Minnesota Cities  
79 regarding how the City Council and the Planning Commission should best work together.

80  
81 Ross suggested revising/updating the City's disaster recovery plan.

82  
83 Richter suggested the sketch plan review process needs to be more clear and formalized. He also indicated  
84 long term planning to proactively identify parcels that could qualify for a PLCD and to identify the optimal  
85 access points for future developments is needed. He also indicated improved zoning review early in the  
86 development process is needed to identify at the earliest time any items that are in violation of the City's  
87 regulations.

88  
89 Nelson suggested the need to identify future infrastructure alignment in advance of development.

90  
91 The Council also discussed the need to identify open space corridors based on natural resources, natural  
92 features and environmentally sensitive areas for preservation and protection and for future connection as  
93 part of development planning.

94  
95 Nelson suggested the Council meet in a work session to view the Carlson PLCD site.

96  
97 Bend suggested looking into hiring a consultant for a specific purpose related to the update of the  
98 Comprehensive Plan, such as resilience planning, rather than for a broad planning process.

99

100 Richter suggested the need to update the City's emergency management planning, particularly the roles of  
101 the Mayor and Council in a disaster situation.  
102

103 **5. ADJOURN –**

104  
105 **Motion/Second: Bend/Nelson. To adjourn the meeting at 4:34 P.M. Motion carried 4-0-0.**  
106

107 Respectfully submitted by:  
108  
109

110 \_\_\_\_\_  
111 Ronald J. Moorse, City Administrator  
112

113 **Approved by Council (on March 21, 2017) as (check one): Presented: \_\_\_\_\_ Amended: \_\_\_\_\_**  
114

115 **Signed by Mayor Richard Bend \_\_\_\_\_ Date \_\_\_\_\_**

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

**DRAFT** City Council Special Meeting Minutes  
MARCH 6, 2017  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
2:00 P.M.

---

1. **THE MEETING WAS CALLED TO ORDER** at 2:38 P.M. by Mayor Bend.

2. **ROLL CALL:** Council Members Nelson, Ross, Richter and Palmquist and Mayor Bend. Absent: None.  
**Quorum Present.**

**ALSO PRESENT:** Todd Hubmer and Nick Guilliams, City Engineer, and City Administrator Ron Moore.

3. **APPROVAL OF AGENDA –**

Agenda for the Special City Council Meeting of March 6, 2017-

**Motion/Second: Bend/Ross. To approve the agenda of the March 6, 2017 Special City Council Meeting with the addition of Change Order No. 3 for the Downtown Village Improvements Project and the 30<sup>th</sup> Street Culvert Replacement. Motion carried 5-0-0.**

4. **CITY COUNCIL BUSINESS**

A. **Purchase of wetland credits.** Todd Hubmer, City Engineer, explained the need for wetland credits to meet permitting requirements of the Corps of Engineers and Valley Branch Watershed District, due to filling of wetlands related to the levee upgrade project. Although the Council approved the wetland credits purchase in January of 2016, the delay of the project put the permitting process, including the purchase of wetland credits, on hold. Because the wetland bank of the Board of Soil and Water Resources has been exhausted, the cost of purchasing wetland credits from private individuals has increased significantly. The cost of the wetland credits is \$52,248.31, which includes a state fee of \$3,188.86.

**Motion/Second: Bend/Palmquist. To approve the purchase agreement for the purchase of wetland credits in the total amount of \$52,248.31, which includes the state fee of \$3,188.86. Motion carried 5-0-0.**

B. **Change Order No. 3 for the Downtown Village Improvements Project.** Todd Hubmer, City Engineer, explained that the change order is related to the design changes needed to reroute sewer and stormwater lines around the Rattlesnake Mound. The change order amount is \$24,192.96.

**Motion/Second: Palmquist/Ross. To approve change order No. 3 to the Downtown Village improvements project, in the amount of \$24,192.96. Motion carries 5-0-0.**

C. **30<sup>th</sup> Street Culvert Replacement.** Nick Guilliams, City Engineer, explained the pricing for the 30<sup>th</sup> Street culvert replacement project, which involves the City purchasing the materials and Tri County providing the installation. The Council had a number of questions regarding the total cost of the project and directed that this item be placed on the agenda for the March 21 regular Council meeting. Nick Guilliams suggested the Council approve the purchase of the culvert, at a cost of \$25,155.97, because it takes a substantial amount of time to fabricate the culvert.

**Motion/Second: Bend/Ross. To approve the purchase of the culvert for the 30<sup>th</sup> Street culvert replacement project at a cost of \$25,155.97. Motion carried 5-0-0.**

57 D. **City Clerk Hiring Process.** Moorse provided an update regarding the City Clerk hiring process. The  
58 candidate to whom an offer was made did not accept the City's offer and had countered with a substantially  
59 higher compensation level related to the cost of medical insurance. The Council agreed that other  
60 candidates that were interviewed were very well qualified, and would also be a good fit for the position.

61  
62 **Motion/Second: Bend/Palmquist. To repeat the City's original offer to the initial candidate, and if**  
63 **the offer is not accepted, make an offer to Julie Yoho at the entry-level pay rate. Motion carried 5-0-**  
64 **0.**

65  
66 **ADJOURN –**

67  
68 **Motion/Second: Bend/Ross. To adjourn the meeting at 3:33 P.M. Motion carried 5-0-0.**

69  
70 Respectfully submitted by:

71

72

73

74 \_\_\_\_\_  
Ronald J. Moorse, City Administrator

75

76 **Approved by Council (on March 21, 2017) as (check one): Presented: \_\_\_\_\_ Amended: \_\_\_\_\_**

77

78 **Signed by Mayor Richard Bend \_\_\_\_\_ Date \_\_\_\_\_**

Washington County Sheriff's Office  
CONTRACT ICR's  
Contract Report for AFTON  
For the Period 2/01/17 To 2/28/17

Date	Time	ICR #	ID#	Street Name	Complaint
2/01/17	15:33:08	117003594	0192	MANNING AV	TRAFFIC
2/03/17	10:14:32	117003812	0160	TRADING POST TR	MEDICAL LEVEL 1
2/03/17	12:15:59	117003839	0122	40TH ST	MEDICAL
2/03/17	14:53:50	117003871	0084	PASTURE RIDGE R	ALARM
2/03/17	15:18:33	117003876	1280	I94	DRIVING COMPLAINT
2/03/17	16:07:25	117003883	1280	42ND ST	WELFARE CHECK *RESTACK SCOTT >
2/03/17	21:39:50	117003922	0084	AFTON HILLS DR	ALARM
2/04/17	8:01:26	117003941	0160	8TH ST	SUSP SITUATION
2/04/17	8:27:15	117003946	0095	42ND ST	SCAM REPORT
2/04/17	17:37:08	117003981	1280	SAINT CROIX TR	TRAFFIC - SPEED (47/30)
2/04/17	20:05:02	117003991	1280	CROIXVIEW DR	CO DETECTOR SOUNDING
2/04/17	22:43:55	117003998	0084	32ND ST	UNAUTHORIZED USE OF MOTOR VEHI
2/06/17	5:54:38	117004079	1208	NEAL AV	TRAFFIC- SPEED
2/06/17	7:21:14	117004086	0130	30TH ST	MEDICAL LEVEL 1 *RSTK-13
2/06/17	10:12:25	117004107	0100	SAINT CROIX TR	OFFICER INFORMATION
2/07/17	10:03:29	117004236	0130	40TH ST	LOST DOG
2/07/17	13:07:07	117004255	0096	HUDSON RD	ACCIDENT *STATE
2/07/17	18:22:07	117004280	0130	SAINT CROIX TR	ANIMAL ASSIST
2/07/17	21:50:17	117004309	0076	AFTON BLVD CT	POSSIBLE BURGLARY
2/08/17	11:24:17	117004354	0100	MANNING AV	OFFICER INFORMATION
2/08/17	15:42:11	117004392	0134	NEAL AV	CHILD PROTECTION REFERRAL
2/08/17	16:18:13	117004397	0100	60TH ST	OFFICERS INFO
2/08/17	17:23:13	117004404	0091	HUDSON RD	MOTOR ASSIST
2/08/17	20:05:25	117004425	0091	I94	DRIVING CONCERN
2/09/17	9:36:43	117004466	0138	STAGECOACH TR	MEDICAL - LEVEL 1
2/09/17	13:15:13	117004489	0186	HUDSON RD	THEFT OF MAIL
2/09/17	15:43:37	117004514	0100	SAINT CROIX TR	OFFICER INFORMATION
2/09/17	17:38:12	117004530	0082	OAKGREEN AV	LOST DOG
2/10/17	10:29:36	117004592	0141	NEAL AV	DRIVING COMPLAINT
2/10/17	20:41:02	117004693	1280	PERROT AV	MEDICAL LEVEL 1
2/11/17	15:05:34	117004765	1280	42ND ST	SHOOTING COMPLAINT
2/11/17	18:38:19	117004783	0090	STAGECOACH TR	MEDICAL LEVEL 1
2/13/17	15:27:33	117004936	0084	15TH ST	ALARM
2/13/17	17:52:02	117004959	0084	VALLEY CREEK TR	ANIMAL CONCERN
2/13/17	20:14:31	117004977	0093	MEADOW BLUFF TR	SUSPICIOUS ACTIVITY
2/14/17	9:24:04	117005025		INDIAN TR	RECEIPT# 170000639
2/14/17	9:41:37	117005027	0063	AFTON BLVD	EXTRA PATROL
2/14/17	15:57:59	117005102	0082	VALLEY CREEK RD	DEAD DEER
2/14/17	17:57:17	117005122	1280	SAINT CROIX TR	CAR VS DEER
2/14/17	18:10:28	117005124	0082	41ST ST	ALARM
2/14/17	22:24:03	117005142	1280	MANNING AV	TRAFFIC - SPEED (79/55)
2/15/17	7:56:01	117005165	0095	QUANT AV	ALARM
2/15/17	12:28:40	117005210		2ND ST	RECEIPT# 170000665
2/15/17	15:43:19	117005241		8TH ST	RECEIPT# 170000677
2/15/17	17:49:39	117005257	0079	I94	ACCIDENT WITH INJURY
2/15/17	18:36:42	117005264	0091	42ND ST	911 ABANDON
2/16/17	10:36:10	117005333	0130	2ND ST	MEDICAL L
2/16/17	17:34:18	117005391	0192	OAKGREEN AV	MEDICAL LEVEL 3
2/17/17	13:17:53	117005498	0081	40TH ST	DOGS AT LARGE
2/17/17	15:45:17	117005521	0100	HUDSON RD	OFFICES INFO
2/18/17	5:42:08	117005581	0145	HUDSON RD	SQD VS DEER
2/18/17	13:29:32	117005608	1253	2ND ST	WARRANT ATTEMPT

CJBWPR\$  
 Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for AFTON  
 For the Period 2/01/17 To 2/28/17

Date	Time	ICR #	ID#	Street Name	Complaint
2/19/17	8:29:44	117005678	0160	NEAL AV	TRAFFIC - DAR
2/19/17	10:26:50	117005688	0085	45TH ST	BREAK IN/OCC OVERNIGHT. HOUSE
2/19/17	16:12:21	117005711	0082	RIVER RD	ALARM SOUNDING
2/20/17	2:19:15	117005748	1205	SAINT CROIX TR	MEDICAL LEVEL 1-ALARM
2/20/17	17:59:18	117005809	1280	SAINT CROIX TR	TRAFFIC - DAS
2/21/17	8:33:23	117005845	0063	VALLEY CREEK TR	ALARM
2/21/17	10:12:22	117005863	0063	AFTON	AOA
2/21/17	11:16:23	117005872	0122	MANNING AV	TRAFFIC - SPEED - 73/55
2/21/17	12:19:29	117005880	0063	NEAL AV	DAMAGE TO MAILBOX
2/21/17	14:21:03	117005909	0130	60TH ST	ANIMAL COMPLAINT
2/21/17	16:01:01	117005937	0076	SAINT CROIX TR	THREATS REPORT
2/21/17	17:17:29	117005947	1267	STAGECOACH TR	911 OPEN LAND LINE
2/21/17	19:12:46	117005960	1280	SAINT CROIX TR	AFTON CITY COUNCIL MEETING
2/22/17	6:46:24	117005992	1208	NEAL AV	TRAFFIC - SPEED
2/22/17	13:10:29	117006060	0098	STAGECOACH TR	ALARM
2/22/17	16:45:50	117006106	0091	32ND ST	911 OPEN LINE
2/24/17	10:30:23	117006318		42ND ST	RECEIPT# 170000832
2/25/17	9:13:18	117006416	0130	PERROT AV	MEDICAL LEVEL 1
2/25/17	18:06:51	117006450	0098	AFTON BLVD	DEER DISPATCH
2/26/17	4:22:24	117006471	0142	PERROT AV	MEDICAL LEVEL 1
2/26/17	5:18:10	117006473	0142	VALLEY CREEK TR	ALARM
2/26/17	10:44:58	117006480	0094	PENFIELD AV	ANIMAL CONCERN
2/26/17	12:05:36	117006483	0138	SAINT CROIX TR	MEDICAL LEVEL 1
2/26/17	14:37:09	117006490	0085	STAGECOACH TR	ATTEMPTED BREAKIN
2/27/17	18:24:20	117006646	1280	SAINT CROIX TR	INJURED DEER
2/28/17	9:52:01	117006707	0063	PERROT AV	MEDICAL LEVEL 1
2/28/17	12:48:10	117006737	0160	STAGECOACH TR	EXTRA PATROL
2/28/17	13:03:45	117006740	0160	STAGECOACH TR	TRAFFIC - INS REQ
2/28/17	13:25:50	117006748	0063	ODELL AV	SCAM REPORT
2/28/17	15:52:05	117006776	0079	8TH ST	911 OPEN LINE
2/28/17	18:24:33	117006789	0074	42ND ST	SUSPICIOUS VEHICLE
2/28/17	18:26:32	117006790	0079	40TH ST	CAR V DEER
2/28/17	21:19:23	117006808	1280	MANNING AV	TRAFFIC - SPEED (83/55)

Total ICRs Processed: 85

\*\* END OF REPORT \*\*

## Citations for: Afton

2/1/2017 To 2/28/2017

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	2/1/2017	820012703201	192	B. Fry	Citation	0	MANNING AVE S		HUDSON RD S		Afton	REG-Expired Registration/# of Plates Reqd	169.79.1
WCSO	2/4/2017	820012703501	1280	T. VanSomeren	Citation	4200	SAINT CROIX TRL S				Afton	MOV-Speed-Exceed 30 mph-Urban District	169.14.2(a)(1)
WCSO	2/6/2017	820033703701	1208	A. Geehan	Citation	0	NEAL AVE S		10TH ST		Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)
WCSO	2/14/2017	820012704501	1280	T. VanSomeren	Citation	0	MANNING AVE S		22ND ST S		Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)
WCSO	2/19/2017	820025705001	160	K. Manis	Citation	0	NEAL AVE S		HUDSON RD S		Afton	DL-Drive After Revocation/DAR	171.24.2
WCSO	2/20/2017	820013705101	1280	T. VanSomeren	Citation	0	SAINT CROIX TRL S		STAGECOACH TRL S		Afton	DL-Drive After Suspension/DAS	171.24.1
WCSO	2/21/2017	820001705201	122	C. Cilley	Citation	0	MANNING AVE S		VALLEY CREEK RD		Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)
WCSO	2/22/2017	820001705301	1208	A. Geehan	Citation	0	NEAL AVE S		10TH ST		Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)
WCSO	2/28/2017	820012705901	1280	T. VanSomeren	Citation	2100	MANNING AVE S				Afton	MOV-Speed-Exceed 55 mph	169.14.2(a)(3)

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

## Meeting Date Mar. 21, 2017

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Valley Branch Watershed District Septic Inspection Program Update

---

Jennifer Koehler, who is working on the Valley Branch Watershed District's Septic Inspection Program for the area in the subwatershed of Kelles Creek, will provide an update report regarding the Septic Inspection Program.

**Council Action Requested**

**No Action Required.**

# Kelle's Creek Septic System Inspection Pilot Program - Update

Jill Lucas, VBWD Manager and  
Jennifer Koehler, Barr Engineering

March 21, 2017

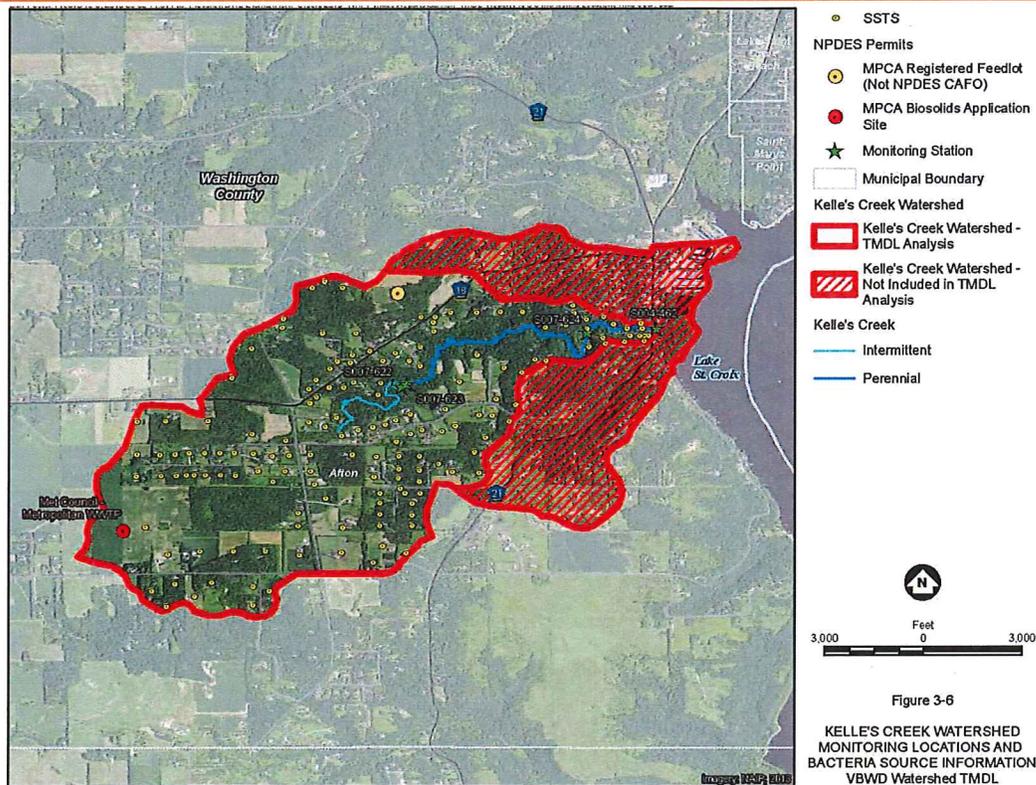


## Outline

- Review scope of the Clean Water Fund grant
- Summarize the results to date
- Outline next steps



# Kelle's Creek Total Maximum Daily Load (TMDL) Study: Source Assessment



## Clean Water Fund Grant: Scope

- Focus on septic systems in the Kelle's Creek watershed, upstream of Afton Village
- Conduct voluntary inspections of willing landowners' septic systems
- Coordinate and pay for investigations of septic system and determine compliance/non-compliance
- Connect property owners of non-compliant systems with potential funding sources
- Develop a memo summarizing the results of the program



## Clean Water Fund Grant: Timeline

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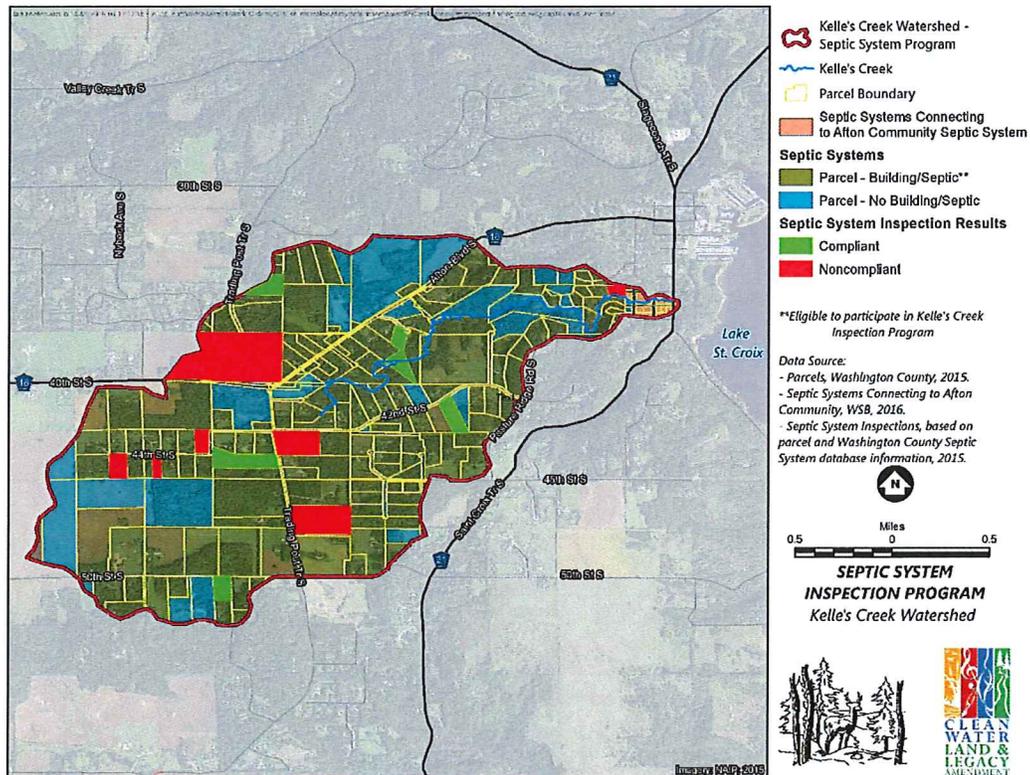
## Financial Assistance Programs

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- Washington County (Existing Program)
  - Low-income grants
  - Low-interest loan programs
- VBWD Septic System Cost-Share Program
  - For noncompliant systems in the Kelle's Creek watershed ordered to be upgraded/replaced by the County:
    - 25% cost-share, up to \$5,000
    - No income limits



# Voluntary participation to date: Inspections



# Voluntary participation to date: Inspections

- 16 inspection requests to date (~10% of watershed residents)
- 14/16 inspections have been completed
- 50% are noncompliant
  - Soil separation (4)
  - Tank integrity (3)



## Voluntary participation to date: Cost-Share

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- Two (2) residents have pursued cost-share funds through the VBWD septic system upgrade/replacement program



## 2017 efforts

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- Mailing sent out to residents last week
- Posting in April Afton Newsletter
- Develop summary report near end of year for submittal to BWSR
- Grant complete at end of 2017



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# Questions and Discussion



**BARR**

## City of Afton – Financial Reports January and February, 2017

Ref	Description	Pages
A.	Balance Sheet	A1
B.	Statement of Changes in Fund Balance: Current Month	B1
C.	Statement of Changes in Fund Balance: Year to Date	C1
D.	Statement of Revenue and Expenditures: General Fund Summary plus Detail for All Other Funds	D1 to D8
E.	Detail Statement of Revenue and Expenditures: General Fund Only	E1 to E6
F.	Summary and Detail of Special Activities Fund - YTD	F1 to F2
G.	Street Improvement Fund: YTD Detail by Account	G1
H.	Building and Land Fund: YTD Detail by Account	H1
I.	City Dock Fund: YTD Detail by Account	I1
J.	General Fund Streets, Rehab and Public Works: YTD Detail by Account	J1
K.	Customer Receipts and Other Deposits – MTD Sorted by Account	K1 to K3
L.	Claims Paid during <b>Jan &amp; Feb: \$581,188.35</b>	L1 to L29
M.	Permit Escrow and Fee Detail	M1 to M17
N.	Building Insp Fees by Acct: YTD Detail for Afton	N1
O.	Park Reserve Fund – YTD Detail by Account	O1
P.	Road Debt Service Fund – YTD Detail by Account	P1
Q.	City Infra-Structure Improvement Fund – LTD Summary + YTD 2017 Detail	Q1 to Q3

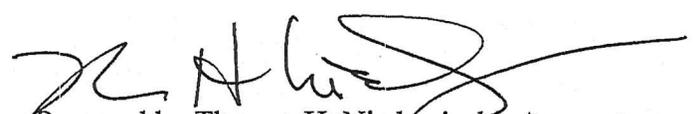
**Significant January & February 2017 Revenue:**  
**\$14,681** #100 Gen'l Fd Acct 4400 Building Permit Fees.

**Significant January & February 2017 Expense:**  
**\$60,824** #100 Gen'l Fd Acct 5625 1<sup>st</sup> Qtr 2017 Fire & Amb Services.

**\$49,886** #100 Gen'l Fd; Acct 5830 Snow & Ice Control Includes both Tri-County and Wash Cty for January and February.

**\$20,064** #120 Street Imp Fd Acct 7983 Local Street Improvements. This is a new category on the WSB invoices so I set up a new account. I'm not totally sure what the difference is between this and "Village Local Road Improvements"

**\$28,776** #800 City Infra-Structure Imp Fd Accts 8891 thru 8899.

  
 Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton  
Balance Sheet  
February 28, 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
<b>Assets</b>													
100	4M Fund: General Fund	301,049											301,049
100.8	Petty Cash	388											388
115	4M Fund: Bldg & Land Capital Fund		111,600										111,600
120	4M Fund: Street Imp Capital Fund			789,904									789,904
200	4M Fund: Park Reserve Fund				160,959								160,959
250	4M Fund: Special Reserve Fund					523,252							523,252
400	4M Fund: 201 Project Fund						(1,313)						(1,313)
500	4M Fund: Fire Station Debt Serv Fund							2,200					2,200
550	4M Fund: Special Activities Fund								217,229				217,229
600	4M Fund: MN Investment Fund								104,708				104,708
700	4M Fund: Road Construction Fund												0
725	4M Fund: Road Debt Service Fund										216,854		216,854
800/805	4M Fund: City Infrastructure Fund									2,101,447			2,101,447
810	4M Fund: City Dock Fund											60,275	60,275
	<b>Total Cash and Investments</b>	<b>301,438</b>	<b>111,600</b>	<b>789,904</b>	<b>160,959</b>	<b>523,252</b>	<b>(1,313)</b>	<b>2,200</b>	<b>321,938</b>	<b>2,101,447</b>	<b>216,854</b>	<b>60,275</b>	<b>4,588,554</b>
1170	Taxes Receivable from County	0											0
11xx	Fees & Other Receivables	(1,320)											(1,320)
2001	Permit Escrow & Fees (net receivable)	0											0
Various	Due (Owed) between Funds	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Assets and Other Debits</b>	<b>300,118</b>	<b>111,600</b>	<b>789,904</b>	<b>160,959</b>	<b>523,252</b>	<b>(1,313)</b>	<b>2,200</b>	<b>321,938</b>	<b>2,101,447</b>	<b>216,854</b>	<b>60,275</b>	<b>4,587,234</b>

<b>Liabilities and Fund Balances</b>													
2001	Permit Escrow & Fees (net payable)	43,883											43,883
2002	Accounts Payable	83,208											83,208
2022	Accrued Expenses	0											0
2035	Accrued Interest - Road Bond	0									7,663		7,663
2037	Accrued Interest - Downtown Tmp Imp Bd	0								11,734			11,734
2120	Building Surcharges Payable	412											412
2200	Payroll Tax Liabilities/Withholding	5,079											5,079
	<b>Total Accounts and Other Payables</b>	<b>132,581</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,734</b>	<b>7,663</b>	<b>0</b>	<b>151,978</b>
2500	Grants Received	0											0
2700	Road GO Tax Abatement Bds												0
2701	2014A Refunding Road Bonds										2,645,000		2,645,000
2702	2015A Downtown GO Temp Imp Bonds								3,755,000				3,755,000
2703	2017A Downtown GO Temp Imp Bonds								20,000				20,000
Various	Fund Balance - Beginning of Year	328,212	111,545	810,218	160,870	522,924	(1,266)	2,185	329,229	(1,642,269)	(2,420,261)	60,233	(1,738,381)
Various	Current Year Net Increase (Decrease)	(160,675)	56	(20,314)	89	328	(47)	15	(7,292)	(43,018)	(15,548)	42	(246,364)
Various	<b>Fund Balance - End of Period</b>	<b>167,536</b>	<b>111,600</b>	<b>789,904</b>	<b>160,959</b>	<b>523,252</b>	<b>(1,313)</b>	<b>2,200</b>	<b>321,938</b>	<b>(1,685,287)</b>	<b>(2,435,809)</b>	<b>60,275</b>	<b>(1,984,745)</b>
	<b>Total Liabilities and Fund Balances</b>	<b>300,118</b>	<b>111,600</b>	<b>789,904</b>	<b>160,959</b>	<b>523,252</b>	<b>(1,313)</b>	<b>2,200</b>	<b>321,938</b>	<b>2,101,447</b>	<b>216,854</b>	<b>60,275</b>	<b>832,234</b>

  
Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton - Statement of Changes in Fund Balances  
for Months of January and February 2016**

#	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
<b>A</b>	<b>Beginning Fund Balances</b>	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)
<b>Section I. Revenues</b>													
1	Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0
	Intergovernmental Revenues	(2,267)	0	0	0	0	0	0	0	0	0	0	(2,267)
19	Charges for Services	11	0	0	0	0	0	0	0	0	0	0	11
21	Fines and Forfeitures	1,532	0	0	0	0	0	0	0	0	0	0	1,532
	Licenses, Fees and Permits	15,303	0	0	0	0	0	0	0	0	0	0	15,303
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	0	0	0	0	0	0	0	0	0	0	0	0
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	0	0	0	0
36	Other Grants/State Fire Aid	300	0	0	0	0	0	0	0	0	0	0	300
	Interest Income	576	56	367	89	328	1	15	220	1,452	189	42	3,336
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>B</b>	<b>Total Revenue</b>	15,455	56	367	89	328	1	15	220	1,452	189	42	18,214
<b>C</b>	<b>Other Financing Sources/Transfers</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Section II. Expenditures</b>													
	General and Administrative												
1	Wages and Benefits	31,650	0	0	0	0	0	0	0	0	0	0	31,650
2	Professional Services	15,603	0	0	0	0	0	0	0	0	0	0	15,603
3	Other Expenditures	4,296	0	0	0	0	0	0	2,512	0	0	0	6,808
	Total General and Administrative	51,549	0	0	0	0	0	0	2,512	0	0	0	54,061
5	Public Safety/State Fire Aid	61,096	0	0	0	0	0	0	0	0	0	0	61,096
9	Public Health/Cons of Natural Resources	0	0	0	0	0	0	0	5,000	0	0	0	5,000
11	Streets	50,824	0	0	0	0	0	0	0	0	0	0	50,824
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	28,776	0	0	28,776
13	Other Street Imp/Road Paving Project	42	0	20,681	0	0	49	0	0	0	0	0	20,772
14	Buildings and Land/City Dock	1,812	0	0	0	0	0	0	0	0	0	0	1,812
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	10,807	0	0	0	0	0	0	0	0	0	0	10,807
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	15,694	15,738	0	31,431
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	176,130	0	20,681	0	0	49	0	7,512	44,470	15,738	0	264,578
<b>E</b>	<b>Other Financing Uses/Transfers</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	(160,675)	56	(20,314)	89	328	(47)	15	(7,292)	(43,018)	(15,548)	42	(246,364)
<b>F</b>	<b>Ending Fund Balances</b>	167,536	111,600	789,904	160,959	523,252	(1,313)	2,200	321,938	(1,685,287)	(2,435,809)	60,275	(1,984,745)

  
Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton - Statement of Changes in Fund Balances  
for Year to Date February 28, 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
<b>A</b>	<b>Beginning Fund Balances</b>	<b>328,212</b>	<b>111,545</b>	<b>810,218</b>	<b>160,870</b>	<b>522,924</b>	<b>(1,266)</b>	<b>2,185</b>	<b>329,229</b>	<b>(1,642,269)</b>	<b>(2,420,261)</b>	<b>60,233</b>	<b>(1,738,380.81)</b>
<b>Section I. Revenues</b>													
1	Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0
	Intergovernmental Revenues	(2,267)	0	0	0	0	0	0	0	0	0	0	(2,267)
19	Charges for Services	11	0	0	0	0	0	0	0	0	0	0	11
21	Fines and Forfeitures	1,532	0	0	0	0	0	0	0	0	0	0	1,532
	Licenses, Fees and Permits	15,303	0	0	0	0	0	0	0	0	0	0	15,303
25	Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0
35	Misc Revenue/Gaming Tax	0	0	0	0	0	0	0	0	0	0	0	0
36	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	0	0	0	0
36	Other Grants/State Fire Aid	300	0	0	0	0	0	0	0	0	0	0	300
	Interest Income	576	56	367	89	328	1	15	220	1,452	189	42	3,336
37	TIF District/MN Invest Fund Proceeds	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>B</b>	<b>Total Revenue</b>	<b>15,455</b>	<b>56</b>	<b>367</b>	<b>89</b>	<b>328</b>	<b>1</b>	<b>15</b>	<b>220</b>	<b>1,452</b>	<b>189</b>	<b>42</b>	<b>18,214</b>
<b>C</b>	<b>Other Financing Sources/Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Section II. Expenditures</b>													
General and Administrative													
1	Wages and Benefits	31,650	0	0	0	0	0	0	0	0	0	0	31,650
2	Professional Services	15,603	0	0	0	0	0	0	0	0	0	0	15,603
3	Other Expenditures	4,296	0	0	0	0	0	0	2,512	0	0	0	6,808
	Total General and Administrative	51,549	0	0	0	0	0	0	2,512	0	0	0	54,061
5	Public Safety/State Fire Aid	61,096	0	0	0	0	0	0	0	0	0	0	61,096
9	Public Health/Cons of Natural Resources	0	0	0	0	0	0	0	5,000	0	0	0	5,000
11	Streets	50,824	0	0	0	0	0	0	0	0	0	0	50,824
13	DNR Flood Improvement Project	0	0	0	0	0	0	0	0	28,776	0	0	28,776
13	Other Street Imp/Road Paving Project	42	0	20,681	0	0	49	0	0	0	0	0	20,772
14	Buildings and Land/City Dock	1,812	0	0	0	0	0	0	0	0	0	0	1,812
15	TIF District/MN Inv Fund Loan Disb	0	0	0	0	0	0	0	0	0	0	0	0
15	Parks and Recreation	10,807	0	0	0	0	0	0	0	0	0	0	10,807
16	Debt Service - Interest Expense	0	0	0	0	0	0	0	0	15,694	15,738	0	31,431
	Debt Service - Principal Retirement	0	0	0	0	0	0	0	0	0	0	0	0
<b>D</b>	<b>Total Expenditures</b>	<b>176,130</b>	<b>0</b>	<b>20,681</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>0</b>	<b>7,512</b>	<b>44,470</b>	<b>15,738</b>	<b>0</b>	<b>264,578</b>
<b>E</b>	<b>Other Financing Uses/Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E</b>	<b>Revenues Over (Under) Expenditures</b>	<b>(160,675)</b>	<b>56</b>	<b>(20,314)</b>	<b>89</b>	<b>328</b>	<b>(47)</b>	<b>15</b>	<b>(7,292)</b>	<b>(43,018)</b>	<b>(15,548)</b>	<b>42</b>	<b>(246,364)</b>
<b>F</b>	<b>Ending Fund Balances</b>	<b>167,536</b>	<b>111,600</b>	<b>789,904</b>	<b>160,959</b>	<b>523,252</b>	<b>(1,313)</b>	<b>2,200</b>	<b>321,938</b>	<b>(1,685,287)</b>	<b>(2,435,809)</b>	<b>60,275</b>	<b>(1,984,744.67)</b>

  
Prepared by Thomas H. Niedzwiecki, Accountant

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#100 GENERAL FUND</b>								
<b>A: REVENUES</b>								
1-PROPERTY TAXES	1,634,042	1,676,572	1,861,437	0	0	2,041,901	2,041,901	0.0%
2-INTERGOVERNMENTAL REVENUES	4,715	8,998	9,076	(2,267)	(2,267)	2,734	5,001	-82.9%
3-CHARGES FOR SERVICES	70	137	114	11	11	135	124	8.0%
4-FINES AND FORFEITURES	10,359	15,861	15,086	1,532	1,532	14,250	12,718	10.7%
5-LICENSES, FEES, PERMITS	162,119	190,172	281,870	15,303	15,303	152,250	136,947	10.1%
7-MISCELLANEOUS REVENUE	4,043	4,700	4,357	0	0	2,500	2,500	0.0%
9-OTHER GRANTS	8,378	8,410	8,410	300	300	8,290	7,990	3.6%
10-INTEREST INCOME	54	144	955	576	576	50	(526)	1152.5%
11-TIF DISTRICT	0	0	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>1,823,780</b>	<b>1,904,993</b>	<b>2,181,305</b>	<b>15,455</b>	<b>15,455</b>	<b>2,222,110</b>	<b>2,206,655</b>	<b>0.7%</b>
<b>B: EXPENDITURES</b>								
GENERAL AND ADMINISTRATIVE								
1-WAGES & BENEFITS	213,147	234,446	241,650	31,650	31,650	261,481	229,831	12.1%
2-PROFESSIONAL SERVICES	133,198	153,655	193,329	15,603	15,603	160,750	145,147	9.7%
4-OTHER EXPENDITURES	53,668	58,017	47,538	4,296	4,296	67,900	63,604	6.3%
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>400,012</b>	<b>446,119</b>	<b>482,517</b>	<b>51,549</b>	<b>51,549</b>	<b>490,131</b>	<b>438,582</b>	<b>10.5%</b>
5-PUBLIC SAFETY	384,098	392,065	413,237	61,096	61,096	422,296	361,200	14.5%
6-PUBLIC HEALTH	1,780	1,087	1,784	0	0	2,000	2,000	0.0%
7-STREETS	274,047	218,410	162,992	50,824	50,824	287,700	236,876	17.7%
9-OTHER PUBLIC WORKS	2,836	1,914	1,910	42	42	5,050	5,008	0.8%
10-BUILDINGS & LAND	10,446	10,334	8,296	1,812	1,812	12,000	10,188	15.1%
11-TIF DISTRICT	0	0	0	0	0	0	0	
12-PARKS & RECREATION	5,018	3,921	13,181	10,807	10,807	14,000	3,193	77.2%
<b>TOTAL EXPENDITURES</b>	<b>1,078,237</b>	<b>1,073,850</b>	<b>1,083,917</b>	<b>176,130</b>	<b>176,130</b>	<b>1,233,177</b>	<b>1,057,047</b>	<b>14.3%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>	<b>(708,350)</b>	<b>(805,133)</b>	<b>(1,096,493)</b>	<b>0</b>	<b>0</b>	<b>(988,933)</b>	<b>(988,933)</b>	
<b>Net GENERAL FUND</b>	<b>37,193</b>	<b>26,010</b>	<b>895</b>	<b>(160,675)</b>	<b>(160,675.44)</b>	<b>0</b>	<b>160,675</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#115 BUILDINGS AND LAND CAPITAL FUND</b>								
<b>A: Revenues</b>								
4012	6,000	6,000	6,000	0	0	6,000	6,000	0.0%
4022	15,000	15,000	15,000	0	0	15,000	15,000	0.0%
4600	(64)	0	750	0	0	0	0	
4831	0	0	0	0	0	0	0	
6910	0	20,000	25,000	0	0	0	0	
4906	3	17	158	56	56	0	(56)	
TOTAL REVENUE	20,939	41,017	46,908	56	56	21,000	20,944	0.3%
<b>B: Expenditures</b>								
6003	4,114	2,563	17,091	0	0	0	0	
6004	0	0	0	0	0	0	0	
6005	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	4,114	2,563	17,091	0	0	0	0	
<b>Net BLDG &amp; LAND CAPITAL FUND</b>	16,825	38,454	29,817	56	56	21,000	20,944	0.3%
<b>#120 STREET IMP CAPITAL FUND</b>								
<b>A: Revenues</b>								
4013	200,000	200,000	200,000	0	0	200,000	200,000	0.0%
4907	66	130	1,078	367	367	0	(367)	
4016	0	60,510	0	0	0	0	0	
TOTAL REVENUE	200,066	260,640	201,078	367	367	200,000	199,633	0.2%
<b>B: Expenditures</b>								
7935	2,227	0	0	0	0	0	0	
7937	2,469	1,806	2,902	617	617	0	(617)	
7938	0	0	0	0	0	0	0	
7936	3,143	73	31,886	0	0	0	0	
7981	89,427	250,099	86,205	0	0	0	0	
7982	23,269	23,383	3,527	0	0	0	0	
7983	0	0	0	20,064	20,064	0	(20,064)	
	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	120,535	275,360	124,520	20,681	20,681	0	(20,681)	
<b>C: Oth Fin Sources (Uses)/Transfers</b>								
6910	0	43,500	230,000	0	0	0	0	
69xx	0	0	0	0	0	0	0	
TOTAL OTH FIN SOURCES (USES)	0	43,500	230,000	0	0	0	0	
<b>Net STREET IMP CAPITAL FUND</b>	79,531	28,780	306,558	(20,314)	(20,314)	200,000	220,314	-10.2%

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#200 PARK RESERVE FUND</b>								
<b>A: Revenues</b>								
4425 Park Dedication Fees	10,000	54,743	56,360	0	0	0	0	
4426 Afton Donation Program - Parks	1,200	0	0	0	0	0	0	
4903 Interest Income - 4M Fund	7	26	229	89	89	0	(89)	
	0	0	0	0	0	0	0	
TOTAL REVENUE	11,207	54,769	56,589	89	89	0	(89)	
<b>B: Expenditures</b>								
6115 Park & Open Space Public Works	10,803	280	1,450	0	0	0	0	
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	0	0	0	0	
<b>C: Oth Fin Sources (Uses)/Transfers</b>								
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	
<b>Net PARK RESERVE FUND</b>	404	54,489	55,139	89	89	0	(89)	
<b>#250 SPECIAL RESERVE FUND</b>								
<b>A: Revenues</b>								
6936 Levy/Trf from Genl Fd - Special Reserve	294	5,000	88,000	0	0	78,000	78,000	0.0%
4912 Interest - Spec Reserve 4M Fund	34	102	955	328	328	0	(328)	
TOTAL REVENUE	328	5,102	88,955	328	328	78,000	77,672	0.4%
<b>B: Expenditures</b>								
6918 Trf to General Fund	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	0	0	0	0	
<b>Net SPECIAL RESERVE FUND</b>	328	5,102	88,955	328	328	78,000	77,672	0.4%
<b>#400 201 PROJECT FUND</b>								
<b>A: Revenues</b>								
4625 201 Project Revenue	1,347	3,787	6,450	0	0	0	0	
4904 Interest - 201 Project	(1)	0	1	1	1	0	(1)	
TOTAL REVENUE	1,346	3,787	6,451	1	1	0	(1)	
<b>B: Expenditures</b>								
5915 201 Project maintenance	696	9,160	5,718	49	49	0	(49)	
5918 201 Project Mgmt	10	0	0	0	0	0	0	
TOTAL EXPENDITURES	706	9,160	5,718	49	49	0	(49)	
<b>Net 201 PROJECT FUND</b>	641	(5,373)	734	(47)	(47)	0	47	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#500 FIRE STATION DEBT SERV FUND</b>								
A: Revenues								
4050 Fire Station Curr Tax Levy	57,356	57,933	49,893	0	0	58,468	58,468	0.0%
4904 Interest - Fire Station 4M Fund	2	1	30	15	15	0	(15)	
TOTAL REVENUE	57,358	57,934	49,923	15	15	58,468	58,453	0.0%
B: Expenditures								
6850 Fire Station Debt Service Expense	57,356	57,933	49,898	0	0	58,468	58,468	0.0%
	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	57,356	57,933	49,898	0	0	58,468	58,468	0.0%
<b>Net FIRE STATION DEBT SERV FUND</b>	2	1	25	15	15	0	(15)	
<b>#550 SPECIAL ACTIVITIES FUND</b>								
A. 4914 Interest - Spec Activity Fd (Unallocated)	23	59	464	147	147	0	(147)	
B. Cable Comm/4th of July Reserve/CC Contingency/Comm Garden								
4815 Cable Distributions Received	0	9,115	6,253	0	0	0	0	
4816 Community Garden	(2,478)	88	0	0	0	0	0	
4817 MN Historic Preservation Design Guidelines 4th of July Celebration Reserve	5,267	8,000	(8,225)	0	0	0	0	
	0	0	0	0	0	0	0	
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)	(962)	(962)	0	962	
5561 Communications Expenses	(10,867)	(2,605)	(17,594)	0	0	0	0	
Total B. Cable Comm/4th of July Reserve	(8,078)	13,399	(24,572)	(962)	(962)	0	962	
C. Codification/Comp Plan/Moratoria								
6934 Oper Trf fr Gen'l Fd - Codification + Oth Rev	100	100	100	0	0	100	100	0.0%
6935 Oper Trf fr Gen'l Fund - Comprehensive Plan	2,000	2,000	3,000	0	0	3,000	3,000	
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	0	3,100	3,100	0.0%

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>D. Flood &amp; Storm Water Control and Mitigation</b>								
6931 Oper Trf fr Gen'l Fund (Flood Control)	5,500	5,500	3,500	0	0	5,500	5,500	0.0%
6932 Oper Trf fr Gen'l Fund (Storm Water Run-off)	3,500	3,500	5,500	0	0	3,500	3,500	0.0%
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	
<b>Total D. Flood Control &amp; Mitigation</b>	<b>119</b>	<b>46,423</b>	<b>8,800</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>	<b>0.0%</b>
<b>E. Charitable Gaming Fund</b>								
4950 10% Charitable Gaming Tax	0	0	84	0	0	0	0	
5450 Charitable Gaming Expenditures	0	0	0	0	0	0	0	
<b>Total E. Charitable Gaming Fund</b>	<b>0</b>	<b>0</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>F. Developer/Applicant Pass-Thru Expenses</b>								
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	
<b>Total F. Developer/Applicant Pass-Thru Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>G. TIF District No. 1 (Afton Market Square)</b>								
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	
<b>Total G. TIF District No. 1 (Afton Market Square)</b>	<b>0</b>	<b>(849)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>H. State Fire Aid</b>								
4940 State Fire Aid Received	44,687	47,348	49,011	0	0	45,000	45,000	0.0%
5440 State Fire Aid Distributed	(44,687)	(47,348)	(49,011)	0	0	(45,000)	(45,000)	
<b>Total H. State Fire Aid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>I. City Vehicles/Equipment</b>								
69xx Oper Trf fr Gen'l - City Vehicles	2,500	2,500	2,500	0	0	2,500	2,500	0.0%
5508 City Equipment	0	0	0	0	0	0	0	
5977 John Deere X749 Tractor	0	0	0	0	0	0	0	
<b>Total I. City Vehicles</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0.0%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>K. Audit/Legal Reserve</b>								
4842 Oper Trf fr Gen'l - Audit/Legal	100	100	1,000	0	0	1,000	1,000	0.0%
6342 Legal Exp - Deductible/CoPays	0	0	0	0	0	0	0	
<b>Total K. Audit/Legal Reserve</b>	<b>100</b>	<b>100</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>
<b>L. MN Unemployment Claims</b>								
4843 Oper Trf fr Gen'l - MN Unemployment	3,000	3,000	1,000	0	0	1,000	1,000	0.0%
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	
<b>Total L. MN Unemployment Claims</b>	<b>3,000</b>	<b>3,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>
<b>M. Parks Capital Repairs/Trail &amp; Ped Bridge &amp; Sidewalk</b>								
4844 Oper Trf fr Gen'l - Parks Capital Repairs/Trail & Ped Brid	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
4846 Oper Trf fr Gen'l - Sidewalk	2,000	2,000	2,000	0	0	2,000	2,000	0.0%
6348 Parks Capital Repairs/Trail & Ped Bridge Expense	0	0	0	(5,000)	(5,000)	0	5,000	
<b>Total M. Parks Capital Repairs/Trail &amp; Ped Bridge &amp; Sidewalk</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>7,500</b>	<b>12,500</b>	<b>-66.7%</b>
<b>N. Election Expense Reserve</b>								
4847 Oper Trf fr Gen'l - Election Levy	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
6347 Election Expenses	(6,122)	(121)	(7,207)	(1,550)	(1,550)	0	1,550	
<b>Total N. Election Expense Reserve</b>	<b>(622)</b>	<b>5,379</b>	<b>(1,707)</b>	<b>(1,550)</b>	<b>(1,550)</b>	<b>5,500</b>	<b>7,050</b>	<b>-28.2%</b>
<b>Net SPECIAL ACTIVITIES FUND</b>	<b>5,125</b>	<b>71,403</b>	<b>(1,831)</b>	<b>(7,365)</b>	<b>(7,365)</b>	<b>23,100</b>	<b>27,915</b>	<b>-31.9%</b>
<b>#600 MN INVESTMENT FUND</b>								
<b>A: Revenues</b>								
4886 Chandler Exhibits Loan Repayment	9,204	0	0	0	0	0	0	
4904 Interest - MN Invest 4M Fund	43	48	226	73	73	0	(73)	
<b>TOTAL REVENUE</b>	<b>9,247</b>	<b>48</b>	<b>226</b>	<b>73</b>	<b>73</b>	<b>0</b>	<b>(73)</b>	
<b>B: Expenditures</b>								
8986 Chandler Exhibits Repay MN Invest Fd	5,871	0	0	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>5,871</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net MN INVESTMENT FUND</b>	<b>3,376</b>	<b>48</b>	<b>226</b>	<b>73</b>	<b>73</b>	<b>0</b>	<b>(73)</b>	

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#725 ROAD PAVING DEBT SERVICE FUND</b>								
<b>A: Revenues</b>								
4725 Road Paving Debt Levy Proceeds	305,000	310,000	260,000	0	0	260,000	260,000	0.0%
4916 Interest - Road Debt Service 4M Fund	63	99	513	189	189	0	(189)	
<b>TOTAL REVENUE</b>	<b>305,063</b>	<b>310,099</b>	<b>260,513</b>	<b>189</b>	<b>189</b>	<b>260,000</b>	<b>259,811</b>	<b>0.1%</b>
<b>B: Expenditures</b>								
7725 Interest Expense - 2005A Road Bonds	130,632	10,853	0	0	0	0	0	
7726 2005A Bond Admin Expense	425	0	0	0	0	0	0	
7735 Interest Expense - 2014A Refunding Bonds	0	104,751	97,250	15,738	15,738	105,000	89,263	15.0%
7736 2014A Refunding Bonds Admin Expense	38,845	(234,040)	1,900	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>169,902</b>	<b>(118,437)</b>	<b>99,150</b>	<b>15,738</b>	<b>15,738</b>	<b>105,000</b>	<b>89,263</b>	<b>15.0%</b>
<b>Net ROAD PAVING DEBT SERV FUND</b>	<b>135,161</b>	<b>428,536</b>	<b>161,363</b>	<b>(15,548)</b>	<b>(15,548)</b>	<b>155,000</b>	<b>170,548</b>	<b>-10.0%</b>
<b>#800/805 CITY INFRASTRUCTURE IMP FD</b>								
<b>A: Revenues</b>								
4917 Interest Income	3	395	4,602	1,452	1,452	0	(1,452)	
4852 VBWD Grant \$50M/Yr for 10 Yrs	0	0	50,000	0	0	0	0	
4871 Rental Income - Flood Levee Property	0	0	0	0	0	0	0	
4895 DNR Flood Imp Grant/PFA/Imp Bd Levy	0	48,937	98,000	0	0	98,000	98,000	0.0%
4896 DNR Flood Imp Grant Match - Tax Levy	95,000	95,000	95,000	0	0	95,000	95,000	0.0%
<b>TOTAL REVENUE</b>	<b>95,003</b>	<b>144,332</b>	<b>247,602</b>	<b>1,452</b>	<b>1,452</b>	<b>193,000</b>	<b>191,548</b>	<b>0.8%</b>
<b>B: Expenditures</b>								
8891 Downtown Property Purchase/Expense	0	0	1,727	22	22	0	(22)	
8892 Dwtown Imp - Easements & Damages	0	0	9,200	0	0	0	0	
8894 Septic Permits, Fees, Admin	0	0	85,087	364	364	0	(364)	
8895 DNR Flood Imp Proj - Engineering	0	0	67,891	9,123	9,123	0	(9,123)	
8896 Sanitary Sewer Improvements	0	0	152,851	18,925	18,925	0	(18,925)	
8897 Septic Construction Engineering	0	0	8,545	0	0	0	0	
8898 Flood Mitigation/ROW Services	523,191	1,240,442	18,935	0	0	0	0	
8899 Village Improvements	0	0	22,670	342	342	0	(8,545)	
<b>TOTAL EXPENDITURES</b>	<b>523,191</b>	<b>1,240,442</b>	<b>366,905</b>	<b>28,776</b>	<b>28,776</b>	<b>0</b>	<b>(36,979)</b>	
<b>C: Oth Fin Sources (Uses)/Trfs incl Debt Service</b>								
4848 Oper Trf from Park Reserve Fund	0	0	0	0	0	0	0	
7737 Interest Exp - Downtown Temp Imp Bond	0	0	(28,163)	(4,694)	(4,694)	0	4,694	
7738 Bond Issue Expense	0	0	(1,608)	(11,000)	(11,000)	0	11,000	
	0	0	0	0	0	0	0	
<b>TOTAL OTH FIN SOURCES (USES)</b>	<b>0</b>	<b>0</b>	<b>(29,771)</b>	<b>(15,694)</b>	<b>(15,694)</b>	<b>0</b>	<b>15,694</b>	
<b>Net 800 CITY INFRASTRUCTURE IMPROVEME</b>	<b>(428,188)</b>	<b>(1,096,109)</b>	<b>(149,074)</b>	<b>(43,018)</b>	<b>(43,018)</b>	<b>193,000</b>	<b>244,221</b>	<b>-22.3%</b>

**City of Afton**  
**Statement of Revenue and Expenditures**  
**General Fund Summary plus Detail for All Other Funds**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#810 CITY DOCK FUND</b>								
<b>A: Revenues</b>								
4812 Lease of City Docks	3,850	3,850	3,850	0	0	3,850	3,850	0.0%
4909 Interest Income - 4M Fund	22	25	125	42	42	0	(42)	
<b>TOTAL REVENUE</b>	<b>3,872</b>	<b>3,875</b>	<b>3,975</b>	<b>42</b>	<b>42</b>	<b>3,850</b>	<b>3,808</b>	<b>1.1%</b>
<b>B: Expenditures</b>								
8930 Dock Improvements	1,115	0	0	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>1,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net 810 CITY DOCK FUND</b>	<b>2,757</b>	<b>3,875</b>	<b>3,975</b>	<b>42</b>	<b>42</b>	<b>3,850</b>	<b>3,808</b>	<b>1.1%</b>

**TOTAL ALL FUNDS COMBINED**

TOTAL REVENUE	2,605,178	2,900,997	3,120,612	18,214	18,214
TOTAL EXPENDITURES	2,055,069	2,599,049	1,827,667	248,884	248,884
OTH FINANCING SOURCES (USES)	(696,956)	(746,733)	(796,164)	(15,694)	(15,694)
<b>Net ALL FUNDS COMBINED</b>	<b>(146,846.90)</b>	<b>(444,784.77)</b>	<b>496,782.02</b>	<b>(246,363.86)</b>	<b>(246,363.86)</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>#100 GENERAL FUND</b>								
<b>1-PROPERTY TAXES:</b>								
4000 Current Tax Levy	860,094	899,578	961,378	0	0	1,003,443	1,003,443	0.0%
4005 Fiscal Disparity	47,649	44,904	44,674	0	0	49,525	49,525	0.0%
4015 Delinq Taxes, Penalties, Int & Adj	17,950	5,456	23,892	0	0	0	0	
4013 Street Improvement Capital Fund	200,000	200,000	200,000	0	0	375,000	375,000	0.0%
6928 Special Reserve Fund	294	5,000	3,000	0	0	9,500	9,500	0.0%
6932 Stormwater Fund	3,500	3,500	3,500	0	0	3,500	3,500	0.0%
6933 Vehicle/Equipment Replacement Fund	2,500	2,500	2,500	0	0	2,500	2,500	0.0%
6935 Comprehensive Plan	2,000	2,000	3,000	0	0	4,000	4,000	0.0%
6936 Flood Fund	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
6937 DNR Grant Match	95,000	95,000	95,000	0	0	95,000	95,000	0.0%
6934 Codification	100	100	100	0	0	100	100	0.0%
4843 MN Unemployment Claims	3,000	3,000	1,000	0	0	1,000	1,000	0.0%
4847 Election Fund	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
6910 City Council Contingency Fund	0	0	0	0	0	0	0	
4842 Audit and Legal Reserve	100	100	1,000	0	0	1,000	1,000	0.0%
4844 Parks Capital Repairs/Trail & Ped Bridge	5,500	5,500	5,500	0	0	5,500	5,500	0.0%
4022 Afton Septic System - City Bldgs	15,000	15,000	15,000	0	0	15,000	15,000	0.0%
4846 Sidewalk	2,000	2,000	2,000	0	0	2,000	2,000	0.0%
4012 Bldg & Land Capital Fund	6,000	6,000	6,000	0	0	6,000	6,000	0.0%
4818 City Share High Speed Internet	0	0	75,000	0	0	50,000	50,000	0.0%
4050 Debt Service Levy, Fire Hall Remodeling	57,356	57,933	49,893	0	0	49,833	49,833	0.0%
4898 Debt Serv Levy - Downtown Imp Tmp Bond	0	0	28,000	0	0	28,000	28,000	0.0%
4899 Debt Serv Levy - Downtown Imp PFA Loans	0	8,000	70,000	0	0	70,000	70,000	0.0%
4725 Debt Serv Levy - Road Construction Bonds	305,000	310,000	260,000	0	0	260,000	260,000	0.0%
TOTAL PROPERTY TAXES	1,634,042	1,676,572	1,861,437	0	0	2,041,901	2,041,901	0.0%
<b>2-INTERGOVERNMENTAL REVENUE:</b>								
4100 Gravel Tax/West Lakeland Cent College	(2,374)	(2,333)	(2,160)	(2,267)	(2,267)	(2,400)	(133)	
4108 Market Value Credit - Ag	5,797	10,033	9,596	0	0	4,000	4,000	0.0%
4112 PERA Rate Increase Aid	634	634	634	0	0	634	634	0.0%
4175 Agricultural perserve credit	659	663	1,005	0	0	500	500	0.0%
TOTAL INTERGOVT REVENUES	4,715	8,998	9,076	(2,267)	(2,267)	2,734	5,001	-82.9%
<b>3-CHARGES FOR SERVICES:</b>								
4205 Assessment Search	50	20	80	10	10	35	25	28.6%
4210 Sale of City Data (Various Media)	20	117	34	1	1	100	99	0.8%
TOTAL CHARGES FOR SERVICES	70	137	114	11	11	135	124	8.0%

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>4-FINES &amp; FORFEITURES:</b>								
4300 County Fines & Fees	10,359	15,861	14,422	1,532	1,532	14,000	12,468	10.9%
4305 Other Fines & Forfeitures	0	0	664	0	0	250	250	0.0%
TOTAL FINES & FORFEITURES	10,359	15,861	15,086	1,532	1,532	14,250	12,718	10.7%
<b>5-LICENSES, FEES, PERMITS:</b>								
4400 Building Permit Fees - Afton	86,885	117,818	206,416	14,681	14,681	86,000	71,319	17.1%
4401 Building & Eng'g Inspection Fees	800	1,050	1,550	0	0	250	250	0.0%
4404 4th of July permits	250	0	0	0	0	0	0	
4405 Pet License & Impound Fees	335	1,025	325	320	320	300	(20)	106.7%
4410 Liquor Licenses	3,000	3,000	5,023	0	0	2,600	2,600	0.0%
4415 Other Licenses	413	260	589	0	0	350	350	0.0%
4435 Street Opening & Utility Permit Fees	750	500	2,250	0	0	1,750	1,750	0.0%
4437 Utility Franchise Fees	59,438	59,554	57,833	302	302	58,000	57,698	0.5%
4440 Zoning Fees & Permits	10,248	6,965	7,886	0	0	3,000	3,000	0.0%
TOTAL LICENSES, FEES, PERMITS	162,119	190,172	281,870	15,303	15,303	152,250	136,947	10.1%
<b>7-MISCELLANEOUS REVENUE:</b>								
4601 Insurance dividend	3,208	3,271	3,972	0	0	2,000	2,000	0.0%
4604 Park rental & cleaning fees	825	560	225	0	0	500	500	0.0%
4615 Settlements/Other Income/Transfer	10	869	160	0	0	0	0	
TOTAL MISCELLANEOUS REVENUE	4,043	4,700	4,357	0	0	2,500	2,500	0.0%
<b>9-OTHER GRANTS:</b>								
4810 County Grant-recycling grant	7,178	7,210	7,210	0	0	7,090	7,090	0.0%
4815 Cable Commission Grant	1,200	1,200	1,200	300	300	1,200	900	25.0%
TOTAL OTHER GRANTS	8,378	8,410	8,410	300	300	8,290	7,990	3.6%
<b>10-INTEREST REVENUES:</b>								
4901 Interest - 4M Fund General	54	144	955	576	576	50	(526)	1152.5%
TOTAL INTEREST REVENUES	54	144	955	576	576	50	(526)	1152.5%
<b>TOTAL REVENUES</b>	<b>1,823,780</b>	<b>1,904,993</b>	<b>2,181,305</b>	<b>15,455</b>	<b>15,455</b>	<b>2,222,110</b>	<b>2,206,655</b>	<b>0.7%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>B: EXPENDITURES</b>								
<b>1-WAGES &amp; BENEFITS:</b>								
5002 Mayor & Council	13,200	13,400	13,200	2,200	2,200	13,200	11,000	16.7%
5004 Administrator	81,575	88,150	91,483	15,358	15,358	97,759	82,401	15.7%
5005 Intern (s)	0	0	0	0	0	4,500	4,500	0.0%
5007 Office Assistant	17,717	16,059	18,272	2,905	2,905	16,556	13,651	17.5%
5008 Office Manager/Clerk	38,593	38,922	38,798	557	557	44,150	43,593	1.3%
5115 Contract Office - Administration	0	0	0	972	972			
5020 Maintenance Personnel incl Vehicle Allowance	17,849	17,300	18,816	1,324	1,324	24,669	23,345	5.4%
5014 FICA & Medicare	13,425	17,702	17,854	2,147	2,147	15,364	13,217	14.0%
5018 Insurance Benefits (Disability)	642	646	648	0	0	720	720	0.0%
5037 Other Financial Benefits	16,200	26,400	26,400	4,400	4,400	26,400	22,000	16.7%
5053 PERA	11,416	12,178	13,008	1,787	1,787	15,063	13,276	11.9%
5024 Workers Comp Insurance	2,530	3,689	3,171	0	0	3,100	3,100	0.0%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>213,147</b>	<b>234,446</b>	<b>241,650</b>	<b>31,650</b>	<b>31,650</b>	<b>261,481</b>	<b>230,803</b>	<b>12.1%</b>
<b>2-PROFESSIONAL SERVICES:</b>								
5120 Contract - Videographer	606	710	1,807	544	544	2,000	1,456	27.2%
5302 Assessor Fees	20,191	20,716	21,269	320	320	21,850	21,530	1.5%
5304 Accounting fees	13,365	14,375	15,247	2,580	2,580	16,500	13,920	15.6%
5305 Auditing fees	5,350	5,450	5,350	880	880	8,700	7,820	10.1%
5310 Engineering Fees	12,722	17,707	23,561	1,308	1,308	20,000	18,693	6.5%
5315 Recording fees	151	46	0	0	0	300	300	0.0%
5320 Legal fees - Prosecution	29,698	25,140	23,160	2,318	2,318	28,000	25,682	8.3%
5321 Legal fees - General/Civil	13,772	20,447	21,951	1,682	1,682	22,000	20,318	7.6%
5330 Planning Fees	0	0	0	231	231	4,000	3,769	5.8%
5335 Other Fees for Service	0	0	(433)	0	0	1,500	1,500	0.0%
5350 Building Inspection Fees - Stensland	36,910	48,921	80,054	5,741	5,741	34,400	28,659	16.7%
5360 Misc Dev Fees	(200)	(345)	0	0	0	0	0	
5370 Well Monitoring Program	144	0	768	0	0	1,000	1,000	0.0%
5380 Watershed Management	488	488	595	0	0	500	500	0.0%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>133,198</b>	<b>153,655</b>	<b>193,329</b>	<b>15,603</b>	<b>15,603</b>	<b>160,750</b>	<b>145,147</b>	<b>9.7%</b>

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>4-OTHER EXPENDITURES:</b>								
5500 Office Equipment	176	1,612	576	0	0	700	700	0.0%
5505 Bank/IRS Fees/Penalties/Sales Tax	135	347	262	102	102	400	298	25.5%
5510 Comp Svc (All Hard/Software, GIS, Web, Email)	4,825	5,396	5,610	194	194	9,500	9,306	2.0%
5516 Copier Lease	6,424	6,796	3,243	460	460	7,000	6,540	6.6%
5520 Equipment Maintenance	62	0	0	0	0	1,000	1,000	0.0%
5525 Insurance-General Liability	18,377	17,886	17,250	0	0	21,000	21,000	0.0%
5535 Misc. Expense	230	956	21	57	57	2,000	1,943	2.8%
5540 Office Supplies	2,673	2,953	2,631	463	463	4,000	3,537	11.6%
5545 Other Administration	475	713	400	200	200	500	300	40.0%
5550 Postage	4,816	3,439	3,281	297	297	3,500	3,203	8.5%
5555 Publishing & Printing	2,336	3,656	2,201	335	335	2,800	2,465	12.0%
5560 Newsletter	5,281	6,058	5,339	768	768	6,000	5,232	12.8%
5565 Telephone	2,759	2,682	2,703	329	329	3,500	3,171	9.4%
5575 Travel & Mileage	180	0	132	51	51	500	449	10.3%
5580 Membership & Dues	2,987	3,158	3,207	0	0	3,000	3,000	0.0%
5585 Seminars & Education	1,932	2,364	682	1,040	1,040	2,500	1,460	41.6%
TOTAL OTHER EXPENDITURES	53,668	58,017	47,538	4,296	4,296	67,900	63,604	6.3%
<b>SUBTOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>400,012</b>	<b>446,119</b>	<b>482,517</b>	<b>51,549</b>	<b>51,549</b>	<b>490,131</b>	<b>439,554</b>	<b>10.5%</b>
<b>5-PUBLIC SAFETY:</b>								
5605 Animal Control	1,899	2,823	1,959	46	46	4,000	3,954	1.1%
5625 Fire & Ambulance Service	213,705	219,953	232,893	60,824	60,824	243,296	182,472	25.0%
5626 Fire Relief Association	0	0	0	0	0	0	0	
5635 Police Service - County	168,494	169,289	178,385	227	227	175,000	174,773	0.1%
TOTAL PUBLIC SAFETY	384,098	392,065	413,237	61,096	61,096	422,296	361,200	14.5%
<b>6-PUBLIC HEALTH:</b>								
5705 Recycling - Afton	150	268	1,076	0	0	500	500	0.0%
5720 Refuse Hauling - City Hall	1,630	819	708	0	0	1,500	1,500	0.0%
TOTAL PUBLIC HEALTH	1,780	1,087	1,784	0	0	2,000	2,000	0.0%

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>7-STREETS:</b>								
5820 Gravel Road Maintenance	1,755	3,530	7,944	0	0	4,000	4,000	0.0%
5825 Crackseal/Seal Coat/Gravel Shouldering	90,685	51,829	11,701	0	0	75,000	75,000	0.0%
5830 Snow & Ice Control	115,692	62,431	78,910	49,886	49,886	110,000	60,114	45.4%
5835 Surf maint/Sweeping/Pothole Repair	29,844	49,873	33,139	0	0	46,000	46,000	0.0%
5845 Brush,Tree,Mow,Bridge,Culvert,Guardrail	25,502	40,117	21,136	0	0	39,000	39,000	0.0%
5850 Street Lighting	3,982	4,286	3,164	502	502	5,000	4,498	10.0%
5855 Gas Lamps - Operating Costs	2,851	2,491	1,889	306	306	2,700	2,394	11.4%
5856 Gas Lamps - Capital	0	0	0	0	0	0	0	
5860 Signs & Signals	2,977	3,247	3,413	20	20	4,000	3,980	0.5%
5870 Other - Road Maint.	758	605	1,696	109	109	2,000	1,891	5.5%
TOTAL STREETS	274,047	218,410	162,992	50,824	50,824	287,700	236,876	17.7%
<b>9-OTHER PUBLIC WORKS EXPENDITURES:</b>								
5910 Flood Control (Operate Pump/Dike)	803	0	0	0	0	1,600	1,600	0.0%
5920 Repair & Maint - Equipment	1,312	1,080	1,324	42	42	1,500	1,458	2.8%
5925 Fuel & Lubricants	478	558	311	0	0	1,000	1,000	0.0%
5930 Tools & Minor Equipment	243	277	275	0	0	950	950	0.0%
TOTAL OTHER PUBLIC WORKS	2,836	1,914	1,910	42	42	5,050	5,008	0.8%
<b>SUBTOTAL STREETS, REHAB &amp; PUBLIC WORKS</b>	<b>276,883</b>	<b>220,324</b>	<b>164,902</b>	<b>50,866</b>	<b>50,866</b>	<b>292,750</b>	<b>241,884</b>	<b>17.4%</b>
<b>9-BUILDINGS &amp; LAND:</b>								
6010 Gas Heat	2,060	1,937	1,071	249	249	2,200	1,951	11.3%
6020 Electricity	1,822	1,731	1,635	446	446	2,000	1,554	22.3%
6030 Miscellaneous Expense	777	1,036	944	137	137	800	663	17.1%
6035 Cleaning	1,031	874	273	0	0	2,000	2,000	0.0%
6040 Repair & Maintenance	898	1,910	902	0	0	2,000	2,000	0.0%
6045 City Garage Expense	3,264	2,557	3,182	853	853	2,500	1,647	
6050 Supplies	594	288	289	128	128	500	372	25.5%
TOTAL BUILDINGS & LAND	10,446	10,334	8,296	1,812	1,812	12,000	10,188	15.1%

**City of Afton**  
**Detail Statement of Revenue and Expenditures - General Fund Only**  
**Year to Date 2/28/17**

	Audited 2014	Audited 2015	Unaudited 2016	Months of JanFeb17	YTD Actual 2/28/17	Annual Budget 2017	Remaining Budget \$	YTD Act as % of Annual Budget
<b>12-PARKS &amp; RECREATION:</b>								
6105 4th of July Celebration	3,691	3,500	3,500	1,750	1,750	3,500	1,750	50.0%
6135 Park Maintenance	1,275	359	569	57	57	1,200	1,143	4.8%
6140 Miscellaneous expense	52	62	112	0	0	300	300	0.0%
6205 Cemetery maintenance	0	0	9,000	9,000	9,000	9,000	0	100.0%
<b>TOTAL PARKS &amp; RECREATION</b>	<b>5,018</b>	<b>3,921</b>	<b>13,181</b>	<b>10,807</b>	<b>10,807</b>	<b>14,000</b>	<b>3,193</b>	<b>77.2%</b>
<b>OVERALL TOTAL EXPENDITURES</b>	<b>1,078,237</b>	<b>1,073,850</b>	<b>1,083,917</b>	<b>176,130</b>	<b>176,130</b>	<b>1,233,177</b>	<b>1,058,019</b>	<b>14.3%</b>
<b>C: OTHER FINANCING SOURCES (USES)</b>								
4725 Tax Levy to Road Debt Service Fund	(305,000)	(310,000)	(260,000)	0	0	(260,000)	(260,000)	
4898 Tax Levy to Dwntrwn Imp Tmp Bonds	0	0	(28,000)	0	0	(28,000)	(28,000)	
4899 Tax Levy to Dwntrwn Imp PFA Loans	0	0	(70,000)	0	0	(70,000)	(70,000)	
4050 Tax Levy to Fire Hall Debt Service Fund	(57,356)	(57,933)	(49,893)	0	0	(49,833)	(49,833)	
6920 Oper trf to Bldg & Land Fund - Budgeted	(6,000)	(6,000)	(6,000)	0	0	(6,000)	(6,000)	
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	0	(375,000)	(375,000)	
6928 Oper Trf from(to) Special Reserve Fund	(294)	(5,000)	(88,000)	0	0	(9,500)	(9,500)	
6932 Oper Trf to Stormwater Fund	(3,500)	(3,500)	(3,500)	0	0	(3,500)	(3,500)	
6933 Oper Trf to Vehicle Fund	(2,500)	(2,500)	(2,500)	0	0	(2,500)	(2,500)	
6935 Oper Trf to Comprehensive Plan	(2,000)	(2,000)	(3,000)	0	0	(4,000)	(4,000)	
6936 Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(5,500)	0	0	(5,500)	(5,500)	
6937 Oper Trf to DNR Grant Match	(95,000)	(95,000)	(95,000)	0	0	(95,000)	(95,000)	
6934 Oper trf to Codification (Spec Act Fd)	(100)	(100)	(100)	0	0	(100)	(100)	
4843 Oper Trf to MN Unemployment Claims	(3,000)	(3,000)	(1,000)	0	0	(1,000)	(1,000)	
4847 Oper Trf to Election Expense Fund	(5,500)	(5,500)	(5,500)	0	0	(5,500)	(5,500)	
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	0	(1,000)	(1,000)	
4844 Oper Trf to Parks Capital Repairs/Trail & Ped Bridge	(5,500)	(5,500)	(5,500)	0	0	(5,500)	(5,500)	
xxxx Oper Trf to Afton Septic System - City Bldgs	(15,000)	(15,000)	(15,000)	0	0	(15,000)		
xxxx Oper Trf to PFA Loan Interest (Spec Act Fd)	0	(8,000)	0	0	0	(50,000)		
4846 Oper Trf to Sidewalk	(2,000)	(2,000)	(2,000)	0	0	(2,000)	(2,000)	
6929 Trf (to)/from Special Activities Fund (Various)	0	(15,000)	0	0	0	0	0	
<b>TOTAL OTH FINANCING/TRANSFERS</b>	<b>(708,350)</b>	<b>(805,133)</b>	<b>(1,096,493)</b>	<b>0</b>	<b>0</b>	<b>(988,933)</b>	<b>(923,933)</b>	
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>37,193</b>	<b>26,010</b>	<b>895</b>	<b>(160,675)</b>	<b>(160,675)</b>	<b>\$0</b>	<b>160,675</b>	
Fund Balance - Beginning of Period	<b>264,114</b>	<b>301,307</b>	<b>327,317</b>		<b>\$328,212</b>			
Fund Balance - End of Period	<b>301,307</b>	<b>327,317</b>	<b>328,212</b>		<b>\$167,536</b>			

**City of Afton**  
**Summary of Special Activities and MN Investment Funds**  
**YTD 2/28/17**

	Balance 12/31/2013	Balance 12/31/2014	Balance 12/31/2015	Balance 12/31/2016	Receipts	Disbursements	Transfers	Balance 2/28/2017
<b>#550 Special Activities Fund</b>								
A. Interest (unallocated)	3,848.46	3,871.67	3,930.92	4,394.61	146.87			4,541.48
B1. Cable Commission	23,978.90	18,378.87	24,889.73	13,549.11				13,549.11
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		961.50		3,807.06
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)
C1. Codification	3,650.20	3,750.20	3,850.20	3,950.20				3,950.20
C2. Comprehensive Plan	7,673.28	8,155.36	1,947.36	4,947.36				4,947.36
D1. Flood Control (Acct 7836)	8,445.20	5,063.99	17,004.27	22,304.27				22,304.27
D2. Storm Water Control	17,933.70	21,433.70	24,933.70	28,433.70				28,433.70
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				84.47
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				0.00
I. City Vehicles	1,648.96	4,148.96	6,648.96	9,148.96				9,148.96
K. Audit/Legal Reserve	38,336.57	38,436.57	38,536.57	39,536.57				39,536.57
L. MN UI Claims, Severance & Oth PTO	20,788.53	23,788.53	26,788.53	27,788.53				27,788.53
M. Parks Capital, Pedestrian Bike Trail & Bridge	10,959.94	16,459.94	21,959.94	27,459.94		5,000.00		22,459.94
N. Election Expense	6,402.20	5,780.27	11,159.33	9,452.67		1,550.00		7,902.67
O. Sidewalk	8,000.00	10,000.00	12,000.00	14,000.00				14,000.00
<b>Total #550 Special Activities Fund</b>	<b>149,897.33</b>	<b>155,021.85</b>	<b>226,424.51</b>	<b>224,593.95</b>	<b>146.87</b>	<b>7,511.50</b>	<b>0.00</b>	<b>217,229.32</b>
<b>#600 MN Investment Fund</b>								
4886/8986 Chandler Exhibits	100,985.08	104,361.13	104,409.10	104,635.25	73.00		0.00	104,708.25
<b>Total #600 MN Investment Fund</b>	<b>100,985.08</b>	<b>104,361.13</b>	<b>104,409.10</b>	<b>104,635.25</b>	<b>73.00</b>	<b>0.00</b>	<b>0.00</b>	<b>104,708.25</b>

03/15/17

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

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
<b>4914 · Special Activity - Interest</b>							
Gen...	01/31/2017	interest		Interest Income		73.38	73.38
Gen...	02/28/2017	interest		Interest Income		73.49	146.87
Total 4914 · Special Activity - Interest					0.00	146.87	146.87
<b>6347 · Elections Expense</b>							
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)
<b>6348 · Pedestrian Bike Trl/Bridge Exp</b>							
Bill	02/28/2017	100	Lower St Croix Valley Community Foundatio	Lower St Croix Trail resurfacing project	5,000.00		(5,000.00)
Total 6348 · Pedestrian Bike Trl/Bridge Exp					5,000.00	0.00	(5,000.00)
<b>6366 · City Council Contingency Exp</b>							
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)
Total 6366 · City Council Contingency Exp					961.50	0.00	(961.50)
<b>TOTAL</b>					<b>7,511.50</b>	<b>146.87</b>	<b>(7,364.63)</b>

03/15/17

**City of Afton**  
**Street Improvement Fund - Detail by Account**  
 January through February 2017

Type	Date	Num	Source Name	Memo	Amount
<b>4907 · Pub Wks 4M Fd Interest Earnings</b>					
General ...	01/31/2017	Interest		Interest Income	183.17
General ...	02/28/2017	Interest		Interest Income	183.50
Total 4907 · Pub Wks 4M Fd Interest Earnings					366.67
<b>7900 · Street Imp Capital Projects</b>					
<b>7937 · Bridge Repair &amp; Replacement</b>					
Bill	02/28/2017	170-16	WSB (Bridge Inspections)	Bridge Safety Inspections	(616.50)
Total 7937 · Bridge Repair & Replacement					(616.50)
<b>7983 · Local Street Improvements</b>					
Bill	02/28/2017	540-1	WSB (Local Street Imp)	Local Street Improvements	(20,064.00)
Total 7983 · Local Street Improvements					(20,064.00)
Total 7900 · Street Imp Capital Projects					(20,680.50)
<b>TOTAL</b>					<b>(20,313.83)</b>

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03/15/17

**City of Afton**  
**Bldg & Land Fund - Detail by Account**  
January through February 2017

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Amount</u>
<b>4906 · Bldg &amp; Land Interest Earnings</b>					
Gen...	01/31/2017	interest		Interest Income	27.79
Gen...	02/28/2017	interest		Interest Income	28.03
Total 4906 · Bldg & Land Interest Earnings					<u>55.82</u>
<b>TOTAL</b>					<u><u>55.82</u></u>

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**City of Afton**  
**City Dock Fund - Detail by Account**  
January through February 2017

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Amount</u>
<b>4909 · Dock 4M Fd - Interest Earnings</b>					
Gen...	01/31/2017	Interest		Interest Income	21.18
Gen...	02/28/2017	Interest		Interest Income	20.53
Total 4909 · Dock 4M Fd - Interest Earnings					41.71
<b>TOTAL</b>					<b>41.71</b>

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**City of Afton**  
**General Fd Streets, Rehab & Public Works - Detail by Account**  
 January through February 2017

Type	Date	Num	Source Name	Memo	Amount
<b>5830 · Snow &amp; Ice Control</b>					
Bill	01/31/2017	111457	Wash Cty (Rd & Bridge)(Trans & Phys D...	snow & ice control: sand and salt	(5,536.91)
Bill	01/31/2017	77	Tri-County Services (Snow Ice)	Snow & Ice Control: Jan 2017	(21,738.75)
Bill	01/31/2017	112957	Wash Cty (Rd & Bridge)(Trans & Phys D...	Jan 2017 snow & ice control: sand and salt	(12,508.44)
Bill	02/28/2017	91	Tri-County Services (Snow Ice)	Snow & Ice Control: Feb	(2,380.00)
Bill	02/28/2017	114861	Wash Cty (Rd & Bridge)(Trans & Phys D...	Feb and Mar 2017 snow & ice control: sand and salt	(7,721.55)
Total 5830 · Snow & Ice Control					(49,885.65)
<b>5850 · Street Lighting</b>					
Bill	01/01/2017	120516	Xcel Energy {EFT} (51-6223921-2)	Street Lighting Service	(218.11)
Bill	01/31/2017	13117	Xcel Energy {EFT} (51-5700429-6)	3033 St. Croix Trail S Meter #0077765464	(139.95)
Bill	02/21/2017	022117	Xcel Energy {EFT} (51-5700429-6)	3033 St. Croix Trail S Meter #0077765464	(144.05)
Total 5850 · Street Lighting					(502.11)
<b>5855 · Gas Lamps - Operating Costs</b>					
Bill	01/31/2017	013117	CP Energy {EFT} (8000015314-0)	5855 5297140 3033 St. Croix Trl S Meter #M19981171295	(26.00)
Bill	01/31/2017	013117	CP Energy {EFT} (8000015314-0)	5855 5297143 3033 St. Croix Trl S Meter #M19981171296	(124.64)
Bill	02/21/2017	022117	CP Energy {EFT} (8000015314-0)	5855 5297140 3033 St. Croix Trl S Meter #M19981171295	(26.00)
Bill	02/21/2017	022117	CP Energy {EFT} (8000015314-0)	5855 5297143 3033 St. Croix Trl S Meter #M19981171296	(129.84)
Total 5855 · Gas Lamps - Operating Costs					(306.48)
<b>5860 · Signs &amp; Signals</b>					
Bill	01/30/2017	34903	Menards - Hudson	supplies	(19.98)
Total 5860 · Signs & Signals					(19.98)
<b>5870 · Other Road Maintenance</b>					
Bill	01/31/2017	7000143	Gopher State One Call	Cafton01 FTP Tickets, 2017 Annual Facility Operator fee	(100.00)
Bill	01/31/2017	7010142	Gopher State One Call	Cafton01 FTP Tickets	(1.35)
Bill	01/31/2017	6120143	Gopher State One Call	Cafton01 FTP Tickets	(5.40)
Bill	02/28/2017	7020142	Gopher State One Call	Cafton01 FTP Tickets	(2.70)
Total 5870 · Other Road Maintenance					(109.45)
<b>5920 · Repair &amp; Maint Equipment</b>					
Bill	01/31/2017	55139	All Seasons Rental	supplies	(23.49)
Bill	02/28/2017	55319	All Seasons Rental	supplies	(18.99)
Total 5920 · Repair & Maint Equipment					(42.48)
<b>5925 · Fuel &amp; Lubricants</b>					
Gen...	02/28/2017	Petty Cash	100 Gen'l Fd:A. Rev:A03 Chrges for Svcs...	Petty Cash Activity 11/09/16 thru 3/6/17	0.00
Total 5925 · Fuel & Lubricants					0.00
<b>TOTAL</b>					<b>(50,866.15)</b>

**City of Afton**  
**Customer Receipts and Other Deposits - Sorted by Account**  
 January through February 2017

Type	Date	Num	Name	Memo	Class	Debit	Credit
<b>100 · 4M Fund/US Bank - General Fund</b>							
Deposit	01/12/2017			Fines&Fees		807.27	
Deposit	01/24/2017			Deposit		15,150.00	
Deposit	01/25/2017			Deposit		26,049.81	
Deposit	02/14/2017			Fines&Fees		724.60	
Deposit	02/21/2017			Deposit		20,000.00	
Deposit	02/23/2017			Deposit		16,961.82	
Total 100 · 4M Fund/US Bank - General Fund						79,693.50	0.00
<b>2001 · Permit Escrow &amp; Fees</b>							
Payment	01/24/2017	1006	Brown Trout Z16-40 15311 Putnam	Minor Sub Escrow Brown Trout Z16-40 15311 Putnam & 2...			1,500.00
Payment	01/24/2017	1008	Brown Trout Z16-40 15311 Putnam	Pynt of Minor Sub Fee: Brown Trout Z16-40 15311 Putna...			250.00
Payment	01/24/2017	1007	Brown Trout Z16-39 2573 Stagecoach	Pynt of Variance Fee: Brown Trout Z16-39 2573 Stagecoach			250.00
Payment	01/24/2017	2075	Swanson, Scott Z16-41 3602 St Crx Trl	Demo Permit Escrow: Swanson, Scott Z16-41 3602 St Crx ...			250.00
Payment	01/24/2017	2075	Swanson, Scott Z16-41 3602 St Crx Trl	Pynt of Demo Permit Fee: Swanson, Scott Z16-41 3602 St ...			110.00
Payment	01/24/2017	15016	Hartman Homes Z17-01 14833 50th St Andler	Demo Escrow: Hartman Homes Z17-01 14833 50th St Andler			250.00
Payment	01/24/2017	15016	Hartman Homes Z17-01 14833 50th St Andler	Pynt of Demo Fee: Hartman Homes Z17-01 14833 50th St ...			110.00
Total 2001 · Permit Escrow & Fees						0.00	2,720.00
<b>1100 · Taxes and Other Receivables</b>							
<b>1170 · Taxes Receivable fr County</b>							
Deposit	01/25/2017	EFT0125...	Wash Cty (Prop Records & Taxpayer Serv)	Wash Cty Tax Settlement: Nov & Dec 2016			26,049.81
Total 1170 · Taxes Receivable fr County						0.00	26,049.81
Total 1100 · Taxes and Other Receivables						0.00	26,049.81
<b>2703 · 2017A Downtown GO Temp Imp Bond</b>							
Deposit	02/21/2017	1700000...	2017A Downtown GO Temp Imp Bond	Good Faith Deposit: 2017A Downtown GO Temp Imp Bonds			20,000.00
Total 2703 · 2017A Downtown GO Temp Imp Bond						0.00	20,000.00
<b>4205 · Assessment Search Fees</b>							
Deposit	01/24/2017	97760	100 Gen'l Fd:A. Rev:A03 Chrges for Svcs:4205 Asses...	Lawson. St Croix Title: 27.028.20.34.0004 4837 Pheasant Ct			10.00
Total 4205 · Assessment Search Fees						0.00	10.00
<b>4300 · County Fines &amp; Fees</b>							
Deposit	01/12/2017	8200617...	100 Gen'l Fd:A. Rev:A04 Fines & Forfeitures:4300 Ct...	MN Dept of Finance: Wash Cty Fines and Fees Dec16			807.27
Deposit	02/14/2017	820068419	100 Gen'l Fd:A. Rev:A04 Fines & Forfeitures:4300 Ct...	MN Dept of Finance: Wash Cty Fines and Fees Jan17			724.60
Total 4300 · County Fines & Fees						0.00	1,531.87
<b>4400 · Afton Bldg Inspection Fees</b>							
Sales Re...	01/24/2017	B16-184	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Weed, katherine & George ...		109.00
Sales Re...	01/24/2017	B16-183	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Utecker, Nate & Loni 1360...		109.00
Sales Re...	01/24/2017	B16-185	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Albert W Carlson Trst 1422...		247.50
Sales Re...	01/24/2017	B17-01	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Craft, Jason 1037 Indian Trl...		109.00
Sales Re...	01/24/2017	B17-02	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:McDonough, M 1267 Stage...		109.00
Sales Re...	01/24/2017	B17-03	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Anderson, Mary 12855 30th...		109.00
Sales Re...	01/24/2017	B17-04	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Parker, Doug 4795 Trading ...		109.00
Sales Re...	01/24/2017	B17-05	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Andler, Anthony 14833 50t...		7,177.50
Sales Re...	01/24/2017	B17-07	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av		330.00
Sales Re...	01/24/2017	B17-06	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Perkins, Annie 4042 River ...		109.00
Sales Re...	01/24/2017	B17-08	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av		109.00
Sales Re...	01/24/2017	B17-09	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:St. Peter's Luth Church 880 ...		2,887.50

**City of Afton**  
**Customer Receipts and Other Deposits - Sorted by Account**  
 January through February 2017

Type	Date	Num	Name	Memo	Class	Debit	Credit
Sales Re...	01/24/2017	B17-10	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Bjork, Bill 1333 Strawberry ...		109.00
Sales Re...	01/24/2017	B17-11	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av		54.00
Sales Re...	02/23/2017	B17-12	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Barrett, Don 15526 Afton H...		109.00
Sales Re...	02/23/2017	B17-13	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Finch, David & Beth 13580 ...		660.00
Sales Re...	02/23/2017	B17-14	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Tinucci, Pat 346 Croixwood...		396.00
Sales Re...	02/23/2017	B17-15	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Schoen, Gerry 15370 Afton ...		109.00
Sales Re...	02/23/2017	B17-16	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Arnal, Gene 280 Indian Trl S		109.00
Sales Re...	02/23/2017	B17-17	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Merthan, John 4383 Partrid...		109.00
Sales Re...	02/23/2017	B17-18	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Andler, Anthony 14833 50t...		330.00
Sales Re...	02/23/2017	B17-19	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:St. Peter's Luth Church 880 ...		165.00
Sales Re...	02/23/2017	B17-20	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:St. Peter's Luth Church 880 ...		495.00
Sales Re...	02/23/2017	B17-22	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Matana, Pierpaulo 4609 Ne...		109.00
Sales Re...	02/23/2017	B17-21	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Building Permit Fees	Afton Bldg Insp Fees:Holz, Brad 4206 River Rd S		412.50
Total 4400 · Afton Bldg Inspection Fees						0.00	14,681.00
<b>4405 · Pet License &amp; Impound Fees</b>							
Deposit	01/24/2017	12660	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Robyn Husebye			10.00
Deposit	01/24/2017	1200	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Ashley Husebye			5.00
Deposit	01/24/2017	6874	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Todd and Tammi Nelson			10.00
Deposit	01/24/2017	1244	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Jim and Joan Jordan			5.00
Deposit	02/23/2017	11152	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Susan Green and Armand Cohen			10.00
Deposit	02/23/2017	131	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Russ Winkelman			10.00
Deposit	02/23/2017	4016	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Elaine Yahner			10.00
Deposit	02/23/2017	22221	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Ralph and Susan Jobe			10.00
Deposit	02/23/2017	7561	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Chad Fredkove			10.00
Deposit	02/23/2017	1146	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	Teresa Lewandowski and Christian Dawson			5.00
Deposit	02/23/2017	5053	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4405 Pe...	David and Rosemary Stiff			5.00
Total 4405 · Pet License & Impound Fees						0.00	90.00
<b>4420 · Afton Surcharges</b>							
Sales Re...	01/24/2017	B16-184	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Weed, katherine & George ...		1.00
Sales Re...	01/24/2017	B16-183	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Utecker, Nate & Lori 1360...		1.00
Sales Re...	01/24/2017	B16-185	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Albert W Carlson Trst 1422...		7.50
Sales Re...	01/24/2017	B17-01	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Craft, Jason 1037 Indian Trl...		1.00
Sales Re...	01/24/2017	B17-02	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:McDonough, M 1267 Stage...		1.00
Sales Re...	01/24/2017	B17-03	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Anderson, Mary 12855 30th...		1.00
Sales Re...	01/24/2017	B17-04	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Parker, Doug 4795 Trading ...		1.00
Sales Re...	01/24/2017	B17-05	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Andler, Anthony 14833 50t...		217.50
Sales Re...	01/24/2017	B17-07	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av		10.00
Sales Re...	01/24/2017	B17-06	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Perkins, Annie 4042 River ...		1.00
Sales Re...	01/24/2017	B17-08	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av		1.00
Sales Re...	01/24/2017	B17-09	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:St. Peter's Luth Church 880 ...		87.50
Sales Re...	01/24/2017	B17-10	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Bjork, Bill 1333 Strawberry ...		1.00
Sales Re...	01/24/2017	B17-11	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av		1.00
Sales Re...	02/23/2017	B17-12	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Barrett, Don 15526 Afton H...		1.00
Sales Re...	02/23/2017	B17-13	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Finch, David & Beth 13580 ...		20.00
Sales Re...	02/23/2017	B17-14	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Tinucci, Pat 346 Croixwood...		12.00
Sales Re...	02/23/2017	B17-15	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Schoen, Gerry 15370 Afton ...		1.00
Sales Re...	02/23/2017	B17-16	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Arnal, Gene 280 Indian Trl S		1.00
Sales Re...	02/23/2017	B17-17	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Merthan, John 4383 Partrid...		1.00
Sales Re...	02/23/2017	B17-18	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Andler, Anthony 14833 50t...		10.00
Sales Re...	02/23/2017	B17-19	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:St. Peter's Luth Church 880 ...		5.00
Sales Re...	02/23/2017	B17-20	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:St. Peter's Luth Church 880 ...		15.00
Sales Re...	02/23/2017	B17-22	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Matana, Pierpaulo 4609 Ne...		1.00

**City of Afton**  
**Customer Receipts and Other Deposits - Sorted by Account**  
 January through February 2017

Type	Date	Num	Name	Memo	Class	Debit	Credit
Sales Re...	02/23/2017	B17-21	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4400 Af...	Afton Surcharges	Afton Bldg Insp Fees:Holz, Brad 4206 River Rd S		12.50
Total 4420 · Afton Surcharges						0.00	412.00
<b>4437 · Utility Franchise Fees</b>							
Deposit	02/23/2017	1438341	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4437 Ut...	Centerpoint Energy 4th Qtr 2016 franchise fees			6,801.80
Deposit	02/23/2017	987520	100 Gen'l Fd:A. Rev:A05 Lic, Fees & Permits:4437 Ut...	Xcel Energy 4th Qtr 2016 franchise fees			6,560.59
Total 4437 · Utility Franchise Fees						0.00	13,362.39
<b>4815 · Cable Commission Distributions</b>							
Deposit	02/23/2017	2005	100 Gen'l Fd:A. Rev:A09 Other Grants:4815 Cable Co...	Cable Commission: 4th Qtr 2016			300.00
Total 4815 · Cable Commission Distributions						0.00	300.00
<b>5510 · Computer Service/Software</b>							
Deposit	02/23/2017	037772	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 ...	Presenter refund for Dec2016			135.00
Total 5510 · Computer Service/Software						0.00	135.00
<b>5605 · Animal Control</b>							
Deposit	01/24/2017	20347	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1...	Hillcrest Animal Hospital: Refund overpayment			380.00
Total 5605 · Animal Control						0.00	380.00
<b>8890 · DNR Flood Imp Expense</b>							
<b>8891 · DNR Flood Imp - Prop Purch/Exp</b>							
Deposit	02/23/2017	531074	800 City InfraStructure Imp Fd:B. Exp:8891 Dwtown...	CP Energy Refund 9859256			21.43
Total 8891 · DNR Flood Imp - Prop Purch/Exp						0.00	21.43
Total 8890 · DNR Flood Imp Expense						0.00	21.43
<b>TOTAL</b>						<b>79,693.50</b>	<b>79,693.50</b>

03/15/17

**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
<b>Bill Pmt -...</b>	<b>01/06/2017</b>	<b>21486</b>	<b>Postmaster</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(182.84)</b>
Bill	12/31/2016	JanNew...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	January 2017 Newsletter	5560 · Newsletter Expenses	182.84
TOTAL						182.84
<b>Bill Pmt -...</b>	<b>01/30/2017</b>	<b>21487</b>	<b>Postmaster</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(185.23)</b>
Bill	01/30/2017	Februar...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5560 Newsletter	Newsletter	5560 · Newsletter Expenses	185.23
TOTAL						185.23
<b>Paycheck</b>	<b>01/12/2017</b>	<b>21580</b>	<b>Johnson, Kenneth L</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(353.39)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5020 · Maintenance Person	474.53
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2302 · PERA Payable - Staff	(30.84)
					5053 · PERA Contribution - ...	35.59
					2302 · PERA Payable - Staff	(35.59)
					2210 · Federal Withholding	(35.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5051 · Social Security Tax - ...	29.42
					2205 · Soc Sec Payable - E...	(29.42)
					2204 · Social Security W/H -...	(29.42)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5052 · Medicare Tax - Empl...	6.88
					2213 · Medicare Payable - E...	(6.88)
					2212 · Medicare W/H - Emp...	(6.88)
					2208 · MN State Withholding	(19.00)
TOTAL						353.39
<b>Paycheck</b>	<b>01/12/2017</b>	<b>21581</b>	<b>Meade, Debra J</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(708.71)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5007 · Intern/Office Assistan...	842.52
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2302 · PERA Payable - Staff	(54.76)
					5053 · PERA Contribution - ...	63.19
					2302 · PERA Payable - Staff	(63.19)
					1190 · Other Receivables	51.41
					2210 · Federal Withholding	(43.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5051 · Social Security Tax - ...	52.24
					2205 · Soc Sec Payable - E...	(52.24)
					2204 · Social Security W/H -...	(52.24)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5052 · Medicare Tax - Empl...	12.22
					2213 · Medicare Payable - E...	(12.22)
					2212 · Medicare W/H - Emp...	(12.22)
					2208 · MN State Withholding	(23.00)

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**City of Afton**  
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Type	Date	Num	Name	Memo	Account	Original Amo...
TOTAL						708.71
<b>Paycheck</b>	<b>01/13/2017</b>	<b>21582</b>	<b>Nelson, Randall P</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(187.10)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5002 · Mayor & Council Wa...	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5053 · PERA Contribution - ...	10.00
					2303 · PERA Payable - Cou...	(10.00)
					5052 · Medicare Tax - Empl...	2.90
					2213 · Medicare Payable - E...	(2.90)
					2212 · Medicare W/H - Emp...	(2.90)
TOTAL						187.10
<b>Paycheck</b>	<b>01/13/2017</b>	<b>21583</b>	<b>Palmquist, William B</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(187.10)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5002 · Mayor & Council Wa...	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5053 · PERA Contribution - ...	10.00
					2303 · PERA Payable - Cou...	(10.00)
					5052 · Medicare Tax - Empl...	2.90
					2213 · Medicare Payable - E...	(2.90)
					2212 · Medicare W/H - Emp...	(2.90)
TOTAL						187.10
<b>Paycheck</b>	<b>01/13/2017</b>	<b>21584</b>	<b>Richter, Joseph J</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(187.10)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5002 · Mayor & Council Wa...	200.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5053 · PERA Contribution - ...	10.00
					2303 · PERA Payable - Cou...	(10.00)
					5052 · Medicare Tax - Empl...	2.90
					2213 · Medicare Payable - E...	(2.90)
					2212 · Medicare W/H - Emp...	(2.90)
TOTAL						187.10
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21585</b>	<b>Advantage Signs &amp; Graphics, Inc.</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(882.80)</b>
Bill	12/31/2016	00029429	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58... signage		5860 · Signs & Signals	882.80
TOTAL						882.80

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Type	Date	Num	Name	Memo	Account	Original Amo...
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21586</b>	<b>Croix Crystal Water Treatment</b>	<b>cooler lease and water</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(33.25)</b>
Bill	12/31/2016	51407	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & L...	33.25
TOTAL						33.25
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21587</b>	<b>Highland Sanitation</b>	<b>Acct No. 7208</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(190.00)</b>
Bill	12/31/2016	000033...	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.2 Public Heal...	extra hauling	5720 · Refuse Hauling - City...	190.00
TOTAL						190.00
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21588</b>	<b>Menards - Hudson</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(40.49)</b>
Bill	12/31/2016	35654	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	supplies	6030 · Misc Exp - Bldg & L...	17.92
Bill	12/31/2016	36169	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	17.92
Bill	12/31/2016	36046	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	4.65
TOTAL						40.49
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21589</b>	<b>Security Response Services Inc</b>	<b>account number 120857</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(149.50)</b>
Bill	12/31/2016	1161890	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6040 Repairs & Maintena...	card reader at main office	6040 · City Property Mainte...	149.50
TOTAL						149.50
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21590</b>	<b>Squire House Gardens</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(25.00)</b>
Bill	12/31/2016	Caught...	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.2 Public Heal...	Recycling Star program	5705 · Recycling - Afton	25.00
TOTAL						25.00
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21591</b>	<b>US Bank Equipment Finance</b>	<b>Acct# 1473396 Contract # 500-0466085-000</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(230.00)</b>
Bill	12/31/2016	320935...	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
<b>Bill Pmt -...</b>	<b>01/12/2017</b>	<b>21592</b>	<b>ZoneOne Locating</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(249.50)</b>
Bill	12/31/2016	23862	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Locate Labor and travel	5870 · Other Road Maintena...	249.50
TOTAL						249.50

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Type	Date	Num	Name	Memo	Account	Original Amo...
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21593</b>	<b>Archaeo-Physics</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(507.83)</b>
Bill	12/31/2016	AFT-16...	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, ...	consulting	8894 · Septic Permits, Fees, ...	507.83
TOTAL						507.83
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21594</b>	<b>Environmental Law Group</b>	<b>VOID:</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
TOTAL						0.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21595</b>	<b>Environmental Law Group</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(4,452.00)</b>
Bill	12/31/2016	16017	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, ...	Environmental review and permitting issues	8894 · Septic Permits, Fees, ...	4,452.00
TOTAL						4,452.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21596</b>	<b>Holstad &amp; Knaak, PLC</b>	<b>Legal Services</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(4,000.00)</b>
Bill	12/31/2016	Dec2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Le... 100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution ... 800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, ...	Civil / General Prosecution Condemnation	5321 · Legal Fees - General 5320 · Legal Fees - Prosecuti... 8894 · Septic Permits, Fees, ...	1,593.00 2,230.00 177.00
TOTAL						4,000.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21597</b>	<b>Niedzwiecki, Thomas H.</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,375.00)</b>
Bill	12/30/2016	Budget...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting ... 120 Street Imp Capital Fd:B. Exp:7942 2016 Street Projects	budget street related	5304 · Accounting Fees 7942 · 2016 Street Projects	750.00 625.00
TOTAL						1,375.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21598</b>	<b>Niedzwiecki, Thomas H.</b>	<b>Accounting Services</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,271.00)</b>
Bill	12/31/2016	AcctDe...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting ... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Suppli... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Suppli... 100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting ...	Monthly charge for Accounting Services per Contract Monthly charge for QB Pro software including Payroll... Mailing envelopes, copies of invoices, misc postage Attendance at CC Meeting	5304 · Accounting Fees 5540 · Office Supplies 5540 · Office Supplies 5304 · Accounting Fees	1,107.00 26.00 38.00 100.00
TOTAL						1,271.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21599</b>	<b>Northwest Assoc (City Projects)</b>	<b>Technical Assistance - City Projects</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(652.30)</b>

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	12/31/2016	22680	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Gard...	Carlson property	6366 · City Council Conting...	652.30
TOTAL						652.30
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21600</b>	<b>Northwest Assoc (Private Projects)</b>	<b>Technical Assistance - Private Projects</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(42.00)</b>
Bill	12/31/2016	22681	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5335 Other Fees f...	Nelson Estates	5335 · Other Fees for Service	42.00
TOTAL						42.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21601</b>	<b>Springsted Incorporated</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,000.00)</b>
Bill	12/31/2016	16-230	805 Downtown Imp Debt Service:7738 2015A Dwntwn Tmp Imp ... 725 Road Paving Debt Service Fund:7736 2014A Refund Bd Adm... 725 Road Paving Debt Service Fund:7736 2014A Refund Bd Adm... 805 Downtown Imp Debt Service:7738 2015A Dwntwn Tmp Imp ...	Continuing Disclosure Services - Temp Imp Bonds Continuing Disclosure Services - Road Refunding Bon... General Obligation Tax Abatement Refunding General Obligation Temp Improvement Bonds	7738 · 2015A Adm Exp Dw... 7736 · 2014A Refunding Bd... 7736 · 2014A Refunding Bd... 7738 · 2015A Adm Exp Dw...	300.00 300.00 200.00 200.00
TOTAL						1,000.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21603</b>	<b>US Bank (Admin Fee)</b>	<b>Acct No. 0020325NS</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(450.00)</b>
Bill	12/31/2016	4499562	725 Road Paving Debt Service Fund:7736 2014A Refund Bd Adm...	2016 Admin Fee: GO Tax Abatement 2014A	7736 · 2014A Refunding Bd...	450.00
TOTAL						450.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21604</b>	<b>Wash Cty (Rd &amp; Bridge)(Trans &amp; Phys Dev)</b>	<b>Account No. 20490</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(2,450.95)</b>
Bill	12/31/2016	99021	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	snow & ice control 11/30/16	5830 · Snow & Ice Control	2,450.95
TOTAL						2,450.95
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21605</b>	<b>Wenck Associates Inc.</b>	<b>project 2656</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(555.00)</b>
Bill	12/31/2016	11607331	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	B2656-0005 Afton LSTS - bidding, construction & po	8896 · Sanitary Sewer Impro...	555.00
TOTAL						555.00
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>21606</b>	<b>US Bank (Road Bond Pymts)</b>	<b>Acct # 0020325NS Abatement Refunding Bond Seri...</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(213,450.00)</b>
Bill	01/17/2017	339982 ...		GO Tax Abatement 2014A: Interest due 2/1/17 GO Tax Abatement 2014A: Principal 2/1/17	2035 · Acc Int - 2014A Roa... 2701 · 2014A Refunding Ro...	48,450.00 165,000.00
TOTAL						213,450.00

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**City of Afton**  
**Claims Paid**  
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Type	Date	Num	Name	Memo	Account	Original Amo...
Bill Pmt -...	01/17/2017	21607	West Lakeland Township	PropID: 04.028.20.21.0005 Scannell Prop#107 LLC	100 · 4M Fund/US Bank - ...	(2,266.72)
Bill	01/17/2017	2016Ta...	100 Gen'l Fd:A. Rev:A02 Intergovernmental Revenue:4100 Gravel...	Prop Taxes: West Lakeland Township re. Century Coll...	4100 · Gravel Tax/West Lak...	2,266.72
TOTAL						2,266.72
Bill Pmt -...	01/17/2017	21608	Innovative Office Solutions LLC	customer # V105001	100 · 4M Fund/US Bank - ...	(3,549.00)
Bill	12/31/2016	IN1460...	115 Bldg & Land Capital Fund:B. Exp:6003 City Hall Improveme...	Chairs	6003 · City Hall Improveme...	3,549.00
TOTAL						3,549.00
Bill Pmt -...	01/17/2017	21609	Tri-County Services (Snow Ice)		100 · 4M Fund/US Bank - ...	(15,937.50)
Bill	12/31/2016	73	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Snow & Ice Control: Dec2016	5830 · Snow & Ice Control	15,937.50
TOTAL						15,937.50
Paycheck	01/31/2017	21612	Johnson, Kenneth L		100 · 4M Fund/US Bank - ...	(439.59)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5020 · Maintenance Person	599.40
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2302 · PERA Payable - Staff	(38.96)
					5053 · PERA Contribution - ...	44.96
					2302 · PERA Payable - Staff	(44.96)
					2210 · Federal Withholding	(50.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5051 · Social Security Tax - ...	37.16
					2205 · Soc Sec Payable - E...	(37.16)
					2204 · Social Security W/H -...	(37.16)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5052 · Medicare Tax - Empl...	8.69
					2213 · Medicare Payable - E...	(8.69)
					2212 · Medicare W/H - Emp...	(8.69)
					2208 · MN State Withholding	(25.00)
TOTAL						439.59
Check	01/31/2017	21613	Void		100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Paycheck	01/31/2017	21614	Meade, Debra J		100 · 4M Fund/US Bank - ...	(591.62)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5007 · Intern/Office Assistan...	749.70
					2302 · PERA Payable - Staff	(48.73)

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5053 · PERA Contribution - ...	56.23
					2302 · PERA Payable - Staff	(56.23)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2210 · Federal Withholding	(34.00)
					5051 · Social Security Tax - ...	46.48
					2205 · Soc Sec Payable - E...	(46.48)
					2204 · Social Security W/H - ...	(46.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5052 · Medicare Tax - Empl...	10.87
					2213 · Medicare Payable - E...	(10.87)
					2212 · Medicare W/H - Emp...	(10.87)
					2208 · MN State Withholding	(18.00)
TOTAL						591.62
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21615</b>	<b>All Seasons Rental</b>	<b>Account No. 30890280</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(23.49)</b>
Bill	01/31/2017	55139	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub ...	supplies	5920 · Repair & Maint Equi...	23.49
TOTAL						23.49
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21616</b>	<b>Christiansen, Bret J</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(137.50)</b>
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - V...	videography @ \$25/hr	5120 · Contract - Video Mee...	137.50
TOTAL						137.50
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21617</b>	<b>Gopher State One Call</b>	<b>Acct No. MN00128</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(100.00)</b>
Bill	01/31/2017	7000143	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Cafton01 FTP Tickets, 2017 Annual Facility Operator ...	5870 · Other Road Maintena...	100.00
TOTAL						100.00
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21618</b>	<b>Innovative Office Solutions LLC</b>	<b>customer # V105001</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(105.68)</b>
Bill	01/30/2017	1473972	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Suppli...	supplies	5540 · Office Supplies	105.68
TOTAL						105.68
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21619</b>	<b>Kate Piscitello (1099 Vendor)</b>	<b>Office Assistant: \$18/hour</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(108.00)</b>
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5110 Contract Of...	Office Assistant: 6 hours @ \$18/hr	5110 · Contract Office/Admi...	108.00
TOTAL						108.00
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21620</b>	<b>Memorial Lutheran Church (Vendor)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(200.00)</b>

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5545 Other Admin...	rent of Fellowship Hall for public meeting to be held ...	5545 · Other Admin Expense	200.00
TOTAL						200.00
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21621</b>	<b>Menards - Hudson</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(127.86)</b>
Bill	01/30/2017	34902	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	51.17
Bill	01/30/2017	34903	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	supplies	5860 · Signs & Signals	19.98
Bill	01/31/2017	37229	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	supplies	6030 · Misc Exp - Bldg & L...	2.48
Bill	01/31/2017	37461	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	30.57
Bill	01/31/2017	36681	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	23.66
TOTAL						127.86
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21622</b>	<b>River Valley Printing</b>	<b>Cust No. 1483</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(290.00)</b>
Bill	01/31/2017	5707	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
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21623</b>	<b>Security Response Services Inc</b>	<b>account number 120857</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(86.85)</b>
Bill	01/31/2017	1166278	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	base alarm monitoring 3 months	6030 · Misc Exp - Bldg & L...	86.85
TOTAL						86.85
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21624</b>	<b>Wash Cty (Sheriff)</b>	<b>Acct No. 20490</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(226.83)</b>
Bill	01/31/2017	111404	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safe...	2017 annual Code Red	5635 · Police Services	226.83
TOTAL						226.83
<b>Check</b>	<b>01/31/2017</b>	<b>21625</b>	<b>Void</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
TOTAL						0.00
<b>Bill Pmt -...</b>	<b>01/31/2017</b>	<b>21626</b>	<b>Wash Cty (Taxation Division)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(335.30)</b>
Bill	01/31/2017	111531	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5555 Publishing &...	2017 Truth in Taxation	5555 · Publishing & Printing	335.30
TOTAL						335.30

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Type	Date	Num	Name	Memo	Account	Original Amo...
Liability ...	02/12/2017	21627	Madison National Life	103815000000000	100 · 4M Fund/US Bank - ...	(137.16)
				103815000000000	2325 · Madison Life ST & L...	108.81
				103815000000000	2325 · Madison Life ST & L...	28.35
TOTAL						137.16
Paycheck	02/15/2017	21628	Johnson, Kenneth L		100 · 4M Fund/US Bank - ...	(306.19)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5020 · Maintenance Person	407.93
					2302 · PERA Payable - Staff	(26.52)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5053 · PERA Contribution - ...	30.59
					2302 · PERA Payable - Staff	(30.59)
					2210 · Federal Withholding	(29.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5051 · Social Security Tax - ...	25.30
					2205 · Soc Sec Payable - E...	(25.30)
					2204 · Social Security W/H -...	(25.30)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5052 · Medicare Tax - Empl...	5.92
					2213 · Medicare Payable - E...	(5.92)
					2212 · Medicare W/H - Emp...	(5.92)
					2208 · MN State Withholding	(15.00)
TOTAL						306.19
Paycheck	02/15/2017	21629	Meade, Debra J		100 · 4M Fund/US Bank - ...	(744.52)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5007 · Intern/Office Assistan...	963.90
					2302 · PERA Payable - Staff	(62.65)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5053 · PERA Contribution - ...	72.29
					2302 · PERA Payable - Staff	(72.29)
					2210 · Federal Withholding	(54.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5051 · Social Security Tax - ...	59.76
					2205 · Soc Sec Payable - E...	(59.76)
					2204 · Social Security W/H -...	(59.76)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5052 · Medicare Tax - Empl...	13.97
					2213 · Medicare Payable - E...	(13.97)
					2212 · Medicare W/H - Emp...	(13.97)
					2208 · MN State Withholding	(29.00)
TOTAL						744.52
Paycheck	02/15/2017	21630	Nelson, Randall P		100 · 4M Fund/US Bank - ...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5002 · Mayor & Council Wa...	200.00
					2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5053 · PERA Contribution - ...	10.00

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Type	Date	Num	Name	Memo	Account	Original Amo...
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		2303 · PERA Payable - Cou...	(10.00)
					5052 · Medicare Tax - Empl...	2.90
					2213 · Medicare Payable - E...	(2.90)
					2212 · Medicare W/H - Emp...	(2.90)
TOTAL						187.10
Check	02/15/2017	21631	Void		100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Check	02/15/2017	21632	Void		100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Paycheck	02/15/2017	21633	Palmquist, William B		100 · 4M Fund/US Bank - ...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5002 · Mayor & Council Wa...	200.00
					2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5053 · PERA Contribution - ...	10.00
					2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5052 · Medicare Tax - Empl...	2.90
					2213 · Medicare Payable - E...	(2.90)
					2212 · Medicare W/H - Emp...	(2.90)
TOTAL						187.10
Check	02/15/2017	21634	Void		100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Paycheck	02/15/2017	21635	Richter, Joseph J		100 · 4M Fund/US Bank - ...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5002 · Mayor & Council Wa...	200.00
					2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5053 · PERA Contribution - ...	10.00
					2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...		5052 · Medicare Tax - Empl...	2.90
					2213 · Medicare Payable - E...	(2.90)
					2212 · Medicare W/H - Emp...	(2.90)
TOTAL						187.10

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Type	Date	Num	Name	Memo	Account	Original Amo...
Check	01/31/2017	21636	Benson, Jenna & Casey, Ben Z16-21	Refund Driveway Escrow 2660 Meadow Vista Way	100 · 4M Fund/US Bank - ...	(1,500.00)
			Benson, Jenna & Casey, Ben Z16-21	Refund Driveway Escrow 2660 Meadow Vista Way	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	01/31/2017	21637	Void		100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Check	01/31/2017	21638	Derrick Homes Z16-07 Driveway	Refund Steve Carrato 2949 Nybeck Av Driveway E...	100 · 4M Fund/US Bank - ...	(1,500.00)
			Derrick Homes Z16-07 Driveway	Refund Steve Carrato 2949 Nybeck Av Driveway Escr...	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	01/31/2017	21639	Void		100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Check	01/31/2017	21640	Johnson, Carl & Maria Z16-29 3595 Lemieux	Refund Driveway Escrow 14365 50th St S Carl Joh...	100 · 4M Fund/US Bank - ...	(1,500.00)
			Johnson, Carl & Maria Z16-29 3595 Lemieux	Refund Driveway Escrow 14365 50th St S Johnson	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	01/31/2017	21641	Hartman Homes Z17-01 14833 50th St Andler	Refund Demo Escrow 14833 50th St Afton Hartma...	100 · 4M Fund/US Bank - ...	(250.00)
			Hartman Homes Z17-01 14833 50th St Andler	Refund Demo Escrow 14833 50th St Afton Hartman ...	2001 · Permit Escrow & Fees	250.00
TOTAL						250.00
Check	01/31/2017	21642	Ries, Lisa 16-22 12364 Meadow Bluff Trl	Refund Driveway Escrow 12364 Meadow Bluff Trl	100 · 4M Fund/US Bank - ...	(1,500.00)
			Ries, Lisa 16-22 12364 Meadow Bluff Trl	Refund Driveway Escrow 12364 Meadow Bluff Trl	2001 · Permit Escrow & Fees	1,500.00
TOTAL						1,500.00
Check	01/31/2017	21643	Uecker, Lonette Z16-28 13606 50th St	Refund Driveway Escrow Z16-28	100 · 4M Fund/US Bank - ...	(1,500.00)
			Uecker, Lonette Z16-28 13606 50th St	Refund Driveway Escrow Z16-28	2001 · Permit Escrow & Fees	1,500.00

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Type	Date	Num	Name	Memo	Account	Original Amo...
TOTAL						1,500.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21644</b>	<b>Wash Cty (Rd &amp; Bridge)(Trans &amp; Phys Dev)</b>	<b>Account No. 20490</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(15,566.86)</b>
Bill	12/31/2016	99580	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.I Streets:58...	snow & ice control: sand and salt	5830 · Snow & Ice Control	15,566.86
TOTAL						15,566.86
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21645</b>	<b>Wash Cty (Sheriff)</b>	<b>Acct No. 20490</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(92,835.54)</b>
Bill	12/31/2016	166013-1	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.I Public Safe...	July - December 2016	5635 · Police Services	92,835.54
TOTAL						92,835.54
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21646</b>	<b>WSB (City Engineer)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(3,948.50)</b>
Bill	12/31/2016	500-12	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering...	2016 City Engineer Services	5310 · Engineering Fees	1,985.00
Bill	12/31/2016	500-11	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering...	2016 City Engineer Services	5310 · Engineering Fees	1,963.50
TOTAL						3,948.50
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21647</b>	<b>WSB (DNR Flood Imp)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(4,439.50)</b>
Bill	12/31/2016	327-1	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj ...	Flood protection improvements	8895 · DNR Flood Imp Proj ...	441.00
Bill	12/31/2016	320-60	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj ...	Flood protection improvements	8895 · DNR Flood Imp Proj ...	147.00
Bill	12/31/2016	320-59	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj ...	Flood protection improvements	8895 · DNR Flood Imp Proj ...	3,851.50
TOTAL						4,439.50
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21648</b>	<b>WSB (Downtown Village Imp Proj)</b>	<b>Downtown Village Imp Proj No. 01856-520</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(3,444.25)</b>
Bill	12/31/2016	520-2	800 City InfraStructure Imp Fd:B. Exp:8899 Village Improvements	Downtown Village Improvement Project No. 01856-520	8899 · Village Improvements	3,444.25
TOTAL						3,444.25
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21649</b>	<b>WSB (Flood ROW Mitigation)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,176.00)</b>
Bill	12/31/2016	321-40	800 City InfraStructure Imp Fd:B. Exp:8898 Flood Mitigation/RO...	flood mitigation project right of way services	8898 · Flood Mitigation/RO...	735.00
Bill	12/31/2016	321-39	800 City InfraStructure Imp Fd:B. Exp:8898 Flood Mitigation/RO...	flood mitigation project right of way services	8898 · Flood Mitigation/RO...	441.00
TOTAL						1,176.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21650</b>	<b>WSB (Sanitary Sewer Imp)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(32,352.25)</b>

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Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	12/31/2016	410-37	800 City InfraStructure Imp Fd.B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements	8896 · Sanitary Sewer Impro...	21,511.50
Bill	12/31/2016	410-36	800 City InfraStructure Imp Fd.B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements	8896 · Sanitary Sewer Impro...	10,840.75
TOTAL						32,352.25
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21651</b>	<b>WSB (Utility Permits)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(778.00)</b>
Bill	12/31/2016	510-9	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering...	2016 Utility Permits	5310 · Engineering Fees	141.50
Bill	12/31/2016	510-8	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering...	2016 Utility Permits	5310 · Engineering Fees	636.50
TOTAL						778.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21652</b>	<b>WSB (Village Local Road Imp)</b>	<b>Project 01856-400</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(2,220.50)</b>
Bill	12/31/2016	400-37	120 Street Imp Capital Fd.B. Exp:7981 Village Local Rd Imp	Village Local Road Improvements	7981 · Village Local Road l...	2,220.50
TOTAL						2,220.50
<b>Bill Pmt -...</b>	<b>02/15/2017</b>	<b>21653</b>	<b>Gopher State One Call</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(6.75)</b>
Bill	01/31/2017	7010142	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Cafton01 FTP Tickets	5870 · Other Road Maintena...	1.35
Bill	01/31/2017	6120143	100 Gen'l Fd.B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Cafton01 FTP Tickets	5870 · Other Road Maintena...	5.40
TOTAL						6.75
<b>Bill Pmt -...</b>	<b>02/15/2017</b>	<b>21654</b>	<b>Menards - Hudson</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(17.31)</b>
Bill	01/31/2017	38231	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	7.45
Bill	01/31/2017	38372	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	9.86
TOTAL						17.31
<b>Bill Pmt -...</b>	<b>02/15/2017</b>	<b>21655</b>	<b>US Bank Equipment Finance</b>	<b>Acct# 1473396 Contract # 500-0466085-000</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(230.00)</b>
Bill	01/31/2017	323094...	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
<b>Bill Pmt -...</b>	<b>02/15/2017</b>	<b>21656</b>	<b>Wash Cty (Taxation Division)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(320.00)</b>
Bill	01/31/2017	112933	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5302 Assessor Fees	2016 TaxLevyBook, AudBondingCert, Top10/25Taxp...	5302 · Assessor Fees	320.00

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Type	Date	Num	Name	Memo	Account	Original Amo...
TOTAL						320.00
<b>Bill Pmt -...</b>	<b>02/15/2017</b>	<b>21657</b>	<b>Croix Crystal Water Treatment</b>	<b>cooler lease and water</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(20.25)</b>
Bill	01/31/2017	51798	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6030 Misc Expense	rent on hot & cold cooler, bottled water	6030 · Misc Exp - Bldg & L...	20.25
TOTAL						20.25
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21658</b>	<b>Afton Historical Society</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(9,000.00)</b>
Bill	01/31/2017	10006	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6205 Cemetery Mai...	Yearly Mount Hope cemetary maintenance	6205 · Cemetary Maintenance	9,000.00
TOTAL						9,000.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21659</b>	<b>Afton Parade Committee</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,750.00)</b>
Bill	01/31/2017	2017_01	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6105 4th of July Cel...	Afton Parade Committee: First Half of 2016 4th of July	6105 · 4th of July Celebration	1,750.00
TOTAL						1,750.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21660</b>	<b>Environmental Law Group</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(364.00)</b>
Bill	01/31/2017	16063	800 City InfraStructure Imp Fd:B. Exp:8894 Septic Permits, Fees, ...	Environmental review and permitting issues	8894 · Septic Permits, Fees, ...	364.00
TOTAL						364.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21661</b>	<b>Holstad &amp; Knaak, PLC</b>	<b>Legal Services</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(4,000.00)</b>
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5321 General - Le...	Civil / General	5321 · Legal Fees - General	1,682.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5320 Prosecution ...	Prosecution	5320 · Legal Fees - Prosecuti...	2,318.00
TOTAL						4,000.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21662</b>	<b>LSCV Fire Protection District</b>	<b>Fire Protection Services</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(60,824.00)</b>
Bill	01/31/2017	Levy1Q...	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safe...	1st Quarter 2017	5625 · Fire & Ambulance Se...	60,824.00
TOTAL						60,824.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21663</b>	<b>Michael W. Pofahl (CPA)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(880.00)</b>
Bill	01/31/2017	2016Au...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5305 Auditing Fees	2016 Audit: Progress Billing \$880 of \$5,350	5305 · Auditing Fees	880.00

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Type	Date	Num	Name	Memo	Account	Original Amo...
TOTAL						880.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21664</b>	<b>Niedzwiecki, Thomas H.</b>	<b>Accounting Services</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,354.00)</b>
Bill	01/31/2017	AcctJan...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting ...	Monthly charge for Accounting Services per Contract	5304 · Accounting Fees	1,190.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Suppli...	Monthly charge for QB Pro software including Payroll...	5540 · Office Supplies	26.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Suppli...	Mailing envelopes, copies of invoices, misc postage	5540 · Office Supplies	38.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5304 Accounting ...	Attendance at CC Meeting	5304 · Accounting Fees	100.00
TOTAL						1,354.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21665</b>	<b>Northwest Assoc (City Projects)</b>	<b>Technical Assistance - City Projects</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(461.70)</b>
Bill	01/31/2017	22730	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Gard...	Carlson property	6366 · City Council Conting...	461.70
TOTAL						461.70
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21666</b>	<b>Stensland Inspection Services</b>	<b>Building Inspection Services</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(4,908.00)</b>
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp F...	Building Permits, B17-01 - B17-14, Z17-01	5350 · Building Insp Fees - ...	4,908.00
TOTAL						4,908.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21667</b>	<b>Tri-County Services (Snow Ice)</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(21,738.75)</b>
Bill	01/31/2017	77	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Snow & Ice Control: Jan 2017	5830 · Snow & Ice Control	21,738.75
TOTAL						21,738.75
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21668</b>	<b>Wash Cty (Rd &amp; Bridge)(Trans &amp; Phys Dev)</b>	<b>Account No. 20490</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(5,536.91)</b>
Bill	01/31/2017	111457	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	snow & ice control: sand and salt	5830 · Snow & Ice Control	5,536.91
TOTAL						5,536.91
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21669</b>	<b>Wenck Associates Inc.</b>	<b>project 2656</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(420.50)</b>
Bill	01/31/2017	11700121	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Wastewater System Engineering	8896 · Sanitary Sewer Impro...	420.50
TOTAL						420.50
<b>Bill Pmt -...</b>	<b>02/15/2017</b>	<b>21670</b>	<b>Kate Piscitello (1099 Vendor)</b>	<b>Office Assistant: \$18/hour</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(864.00)</b>

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**City of Afton**  
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Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	02/13/2017	012617 ...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5110 Contract Of...	Office Assistant: 48 hours @ \$18/hr	5110 · Contract Office/Admi...	864.00
TOTAL						864.00
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21671</b>	<b>River Valley Printing</b>	<b>Cust No. 1483</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(290.00)</b>
Bill	02/13/2017	5729	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
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>21672</b>	<b>Wash Cty (Rd &amp; Bridge)(Trans &amp; Phys Dev)</b>	<b>Account No. 20490</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(12,508.44)</b>
Bill	01/31/2017	112957	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Jan 2017 snow & ice control: sand and salt	5830 · Snow & Ice Control	12,508.44
TOTAL						12,508.44
<b>Paycheck</b>	<b>02/28/2017</b>	<b>21673</b>	<b>Johnson, Kenneth L</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(240.60)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5020 · Maintenance Person	316.35
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2302 · PERA Payable - Staff	(20.56)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5053 · PERA Contribution - ...	23.73
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2302 · PERA Payable - Staff	(23.73)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2210 · Federal Withholding	(20.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5051 · Social Security Tax - ...	19.61
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2205 · Soc Sec Payable - E...	(19.61)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2204 · Social Security W/H -...	(19.61)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		5052 · Medicare Tax - Empl...	4.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2213 · Medicare Payable - E...	(4.58)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2212 · Medicare W/H - Emp...	(4.58)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Ge...		2208 · MN State Withholding	(11.00)
TOTAL						240.60
<b>Paycheck</b>	<b>02/28/2017</b>	<b>21674</b>	<b>Meade, Debra J</b>		<b>100 · 4M Fund/US Bank - ...</b>	<b>(993.08)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5007 · Intern/Office Assistan...	1,049.83
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5007 · Intern/Office Assistan...	268.84
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2302 · PERA Payable - Staff	(85.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5053 · PERA Contribution - ...	98.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2302 · PERA Payable - Staff	(98.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2210 · Federal Withholding	(92.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5051 · Social Security Tax - ...	81.76
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2205 · Soc Sec Payable - E...	(81.76)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		2204 · Social Security W/H -...	(81.76)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Int...		5052 · Medicare Tax - Empl...	19.12

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Type	Date	Num	Name	Memo	Account	Original Amo...
					2213 · Medicare Payable - E...	(19.12)
					2212 · Medicare W/H - Emp...	(19.12)
					2208 · MN State Withholding	(47.00)
TOTAL						993.08
Liability ...	02/28/2017	21675	Madison National Life	103815000000000	100 · 4M Fund/US Bank - ...	(80.46)
				103815000000000	2325 · Madison Life ST & L...	108.81
				103815000000000	2325 · Madison Life ST & L...	(28.35)
TOTAL						80.46
Bill Pmt -...	02/28/2017	21676	Metro Sales Inc.	Acct No 016181, Contract Number 28746-01	100 · 4M Fund/US Bank - ...	(209.35)
Bill	02/28/2017	INV729...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Se...	Ricoh/MPC4503 Color Copier Serial No. E175MC60...	5510 · Computer Service/So...	209.35
TOTAL						209.35
Bill Pmt -...	02/28/2017	21677	PressEnter	Acct # 33299 Customer # 33881	100 · 4M Fund/US Bank - ...	(25.00)
Bill	02/28/2017	33299 0...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Se...	Proofpoint Essentials	5510 · Computer Service/So...	25.00
TOTAL						25.00
Bill Pmt -...	01/01/2017	EFT12...	Xcel Energy {EFT} (51-6223921-2)	Acct No. 51-6223921-2 Street Lighting	100 · 4M Fund/US Bank - ...	(218.11)
Bill	01/01/2017	120516	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	Street Lighting Service	5850 · Street Lighting	218.11
TOTAL						218.11
Bill Pmt -...	01/01/2017	EFT12...	Xcel Energy {EFT} (51-5371356-9)	15891 34th St. S: Automatic Protective Lighting Se...	100 · 4M Fund/US Bank - ...	(16.26)
Bill	01/01/2017	120616	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	15891 34th St. S: Automatic Protective Lighting Service	6020 · Electricity	16.26
TOTAL						16.26
Bill Pmt -...	01/01/2017	EFT12...	CP Energy {EFT} (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - ...	(17.69)
Bill	01/01/2017	122716	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	17.69
TOTAL						17.69

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**City of Afton**  
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Type	Date	Num	Name	Memo	Account	Original Amo...
Paycheck	01/12/2017	201701...	Swanson Linner, Kimberly J	Direct Deposit	100 · 4M Fund/US Bank - ...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5008 · Office Manager Wages	609.60
				Direct Deposit	2302 · PERA Payable - Staff	(39.62)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5053 · PERA Contribution - ...	45.72
				Direct Deposit	2302 · PERA Payable - Staff	(45.72)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5051 · Social Security Tax - ...	37.80
				Direct Deposit	2205 · Soc Sec Payable - E...	(37.80)
				Direct Deposit	2204 · Social Security W/H -...	(37.80)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5052 · Medicare Tax - Empl...	8.84
				Direct Deposit	2213 · Medicare Payable - E...	(8.84)
				Direct Deposit	2212 · Medicare W/H - Emp...	(8.84)
				Direct Deposit	2110 · Direct Deposit Liabili...	(523.34)
TOTAL						0.00
Liability ...	01/11/2017	201701...	QuickBooks Payroll Service	Created by Payroll Service on 01/10/2017	100 · 4M Fund/US Bank - ...	(525.09)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 01/10/2017	2110 · Direct Deposit Liabili...	523.34
TOTAL						525.09
Bill Pmt -...	01/12/2017	201701...	Spencer D Klover (DD)	Videographer \$25.00/hour	100 · 4M Fund/US Bank - ...	(175.00)
Bill	12/31/2016	VideoD...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - V...	PC mtg, CC mtg, Video Maint	5120 · Contract - Video Mee...	175.00
TOTAL						175.00
Check	01/11/2017	201701...	QuickBooks Payroll Service	Created by Direct Deposit Service on 01/10/2017	100 · 4M Fund/US Bank - ...	(1.75)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
TOTAL						1.75
Paycheck	01/13/2017	201701...	Moorse, Ronald J	Direct Deposit	100 · 4M Fund/US Bank - ...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5053 · PERA Contribution - ...	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 Ad...	Direct Deposit	5037 · Flexible Benefits	1,100.00
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5051 · Social Security Tax - ...	306.25
				Direct Deposit	2205 · Soc Sec Payable - E...	(306.25)

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Type	Date	Num	Name	Memo	Account	Original Amo...
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	2204 · Social Security W/H -...	(306.25)
				Direct Deposit	5052 · Medicare Tax - Empl...	71.62
				Direct Deposit	2213 · Medicare Payable - E...	(71.62)
				Direct Deposit	2212 · Medicare W/H - Emp...	(71.62)
				Direct Deposit	2208 · MN State Withholding	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabili...	(3,306.14)
TOTAL						0.00
<b>Paycheck</b>	<b>01/13/2017</b>	<b>201701...</b>	<b>Swanson Linner, Kimberly J</b>	<b>Direct Deposit</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5008 · Office Manager Wages	717.55
				Direct Deposit	2302 · PERA Payable - Staff	(46.64)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5053 · PERA Contribution - ...	53.82
				Direct Deposit	2302 · PERA Payable - Staff	(53.82)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5051 · Social Security Tax - ...	44.48
				Direct Deposit	2205 · Soc Sec Payable - E...	(44.48)
				Direct Deposit	2204 · Social Security W/H -...	(44.48)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5052 · Medicare Tax - Empl...	10.40
				Direct Deposit	2213 · Medicare Payable - E...	(10.40)
				Direct Deposit	2212 · Medicare W/H - Emp...	(10.40)
				Direct Deposit	2110 · Direct Deposit Liabili...	(616.03)
TOTAL						0.00
<b>Paycheck</b>	<b>01/13/2017</b>	<b>201701...</b>	<b>Bend, Richard H</b>	<b>Direct Deposit</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5002 · Mayor & Council Wa...	300.00
				Direct Deposit	2303 · PERA Payable - Cou...	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5053 · PERA Contribution - ...	15.00
				Direct Deposit	2303 · PERA Payable - Cou...	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5052 · Medicare Tax - Empl...	4.35
				Direct Deposit	2213 · Medicare Payable - E...	(4.35)
				Direct Deposit	2212 · Medicare W/H - Emp...	(4.35)
				Direct Deposit	2110 · Direct Deposit Liabili...	(280.65)
TOTAL						0.00
<b>Paycheck</b>	<b>01/13/2017</b>	<b>201701...</b>	<b>Ross, Stanley A</b>	<b>Direct Deposit</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5002 · Mayor & Council Wa...	200.00
				Direct Deposit	2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5053 · PERA Contribution - ...	10.00
				Direct Deposit	2303 · PERA Payable - Cou...	(10.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5052 · Medicare Tax - Empl...	2.90
				Direct Deposit	2213 · Medicare Payable - E...	(2.90)

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Type	Date	Num	Name	Memo	Account	Original Amo...
				Direct Deposit	2212 · Medicare W/H - Emp...	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabili...	(187.10)
TOTAL						0.00
Liability ...	01/12/2017	201701...	QuickBooks Payroll Service	Created by Payroll Service on 01/10/2017	100 · 4M Fund/US Bank - ...	(4,396.92)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 4 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	7.00
			QuickBooks Payroll Service	Created by Payroll Service on 01/10/2017	2110 · Direct Deposit Liabili...	4,389.92
TOTAL						4,396.92
Paycheck	01/17/2017	201701...	Swanson Linner, Kimberly J	Direct Deposit	100 · 4M Fund/US Bank - ...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5004 · Administrator Salary	893.32
				Direct Deposit	2210 · Federal Withholding	(20.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5051 · Social Security Tax - ...	55.39
				Direct Deposit	2205 · Soc. Sec Payable - E...	(55.39)
				Direct Deposit	2204 · Social Security W/H - ...	(55.39)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5006 De...	Direct Deposit	5052 · Medicare Tax - Empl...	12.96
				Direct Deposit	2213 · Medicare Payable - E...	(12.96)
				Direct Deposit	2212 · Medicare W/H - Emp...	(12.96)
				Direct Deposit	2208 · MN State Withholding	(10.00)
				Direct Deposit	2110 · Direct Deposit Liabili...	(794.97)
TOTAL						0.00
Liability ...	01/13/2017	201701...	QuickBooks Payroll Service	Created by Payroll Service on 01/10/2017	100 · 4M Fund/US Bank - ...	(796.72)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 01/10/2017	2110 · Direct Deposit Liabili...	794.97
TOTAL						796.72
Bill Pmt -...	01/17/2017	201701...	Comcast {EFT} (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 · 4M Fund/US Bank - ...	(199.55)
Bill	12/31/2016	Dec2016	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Se...	Comcast Business Internet	5510 · Computer Service/So...	34.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Voice	5565 · Telephone	164.65
TOTAL						199.55
Bill Pmt -...	01/17/2017	201701...	CP Energy {EFT} (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - ...	(252.24)
Bill	12/31/2016	Dec2016	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	252.24

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Type	Date	Num	Name	Memo	Account	Original Amo...
TOTAL						252.24
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>CP Energy {EFT} (8000015314-0)</b>	<b>Acct No. 8000015314-0</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(212.69)</b>
Bill	12/31/2016	Dec2016	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat	6010 5280051 3175 St. Croix Trl S Meter #M198105...	6010 · Gas Heat	61.49
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	5855 5297140 3033 St. Croix Trl S Meter #M199811...	5855 · Gas Lamps - Operatin...	27.19
			100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	5855 5297143 3033 St. Croix Trl S Meter #M199811...	5855 · Gas Lamps - Operatin...	124.01
TOTAL						212.69
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Neopost 2888 {EFT}</b>	<b>Acct # 7900 0440 8026 2888</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(96.25)</b>
Bill	12/31/2016	54436689	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
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-0895345-1)</b>	<b>Acct: 51-0895345-1 Meter# 000071246886</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(21.92)</b>
Bill	12/31/2016	529539...	800 City InfraStructure Imp Fd:B. Exp:8891 Downtown Prop Purch...	Eastwood - Septic Property 2318 St Croix Trl S Meter...	8891 · DNR Flood Imp - Pro...	21.92
TOTAL						21.92
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-4272629-8)</b>	<b>3175 St. Croix Trail S Meter #0098360010</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(16.45)</b>
Bill	12/31/2016	526488...	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	16.45
TOTAL						16.45
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-5247622-9)</b>	<b>201 Project: 4105 River Rd Meter No. 0098359441</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(57.26)</b>
Bill	12/31/2016	529887...	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 4105 River Rd Meter No. 0098359441	5915 · 201 Project Maintena...	57.26
TOTAL						57.26
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-5641441-6)</b>	<b>Acct #51-5641441-6 Meter #90708534</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(13.75)</b>
Bill	12/31/2016	526531...	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	3415 St. Croix Trail S Meter #90708534	6020 · Electricity	13.75
TOTAL						13.75
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-5700429-6)</b>	<b>Acct #51-5700429-6 Meter #0077765464</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(124.14)</b>

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	12/31/2016	526516...	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	3033 St. Croix Trail S Meter #0077765464	5850 · Street Lighting	124.14
TOTAL						124.14
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-6257802-9)</b>	<b>3420 St. Croix Trl S Meter #0096987678</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(36.33)</b>
Bill	12/31/2016	526533...	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	Town Square Park 3420 St. Croix Trl S Meter #00969...	6020 · Electricity	36.33
TOTAL						36.33
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>Xcel Energy {EFT} (51-7576371-4)</b>	<b>Acct#51-7576371-4 Meter #19818068</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(134.96)</b>
Bill	12/31/2016	529678...	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	City Garage 1675 Stagecoach Trl S: Acct#51-7576371...	6045 · City Garage Expense	134.96
TOTAL						134.96
<b>Liability ...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>PERA (Council)</b>	<b>3030-51 207620</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(110.00)</b>
				3030-51 207620	2303 · PERA Payable - Cou...	55.00
				3030-51 207620	2303 · PERA Payable - Cou...	55.00
TOTAL						110.00
<b>Liability ...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>PERA (Staff)</b>	<b>3030-01 210990</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(907.72)</b>
				3030-01 210990	2302 · PERA Payable - Staff	421.43
				3030-01 210990	2302 · PERA Payable - Staff	486.29
TOTAL						907.72
<b>Bill Pmt -...</b>	<b>01/17/2017</b>	<b>201701...</b>	<b>MN Dept of Labor &amp; Ind (Bldg Surchg)</b>	<b>Building Surcharges Cert #2164</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(1,368.00)</b>
Bill	12/31/2016	BldgSur...		4th Quarter 2016 Building Surcharges Cert #2164	2121 · Afton Bldg Surcharge...	1,368.00
TOTAL						1,368.00
<b>Paycheck</b>	<b>01/31/2017</b>	<b>201702...</b>	<b>Moorse, Ronald J</b>	<b>Direct Deposit</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5053 · PERA Contribution - ...	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 Ad...	Direct Deposit	5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	2325 · Madison Life ST & L...	(108.81)

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	2210 · Federal Withholding	(727.00)
				Direct Deposit	5051 · Social Security Tax - ...	306.26
				Direct Deposit	2205 · Soc Sec Payable - E...	(306.26)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	2204 · Social Security W/H -...	(306.26)
				Direct Deposit	5052 · Medicare Tax - Empl...	71.63
				Direct Deposit	2213 · Medicare Payable - E...	(71.63)
				Direct Deposit	2212 · Medicare W/H - Emp...	(71.63)
				Direct Deposit	2208 · MN State Withholding	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabili...	(3,197.31)
TOTAL						0.00
Liability ...	01/30/2017	201702...	QuickBooks Payroll Service	Created by Payroll Service on 01/26/2017	100 · 4M Fund/US Bank - ...	(3,199.06)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 01/26/2017	2110 · Direct Deposit Liabili...	3,197.31
TOTAL						3,199.06
Bill Pmt -...	01/31/2017	201702...	MN Dept of Revenue (Sales Tax)	MN Sales Tax	100 · 4M Fund/US Bank - ...	(18.00)
Bill	12/31/2016	SalesTa...	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	MN Sales Tax 2016	5505 · Bank/IRS/Sales Tax	18.00
TOTAL						18.00
Liability ...	02/10/2017	201702...	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - ...	(726.42)
				3030-01 210990	2302 · PERA Payable - Staff	337.26
				3030-01 210990	2302 · PERA Payable - Staff	389.16
TOTAL						726.42
Liability ...	02/12/2017	201702...	IRS (US Treasury)	41-1290668	100 · 4M Fund/US Bank - ...	(3,927.08)
				41-1290668	2210 · Federal Withholding	1,636.00
				41-1290668	2213 · Medicare Payable - E...	230.06
				41-1290668	2212 · Medicare W/H - Emp...	230.06
				41-1290668	2205 · Soc Sec Payable - E...	915.48
				41-1290668	2204 · Social Security W/H -...	915.48
TOTAL						3,927.08
Liability ...	02/12/2017	201702...	MN Dept of Revenue	5050730	100 · 4M Fund/US Bank - ...	(653.00)

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
				5050730	2208 · MN State Withholding	653.00
TOTAL						653.00
Bill Pmt -...	02/15/2017	201702...	Spencer D Klover (DD)	Videographer \$25.00/hour	100 · 4M Fund/US Bank - ...	(237.50)
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - V...	PC mtg, CC mtg, Video Maint	5120 · Contract - Video Mee...	237.50
TOTAL						237.50
Paycheck	02/15/2017	201702...	Moorse, Ronald J	Direct Deposit	100 · 4M Fund/US Bank - ...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5053 · PERA Contribution - ...	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 Ad...	Direct Deposit	5037 · Flexible Benefits	1,100.00
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5051 · Social Security Tax - ...	306.25
				Direct Deposit	2205 · Soc Sec Payable - E...	(306.25)
				Direct Deposit	2204 · Social Security W/H -...	(306.25)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5052 · Medicare Tax - Empl...	71.62
				Direct Deposit	2213 · Medicare Payable - E...	(71.62)
				Direct Deposit	2212 · Medicare W/H - Emp...	(71.62)
				Direct Deposit	2208 · MN State Withholding	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabili...	(3,306.14)
TOTAL						0.00
Paycheck	02/15/2017	201702...	Bend, Richard H	Direct Deposit	100 · 4M Fund/US Bank - ...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5002 · Mayor & Council Wa...	300.00
				Direct Deposit	2303 · PERA Payable - Cou...	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5053 · PERA Contribution - ...	15.00
				Direct Deposit	2303 · PERA Payable - Cou...	(15.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5052 · Medicare Tax - Empl...	4.35
				Direct Deposit	2213 · Medicare Payable - E...	(4.35)
				Direct Deposit	2212 · Medicare W/H - Emp...	(4.35)
				Direct Deposit	2110 · Direct Deposit Liabili...	(280.65)
TOTAL						0.00
Paycheck	02/15/2017	201702...	Ross, Stanley A	Direct Deposit	100 · 4M Fund/US Bank - ...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	5002 · Mayor & Council Wa...	200.00

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	2303 · PERA Payable - Cou...	(10.00)
				Direct Deposit	5053 · PERA Contribution - ...	10.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Ma...	Direct Deposit	2303 · PERA Payable - Cou...	(10.00)
				Direct Deposit	5052 · Medicare Tax - Empl...	2.90
				Direct Deposit	2213 · Medicare Payable - E...	(2.90)
				Direct Deposit	2212 · Medicare W/H - Emp...	(2.90)
				Direct Deposit	2110 · Direct Deposit Liabili...	(187.10)
TOTAL						0.00
Check	02/14/2017	201702...	QuickBooks Payroll Service	Created by Direct Deposit Service on 02/12/2017	100 · 4M Fund/US Bank - ...	(1.75)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
TOTAL						1.75
Liability ...	02/14/2017	201702...	QuickBooks Payroll Service	Created by Payroll Service on 02/12/2017	100 · 4M Fund/US Bank - ...	(3,779.14)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	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 02/12/2017	2110 · Direct Deposit Liabili...	3,773.89
TOTAL						3,779.14
Liability ...	02/21/2017	201702...	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - ...	(729.59)
				3030-01 210990	2302 · PERA Payable - Staff	338.74
				3030-01 210990	2302 · PERA Payable - Staff	390.85
TOTAL						729.59
Liability ...	02/21/2017	201702...	PERA (Council)	3030-51 207620	100 · 4M Fund/US Bank - ...	(110.00)
				3030-51 207620	2303 · PERA Payable - Cou...	55.00
				3030-51 207620	2303 · PERA Payable - Cou...	55.00
TOTAL						110.00
Bill Pmt -...	01/31/2017	201702...	US Bank {EFT} (Safe Deposit Box)	Safety Deposit Box	100 · 4M Fund/US Bank - ...	(77.30)
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	#250700001872 safe deposit rent 02/10/2017 - 02/09/...	5505 · Bank/IRS/Sales Tax	77.30
TOTAL						77.30
Bill Pmt -...	01/31/2017	201702...	Xcel Energy {EFT} (51-5700429-6)	Acct #51-5700429-6 Meter #0077765464	100 · 4M Fund/US Bank - ...	(139.95)

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	01/31/2017	13117	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	3033 St. Croix Trail S Meter #0077765464	5850 · Street Lighting	139.95
TOTAL						139.95
Bill Pmt -...	01/31/2017	201702...	Comcast {EFT} (8772 10 572 0001508)	Account # 8772 10 572 0001508	100 · 4M Fund/US Bank - ...	(199.55)
Bill	01/31/2017	Jan2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Se... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Internet Comcast Business Voice	5510 · Computer Service/So... 5565 · Telephone	34.90 164.65
TOTAL						199.55
Bill Pmt -...	01/31/2017	201702...	CP Energy {EFT} (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - ...	(356.14)
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	356.14
TOTAL						356.14
Bill Pmt -...	01/31/2017	201702...	CP Energy {EFT} (8000015314-0)	Acct No. 8000015314-0	100 · 4M Fund/US Bank - ...	(214.27)
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat 100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58... 100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	6010 5280051 3175 St. Croix Trl S Meter #M198105... 5855 5297140 3033 St. Croix Trl S Meter #M199811... 5855 5297143 3033 St. Croix Trl S Meter #M199811...	6010 · Gas Heat 5855 · Gas Lamps - Operatin... 5855 · Gas Lamps - Operatin...	63.63 26.00 124.64
TOTAL						214.27
Bill Pmt -...	01/31/2017	201702...	Xcel Energy {EFT} (51-0895345-1)	Acct: 51-0895345-1 Meter# 000071246886	100 · 4M Fund/US Bank - ...	(21.74)
Bill	01/31/2017	013117	800 City InfraStructure Imp Fd:B. Exp:8891 Dwtown Prop Purch...	Eastwood - Septic Property 2318 St Croix Trl S Meter...	8891 · DNR Flood Imp - Pro...	21.74
TOTAL						21.74
Bill Pmt -...	01/31/2017	201702...	Xcel Energy {EFT} (51-4272629-8)	3175 St. Croix Trail S Meter #0098360010	100 · 4M Fund/US Bank - ...	(22.67)
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	22.67
TOTAL						22.67
Bill Pmt -...	01/31/2017	201702...	Xcel Energy {EFT} (51-5641441-6)	VOID: Acct #51-5641441-6 Meter #90708534	100 · 4M Fund/US Bank - ...	0.00
TOTAL						0.00
Bill Pmt -...	01/31/2017	201702...	Xcel Energy {EFT} (51-5641441-6)	Acct #51-5641441-6 Meter #90708534	100 · 4M Fund/US Bank - ...	(13.75)

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	3415 St. Croix Trail S Meter #90708534	6020 · Electricity	13.75
TOTAL						13.75
<b>Bill Pmt ....</b>	<b>01/31/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-6257802-9)</b>	<b>3420 St. Croix Trl S Meter #0096987678</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(169.50)</b>
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	Town Square Park 3420 St. Croix Trl S Meter #00969...	6020 · Electricity	169.50
TOTAL						169.50
<b>Bill Pmt ....</b>	<b>01/31/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-7576371-4)</b>	<b>Acct#51-7576371-4 Meter #19818068</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(129.11)</b>
Bill	01/31/2017	013117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	City Garage 1675 Stagecoach Trl S: Acct#51-7576371...	6045 · City Garage Expense	129.11
TOTAL						129.11
<b>Bill Pmt ....</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>Comcast {EFT} (8772 10 572 0001508)</b>	<b>Account # 8772 10 572 0001508</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(199.55)</b>
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Se... 100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5565 Telephone	Comcast Business Internet Comcast Business Voice	5510 · Computer Service/So... 5565 · Telephone	34.90 164.65
TOTAL						199.55
<b>Bill Pmt ....</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>CP Energy {EFT} (8000015314-0)</b>	<b>Acct No. 8000015314-0</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(340.89)</b>
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6010 Gas Heat 100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58... 100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	6010 5280051 3175 St. Croix Trl S Meter #M198105... 5855 5297140 3033 St. Croix Trl S Meter #M199811... 5855 5297143 3033 St. Croix Trl S Meter #M199811...	6010 · Gas Heat 5855 · Gas Lamps - Operatin... 5855 · Gas Lamps - Operatin...	185.05 26.00 129.84
TOTAL						340.89
<b>Bill Pmt ....</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-4272629-8)</b>	<b>3175 St. Croix Trail S Meter #0098360010</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(22.53)</b>
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	3175 St. Croix Trail S Meter #0098360010	6020 · Electricity	22.53
TOTAL						22.53
<b>Bill Pmt ....</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-5247622-9)</b>	<b>201 Project: 4105 River Rd Meter No. 0098359441</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(58.18)</b>
Bill	02/21/2017	022117	400 201 Project Fund:B. Exp:5915 201 Project Maintenance	201 Project: 4105 River Rd Meter No. 0098359441	5915 · 201 Project Maintena...	58.18
TOTAL						58.18

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**City of Afton**  
**Claims Paid**  
 January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-5641441-6)</b>	<b>Acct #51-5641441-6 Meter #90708534</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(13.75)</b>
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	3415 St. Croix Trail S Meter #90708534	6020 · Electricity	13.75
TOTAL						13.75
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-5700429-6)</b>	<b>Acct #51-5700429-6 Meter #0077765464</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(144.05)</b>
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:58...	3033 St. Croix Trail S Meter #0077765464	5850 · Street Lighting	144.05
TOTAL						144.05
<b>Bill Pmt -...</b>	<b>02/21/2017</b>	<b>201702...</b>	<b>Xcel Energy {EFT} (51-6257802-9)</b>	<b>3420 St. Croix Trl S Meter #0096987678</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(187.82)</b>
Bill	02/21/2017	022117	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6020 Electricity - Xcel En...	Town Square Park 3420 St. Croix Trl S Meter #00969...	6020 · Electricity	187.82
TOTAL						187.82
<b>Paycheck</b>	<b>02/28/2017</b>	<b>201703...</b>	<b>Moorse, Ronald J</b>	<b>Direct Deposit</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>0.00</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5053 · PERA Contribution - ...	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 Ad...	Direct Deposit	5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	2325 · Madison Life ST & L...	(108.81)
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5051 · Social Security Tax - ...	306.26
				Direct Deposit	2205 · Soc Sec Payable - E...	(306.26)
				Direct Deposit	2204 · Social Security W/H -...	(306.26)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Ad...	Direct Deposit	5052 · Medicare Tax - Empl...	71.63
				Direct Deposit	2213 · Medicare Payable - E...	(71.63)
				Direct Deposit	2212 · Medicare W/H - Emp...	(71.63)
				Direct Deposit	2208 · MN State Withholding	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabili...	(3,197.31)
TOTAL						0.00
<b>Bill Pmt -...</b>	<b>02/28/2017</b>	<b>201703...</b>	<b>Spencer D Klover (DD)</b>	<b>Videographer \$25.00/hour</b>	<b>100 · 4M Fund/US Bank - ...</b>	<b>(168.75)</b>
Bill	02/28/2017	Videoth...	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - V...	PC mtg, CC mtg	5120 · Contract - Video Mcc...	168.75
TOTAL						168.75

03/15/17

**City of Afton**  
**Claims Paid**  
January through February 2017

Type	Date	Num	Name	Memo	Account	Original Amo...
Liability ...	02/27/2017	201703...	QuickBooks Payroll Service	Created by Payroll Service on 02/24/2017	100 · 4M Fund/US Bank - ...	(3,199.06)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe... QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each Created by Payroll Service on 02/24/2017	5505 · Bank/IRS/Sales Tax 2110 · Direct Deposit Liabili...	1.75 3,197.31
TOTAL						3,199.06
Check	02/27/2017	201703...	QuickBooks Payroll Service	Created by Direct Deposit Service on 02/24/2017	100 · 4M Fund/US Bank - ...	(1.75)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fe...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
TOTAL						1.75

*Total claims Paid  
in January + February 2017  
\$501,198.35*

## City of Afton Permit Escrow & Fee Detail As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
<b>30th St Subdiv Z31-13</b>					
Invoice	12/31/2013	Z13-31	WSB Eng'g Services Dec13	Invoices(Dev Fees):4341 Engineering Fees	199.50
Total 30th St Subdiv Z31-13					199.50
<b>4960 Pleasant Ct</b>					
Invoice	08/31/2012	WSBJun12	WSB Engineering: June 2012	Invoices(Dev Fees):4341 Engineering Fees	60.50
Total 4960 Pleasant Ct					60.50
<b>50th St Dr/34th Lot Review</b>					
Invoice	10/31/2011	WSBSep11	WSB Engineering Expenses Sep11	Invoices(Dev Fees):4341 Engineering Fees	112.00
Invoice	08/31/2012	WSBJun12	WSB Engineering: June 2012	Invoices(Dev Fees):4341 Engineering Fees	60.50
Total 50th St Dr/34th Lot Review					172.50
<b>Anchor Bank Z16-24 13900 Hudson Rd</b>					
Payment	07/31/2016	3554	Anchor Bank Z16-24 CUP Escrow 13900 Hudson Rd		-600.00
Invoice	07/31/2016	Z16-24	Anchor Bank Z16-24 CUP Fee 13900 Hudson Rd	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/31/2016	3554	Pymt of Anchor Bank Z16-24 CUP Fee 13900 Hudson Rd		-250.00
Total Anchor Bank Z16-24 13900 Hudson Rd					-600.00
<b>Appert, Luke Z16-14 4558 Trading Pst</b>					
Payment	05/17/2016	5690	Driveway Escrow Z16-14 4558 Trading Post Trl S		-1,500.00
Invoice	05/17/2016	Z16-14	Driveway Insp Fee Z16-14 4558 Trading Post Trl S	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	05/17/2016	5690	Pymt of Driveway Insp Fee Z16-14 4558 Trading Post Trl S		-250.00
Total Appert, Luke Z16-14 4558 Trading Pst					-1,500.00
<b>Belwin 2011-11 Land Restoration</b>					
Payment	09/20/2011	5283	Escrow Deposit 2011-11 Ecological Land Restoration		-600.00
Invoice	09/20/2011	Z011-11	Z011-11 CUP Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	09/20/2011	5283	Pymt of CUP fee		-250.00
Total Belwin 2011-11 Land Restoration					-600.00
<b>Benson, Jenna &amp; Casey, Ben Z16-21</b>					
Payment	07/12/2016	5536	Benson, Jenna & Casey, Ben Z16-21 Driveway Escrow 2660 Meadow Vista Way		-1,500.00
Invoice	07/12/2016	Z16-21	Benson, Jenna & Casey, Ben Z16-21 Driveway permit 2660 Meadow Vista Way	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	07/12/2016	5536	Pymt of Benson, Jenna & Casey, Ben Z16-21 Driveway permit 2660 Meadow Vista Way		-250.00
Check	01/31/2017	21636	Refund Driveway Escrow 2660 Meadow Vista Way		1,500.00
Total Benson, Jenna & Casey, Ben Z16-21					0.00
<b>Berggren/DNR Grading Permit</b>					
Invoice	11/30/2006	SEHOct06	SEH Engineering Oct06	Invoices(Dev Fees):4341 Engineering Fees	524.00
Invoice	02/28/2007	07-0208	Grading Permit Fee: Stream Restoration Valley Creek	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	02/28/2007	EF2600917 DNR	Pymt of Fee & Expenses		-624.00
Invoice	02/28/2007	SEHJan07	SEH: Engineering services	Invoices(Dev Fees):4341 Engineering Fees	268.00
Invoice	06/30/2008	CGIJun08	Community Growth Institute: Jun08	Invoices(Dev Fees):4343 Planning Fees	178.00
Invoice	07/31/2008	CGIJul08	Community Growth: Planner Jul08	Invoices(Dev Fees):4343 Planning Fees	756.50
Invoice	08/31/2008	SEHJul08	SEH Engineering: Jul08	Invoices(Dev Fees):4341 Engineering Fees	218.00
Invoice	08/31/2008	CGIAug08	Community Growth Institute: Aug08	Invoices(Dev Fees):4343 Planning Fees	200.25
Invoice	09/30/2008	SEHAug08	SEH Engineering: Aug08	Invoices(Dev Fees):4341 Engineering Fees	208.00
Invoice	10/31/2008	SEHSep08	SEH Engineering Expenses Sep08	Invoices(Dev Fees):4341 Engineering Fees	268.00
Invoice	12/31/2008	CGIDec08	Community Growth Institute: Dec08	Invoices(Dev Fees):4343 Planning Fees	89.00
Invoice	02/28/2009	SEHJan09	SEH Engineering Services: Jan09	Invoices(Dev Fees):4341 Engineering Fees	268.00

**City of Afton**  
**Permit Escrow & Fee Detail**  
 As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
Invoice	03/31/2009	CGIMar09	Community Growth: Mar09 Planning Fees	Invoices(Dev Fees):4343 Planning Fees	23.00
Invoice	04/30/2009	SEHMar09	SEH Engineering: Mar09	Invoices(Dev Fees):4341 Engineering Fees	61.50
Invoice	04/30/2009	CGIApr09	CGI Planning Services: Apr09	Invoices(Dev Fees):4343 Planning Fees	414.00
Invoice	05/31/2009	CGI52509	CGI Expenses: Inv#1718 052509	Invoices(Dev Fees):4343 Planning Fees	230.00
Invoice	05/31/2009	SEHApr09	SEH Engineering: 217414 Apr09	Invoices(Dev Fees):4341 Engineering Fees	301.00
Invoice	07/31/2009	WSBJun09	WSB #1 Jun09 Engineering	Invoices(Dev Fees):4341 Engineering Fees	84.00
General Jour...	01/31/2013	Applicant	Reverse Expense previously charged to Applicant: Berggren - DNR		-178.00
General Jour...	01/31/2013	Applicant	Reverse Expense previously charged to Applicant: Berggren - DNR		-84.00
<b>Total Berggren/DNR Grading Permit</b>					<b>3,305.25</b>
<b>Berggren, Mike Trudy Z239-08 Variance</b>					
Payment	01/27/2009	4349	Z239-08 Variance 13645 Valley Crk Trl		-600.00
Invoice	01/27/2009	Z239-08	Z239-08 Variance Fee re. Garages	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	01/27/2009	4349	Pymt of Z239-08 Variance Fee		-150.00
Payment	06/29/2009	4435	Z212-09 Demolition Deposit		-250.00
Invoice	06/29/2009	Z212-09	Z212-09 Demolition Fee 13645 Val Crk Trl	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	06/29/2009	4435	Pymt of Z212-09 Demolition Fee		-100.00
Invoice	06/30/2009	WashCty	Wash Cty Recording Fees	Invoices(Dev Fees):4344 Misc Dev Fees	46.00
Check	06/30/2009	14869	Refund 212-09 Demolition Deposit		250.00
<b>Total Berggren, Mike Trudy Z239-08 Variance</b>					<b>-554.00</b>
<b>Boy Scout Troop 226</b>					
Payment	05/08/2012	4392	Park Cleaning Deposit 5/6/12		-25.00
<b>Total Boy Scout Troop 226</b>					<b>-25.00</b>
<b>Brockman Trucking Z13-26</b>					
Invoice	12/31/2013	Z13-26	WSB Eng'g Services Dec13	Invoices(Dev Fees):4341 Engineering Fees	970.50
Invoice	02/28/2014	WSB Feb14	WSB Engineering Services Feb14	Invoices(Dev Fees):4341 Engineering Fees	182.00
<b>Total Brockman Trucking Z13-26</b>					<b>1,152.50</b>
<b>Brockman Trucking Z16-24</b>					
General Jour...	09/30/2016	5330 Planng	Northwest Assoc: Brockman Z16-24		80.50
General Jour...	11/24/2016	5310 Eng'g	WSB Engineer Sep16 #10: Brockman Trucking Z16-24		403.00
General Jour...	11/30/2016	5310 Eng'g	WSB Engineer Sep16 #9: Brockman Trucking Z16-24		315.50
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Jul16: Brockman Trucking Z16-24		471.25
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Aug16: Brockman Trucking Z16-24		160.00
<b>Total Brockman Trucking Z16-24</b>					<b>1,430.25</b>
<b>Brown Trout Z16-39 2573 Stagecoach</b>					
Invoice	01/24/2017	Z16-39	Variance Fee: Brown Trout Z16-39 2573 Stagecoach	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	01/24/2017	1007	Pymt of Variance Fee: Brown Trout Z16-39 2573 Stagecoach		-250.00
<b>Total Brown Trout Z16-39 2573 Stagecoach</b>					<b>0.00</b>
<b>Brown Trout Z16-40 15311 Putnam</b>					
Payment	01/24/2017	1006	Minor Sub Escrow Brown Trout Z16-40 15311 Putnam & 2573 Stagecoach		-1,500.00
Invoice	01/24/2017	Z16-40	Minor Sub Fee: Brown Trout Z16-40 15311 Putnam & 2573 Stagecoach	Invoices(Dev Fees):4440 Minor Subdivision	250.00
Payment	01/24/2017	1008	Pymt of Minor Sub Fee: Brown Trout Z16-40 15311 Putnam & 2573 Stagecoach		-250.00
<b>Total Brown Trout Z16-40 15311 Putnam</b>					<b>-1,500.00</b>
<b>Carlson, Will Z16-31 2434 Stagecoach Trl</b>					
Payment	08/31/2016	6153	Rezoning Escrow Carlson, Will Z16-31 2434 Stagecoach Trl		-1,500.00

**City of Afton**  
**Permit Escrow & Fee Detail**  
 As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
Invoice	08/31/2016	Z16-31	Rezoning Fee Carlson, Will Z16-31 2434 Stagecoach Trl	Invoices(Dev Fees):4440 Zoning Fees	350.00
Payment	08/31/2016	6153	Pymt of Rezoning Fee Carlson, Will Z16-31 2434 Stagecoach Trl		-350.00
General Jour...	09/30/2016	5330 Planng	Northwest Assoc: Carlson Z16-31		97.75
Total Carlson, Will Z16-31 2434 Stagecoach Trl					-1,402.25
<b>Carlson, Will Z16-37 2434 Stagecoach Trl</b>					
Payment	12/27/2016	4994	Carlson, Will Escrow Z16-37 2434 Stagecoach Trl		-2,500.00
Invoice	12/27/2016	Z16-37	Sketch Plan Carlson, Will Z16-37 2434 Stagecoach Trl	Invoices(Dev Fees):4440 Zoning Fees	500.00
Payment	12/27/2016	494	Pymt Carlson, Will Z16-37 2434 Stagecoach Trl		-500.00
Total Carlson, Will Z16-37 2434 Stagecoach Trl					-2,500.00
<b>Cedar Bluffs/Pratt</b>					
Invoice	07/31/2011	KnaakJul11	Knaack & Assoc: legal serv re. Cedar Bluff	Invoices(Dev Fees):4342 Legal Fees	284.44
Invoice	08/31/2011	WSB6-180	WSB: Engineering	Invoices(Dev Fees):4341 Engineering Fees	280.00
Invoice	08/31/2011	WashCityAug	Wash Cty: Recording fee	Invoices(Dev Fees):4344 Misc Dev Fees	9.50
Invoice	09/30/2011	WSBSep11	WSB Engineering Fees Sep11	Invoices(Dev Fees):4341 Engineering Fees	1,195.50
Invoice	10/18/2011	Z014-11	Z014-11 Sign Permit	Invoices(Dev Fees):4440 Zoning Fees	150.00
Invoice	10/18/2011	Z014-11	Z014-11 Temp/Renewal re. Sign Permit	Invoices(Dev Fees):4440 Zoning Fees	25.00
Payment	10/18/2011	1003	Pymt of Z014-11 Temp/Renewal re. sign permit		-25.00
Payment	10/18/2011	1003	Pymt of Z014-11 sign permit		-275.00
Payment	10/18/2011	1003	Z014-11 sign deposit		-200.00
Invoice	10/31/2011	WSBSep11	WSB Engineering Expenses Sep11	Invoices(Dev Fees):4341 Engineering Fees	2,538.00
Payment	11/30/2011	74796	Pymt of Expenses per Invoice CBD11-2011		-4,297.94
Invoice	11/30/2011	WSBNov11	WSB Engineering Expenses: Nov2011	Invoices(Dev Fees):4341 Engineering Fees	2,316.00
Invoice	12/31/2011	180-9 Nov11	WSB City Engineer Nov11	Invoices(Dev Fees):4341 Engineering Fees	804.00
Payment	03/15/2012	75997	Pymt of escrow Invoice CBD1-2012		-2,975.50
Invoice	05/31/2012	WSB 180-10	WSB Engineering Services Apr12	Invoices(Dev Fees):4341 Engineering Fees	200.00
Payment	07/31/2012	77809	Pymt of engineering fee		-200.00
Invoice	10/31/2012	WSBSep12	WSB Engineering Sep2012	Invoices(Dev Fees):4341 Engineering Fees	242.00
Invoice	11/30/2012	WSBOct12	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	847.00
Invoice	12/31/2012	WSBNov12	WSB Engineering Nov12	Invoices(Dev Fees):4341 Engineering Fees	642.00
General Jour...	01/01/2013	Applicant	Additional Expenses not previously charged to Applicant: Cedar Bluff		171.00
Payment	01/30/2013	80888	Pymt of outstanding balance		-1,731.00
Invoice	01/31/2013	WSB 180-14	WSB Engineering: Jan13 180-14	Invoices(Dev Fees):4341 Engineering Fees	60.50
Invoice	02/28/2013	WSB 180-15	WSB Engineering: Feb13 180-15	Invoices(Dev Fees):4341 Engineering Fees	665.00
Payment	05/30/2013	2030	Pymt of WSB engineering services		-725.50
Invoice	07/31/2013	WSB Jul13	WSB Engineering Jul13	Invoices(Dev Fees):4341 Engineering Fees	199.50
Invoice	11/30/2013	ROW Record	Wash Cty Recording Fee	Invoices(Dev Fees):4250 Recording Fees	46.00
Invoice	12/31/2013	WSBNov13	WSB Eng'g Nov 2013	Invoices(Dev Fees):4341 Engineering Fees	66.50
General Jour...	04/15/2014	Applicant	Addl Exp charged to Applicant: Twomey: WSB Dec Invoice		69.00
Invoice	05/31/2014	Cedar Bluff	WSB Engineering Fees 180-18	Invoices(Dev Fees):4341 Engineering Fees	207.00
Invoice	08/31/2014	WSB 19	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	345.00
Payment	09/16/2014	2058	Pymt of balance		-519.00
Invoice	12/31/2014	WSBAug14	WSB Engineering August 2014	Invoices(Dev Fees):4341 Engineering Fees	174.00
Invoice	03/31/2015	WSB180-21	WSB Engineering 180-21	Invoices(Dev Fees):4341 Engineering Fees	143.00
General Jour...	04/01/2015	Applicant	Addl Exp not previously chged to Applicant: Cedar Bluff		276.00
General Jour...	04/01/2015	Applicant	Addl Exp not previously chged to Applicant: Cedar Bluff		69.00
Payment	04/01/2015	2069	Pymt of expenses \$276, \$69 & \$174		-519.00
Invoice	08/31/2015	WSB 180-22	WSB 180-22 Engineering Fees	Invoices(Dev Fees):4341 Engineering Fees	297.00
Invoice	09/30/2015	WSB180-24	WSB Engineering 180-24	Invoices(Dev Fees):4341 Engineering Fees	214.50
Payment	10/31/2015	2097	Pymt of WSB invoice 022815		-143.00
General Jour...	11/30/2015	Applicant	Addl Exp not previously chged to Applicant: Cedar Bluff		71.50
General Jour...	11/30/2015	Applicant	Addl Exp not previously chged to Applicant: Cedar Bluff		143.00
Payment	11/30/2015	2101	Invoice CBD11-2015 WSB June, July, Aug & Oct		-726.00

03/15/17

**City of Afton**  
**Permit Escrow & Fee Detail**  
As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
Total Cedar Bluffs/Pratt					414.00
<b>Chrome-X LLC Z15-25 PO Box 221</b>					
Payment	07/31/2015	1002	Partial pymt of \$250 fee & \$600 Escrow		-155.00
Invoice	09/30/2015	WSB450-7	WSB Engineering 450-7	Invoices(Dev Fees):4341 Engineering Fees	234.00
Total Chrome-X LLC Z15-25 PO Box 221					79.00
<b>Clements, George Z16-35 14223 E Oakgrn Cr</b>					
Payment	11/24/2016	11269	Driveway Escrow Z16-35 14223 E Oakgreen Cir		-1,500.00
Invoice	11/24/2016	Z16-35	Driveway Insp Fee Z16-35 14223 E Oakgreen Cir	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	11/24/2016	11269	Pymt of Driveway Insp Fee Z16-35 14223 E Oakgreen Cir		-250.00
Total Clements, George Z16-35 14223 E Oakgrn Cr					-1,500.00
<b>Clover, Phillip</b>					
Invoice	12/31/2000		Opening balance		5,070.65
Invoice	05/11/2001	Clover1	Ck 6795 HR Green Engineering Fee - Plat Review	Invoices(Dev Fees):4341 Engineering Fees	90.00
Invoice	08/12/2001	Clover2	Ck 7081 Howard R. Green Engineering Fees	Invoices(Dev Fees):4341 Engineering Fees	180.00
Payment	08/30/2001	57251	Pymt from Universal Title Co.		-5,340.65
Invoice	09/30/2001	Clover3	Ck 7160 Howard Green Engineering Fee	Expenses (Dev Exp):Clover Estates	270.00
Invoice	11/09/2001	Clover4	Zoning Fee (Driveway)	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	11/09/2001	6975	Pymt of Zoning Fee (Driveway)		-250.00
Invoice	11/30/2001	Clover5	Ck 7317 Howard Green Engineering Fees	Invoices(Dev Fees):4341 Engineering Fees	803.25
Payment	02/28/2002	7074	Pymt of balance thru 1/31/02		-1,073.25
Invoice	02/28/2002	Clover6	Septic system & inspection fee	Invoices(Dev Fees):4430 Septic Sys & Insp ...	300.00
Invoice	02/28/2002	Clover7	Park Dedication Fee	Invoices(Dev Fees):4425 Park Dedication Fee	24,300.00
Payment	02/28/2002	7074	Pymt of septic system & inspection fee		-300.00
Payment	02/28/2002	7074	Pymt of park dedication fee		-24,300.00
Invoice	08/31/2002	Clover8	Howard R. Green: plat review	Invoices(Dev Fees):4341 Engineering Fees	25.00
Invoice	02/28/2003	Clover9	Howard Green: Plat review	Invoices(Dev Fees):4341 Engineering Fees	232.50
Invoice	02/28/2003	Clover10	Howard Green: Plat review	Invoices(Dev Fees):4341 Engineering Fees	232.50
Invoice	04/30/2003	Clover11	Howard Green: 4/9 Eng'g	Invoices(Dev Fees):4341 Engineering Fees	93.00
Invoice	05/31/2003	Clover11	Howard R. Green: meet w/Clover at site	Invoices(Dev Fees):4341 Engineering Fees	186.00
Invoice	08/31/2003	Clover12	SEH engineering fees	Invoices(Dev Fees):4341 Engineering Fees	580.05
Invoice	09/30/2003	Clover13	SEH Engineering Clover Subdivision	Invoices(Dev Fees):4341 Engineering Fees	748.45
Invoice	10/31/2003	Clover14	SEH Engineering Fees: Clover subdivision	Invoices(Dev Fees):4341 Engineering Fees	790.71
Invoice	11/30/2003	Clover15	SEH: Engineering services	Invoices(Dev Fees):4341 Engineering Fees	903.73
Invoice	12/31/2003	Clover16	SEH: Engineering re. pavement repairs	Invoices(Dev Fees):4341 Engineering Fees	183.15
Invoice	11/30/2006	SEHOct06	SEH engineering Oct06	Invoices(Dev Fees):4341 Engineering Fees	384.00
Invoice	12/31/2006	SEHDec06	SEH: Engineering fees Dec06	Invoices(Dev Fees):4341 Engineering Fees	1,189.50
General Jour...	01/31/2012	Escrow W/O	Write off outstanding balance per CC 1/17/12: 6+ Years Past Due		-477.94
Total Clover, Phillip					5,070.65
<b>Deming, David Z016-11 Veg Cutting</b>					
Payment	11/30/2011	9466	Z016-11 Veg Cutting Deposit 16200 45th St S		-200.00
Invoice	11/30/2011	B063-11	Z016-11 Veg Cutting Permit	Invoices(Dev Fees):4440 Vegetative Cutting	150.00
Payment	11/30/2011	9480	Partial pay of Z016-11 Veg Cutting Permit		-50.00
Total Deming, David Z016-11 Veg Cutting					-100.00
<b>Derrick Homes Z16-07 Driveway</b>					
Payment	04/25/2016	36720	Z16-07 Driveway Escrow (Vacant lot)		-1,500.00
Invoice	04/25/2016	Z16-07	Z16-07 Driveway fee (Vacant lot)	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	04/25/2016	36720	Pymt of Z16-07 Driveway fee (Vacant lot)		-250.00
Check	01/31/2017	21638	Refund Steve Carrato 2949 Nybeck Av Driveway Escrow		1,500.00

**City of Afton**  
**Permit Escrow & Fee Detail**  
As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
Total Derrick Homes Z16-07 Driveway					0.00
<b>Dickinson, Dan Grading &amp; Variance</b>					
Payment	07/15/2002	4235	Initial Grading Deposit 15876 Afton Blvd S.		-1,000.00
Payment	07/15/2002	4235	Initial Variance deposit (lot area per dwelling 7,000 ft)		-250.00
Invoice	07/31/2002	Dickinson1	Resolution recording fee	Invoices(Dev Fees):4250 Recording Fees	20.00
Check	01/20/2004	9332	Refund Grading & Variance Deposit net of expenses		0.00
Check	03/31/2004	9524	Refund Grading & Variance Deposit net of expenses		1,230.00
Payment	05/27/2004	5095	Final Inspection Deposit Permit A35-04		-200.00
Check	02/28/2005	10429	Refund Bldg Insp Deposit Permit A35-04		200.00
Payment	07/31/2015	5816	Z15-30 Variance Escrow (lot area)		-600.00
Invoice	07/31/2015	Z15-30 CUP	Z15-30 Variance Fee (lot area)	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/31/2015	5816	Pymt of Z15-30 Variance Fee (lot area)		-250.00
Total Dickinson, Dan Grading & Variance					-600.00
<b>Du, Haiwei Z207 2997 Trading Post Trl</b>					
Payment	01/31/2008	24566	Z200-08 Admin Permit Build SFD w/i 20' of Bluffline		-100.00
Invoice	01/31/2008	Z200Fee	Z200-08 Admin Fee	Invoices(Dev Fees):4440 Zoning Fees	60.00
Payment	01/31/2008	24566	Pymt of Z200 Admin Permit Fee		-60.00
Invoice	01/31/2008	NACJan08	NAC Planning Fee Jan08	Invoices(Dev Fees):4343 Planning Fees	113.90
Invoice	01/31/2008	SEHJan08	SEH Engineering Exp Jan08	Invoices(Dev Fees):4341 Engineering Fees	276.08
Invoice	02/29/2008	NACFeb08	NAC: Planning Feb08	Invoices(Dev Fees):4343 Planning Fees	22.80
Payment	03/31/2008	24564	Z207-08 Deposit Extend Driveway New SFD		-1,500.00
Invoice	03/31/2008	Z207-08	Z207-08 Driveway Permit	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	03/31/2008	24564	Pymt of Z207 Driveway permit		-250.00
Payment	03/31/2008	3412	Erosion Control Deposit Z208-08		-14,831.25
Invoice	03/31/2008	NACMar08	NAC Planning: Mar08	Invoices(Dev Fees):4343 Planning Fees	114.00
Invoice	04/30/2008	NACApr08	NAC: Planning Exp Apr08	Invoices(Dev Fees):4343 Planning Fees	11.40
Invoice	05/31/2008	SEHMar08	SEH Engineering: Mar08	Invoices(Dev Fees):4341 Engineering Fees	871.00
Invoice	12/31/2011	230-11 WSB	WSB City Engineer Nov11	Invoices(Dev Fees):4341 Engineering Fees	224.00
General Jour...	06/30/2012	Forfeit Esc	Forfeit Escrow outstanding balance to City per CC 5/15/12: Category 4		1,500.00
Total Du, Haiwei Z207 2997 Trading Post Trl					-13,298.07
<b>Dunn, Curtis Z15-35 14320 30th St S</b>					
Payment	08/27/2015	4517	Z15-35 Driveway Escrow 14320 30th St S		-1,500.00
Invoice	08/27/2015	Z15-35	Z15-35 Driveway Bldg Insp Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	08/27/2015	4517	Pymt of Z15-35 Driveway Bldg Insp Fee		-250.00
General Jour...	10/31/2015	Applicant	WSB Engineering 450-8 Aug15 Dunn Z15-35		117.00
General Jour...	11/30/2016	5310 Eng'g	WSB Engineer Sep16 #9: Dunn, Curt & Lisa Driveway Z16-35		60.50
Total Dunn, Curtis Z15-35 14320 30th St S					-1,322.50
<b>Equaris Proposal</b>					
Invoice	03/31/2011	WSB2-230	WSB Engineering: Equaris proposal, memo	Invoices(Dev Fees):4341 Engineering Fees	336.00
Total Equaris Proposal					336.00
<b>Esertz Ent Z26-13 13380 Hudson Rd</b>					
Payment	11/26/2013	46070	Z26-13 CUP Escrow truck parking facility		-600.00
Invoice	11/26/2013	Z26 CUP	Z26-13 CUP fee re truck parking facility	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	11/26/2013	46071	Pymt of Z26 CUP fee		-250.00
Total Esertz Ent Z26-13 13380 Hudson Rd					-600.00
<b>Finch, David &amp; Elizabeth 4885 Pheasant Ct</b>					
Payment	04/30/2009	3336	Park Deposit MPA Picnic		-100.00

03/15/17

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Type	Date	Num	Memo	Class	Amount
Check	06/30/2009	14800	Refund MPA Picnic Park Deposit		100.00
Payment	07/31/2013	4147	Z13-06 Barn for horses, equip, hay		-600.00
Invoice	07/31/2013	Z13-06	Admin Permit Z13-06	Invoices(Dev Fees):4440 Zoning Fees	150.00
Invoice	07/31/2013	Z13-07	Z13-07 Farmsite	Invoices(Dev Fees):4440 Zoning Fees	50.00
Payment	07/31/2013	4147	Pymt of Admin & Farmsite fees		-200.00
Total Finch, David & Elizabeth 4885 Pheasant Ct					-600.00
<b>Fox, JoAnn Z16-32 2855 Nybek</b>					
Payment	09/26/2016	3176	Private Kennel Escrow Z16-32 2855 Nybek		-200.00
Invoice	09/26/2016	Z16-32	Private Kennel Fee Z16-32 2855 Nybek	Invoices(Dev Fees):4440 Zoning Fees	60.00
Payment	09/26/2016	3176	Pymt of Private Kennel Fee Z16-32 2855 Nybek		-60.00
General Jour...	11/30/2016	ReverseFee	Reverse Private Kennel Fee Z16-32 2855 Nybek		-60.00
Check	11/30/2016	21533	Refund Private Kennel Escrow & Fee Z16-32 2855 Nybek		260.00
Total Fox, JoAnn Z16-32 2855 Nybek					0.00
<b>GJ&amp;W Afton Ctr Dev &amp; EAW</b>					
Invoice	11/30/2006	SEHOct06	SEH Engineering Services Oct06	Invoices(Dev Fees):4341 Engineering Fees	704.00
Invoice	12/31/2006	SEHNov06	SEH: Engineering Nov06	Invoices(Dev Fees):4341 Engineering Fees	1,038.73
Invoice	12/31/2006	LegalNov06	Hamilton: Legal fees Nov06	Invoices(Dev Fees):4342 Legal Fees	45.00
Invoice	12/31/2006	SEHDec06	SEH Engineering Dec06	Invoices(Dev Fees):4341 Engineering Fees	342.12
Invoice	01/31/2007	LegalJan07	Jensen, Bell et al: Legal services Jan07	Invoices(Dev Fees):4342 Legal Fees	108.00
Invoice	03/31/2007	JensenFeb07	Jensen Legal Fees Feb07	Invoices(Dev Fees):4342 Legal Fees	963.00
Invoice	04/30/2007	JensenMar07	Jensen Legal Fees Mar07	Invoices(Dev Fees):4342 Legal Fees	1,494.00
Invoice	05/31/2007	JensenApr07	Jensen: Legal services Apr07	Invoices(Dev Fees):4342 Legal Fees	504.00
Invoice	10/31/2008	Jensen	Jensen, Bell: Legal Expenses	Invoices(Dev Fees):4342 Legal Fees	36.00
Invoice	11/30/2008	SEHOct08	SEH Engineering: Oct08	Invoices(Dev Fees):4341 Engineering Fees	6,992.00
Invoice	12/31/2008	CGIDec08	Community Growth Institute: Dec08	Invoices(Dev Fees):4343 Planning Fees	89.00
Invoice	12/31/2008	SEHNov08	SEH Engineering: Nov08	Invoices(Dev Fees):4341 Engineering Fees	5,322.19
Invoice	12/31/2008	SEHDec08	SEH Engineering: Dec08	Invoices(Dev Fees):4341 Engineering Fees	9,334.72
Invoice	02/28/2009	SEHJan09	SEH Engineering Services: Jan09	Invoices(Dev Fees):4341 Engineering Fees	1,102.00
Invoice	03/31/2009	SEHFeb09	SEH Engineering Services Feb09	Invoices(Dev Fees):4341 Engineering Fees	7,888.40
Invoice	04/30/2009	SEHMar09	SEH Engineering: Mar09	Invoices(Dev Fees):4341 Engineering Fees	1,108.42
Invoice	05/31/2009	CGI052509	CGI Expenses: Inv#1718 052509	Invoices(Dev Fees):4343 Planning Fees	2,874.00
Invoice	05/31/2009	SEHApr09	SEH Engineering: 217415 Apr09	Invoices(Dev Fees):4341 Engineering Fees	840.00
Invoice	07/31/2009	CGIJun09	CGI Planner Expenses thru 062509	Invoices(Dev Fees):4343 Planning Fees	253.00
Total GJ&W Afton Ctr Dev & EAW					41,038.58
<b>Hartman Homes Z17-01 14833 50th St Andler</b>					
Payment	01/24/2017	15016	Demo Escrow: Hartman Homes Z17-01 14833 50th St Andler		-250.00
Invoice	01/24/2017	Z17-01	Demo Permit Fee: Hartman Homes Z17-01 14833 50th St Andler	Invoices(Dev Fees):4440 Zoning Fees	110.00
Payment	01/24/2017	15016	Pymt of Demo Fee: Hartman Homes Z17-01 14833 50th St Andler		-110.00
Check	01/31/2017	21641	Refund Demo Escrow 14833 50th St Afton Hartman Homes		250.00
Total Hartman Homes Z17-01 14833 50th St Andler					0.00
<b>Hartung, Dan Z16-15 2698 Meadow Vista Way</b>					
Payment	05/17/2016	956	Driveway Escrow Hurtung, Dan Z16-15 2698 Meadow Vista Way		-1,500.00
Invoice	05/17/2016	Z16-15	Driveway Insp Fee Hartung, Dan Z16-15 2698 Meadow Vista Way	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	05/17/2016	946	Pymt of Driveway Insp Fee Hartung, Dan Z16-15 2698 Meadow Vista Way		-250.00
Total Hartung, Dan Z16-15 2698 Meadow Vista Way					-1,500.00
<b>Heller, Darin B033 Fence Deposit</b>					
Payment	04/30/2010	7485	B-033-10 Swimming Pool Fence Deposit		-3,850.00
Payment	04/30/2010	7484	B033 Pool Deposit		-60.00

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Type	Date	Num	Memo	Class	Amount
Invoice	04/30/2010	B-033-10	Swimming Pool Fee (Bldg Permit B-033)	Invoices(Dev Fees):4440 Zoning Fees	60.00
Payment	04/30/2010	7484	Pymt of Pool Fee B-033-10		-60.00
Check	07/29/2010	15809	Refund pool fence deposit Z-007-10		3,850.00
Total Heller, Darin B033 Fence Deposit					-60.00
<b>Hill, Peter &amp; Cherie Z15-29 WCD 13212 McG</b>					
Payment	07/31/2015	12258	Grading permit escrow Wash Conserv District		-600.00
Invoice	07/31/2015	Z15-29 CUP	WCD Grading CUP	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/31/2015	12258	Pymt of WCD Grading CUP Fee		-250.00
Total Hill, Peter & Cherie Z15-29 WCD 13212 McG					-600.00
<b>Holz, Brad &amp; Shelly Z16-23 4206 Rivr Rd S</b>					
Payment	07/16/2015	1867	Two Escrows \$600 Variance & \$350 Renewal/Extension		-950.00
Invoice	07/16/2015	Z15-23	Z15-23 \$250 Variance & \$250 Renewal/Extension	Invoices(Dev Fees):4440 Zoning Fees	500.00
Payment	07/16/2015	1867	Pymt of Z15-23 \$250 Variance & \$250 Renewal/Extension		-500.00
Invoice	09/30/2015	WSB450-7	WSB Engineering 450-7	Invoices(Dev Fees):4341 Engineering Fees	468.00
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer: Holz, Brad & Shelly Z16-23 4206 Rivr Rd S		242.00
Total Holz, Brad & Shelly Z16-23 4206 Rivr Rd S					-240.00
<b>Islamic Soc Z16-05,06 12585 Hudson Rd</b>					
Payment	03/21/2016	1166	Z16-05 CUP Escrow Mosque 12585 Hudson Rd		-600.00
Payment	03/21/2016	1165	16-05 CUP Fee Mosque 12585 Hudson Rd		-250.00
Invoice	03/21/2016	Z16-05	16-05 CUP Fee Mosque 12585 Hudson Rd	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	03/21/2016	1174	16-06 Variance Escrow Mosque 12585 Hudson Rd		-600.00
Payment	03/21/2016	1173	16-06 Variance Fee Mosque 12585 Hudson Rd		-250.00
Invoice	03/21/2016	Z16-06	16-06 Variance Fee Mosque 12585 Hudson Rd	Invoices(Dev Fees):4440 Zoning Fees	250.00
General Jour...	05/31/2016	5310 Eng'g	WSB Engineer: March 2016		1,135.00
General Jour...	09/30/2016	5330 Planng	Northwest Assoc: ISWEM Z16-05		46.00
General Jour...	11/30/2016	5330 Planng	Northwest Assoc: Proposed Mosque Z16-05		23.00
General Jour...	11/30/2016	5310 Eng'g	WSB Engineer Sep16 #9: Islamic Soc of Woodbury Z16-05 Stormwater Review		60.50
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Apr16 #4: Islamic Soc of Woodbury Z16-05		863.50
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Jun16 #6: Islamic Soc of Woodbury Z16-05		73.50
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Sep16 #9: Islamic Soc of Woodbury Z16-05		60.50
Total Islamic Soc Z16-05,06 12585 Hudson Rd					1,062.00
<b>Iverson, Ross Z204214 2555 Trdng Post Trl</b>					
Payment	05/31/2006	5458	Driveway Deposit: to access future home site		-1,500.00
Invoice	05/31/2006	Z214	Driveway Inspection Fee	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	05/31/2006	5458	Pymt of Driveway Inspection Fee		-250.00
Payment	03/14/2007	8119	Admin Permit for B16-07 Z204 SFD		-100.00
Invoice	03/14/2007	Z204	Z204 Admin fee for B16-07 SFD	Invoices(Dev Fees):4440 Zoning Fees	60.00
Payment	03/14/2007	8119	Pymt of Z204 Admin permit B16-07		-60.00
Invoice	04/30/2007	SEHMar07	SEH Engineering Mar07	Invoices(Dev Fees):4341 Engineering Fees	616.58
Invoice	01/31/2008	NACJan08	NAC Planning Fee Jan08	Invoices(Dev Fees):4343 Planning Fees	182.20
Check	05/31/2009	14728	Refund Admin Permit Deposit Z204-07		100.00
Total Iverson, Ross Z204214 2555 Trdng Post Trl					-701.22
<b>Johnson, Carl &amp; Maria Z16-29 3595 Lemieux</b>					
Payment	08/23/2016	5540	Driveway Escrow Johnson, Carl & Maria Z16-29 3595 Lemieux		-1,500.00
Invoice	08/23/2016	Z16-29	Driveway Insp Fee Johnson, Carl & Maria Z16-29 3595 Lemieux	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	08/23/2016	5540	Pymt of Driveway Insp Fee Johnson, Carl & Maria Z16-29 3595 Lemieux		-250.00
Check	01/31/2017	21640	Refund Driveway Escrow 14365 50th St S Johnson		1,500.00

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Type	Date	Num	Memo	Class	Amount
Total Johnson, Carl & Maria Z16-29 3595 Lemieux					0.00
<b>Johnson, Justin &amp; Jessica 14872 V Crk Trl</b>					
Payment	04/30/2014	Cash	Variance Deposit Z14-15		-600.00
Payment	04/30/2014	350	Renewal/Amendment Deposit Z14-15		-350.00
Invoice	04/30/2014	Z14-15 Var	Z14-15 Variance Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Invoice	04/30/2014	Z14-16 Var	Renewal/Amendment Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	04/30/2014	cash	Pymt of variance fee		-250.00
Payment	04/30/2014	cash	Pymt of renewal/amendment fee		-150.00
Check	11/26/2014	19753	Refund Variance Escrow Z14-15		600.00
Total Johnson, Justin & Jessica 14872 V Crk Trl					-350.00
<b>Krahn, Kurt &amp; Kathy Z13-29 15820 37th</b>					
Invoice	12/31/2013	Z1-14	WSB Eng'g Services Dec13	Invoices(Dev Fees):4341 Engineering Fees	199.50
Payment	01/27/2014	4990	Z13-29 variance deposit		-600.00
Invoice	01/27/2014	Z13-29	Z13-29 variance fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	01/27/2014	4990	Z13-29 pymt of variance fee		-250.00
Total Krahn, Kurt & Kathy Z13-29 15820 37th					-400.50
<b>Lakeview Inv 14833 50th St Z14-33</b>					
Payment	10/29/2014	6001	Z14-33 major subdiv escrow		-7,500.00
Payment	10/29/2014	6001	Pymt major subdiv fee \$2000 + \$100/lot		-2,800.00
Invoice	10/29/2014	Z14-33	Z14-33 major subdiv fee \$2000 + \$100/lot	Invoices(Dev Fees):4440 Major Subdivision	2,800.00
Invoice	10/31/2014	WSB420-9	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	414.00
Invoice	12/31/2014	Z14-33	The Planning Company: Lakeview Dev Trading Post Trail Preserve, Z-33-14	Invoices(Dev Fees):4343 Planning Fees	553.76
Invoice	12/31/2014	Z14-33	The Planning Company: Lakeview Dev Trading Post Trail Preserve, Z-33-14	Invoices(Dev Fees):4343 Planning Fees	250.00
Invoice	12/31/2014	Z14-33	The Planning Company: Lakeview Dev Trading Post Trail Preserve, Z-33-14	Invoices(Dev Fees):4343 Planning Fees	500.00
Invoice	12/31/2014	Z14-33	WSB: Lakeview Dev Trading Post Trail Preserve, Z-33-14	Invoices(Dev Fees):4341 Engineering Fees	113.00
Invoice	12/31/2014	Z14-33	WSB: Lakeview Dev Trading Post Trail Preserve, Z-33-14	Invoices(Dev Fees):4341 Engineering Fees	565.00
Invoice	02/28/2015	Planning	The Planning Company 2465	Invoices(Dev Fees):4343 Planning Fees	250.00
Invoice	02/28/2015	Planning	The Planning Company 2466	Invoices(Dev Fees):4343 Planning Fees	650.00
Invoice	03/31/2015	PingCo2527	The Planning Company 2527	Invoices(Dev Fees):4343 Planning Fees	687.50
Invoice	03/31/2015	WSB450-2	WSB Engineering 450-2	Invoices(Dev Fees):4341 Engineering Fees	903.50
Invoice	03/31/2015	KnaakMar15	Holstad & Knaak: Legal services Mar2015	Invoices(Dev Fees):4342 Legal Fees	700.00
Payment	04/30/2015	1210459	Escrow re Construction Estimate		-232,689.00
Invoice	04/30/2015	Planning Co	2580 The Planning Company	Invoices(Dev Fees):4343 Planning Fees	250.00
Invoice	04/30/2015	WSB 450-3	WSB Engineering 450-3	Invoices(Dev Fees):4341 Engineering Fees	71.50
Invoice	04/30/2015	Planning Co	The Planning company 2581	Invoices(Dev Fees):4343 Planning Fees	562.50
Invoice	05/31/2015	WSB450-4	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	214.50
Check	06/30/2015	20306	Reduction Escrow Trading Post Reserve Z14-33		0.00
Check	06/30/2015	20307	Reduction Escrow Trading Post Reserve Z14-33		184,176.50
Invoice	06/30/2015	WSB480-1	WSB Engineering 480-1	Invoices(Dev Fees):4341 Engineering Fees	1,608.00
Invoice	08/31/2015	WSB 480-2	WSB 480-2 Engineering Fees	Invoices(Dev Fees):4341 Engineering Fees	4,460.28
Invoice	09/30/2015	WSB Various	WSB Engineering Various	Invoices(Dev Fees):4341 Engineering Fees	4,679.00
Invoice	10/31/2015	Lakeview	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	1,315.50
Total Lakeview Inv 14833 50th St Z14-33					-37,264.46
<b>LOC, LLC Z15-44 xxx Hudson Rd Variance</b>					
Payment	12/31/2015	3975	Z15-44 xxx Hudson Rd Variance		-600.00
Invoice	12/31/2015	Z15-44	Z15-44 xxx Hudson Rd Variance	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	12/31/2015	3975	Pymt of Z15-44 Variance Fee		-250.00
Total LOC, LLC Z15-44 xxx Hudson Rd Variance					-600.00

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Type	Date	Num	Memo	Class	Amount
<b>Localized, LLC Z16-20 2167 Oakgreen Av S</b>					
Payment	06/21/2016	5003	Rezoning Escrow Z16-20 2167 Oakgreen Av S		-1,500.00
Invoice	06/21/2016	Z16-20	Rezoning Fee Z16-20 2167 Oakgreen Av S	Invoices(Dev Fees):4440 Zoning Fees	350.00
Payment	06/21/2016	5003	Pymt of Rezoning Fee Z16-20 2167 Oakgreen Av S		-350.00
Total Localized, LLC Z16-20 2167 Oakgreen Av S					-1,500.00
<b>Localized LLC Z16-33</b>					
General Jour...	11/30/2016	5330 Planng	Northwest Assoc 22635: Localized LLC Z16-33		80.50
Total Localized LLC Z16-33					80.50
<b>Lucas Woodland B063-11 15222 Afton Blvd S</b>					
Payment	11/30/2011	1301	Admin Permit Deposit B-063-11 Demo Extension		-1,000.00
Invoice	11/30/2011	B063-11	Admin Permit B063-11 Cert of Occupancy	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	11/30/2011	1302	Pymt of Admin Permit B063-11 Cert of Occupancy		-150.00
Total Lucas Woodland B063-11 15222 Afton Blvd S					-1,000.00
<b>Maas, Gary Z15-26 3185 St Crx Trl</b>					
Payment	07/31/2015		Escrow Vegitative Cutting Z15-26		-200.00
Total Maas, Gary Z15-26 3185 St Crx Trl					-200.00
<b>Maas, Gary Z15-38 16688 7th St S</b>					
Payment	10/31/2015	6938	Z15-38 Minor Subdivision Escrow Deposit		-1,500.00
Invoice	10/31/2015	Z15-38	Z15-38 Minor Subdivision Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	10/31/2015	6938	Pymt of Z15-38 minor sub fee		-250.00
Total Maas, Gary Z15-38 16688 7th St S					-1,500.00
<b>Marcus, Julie Z16-36 4270 River Rd S</b>					
Payment	12/27/2016	4694 5631	Marcus, Julie & Mary McLaurin Escrow Z16-36 4270 River Rd S		-600.00
Invoice	12/27/2016	Z16-36	Marcus, Julie & Mary McLaurin Variance Fee Z16-36 4270 River Rd S	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	12/27/2016	4694 5631	Pymt Marcus, Julie & Mary McLaurin Variance Fee Z16-36 4270 River Rd S		-250.00
Total Marcus, Julie Z16-36 4270 River Rd S					-600.00
<b>McDonough, M Z15-32 Pool</b>					
Payment	08/27/2015	2109	Z15-32 Pool Escrow (Prestige Pools)		-1,000.00
Invoice	08/27/2015	Z15-32	Z15-32 Fee re. Pool	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	08/27/2015	2109	Pymt of Zoning Fee Z15-32 re Pool		-100.00
Payment	08/27/2015	2109	Z15-33 Fence Permit for Pool		-1,000.00
Invoice	08/27/2015	Z15-33	Z15-33 Fence Permit	Invoices(Dev Fees):4440 Zoning Fees	60.00
Payment	08/27/2015	2109	Pymt of Z15-33 Fence Permit Fee		-60.00
Total McDonough, M Z15-32 Pool					-2,000.00
<b>Meisner, Roger Z16-19 1520 Stagecoach</b>					
Payment	11/30/2016	2159	Variance Escrow Meisner, Roger Z16-19 1520 Stagecoach		-600.00
Invoice	11/30/2016	Z16-19	Variance Fee Meisner, Roger Z16-19 1520 Stagecoach	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	11/30/2016	2159	Pymt of Variance Fee Meisner, Roger Z16-19 1520 Stagecoach		-250.00
Total Meisner, Roger Z16-19 1520 Stagecoach					-600.00
<b>Meissner, Joe 14186 Valley Cr</b>					
Invoice	06/30/2010	WashCty	Wash Cty Recording Fee	Invoices(Dev Fees):4250 Recording Fees	46.00
Invoice	08/31/2010	Variance	Wash Cty Recording Fee - Variance	Invoices(Dev Fees):4250 Recording Fees	46.00

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Type	Date	Num	Memo	Class	Amount
Payment	01/23/2012		Pymt re. re-recording variance		-46.00
Total Meissner, Joe 14186 Valley Cr					46.00
<b>Morgan, Randy Z13-15 Sand Hill Driveway</b>					
Payment	07/25/2013	8930	Z13-15 Driveway Escrow		-1,500.00
Invoice	07/25/2013	Z13-15	Z13-15 Bldg Insp Fee	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	07/25/2013	8930	Pymt of Bldg Insp Fee Driveway		-250.00
Invoice	07/31/2013	WSB Jul13	WSB Engineering Jul13	Invoices(Dev Fees):4341 Engineering Fees	133.00
Invoice	08/31/2013	WSB 360-7	WSB Engineering Services	Invoices(Dev Fees):4341 Engineering Fees	266.00
Invoice	09/30/2013	WSB Sep13	WSB Engineer services	Invoices(Dev Fees):4341 Engineering Fees	133.00
Invoice	05/31/2014	Z13-15	WSB Engineering Fees 420-4	Invoices(Dev Fees):4341 Engineering Fees	69.00
General Jour...	10/31/2015	Applicant	WSB Engineering 450-8 Aug15 Morgan Z13-15		500.50
General Jour...	11/30/2015	5310 Eng'g	WSB Engineer: Sep 2015		143.00
Total Morgan, Randy Z13-15 Sand Hill Driveway					-255.50
<b>Murphy, Elaine Z15-28 WCD 4969 Neal</b>					
Payment	07/31/2015	12258	Grading permit escrow Wash Conserv District		-600.00
Invoice	07/31/2015	Z15-28 CUP	WCD Grading CUP	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/31/2015	12258	Pymt of WCD Grading CUP Fee		-250.00
General Jour...	10/31/2015	Applicant	WSB Engineering 450-8 Aug15 Murphy Z15-18		321.75
General Jour...	11/30/2015	5310 Eng'g	WSB Engineer: Sep 2015		234.00
General Jour...	11/30/2015	5310 Eng'g	WSB Engineer: Oct 2015		58.50
Total Murphy, Elaine Z15-28 WCD 4969 Neal					14.25
<b>Myers, Jim Z15-14 1405 Sandhill Rd</b>					
Payment	05/31/2015	104362	Z15-14 Driveway Escrow		-1,500.00
Invoice	05/31/2015	Z15-14	Z15-14 Driveway Bldg Insp Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	05/31/2015	104362	Pymt of Driveway Bldg Insp Fee		-250.00
Invoice	09/30/2015	WSB450-7	WSB Engineering 450-7	Invoices(Dev Fees):4341 Engineering Fees	71.50
Total Myers, Jim Z15-14 1405 Sandhill Rd					-1,428.50
<b>Nelson Estates Z16-26 Prelim Plat</b>					
Payment	07/22/2014	1008319	Minor Subdiv Escrow 1093 Indian Trl S Z24-14		-5,000.00
Invoice	07/22/2014	Z14-24	Minor Sub Fee Z14-24 \$1,000 + \$100 4 lots	Invoices(Dev Fees):4440 Minor Subdivision	1,400.00
Payment	07/22/2014	1008379	Pymt of minor sub fees		-1,400.00
Invoice	08/31/2014	NWA Z14-24	NW Assoc Planning Fees	Invoices(Dev Fees):4343 Planning Fees	1,421.90
Invoice	09/30/2014	NWA Z14-24	Northwest Assoc: 21465 Planning Fees	Invoices(Dev Fees):4343 Planning Fees	1,265.20
Invoice	10/31/2014	WSB420-9	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	364.00
General Jour...	11/30/2015	5330 Planng	Northwest Assoc: Nelson Estates - Reithmeyer Plat		94.50
General Jour...	12/01/2016	5330 Planng	Northwest Assoc: Nelson Estates - Prelim Plat		57.50
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer: Nelson Estates - Prelim Plat		340.50
Total Nelson Estates Z16-26 Prelim Plat					-1,456.40
<b>Nelson Estates Z16-34 Final Plat</b>					
General Jour...	07/31/2016	5330 Planng	Northwest Assoc: Nelson Estates - Reithmeyer Plat		959.00
General Jour...	08/31/2016	5330 Planng	Northwest Assoc: Nelson Estates Z16-26		200.00
General Jour...	08/31/2016	5330 Planng	Northwest Assoc: Nelson Estates Z16-26		70.00
General Jour...	09/30/2016	5330 Planng	Northwest Assoc: Reithmeyer Z16-26		57.50
Payment	11/24/2016	3008	Escrow Z16-34 1093 Indian Trl S		-1,000.00
Invoice	11/24/2016	Z16-34	Final Plat Fee Escrow Z16-34 1093 Indian Trl S	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	11/24/2016	3008	Pymt of Final Plat Fee Escrow Z16-34 1093 Indian Trl S		-250.00
General Jour...	11/30/2016	5330 Planng	Northwest Assoc: Nelson Estates Z16-34		103.50
General Jour...	11/30/2016	5330 Planng	Northwest Assoc 22636: Nelson Estates Final Plat Z16-34		855.00

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Type	Date	Num	Memo	Class	Amount
General Jour...	12/01/2016	Applicant	Applicant Expense Adj: Nelson Estates Final Plat		17.90
Total Nelson Estates Z16-34 Final Plat					1,262.90
<b>Osborn, Jaeson &amp; Kayla Z15-41 15612 36th</b>					
Payment	11/16/2015	5516	Driveway Escrow Z15-41 15612 36th St S Amaris Homes		-1,500.00
Invoice	11/16/2015	Z15-41	Driveway Bldg Insp Fee Z15-41	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	11/16/2015	5516	Pymt of Bldg Insp Fee (Driveway)		-250.00
Total Osborn, Jaeson & Kayla Z15-41 15612 36th					-1,500.00
<b>Osborn, Jay Z1-13 3850 Oak Green Av S</b>					
Payment	02/28/2013	113	Escrow Ag Bldg Z1-13		-1,000.00
Invoice	02/28/2013	Z1-13	Z1-13 Admin Permit Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	02/28/2013	113	Pymt of Z1-13 admin permit fee		-150.00
Total Osborn, Jay Z1-13 3850 Oak Green Av S					-1,000.00
<b>Osborn, Jay Z1-14 3850 Oak Green Av S</b>					
Invoice	12/31/2013	Z1-14	WSB Eng'g Services Dec13	Invoices(Dev Fees):4341 Engineering Fees	66.50
Payment	01/29/2014	5014	Escrow Z14-1 Ag Purpose - horses		-600.00
Invoice	01/29/2014	Z1-15	Z14-1 ag admin permit	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	01/29/2014	5013	Pymt of z14-1 ag admin fee		-150.00
Invoice	01/29/2014	Z1-14	Farmsite fee	Invoices(Dev Fees):4440 Zoning Fees	50.00
Payment	01/29/2014	5015	pymt of farmsite fee		-50.00
Total Osborn, Jay Z1-14 3850 Oak Green Av S					-533.50
<b>Paddock, Bruce Z15-16 22.028.20.14.0064</b>					
Payment	05/31/2015	5811	Z15-16 Variance Escrow Buildability		-600.00
Invoice	05/31/2015	z15-16	Z15-16 Variance Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	05/31/2015	5811	Pymt of variance fee Z15-16		-250.00
Total Paddock, Bruce Z15-16 22.028.20.14.0064					-600.00
<b>Pentel, Sylvia Z009 1501 Stagecoach Trl</b>					
Payment	05/19/2010	3013	Z-009-10 Driveway Deposit		-1,500.00
Invoice	05/19/2010	Z-009-10	Z009 Building Insp fee for Driveway	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	05/19/2010	3013	Pymt of Z009 Bldg Insp Fee for Driveway		-250.00
Payment	05/19/2010	3013	Grading Deposit		-1,000.00
Invoice	05/19/2010	Pentel	Grading Permit	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	05/19/2010	3013	Pymt of Grading Permit		-100.00
Invoice	06/30/2010	WSBJun10	WSB Engineering Exp: Grading Permit	Invoices(Dev Fees):4341 Engineering Fees	56.00
General Jour...	07/29/2010	Rev Invoice	Reverse Original \$100 Charge for Grading Permit 5/19/10		-100.00
Check	07/29/2010	15810	Refund grading permit deposit and fee		1,100.00
Invoice	07/31/2010	WSBJul10	WSB Eng'g: Engineering Services re. grading permit	Invoices(Dev Fees):4341 Engineering Fees	336.00
Invoice	01/31/2011	WSBJan11	WSB: Engineering re. Grading Permit	Invoices(Dev Fees):4341 Engineering Fees	152.00
Invoice	02/28/2011	WSB4-140	WSB Engineering: grading permit	Invoices(Dev Fees):4341 Engineering Fees	188.00
Invoice	07/31/2012	WSBMay2012	WSB EngineeringMay2012	Invoices(Dev Fees):4341 Engineering Fees	60.50
Invoice	09/30/2013	WashCty	Wash Cty Recording Fee	Invoices(Dev Fees):4344 Misc Dev Fees	46.00
Total Pentel, Sylvia Z009 1501 Stagecoach Trl					-661.50
<b>Reithmeyer, Joe &amp; Kim Z15-37 1093</b>					
Payment	09/23/2015	15666	Z15-37 Minor Subdiv 1093 Ind Trl S & 1093 Lk Edith Ln		-1,500.00
Invoice	09/23/2015	MinorZ15-37	Minor Subdiv Fee Z15-37	Invoices(Dev Fees):4440 Minor Subdivision	250.00
Payment	09/23/2015	15666	Pymt of Minorsubdiv Fee Z15-37		-250.00

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Type	Date	Num	Memo	Class	Amount
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer: Reithmeyer Land Use Application		143.00
Total Reithmeyer, Joe & Kim Z15-37 1093					-1,357.00
<b>Ries, Lisa 16-22 12364 Meadow Bluff Trl</b>					
Payment	07/12/2016	7232	Z16-22 Driveway Escrow 12364 Meadow Bluff Trl		-1,500.00
Invoice	07/12/2016	Z16-212	Z16-22 Driveway Permit 12364 Meadow Bluff Trl	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	07/12/2016	7232	Pymt of Z16-22 Driveway permit 12364 Meadow Bluff Trl		-250.00
Check	01/31/2017	21642	Refund Driveway Escrow 12364 Meadow Bluff Trl		1,500.00
Total Ries, Lisa 16-22 12364 Meadow Bluff Trl					0.00
<b>Rivas Brown Trout Z16-12 13 15311 Putnam</b>					
Payment	04/30/2016	3226	Z16-12 Driveway Escrow 15311 Putnam		-600.00
Invoice	04/30/2016	Z16-13	Z16-13 Minor Subdiv fee 15311 Putnam/2573 Stagecoach	Invoices(Dev Fees):4440 Zoning Fees	250.00
Invoice	04/30/2016	Z16-12	Z16-12 Driveway fee 15311 Putnam/2573 Stagecoach	Invoices(Dev Fees):4440 Zoning Fees	200.00
Payment	04/30/2016	3227	Z16-13 Minor Subdiv fee 15311 Putnam/2573 Stagecoach		-1,500.00
Payment	04/30/2016	3226	Pymt of Z16-12 driveway fee 15311 Putnam/2573 Stagecoach		-200.00
Payment	04/30/2016	3227	Pymt of Z16-13 Minor Subdiv fee 15311 Putnam/2573 Stagecoach		-250.00
Total Rivas Brown Trout Z16-12 13 15311 Putnam					-2,100.00
<b>Riverbank Exchange Z215 13900 Hudson Rd</b>					
Invoice	12/31/2004	Zeller15	SEH Engineering Services Dec04	Invoices(Dev Fees):4341 Engineering Fees	246.00
Invoice	11/30/2008	JensenSep08	Jensen, et al: Legal Expenses Sep08	Invoices(Dev Fees):4342 Legal Fees	864.00
Payment	09/08/2009	109076	Z215 CUP Deposit Commercial Bldg		-600.00
Invoice	09/08/2009	Z215-09	Z215 CUP Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	09/08/2009	109076	Pymt of CUP Z215 Fee		-150.00
Total Riverbank Exchange Z215 13900 Hudson Rd					510.00
<b>Nature's SavATree Z16-03 xxx Hudson Rd</b>					
Payment	03/21/2016	090418	Z16-03 CUP Escrow		-600.00
Payment	03/21/2016	090418	Z16-03 CUP Fee		-250.00
Invoice	03/21/2016	Z16-03	Z16-03 CUP Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
General Jour...	05/31/2016	5310 Eng'g	WSB Engineer: March 2016		886.00
Total Nature's SavATree Z16-03 xxx Hudson Rd					286.00
<b>Scheel, Bill 13404 15th St S</b>					
Payment	05/31/2015	1039	Z15-17 Minor Subdivision Escrow		-1,500.00
Invoice	05/31/2015	z15-17	Z15-17 Minor Subdiv fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	05/31/2015	1040	Pymt of Z15-17 minor subdivision fee		-250.00
Total Scheel, Bill 13404 15th St S					-1,500.00
<b>Schiltgen, Ron &amp; Mary Z16-10 2899 Manning</b>					
Payment	04/30/2016	7429	Z16-10 Demolition Escrow 2899 Manning		-250.00
Invoice	04/30/2016	Z16-10	Z16-10 Demolition fee 2899 Manning	Invoices(Dev Fees):4440 Zoning Fees	110.00
Payment	04/30/2016	7429	Pymt of Z16-10 Demolition fee 2899 Manning		-110.00
Payment	07/12/2016	7483	Demo Escrow Z16-10 2899 Manning Av S		-5,000.00
Total Schiltgen, Ron & Mary Z16-10 2899 Manning					-5,250.00
<b>SEV MN1 LLC Z16-25 12351 15th St S</b>					
Payment	07/31/2016	1029	SEV MN1 LLC Z16-25 Rezoning for solar farms 12351 15th St S		-1,500.00
Invoice	07/31/2016	Z16-25	SEV MN1 LLC Z16-25 12351 15th St S	Invoices(Dev Fees):4440 Zoning Fees	350.00
Payment	07/31/2016	1029	Pymt of SEV MN1 LLC Z16-25 12351 15th St S		-350.00

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Type	Date	Num	Memo	Class	Amount
General Jour...	09/24/2016	5330 Planng	Northwest Assoc: SEV Z16-25		28.75
Total SEV MN1 LLC Z16-25 12351 15th St S					-1,471.25
<b>Swanson, Scott Z16-41 3602 St Crx Trl</b>					
Payment	01/24/2017	2075	Demo Permit Escrow: Swanson, Scott Z16-41 3602 St Crx Trl		-250.00
Invoice	01/24/2017	Z16-41	Demo Permit: Swanson, Scott Z16-41 3602 St Crx Trl	Invoices(Dev Fees):4440 Zoning Fees	110.00
Payment	01/24/2017	2075	Pymt of Demo Permit Fee: Swanson, Scott Z16-41 3602 St Crx Trl		-110.00
Total Swanson, Scott Z16-41 3602 St Crx Trl					-250.00
<b>Teitelbaum, Chaim Z16-09 15511 Aft Hills</b>					
Payment	04/25/2016	1596	Z16-09 Minor Subdivision Escrow 15511 Aft Hills Dr S		-1,500.00
Invoice	04/25/2016	Z16-09	Z16-09 Minor Subdivision fee 15511 Aft Hills Dr S	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	04/25/2016	1596	Pymt of Z16-09 Minor Subdivision fee 15511 Aft Hills Dr S		-250.00
General Jour...	04/30/2016	Applicant	Applicant Expense NAC Apr16: Chaim Teitelbaum		280.00
Total Teitelbaum, Chaim Z16-09 15511 Aft Hills					-1,220.00
<b>Thao, David Z15-2012416 Meadow Bluff Tr</b>					
Payment	07/16/2015	212217	Z15-20 Driveway/Erosion Escrow (\$1,500 + Excess \$1,500)		-3,000.00
Invoice	07/16/2015	Z15-20	Z15-20 Driveway/Erosion Bldg Insp Fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/16/2015	212217	Pymt of Z15-20 Bldg Insp Fee		-250.00
Total Thao, David Z15-2012416 Meadow Bluff Tr					-3,000.00
<b>Three Sister's Springs</b>					
Invoice	07/31/2004	Three01	SEH: Engineering Services	Invoices(Dev Fees):4341 Engineering Fees	364.00
Payment	08/31/2004	1206	Refundable Developer Deposit to cover expenses		-9,500.00
Invoice	08/31/2004	Three02	Park Dedication Fee	Invoices(Dev Fees):4425 Park Dedication Fee	17,906.00
Payment	08/31/2004	1205	Pymt of Park Dedication Fee		-17,906.00
Invoice	08/31/2004	Three03	SEH: engineering services	Invoices(Dev Fees):4341 Engineering Fees	1,726.39
Invoice	09/30/2004	Three04	Hamilton, et al: Legal services	Invoices(Dev Fees):4342 Legal Fees	275.50
Invoice	09/30/2004	Three05	SEH: Engineering services	Invoices(Dev Fees):4341 Engineering Fees	316.12
Invoice	10/31/2004	Three06	SEH: engineering services	Invoices(Dev Fees):4341 Engineering Fees	1,556.12
Invoice	11/30/2004	Three07	SEH: Engineering services	Invoices(Dev Fees):4341 Engineering Fees	184.50
Invoice	12/31/2004	Three08	SEH: Engineering services	Invoices(Dev Fees):4341 Engineering Fees	30.75
Invoice	04/30/2005	Three09	SEH: Engineer services	Invoices(Dev Fees):4341 Engineering Fees	64.00
Invoice	07/31/2005	Three10	SEH: engineering services	Invoices(Dev Fees):4341 Engineering Fees	166.07
Invoice	11/30/2005	SEH138812	SEH: Engineering Services	Invoices(Dev Fees):4341 Engineering Fees	586.85
Invoice	12/31/2005	SEHNov05	SEH: Site inspection	Invoices(Dev Fees):4341 Engineering Fees	128.00
Invoice	12/31/2005	SEHNov05	SEH: Paving of wear course	Invoices(Dev Fees):4341 Engineering Fees	684.25
Invoice	06/30/2006	SEHMay06	SEH: eng'g update	Invoices(Dev Fees):4341 Engineering Fees	64.00
Invoice	10/31/2006	SEHSep06	SEH: Engineering Sep06	Invoices(Dev Fees):4341 Engineering Fees	211.12
Invoice	11/30/2006	SEHOct06	SEH: Final Inspection Oct06	Invoices(Dev Fees):4341 Engineering Fees	291.35
Invoice	12/31/2006	SEHNov06	SEH: Engineering Nov06	Invoices(Dev Fees):4341 Engineering Fees	128.00
Invoice	02/24/2007	Transfer	Transfer from Three Sisters to Valley Creek Proj/Landsmith	Invoices(Dev Fees):4440 Zoning Fees	2,850.98
Invoice	10/31/2007	SEHSep07	SEH Engineering Sep07	Invoices(Dev Fees):4341 Engineering Fees	33.50
Invoice	11/30/2007	SEHOct07	SEH: Engineering Services Oct07	Invoices(Dev Fees):4341 Engineering Fees	317.89
Invoice	06/30/2008	SEHMay08	SEH: engineering fees	Invoices(Dev Fees):4341 Engineering Fees	142.08
Total Three Sister's Springs					621.47
<b>Traditional Ventures Z16-02 1987 Manning</b>					
Payment	02/18/2016	2126	Z16-02 Variance Escrow 1987 Manning Av S		-600.00
Invoice	02/18/2016	Z16-02	Z16-02 variance fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	02/18/2016	2126	Pymt of Z16-02 variance fee		-250.00

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Type	Date	Num	Memo	Class	Amount
Total Traditional Ventures Z16-02 1987 Manning					-600.00
<b>Traditional Ventures Z15-27 WCD 1987 Mng</b>					
Payment	07/31/2015	12258	Grading permit escrow Wash Conserv District		-600.00
Invoice	07/31/2015	Z15-27 CUP	WCD Grading CUP	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/31/2015	12258	Pymt of WCD Grading CUP Fee		-250.00
Total Traditional Ventures Z15-27 WCD 1987 Mng					-600.00
<b>Uecker, Lonette Z16-28 13606 50th St</b>					
Payment	07/31/2016	5439	Uecker, Lonette Z16-28 Driveway Escrow 13606 50th St		-1,500.00
Invoice	07/31/2016	Z16-28	Uecker, Lonette Z16-28 Driveway Permit 13606 50th St	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	07/31/2016	5439	Pymt of Uecker, Lonette Z16-28 Driveway permit 13606 50th St		-250.00
Check	01/31/2017	21643	Refund Driveway Escrow Z16-28		1,500.00
Total Uecker, Lonette Z16-28 13606 50th St					0.00
<b>Vang, Jack SWWD Z15-9 12788 50th St S</b>					
Payment	04/30/2015	4010	CUP Escrow Z15-9 Conservation Projects		-1,700.00
Invoice	04/30/2015	Z15-9	CUP Fee grassed waterway & extended detention	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	04/30/2015	4010	Pymt of CUP Fee		-250.00
Invoice	05/31/2015	WSB450-4	WSB Engineering	Invoices(Dev Fees):4341 Engineering Fees	825.50
Invoice	06/30/2015	WSB450-2	WSB Engineering 450-2	Invoices(Dev Fees):4341 Engineering Fees	58.50
Total Vang, Jack SWWD Z15-9 12788 50th St S					-816.00
<b>VBWD Fetcher Both Up &amp; Down Stream</b>					
Invoice	12/14/2007	Z234	Z234 Grading Permit re. Pond	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	12/14/2007	141756	Grading Deposit Z234 1916 Oakgreen (Valley Br WMO)		-1,000.00
Payment	12/14/2007	141756	Pymt of Z234 Grading Permit Fee		-100.00
Invoice	01/31/2008	NACJan08	NAC Planning Fee Jan08	Invoices(Dev Fees):4343 Planning Fees	114.00
Invoice	03/31/2008	NACMar08	NAC Planning: Mar08	Invoices(Dev Fees):4343 Planning Fees	17.10
Invoice	05/16/2008	Z211Fee	Z211 Downstream Zoning Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Invoice	05/16/2008	Z210Fee	Z210 Upstream Zoning Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	05/16/2008	145285	Pymt of Downstream Z211 zoning fee		-150.00
Payment	05/16/2008	145284	Pymt of upstream Z210 zoning fee		-150.00
Invoice	05/31/2008	SEHApr08	SEH Engineering: Apr08	Invoices(Dev Fees):4341 Engineering Fees	123.00
Invoice	05/31/2008	SEHApr08	SEH Engineering: Apr08	Invoices(Dev Fees):4341 Engineering Fees	123.00
Invoice	05/31/2008	CGIMay08	Community Growth Institute: May08	Invoices(Dev Fees):4343 Planning Fees	311.50
Invoice	06/19/2008	Z217	Z217 Grading Fee	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	06/19/2008	145282	Pymt of Z217 Grading Fee		-100.00
Payment	06/19/2008	145282	Z217 Upstream Grading Permit 14020, 14100, 14186		-1,000.00
Payment	06/19/2008	145283	Z218 Downstream Grading Deposit 2398 St Crx Trl		-1,000.00
Invoice	06/19/2008	Z218	Z218 Upstream Grading Fee	Invoices(Dev Fees):4440 Zoning Fees	100.00
Payment	06/19/2008	145283	Pymt of Z218 Upstream Grading Fee		-100.00
Invoice	06/30/2008	CGIJun08	Community Growth Institute: Jun08	Invoices(Dev Fees):4343 Planning Fees	66.75
Invoice	06/30/2008	CGIJun08	Community Growth Institute: Jun08	Invoices(Dev Fees):4343 Planning Fees	1,001.25
Invoice	06/30/2008	SEHMay08	SEH: engineering fees (Upstream)	Invoices(Dev Fees):4341 Engineering Fees	201.00
Invoice	06/30/2008	SEHMay08	SEH: engineering fees (Downstream)	Invoices(Dev Fees):4341 Engineering Fees	201.00
Invoice	07/31/2008	SEHJun08	SEH Engineering: Jun08	Invoices(Dev Fees):4341 Engineering Fees	123.00
Invoice	07/31/2008	SEHJun08	SEH Engineering: Jun08 Upstream	Invoices(Dev Fees):4341 Engineering Fees	201.00
Invoice	07/31/2008	SEHJun08	SEH Engineering: Jun08 Downstream	Invoices(Dev Fees):4341 Engineering Fees	201.00
Invoice	08/31/2008	SEHJul08	SEH Engineering: Jul08	Invoices(Dev Fees):4341 Engineering Fees	275.25
Invoice	08/31/2008	CGIAug08	Community Growth Institute: Aug08	Invoices(Dev Fees):4343 Planning Fees	111.25
Invoice	09/30/2008	SEHAug08	SEH Engineering: Aug08	Invoices(Dev Fees):4341 Engineering Fees	511.71
Invoice	09/30/2008	CGISep08	CGI Planning Exp: Sep08	Invoices(Dev Fees):4343 Planning Fees	445.00

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Total VBWD Fetcher Both Up & Down Stream					1,026.81
<b>VBWD Z15-10</b>					
Payment	06/23/2010	162285	Land grading (remove dam & repace w rock rapids)		-1,000.00
Invoice	06/23/2010	Z-015-10	land grading zoning fee	Invoices(Dev Fees):4440 Zoning Fees	100.00
Invoice	06/23/2010	Z-015-10	Z15-10 CUP Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	06/23/2010	162285	Pymt of Z15-10 zoning fee		-100.00
Payment	06/23/2010	162284	Pymt of Z15-10 CUP fee		-150.00
Total VBWD Z15-10					-1,000.00
<b>VBWD Z15-18 FOC</b>					
Payment	05/31/2015	2016	Z15-18 Minor Subdivision Escrow		-1,500.00
Invoice	05/31/2015	z15-18	Z15-18 Minor subdivision fee	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	05/31/2015	2016	Pymt of z15-18 minor subdivision fee		-250.00
Invoice	08/31/2015	WSB 450-6	WSB 450-6 Engineering	Invoices(Dev Fees):4341 Engineering Fees	292.50
Total VBWD Z15-18 FOC					-1,207.50
<b>VBWD Z15-22, CWF, FOC Review</b>					
Invoice	06/30/2015	WSB450-5	WSB Engineering 450-5	Invoices(Dev Fees):4341 Engineering Fees	494.00
Payment	07/16/2015	208467	Z15-22 Grading Escrow Neal & Trading Pst Tr		-600.00
Invoice	07/16/2015	Z15-22	Z15-22 CUP Grading re Neal & Trading Pst Tr	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	07/16/2015	208468	Pymt of Z15-22 CUP Fee		-250.00
Invoice	08/31/2015	WSB 450-6	WSB 450-6 Engineering	Invoices(Dev Fees):4341 Engineering Fees	1,001.25
Invoice	09/30/2015	WSB450-7	WSB Engineering 450-7	Invoices(Dev Fees):4341 Engineering Fees	539.00
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Jun16: VBWD Z15-22, CWF, FOC Review		484.00
General Jour...	12/01/2016	5310 Eng'g	WSB Engineer Jul16: VBWD Z15-22, CWF, FOC Review		90.75
Total VBWD Z15-22, CWF, FOC Review					2,009.00
<b>Vine Hill Partners/Lucas Woodland Demo</b>					
Payment	12/21/2011	1304	Escrow Demo existing home		-250.00
Invoice	12/21/2011	B138-11	B138-11 Demo Existing Home	Invoices(Dev Fees):4440 Zoning Fees	110.00
Payment	12/21/2011	5371	Pymt of Demo Permit B138-11		-110.00
Total Vine Hill Partners/Lucas Woodland Demo					-250.00
<b>Voxland, Jared 13804 40th S Z13-5</b>					
Payment	04/16/2013	121	Z13-5 Demolition deposit 13804 40th St S		-250.00
Invoice	04/16/2013	Z13-5	Demo Permit \$110 x 3	Invoices(Dev Fees):4440 Zoning Fees	330.00
Payment	04/16/2013	121	Pymt of Demo permit fee \$110 x 3		-330.00
General Jour...	11/26/2013	Z005-2013	Reverse after the fact fee (CC forgave): Jared Voxland Demo permit		-220.00
Check	11/27/2013	18868	Reverse after the fact fee (CC forgave): Jared Voxland Demo permit		470.00
Payment	05/20/2014	5028	Z14-16 new foundation for barn		-600.00
Invoice	05/20/2014	Z14-16 barn	Z1Admin permit Z14-16 new foundation for barn	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	05/20/2014	5028	Pymt of Admin permit Z14-16 new foundation for barn		-150.00
Total Voxland, Jared 13804 40th S Z13-5					-600.00
<b>Vujovich, Peter Variance 1296 Indian Trl</b>					
Payment	11/30/2002	5177	Initial Deposit		-250.00
Invoice	11/30/2002	Vujovich1	Zoning fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	11/30/2002	5177	Pymt of zoning fee		-150.00
Invoice	02/29/2004	Vujovich2	NW Assoc Consultant: Planner	Invoices(Dev Fees):4343 Planning Fees	63.60
Invoice	03/31/2004	Vujovich3	NW Assoc Consultants	Invoices(Dev Fees):4343 Planning Fees	346.75
Invoice	04/30/2004	Vujovich4	NW Assoc planning fees	Invoices(Dev Fees):4343 Planning Fees	78.88

**City of Afton**  
**Permit Escrow & Fee Detail**  
 As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
Total Vujovich, Peter Variance 1296 Indian Trl					239.23
<b>Walker, Jeffrey Grading/Farm Site</b>					
Payment	05/12/2004	4141	Grading Deposit		-500.00
Invoice	05/12/2004	Walker1	Farm Site Permit Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Invoice	05/12/2004	Walker2	SUP Variance Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	05/12/2004	4140	Pygmt of SUP & Farm Site Fee		-300.00
Invoice	05/31/2004	Walker3	NW Assoc: Planning	Invoices(Dev Fees):4343 Planning Fees	442.85
Invoice	05/31/2004	Walker4	Wash Cty: mailing labels	Invoices(Dev Fees):4344 Misc Dev Fees	53.13
Invoice	05/31/2004	Walker5	NW Assoc: 5/7/04 Meeting re. lawsuit	Invoices(Dev Fees):4343 Planning Fees	32.40
Invoice	06/30/2004	Walker6	SEH: engineering services	Invoices(Dev Fees):4341 Engineering Fees	1,000.12
Invoice	06/30/2004	Walker7	Hamilton et al: legal fees	Invoices(Dev Fees):4342 Legal Fees	2,246.00
Invoice	07/31/2004	Walker8	Hamilton, et al: legal fees	Invoices(Dev Fees):4342 Legal Fees	1,015.00
Invoice	07/31/2004	Walker9	SEH: engineering services	Invoices(Dev Fees):4341 Engineering Fees	439.87
Invoice	07/31/2004	Walker10	Lenny Jenks: Walker transcript	Invoices(Dev Fees):4344 Misc Dev Fees	125.00
Invoice	08/31/2004	Walker11	SEH: engineering services	Invoices(Dev Fees):4341 Engineering Fees	195.37
Invoice	09/30/2004	Walker12	Hamilton, et al: Legal services	Invoices(Dev Fees):4342 Legal Fees	435.00
Invoice	09/30/2004	Walker13	SEH: Engineering services	Invoices(Dev Fees):4341 Engineering Fees	61.50
Invoice	11/30/2004	Walker14	Hamilton, et al: Legal services	Invoices(Dev Fees):4342 Legal Fees	29.00
Invoice	12/31/2004	Walker15	Hamilton, Quigley et al: legal services	Invoices(Dev Fees):4342 Legal Fees	101.50
Invoice	02/28/2006	SEHJan06	SEH engineering services Jan06	Invoices(Dev Fees):4341 Engineering Fees	128.00
Invoice	05/31/2008	SEHApr08	SEH Engineering: Apr08	Invoices(Dev Fees):4341 Engineering Fees	67.00
General Jour...	01/31/2012	Escrow W/O	Write off outstanding balance per CC 1/17/12: 6+ Years Past Due		-2,074.24
Total Walker, Jeffrey Grading/Farm Site					3,797.50
<b>Wamstad Z15-27 Plan Review</b>					
General Jour...	10/31/2015	Applicant	WSB Engineering 450-8 Aug15 Wamstad Z15-27		328.25
Total Wamstad Z15-27 Plan Review					328.25
<b>Wamstad, Charlie Z16-17 12xxx 22nd St S</b>					
Payment	05/17/2016	2139	Driveway Escrow Wamstad, Charlie Z16-17 12xxx 22nd St S		-1,500.00
Invoice	05/17/2016	Z16-17	Driveway Insp Fee Wamstad, Charlie Z16-17 12xxx 22nd St S	Invoices(Dev Fees):4401 Building Inspectio...	250.00
Payment	05/17/2016	2139	Pygmt of Driveway Insp Fee Wamstad, Charlie Z16-17 12xxx 22nd St S		-250.00
General Jour...	08/31/2016	5310 Eng'g	WSB Engineer: May 2016		363.00
Total Wamstad, Charlie Z16-17 12xxx 22nd St S					-1,137.00
<b>Wash Cty Pub Safety Tower Z209,213</b>					
Invoice	11/30/2007	NACNov07	NAC: Planner Services Nov07	Invoices(Dev Fees):4343 Planning Fees	161.20
Invoice	11/30/2007	NACOct07	NAC: Planner Services Oct07	Invoices(Dev Fees):4343 Planning Fees	119.60
Invoice	12/31/2007	NACDec07	NAC Planning Dec07	Invoices(Dev Fees):4343 Planning Fees	292.64
Invoice	12/31/2007	JensenDec07	Jensen: Legal Dec07	Invoices(Dev Fees):4342 Legal Fees	171.00
Payment	04/21/2008	244177	Deposit Pub Safety Radio Tower Z209		-8,000.00
Invoice	04/21/2008	Z209	Z209 Design Review Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	04/21/2008	244177	Pygmt of Design Review Fee Z209		-150.00
Invoice	04/30/2008	NACApr08	NAC: Planning Exp Apr08	Invoices(Dev Fees):4343 Planning Fees	22.80
Invoice	04/30/2008	NACApr08	NAC: Planning Exp Apr08	Invoices(Dev Fees):4343 Planning Fees	119.70
Payment	05/16/2008	246176	Z213 Setback Variance Deposit		-600.00
Invoice	05/16/2008	Z213Fee	Z213 Setback Variance Fee	Invoices(Dev Fees):4440 Zoning Fees	150.00
Payment	05/16/2008	246176	Pygmt of Z213 Setback Variance Fee		-150.00
Invoice	05/31/2008	CGIMay08	Community Growth Institute: May08	Invoices(Dev Fees):4343 Planning Fees	2,493.25
General Jour...	06/30/2008	Z213WashCty	Reverse Variance Fee Z213 Stealth Tower: No Setback Variance Needed		-150.00
Check	06/30/2008	13833	Refund Wash Cty Pub Safety Tower Variance Fee and Deposit Z213		750.00
Invoice	06/30/2008	CGIJun08	Community Growth Institute: Jun08	Invoices(Dev Fees):4343 Planning Fees	155.75
Invoice	06/30/2008	CGIJun08	Community Growth Institute: Jun08	Invoices(Dev Fees):4343 Planning Fees	89.00

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**City of Afton**  
**Permit Escrow & Fee Detail**  
 As of February 28, 2017

Type	Date	Num	Memo	Class	Amount
Invoice	07/31/2008	CGIJul08	Community Growth: Planner Jul08	Invoices(Dev Fees):4343 Planning Fees	66.75
Invoice	08/31/2008	CGIAug08	Community Growth Institute: Aug08	Invoices(Dev Fees):4343 Planning Fees	133.50
Invoice	09/30/2008	CGISep08	CGI Planning Exp: Sep08	Invoices(Dev Fees):4343 Planning Fees	178.00
Invoice	10/31/2008	JensenJun08	Jensen, Bell: Legal Expenses	Invoices(Dev Fees):4342 Legal Fees	234.00
Invoice	11/30/2008	JensenSep08	Jensen, et al: Legal Expenses Sep08	Invoices(Dev Fees):4342 Legal Fees	666.00
Invoice	11/30/2008	CGIOct08	Community Growth: Planner Exp Oct08	Invoices(Dev Fees):4343 Planning Fees	356.00
Invoice	12/31/2008	CGINov08	Community Growth Institute: 1584 Nov08	Invoices(Dev Fees):4343 Planning Fees	311.50
Invoice	12/31/2008	CGINov08	Community Growth Institute: 1584 Nov08	Invoices(Dev Fees):4343 Planning Fees	66.75
Invoice	12/31/2008	CGIDec08	Community Growth Institute: 1609 Dec08	Invoices(Dev Fees):4343 Planning Fees	44.50
Invoice	01/31/2009	CGIJan09	Community Growth Institute: Jan09	Invoices(Dev Fees):4343 Planning Fees	287.25
Invoice	03/31/2009	CGIMar09	Community Growth: Mar09 Planning Fees	Invoices(Dev Fees):4343 Planning Fees	23.00
Invoice	04/30/2009	CGIApr09	CGI Planning Services: Apr09	Invoices(Dev Fees):4343 Planning Fees	92.00
Check	12/22/2010	16216	Partial Refund Wash Cty Pub Safety Tower Z209 CUP		1,415.81
Total Wash Cty Pub Safety Tower Z209,213					-500.00
<b>Weber, Scott 1267 Stagecoach Z14-8</b>					
Payment	04/09/2014	2538	Minor Subdivision Z14-8		-1,500.00
Invoice	04/09/2014	Minor Subd	Minor Subdivision Fee Z14-8	Invoices(Dev Fees):4440 Minor Subdivision	250.00
Payment	04/09/2014	2538	Pymt of minor subdiv fee		-250.00
Total Weber, Scott 1267 Stagecoach Z14-8					-1,500.00
<b>Weissner Z15-29 Plan Review</b>					
General Jour...	10/31/2015	Applicant	WSB Engineering 450-8 Aug15 Weissner Z15-29		386.75
Total Weissner Z15-29 Plan Review					386.75
<b>Wilcox, Jesse &amp; Jenny Z15-31 Variance</b>					
Payment	09/23/2015	12952	Z15-31 Variance Escrow 14725 Aft Blvd S		-600.00
Invoice	09/23/2015	Variance Z1	Z15-31 Variance 14725 Aft Blvd S	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	09/23/2015	12952	Pymt of Z15-31 Variance 14725 Aft Blvd S		-250.00
Total Wilcox, Jesse & Jenny Z15-31 Variance					-600.00
<b>Z16-38 13506 Valley Crk Trl</b>					
Payment	12/27/2016	217447	Escrow Z16-38 13506 Valley Crk Trl		-600.00
Invoice	12/27/2016	Z16-38	CUP Fee Z16-38 13506 Valley Crk Trl	Invoices(Dev Fees):4440 Zoning Fees	250.00
Payment	12/27/2016	217447	Pymt of CUP Fee Z16-38 13506 Valley Crk Trl		-250.00
Total Z16-38 13506 Valley Crk Trl					-600.00
<b>TOTAL</b>					<b>-43,882.76</b>

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**City of Afton**  
**Building Inspection Fees by Account - Detail Afton**  
 January through February 2017

Date	Num	Valuation/Me...	Class	Class	Amount
<b>Jan 17</b>					
01/24/2017	B16-184	na	hvac	Afton Bldg Insp Fees:Weed, katherine & George 15895	109.00
01/24/2017	B16-183	na	hvac	Afton Bldg Insp Fees:Utecker, Nate & Loni 13600 50th	109.00
01/24/2017	B16-185	\$15,000	remodel	Afton Bldg Insp Fees:Albert W Carlson Trst 14220 60t	247.50
01/24/2017	B17-01	na	hvac	Afton Bldg Insp Fees:Craft, Jason 1037 Indian Trl Pa	109.00
01/24/2017	B17-02	na	hvac	Afton Bldg Insp Fees:McDonough, M 1267 Stagecoach Tr	109.00
01/24/2017	B17-03	na	hvac	Afton Bldg Insp Fees:Anderson, Mary 12855 30th St S	109.00
01/24/2017	B17-04	na	hvac	Afton Bldg Insp Fees:Parker, Doug 4795 Trading Pst T	109.00
01/24/2017	B17-05	\$435,000	sfd	Afton Bldg Insp Fees:Andler, Anthony 14833 50th St S	7,177.50
01/24/2017	B17-07	\$24,500	remodel	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av	330.00
01/24/2017	B17-06	na	windows	Afton Bldg Insp Fees:Perkins, Annie 4042 River Rd S	109.00
01/24/2017	B17-08	na	remodel	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av	109.00
01/24/2017	B17-09	\$173,067	kitchen remodel	Afton Bldg Insp Fees:St. Peter's Luth Church 880 Nea	2,887.50
01/24/2017	B17-10	na	hvac	Afton Bldg Insp Fees:Bjork, Bill 1333 Strawberry Hil	109.00
01/24/2017	B17-11	na	adjust supplies re bathroom	Afton Bldg Insp Fees:Amaral, Jim 5380 O'Dell Av	54.00
<b>Jan 17</b>					<b>11,677.50</b>
<b>Feb 17</b>					
02/23/2017	B17-12	na	windows	Afton Bldg Insp Fees:Barrett, Don 15526 Afton Hills	109.00
02/23/2017	B17-13	\$40,000	solar	Afton Bldg Insp Fees:Finch, David & Beth 13580 40th	660.00
02/23/2017	B17-14	\$24,000	remodel	Afton Bldg Insp Fees:Tinucci, Pat 346 Croixwood Dr	396.00
02/23/2017	B17-15	na	hvac	Afton Bldg Insp Fees:Schoen, Gerry 15370 Afton Blvd	109.00
02/23/2017	B17-16	na	reroof	Afton Bldg Insp Fees:Arnal, Gene 280 Indian Trl S	109.00
02/23/2017	B17-17	na	siding	Afton Bldg Insp Fees:Merthan, John 4383 Partridge Ci	109.00
02/23/2017	B17-18	\$21,400	plumbing	Afton Bldg Insp Fees:Andler, Anthony 14833 50th St S	330.00
02/23/2017	B17-19	\$8,805	remodel	Afton Bldg Insp Fees:St. Peter's Luth Church 880 Nea	165.00
02/23/2017	B17-20	\$29,800	kitchen	Afton Bldg Insp Fees:St. Peter's Luth Church 880 Nea	495.00
02/23/2017	B17-22	na	hvac	Afton Bldg Insp Fees:Matana, Pierpaulo 4609 Neal Av	109.00
02/23/2017	B17-21	\$25,000	roof repair	Afton Bldg Insp Fees:Holz, Brad 4206 River Rd S	412.50
<b>Feb 17</b>					<b>3,003.50</b>
<b>TOTAL</b>					<b>14,681.00</b>

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03/15/17

**City of Afton**  
**200 Park Reserve Fund Stmt of Rev & Exp - Detail**  
January through February 2017

Type	Date	Num	Source Name	Memo	Amount
<b>200 Park Reserve Fd</b>					
<b>A. Rev</b>					
<b>4903 Interest Income - 4M Fund</b>					
General Journal	01/31/2017	interest		Interest Income	42.06
General Journal	02/28/2017	interest		Interest Income	47.30
Total 4903 Interest Income - 4M Fund					89.36
Total A. Rev					89.36
Total 200 Park Reserve Fd					89.36
<b>TOTAL</b>					<b>89.36</b>

03/15/17

**City of Afton**  
**725 Road Debt Service Fund - Detail**  
January through February 2017

Type	Date	Num	Source Name	Memo	Amount
<b>4916 · Interest Inc - Road Debt Serv</b>					
General Journal	01/31/2017	interest		Interest Income	101.65
General Journal	02/28/2017	interest		Interest Income	87.74
Total 4916 · Interest Inc - Road Debt Serv					189.39
<b>7735 · 2014A Refunding Bds Int Exp</b>					
General Journal	01/17/2017	Road Bond	725 Road Paving Debt Service Fund:7735 2014A Refund Bds Int E...	Monthly Accrued Interest Expense: 2014A Road Bond	(8,075.00)
General Journal	02/28/2017	Road Bond	725 Road Paving Debt Service Fund:7735 2014A Refund Bds Int E...	Monthly Accrued Interest Expense: 2014A Road Bond	(7,662.50)
Total 7735 · 2014A Refunding Bds Int Exp					(15,737.50)
<b>TOTAL</b>					<b>(15,548.11)</b>

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**City of Afton**  
**City Infra-Structure Improvement Projects - LTD Summary**  
 January 2011 through February 2017

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16	Jan - Feb 17	TOTAL
<b>120 Street Imp Capital Fd</b>								
<b>B. Exp</b>								
7981 Village Local Rd Imp	0.00	0.00	(6,079.50)	(89,427.00)	(250,098.57)	(86,205.18)	0.00	(431,810.25)
7982 CR21 Imp Proj	0.00	0.00	(2,827.50)	(23,269.25)	(23,382.75)	(3,527.00)	0.00	(53,006.50)
<b>Total B. Exp</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,907.00)</b>	<b>(112,696.25)</b>	<b>(273,481.32)</b>	<b>(89,732.18)</b>	<b>0.00</b>	<b>(484,816.75)</b>
<b>Total 120 Street Imp Capital Fd</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,907.00)</b>	<b>(112,696.25)</b>	<b>(273,481.32)</b>	<b>(89,732.18)</b>	<b>0.00</b>	<b>(484,816.75)</b>
<b>800 City InfraStructure Imp Fd</b>								
<b>A. Rev</b>								
4917 Interest Income	0.00	2.04	2.55	3.26	395.48	4,602.22	1,451.79	6,457.34
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. Downtwn 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	0.00	50,000.00
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	0.00	54,408.91
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	0.00	475,000.00
<b>Total A. Rev</b>	<b>0.00</b>	<b>456,773.12</b>	<b>953,246.60</b>	<b>95,003.26</b>	<b>136,332.48</b>	<b>149,602.22</b>	<b>1,451.79</b>	<b>1,792,409.47</b>
<b>B. Exp</b>								
8891 Dwtown Prop Purch/Exp	0.00	(372221.16)	(780944.33)	(933.95)	(2,481.58)	(1,726.95)	(21.70)	(1,158,329.67)
8892 Dwtown Imp - Easemnts & Da...	0.00	0.00	0.00	(11,700.00)	(633,200.00)	(9,200.00)	0.00	(654,100.00)
8894 Septic Permits, Fees, Admin	0.00	0.00	0.00	(10,558.00)	(42,355.31)	(85,086.73)	(364.00)	(138,364.04)
8895 DNR Flood Imp Proj - Engineer	(6,673.00)	(54,384.11)	(29,242.00)	(157,437.85)	(198,277.10)	(67,890.74)	(9,123.25)	(523,028.05)
8896 Sanitary Sewer Imp	0.00	(395.00)	(87,311.07)	(293,780.46)	(194,199.55)	(152,850.73)	(18,924.89)	(747,461.70)
8897 Septic Construction Eng'g	0.00	0.00	0.00	(540.77)	(9,048.00)	(8,545.49)	0.00	(18,134.26)
8898 Flood Mitigation/ROW Serv	0.00	(9,754.75)	(4,480.00)	(19,787.25)	(87,667.80)	(18,935.00)	0.00	(140,624.80)
8899 Village Improvements	0.00	0.00	(33,513.00)	(28,452.75)	0.00	(22,669.68)	(342.00)	(84,977.43)
<b>Total B. Exp</b>	<b>(6,673.00)</b>	<b>(436,755.02)</b>	<b>(935,490.40)</b>	<b>(523,191.03)</b>	<b>(1,167,229.34)</b>	<b>(366,905.32)</b>	<b>(28,775.84)</b>	<b>(3,465,019.95)</b>
<b>Total 800 City InfraStructure Imp Fd</b>	<b>(6,673.00)</b>	<b>20,018.10</b>	<b>17,756.20</b>	<b>(428,187.77)</b>	<b>(1,030,896.86)</b>	<b>(217,303.10)</b>	<b>(27,324.05)</b>	<b>(1,672,610.48)</b>
<b>805 Downtown Imp Debt Service</b>								
4897 Levy PFA Loan Interest	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	8,000.00
4898 Levy Dwtwn Imp Tmp Imp Bd	0.00	0.00	0.00	0.00	0.00	28,000.00	0.00	28,000.00
4899 Levy Dwtwn Imp Bond	0.00	0.00	0.00	0.00	0.00	70,000.00	0.00	70,000.00
7737 Int Exp 2015A Dwtwn Tmp Imp Bd	0.00	0.00	0.00	0.00	(19,948.45)	(28,162.50)	(4,693.76)	(52,804.71)
7738 2015A Dwtwn Tmp Imp Bond Iss...	0.00	0.00	0.00	0.00	(53,263.75)	(1,608.00)	0.00	(54,871.75)
7740 2017A Dwtwn Tmp Imp Bond Iss...	0.00	0.00	0.00	0.00	0.00	0.00	(11,000.00)	(11,000.00)
<b>Total 805 Downtown Imp Debt Service</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(65,212.20)</b>	<b>68,229.50</b>	<b>(15,693.76)</b>	<b>(12,676.46)</b>
<b>TOTAL</b>	<b>(6,673.00)</b>	<b>20,018.10</b>	<b>8,849.20</b>	<b>(540,884.02)</b>	<b>(1,369,590.38)</b>	<b>(238,805.78)</b>	<b>(43,017.81)</b>	<b>(2,170,103.69)</b>

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

Type	Date	Num	Source Name	Memo	Amount
<b>4917 · Interest Inc - Disaster Fd</b>					
General J...	01/31/2017	interest		Interest Income	733.46
General J...	02/28/2017	interest		Interest Income	718.33
Total 4917 · Interest Inc - Disaster Fd					1,451.79
<b>7737 · 2015A Int Exp Dwtwn Tmp Imp Bd</b>					
General J...	01/31/2017	DwtwnImpBd	805 Downtown Imp Debt Service:7737 L...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
General J...	02/28/2017	DwtwnImpBd	805 Downtown Imp Debt Service:7737 L...	Monthly Accrued Int Exp: 2015A Downtown Tmp Imp Bond	(2,346.88)
Total 7737 · 2015A Int Exp Dwtwn Tmp Imp Bd					(4,693.76)
<b>7740 · 2017A Dwtwn Imp Bonds Adm Exp</b>					
Bill	02/28/2017	11324863	S&P Global Ratings	analytical services	(11,000.00)
Total 7740 · 2017A Dwtwn Imp Bonds Adm Exp					(11,000.00)
<b>8890 · DNR Flood Imp Expense</b>					
<b>8891 · DNR Flood Imp - Prop Purch/Exp</b>					
Bill	01/31/2017	013117	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.74)
Deposit	02/23/2017	531074		CP Energy Refund 9859256	21.43
Bill	02/28/2017	537046531	Xcel Energy {EFT} (51-0895345-1)	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	(21.39)
Total 8891 · DNR Flood Imp - Prop Purch/Exp					(21.70)
<b>8894 · Septic Permits, Fees, Admin</b>					
Bill	01/31/2017	16063	Environmental Law Group	Environmental review and permitting issues	(364.00)
Total 8894 · Septic Permits, Fees, Admin					(364.00)
<b>8895 · DNR Flood Imp Proj - Engineer</b>					
Bill	02/28/2017	327-2	WSB (DNR Flood Imp)	Flood protection improvements	(9,123.25)
Total 8895 · DNR Flood Imp Proj - Engineer					(9,123.25)
<b>8896 · Sanitary Sewer Improvements</b>					
Bill	01/31/2017	11700121	Wenck Associates Inc.	Wastewater System Engineering	(420.50)
Bill	02/28/2017	11700901	Wenck Associates Inc.	Afton LSTS - bidding, construction & post-construction services	(5,577.59)
Bill	02/28/2017	11701073	Wenck Associates Inc.	Wastewater system engineering	(2,022.05)
Bill	02/28/2017	410-38	WSB (Sanitary Sewer Imp)	Sanitary Sewer Improvements	(10,904.75)
Total 8896 · Sanitary Sewer Improvements					(18,924.89)

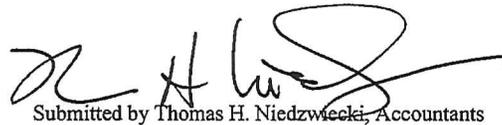
03/15/17

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

Type	Date	Num	Source Name	Memo	Amount
<b>8899 · Village Improvements</b>					
Bill	02/28/2017	321-41	WSB (Flood ROW Mitigation)	flood mitigation project right of way services	(342.00)
Total 8899 · Village Improvements					(342.00)
Total 8890 · DNR Flood Imp Expense					(28,775.84)
<b>TOTAL</b>					<b>(43,017.81)</b>

*City of Afton*  
*Claims to be Approved*  
*February 22, 2017 thru March 21, 2017*

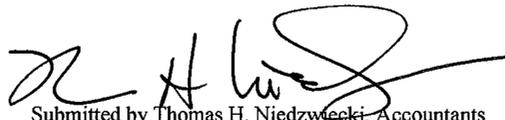
<u>Checks Numbered</u>			
<u>From</u>	<u>To</u>	<u>Description</u>	<u>To Be Approved</u>
21672		Significant Vendor & Other Bills	\$12,508.44
21673	21675	2/28/17 Staff Payroll	\$1,314.14
21676	21677	Routine Vendor Bills	\$234.35
21678	21683	3/15/17 Staff & Council Payroll, Benefits	\$1,576.93
21684	21694	More Routine Vendor Bills	\$3,156.77
21695	21709	More Significant Vendor Bills	\$79,285.99
21710	21711	More Routine Vendor Bills	\$93.83
201703001	201703007	EFT: 2/28/17 Staff Payroll + Payroll Taxes	\$8,448.46
201703008	201703013	EFT: 3/15/17 Staff, Council Payroll & PERA	\$4,487.34
201703014	201703017	EFT: Postage and Utility Bills	\$671.03
<b>Claims to be approved at 3/21/17 meeting</b>			<b>\$111,777.28</b>



Submitted by Thomas H. Niedzwiecki, Accountants  
 File: Afton 2017 Claim Summary.xlsm Worksheet: Feb 17 3/15/2017

**City of Afton**  
**Claims to be Approved**  
**February 22, 2017 thru March 21, 2017**

<u>Checks Numbered</u>			
<b>From</b>	<b>To</b>	<b>Description</b>	<b>To Be Approved</b>
21672		Significant Vendor & Other Bills	\$12,508.44
21673	21675	2/28/17 Staff Payroll	\$1,314.14
21676	21677	Routine Vendor Bills	\$234.35
21678	21683	3/15/17 Staff & Council Payroll, Benefits	\$1,576.93
21684	21694	More Routine Vendor Bills	\$3,156.77
21695	21709	More Significant Vendor Bills	\$79,285.99
21710	21711	More Routine Vendor Bills	\$93.83
201703001	201703007	EFT: 2/28/17 Staff Payroll + Payroll Taxes	\$8,448.46
201703008	201703013	EFT: 3/15/17 Staff, Council Payroll & PERA	\$4,487.34
201703014	201703017	EFT: Postage and Utility Bills	\$671.03
<b>Claims to be approved at 3/21/17 meeting</b>			<b>\$111,777.28</b>



Submitted by Thomas H. Niedzwiecki, Accountants

03/15/17

**City of Afton**  
**Claims to be Approved**  
**February 22 through March 21, 2017**

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	02/22/2017	21672	Wash Cty (Rd & Bridge)(Trans & Phys Dev)	Account No. 20490	100 - 4M Fund/US Bank - General F...	(12,508.44)
Bill	01/31/2017	112957	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	Jan 2017 snow & ice control: sand and salt	5830 - Snow & Ice Control	12,508.44
TOTAL						12,508.44
Paycheck	02/28/2017	21673	Johnson, Kenneth L		100 - 4M Fund/US Bank - General F...	(240.60)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 - Maintenance Person	316.35
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(20.56)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 - PERA Contribution - Employer	23.73
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 - PERA Payable - Staff	(23.73)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 - Federal Withholding	(20.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 - Social Security Tax - Employer	19.61
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 - Soc Sec Payable - Employer	(19.61)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 - Social Security W/H - Employee	(19.61)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 - Medicare Tax - Employer	4.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 - Medicare Payable - Employer	(4.58)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 - Medicare W/H - Employee	(4.58)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2208 - MN State Withholding	(11.00)
TOTAL						240.60
Paycheck	02/28/2017	21674	Meade, Debra J		100 - 4M Fund/US Bank - General F...	(993.08)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 - Intern/Office Assistant Wages	1,049.83
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 - Intern/Office Assistant Wages	268.84
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 - PERA Payable - Staff	(85.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5053 - PERA Contribution - Employer	98.90
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 - PERA Payable - Staff	(98.90)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2210 - Federal Withholding	(92.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 - Social Security Tax - Employer	81.76
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2205 - Soc Sec Payable - Employer	(81.76)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2204 - Social Security W/H - Employee	(81.76)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 - Medicare Tax - Employer	19.12
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2213 - Medicare Payable - Employer	(19.12)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2212 - Medicare W/H - Employee	(19.12)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2208 - MN State Withholding	(47.00)
TOTAL						993.08
Liability C...	02/28/2017	21675	Madison National Life	103815000000000	100 - 4M Fund/US Bank - General F...	(80.46)
				103815000000000	2325 - Madison Life ST & LT Disability	108.81
				103815000000000	2325 - Madison Life ST & LT Disability	(28.35)
TOTAL						80.46
Bill Pmt -C...	02/28/2017	21676	Metro Sales Inc.	Acct No 016181, Contract Number 28746-01	100 - 4M Fund/US Bank - General F...	(209.35)
Bill	02/28/2017	INV729694	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Ricoh/MPC4503 Color Copier Serial No. E175MC60291	5510 - Computer Service/Software	209.35

03/15/17

**City of Afton**  
**Claims to be Approved**  
**February 22 through March 21, 2017**

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						209.35
Bill Pmt -C...	02/28/2017	21677	PressEnter	Acct # 33299 Customer # 33881	100 · 4M Fund/US Bank - General F...	(25.00)
Bill	02/28/2017	33299 012717	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Proofpoint Essentials	5510 · Computer Service/Software	25.00
TOTAL						25.00
Paycheck	03/15/2017	21678	Johnson, Kenneth L		100 · 4M Fund/US Bank - General F...	(276.46)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5020 · Maintenance Person	366.30
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(23.81)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5053 · PERA Contribution - Employer	27.47
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2302 · PERA Payable - Staff	(27.47)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2210 · Federal Withholding	(25.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5051 · Social Security Tax - Employer	22.71
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2205 · Soc Sec Payable - Employer	(22.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2204 · Social Security W/H - Employee	(22.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		5052 · Medicare Tax - Employer	5.32
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2213 · Medicare Payable - Employer	(5.32)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2212 · Medicare W/H - Employee	(5.32)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5020 Gen'l Ma...		2208 · MN State Withholding	(13.00)
TOTAL						276.46
Paycheck	03/15/2017	21679	Meade, Debra J		100 · 4M Fund/US Bank - General F...	(658.71)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5007 · Intern/Office Assistant Wages	844.15
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(54.87)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5053 · PERA Contribution - Employer	63.31
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2302 · PERA Payable - Staff	(63.31)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2210 · Federal Withholding	(43.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5051 · Social Security Tax - Employer	52.33
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2205 · Soc Sec Payable - Employer	(52.33)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2204 · Social Security W/H - Employee	(52.33)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		5052 · Medicare Tax - Employer	12.24
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2213 · Medicare Payable - Employer	(12.24)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2212 · Medicare W/H - Employee	(12.24)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5007 Intern/Of...		2208 · MN State Withholding	(23.00)
TOTAL						658.71
Liability C...	03/15/2017	21680	Madison National Life	103815000000000	100 · 4M Fund/US Bank - General F...	(80.46)
				103815000000000	2325 · Madison Life ST & LT Disability	108.80
				103815000000000	2325 · Madison Life ST & LT Disability	(28.34)
TOTAL						80.46
Paycheck	03/15/2017	21681	Nelson, Randall P		100 · 4M Fund/US Bank - General F...	(187.10)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		5002 · Mayor & Council Wages	200.00

03/15/17

**City of Afton**  
**Claims to be Approved**  
February 22 through March 21, 2017

Type	Date	Num	Name	Memo	Account	Original Amount
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
					5053 · PERA Contribution - Employer	10.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
<b>Paycheck</b>	<b>03/15/2017</b>	<b>21682</b>	<b>Palmquist, William B</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(187.10)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		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 &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
<b>Paycheck</b>	<b>03/15/2017</b>	<b>21683</b>	<b>Richter, Joseph J</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(187.10)</b>
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...		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 &...		5053 · PERA Contribution - Employer	10.00
					2303 · PERA Payable - Council	(10.00)
					5052 · Medicare Tax - Employer	2.90
					2213 · Medicare Payable - Employer	(2.90)
					2212 · Medicare W/H - Employee	(2.90)
TOTAL						187.10
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21684</b>	<b>All Seasons Rental</b>	<b>Account No. 30890280</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(18.99)</b>
Bill	02/28/2017	55319	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.3 Oth Pub Wrks:5...	supplies	5920 · Repair & Maint Equipment	18.99
TOTAL						18.99
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21685</b>	<b>Croix Crystal Water Treatment</b>	<b>cooler lease and water</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(27.00)</b>
Bill	02/28/2017	52054	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
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21686</b>	<b>Gopher State One Call</b>	<b>Acct No. MN00128</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(2.70)</b>
Bill	02/28/2017	7020142	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5870 Ot...	Cafton01 FTP Tickets	5870 · Other Road Maintenance	2.70
TOTAL						2.70

03/15/17

**City of Afton**  
**Claims to be Approved**  
**February 22 through March 21, 2017**

Type	Date	Num	Name	Memo	Account	Original Amount
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21687</b>	<b>Innovative Office Solutions LLC</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(109.59)</b>
Bill	02/28/2017	1452776	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	supplies	5540 · Office Supplies	55.85
Bill	02/28/2017	1531851	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	supplies	5540 · Office Supplies	53.74
TOTAL						109.59
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21688</b>	<b>Kathi Pelnar</b>	<b>Humane Animal Control Service</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(425.64)</b>
Bill	02/28/2017	Feb2017	100 Gen'l Fd:B. Exp:B02 Public Safety & Health:B2.1 Public Safety:560...	animal control	5605 · Animal Control	425.64
TOTAL						425.64
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21689</b>	<b>Menards - Hudson</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(37.20)</b>
Bill	02/28/2017	40775	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6050 Supplies	supplies	6050 · Supplies - Bldg & Land	4.85
Bill	02/28/2017	40330	100 Gen'l Fd:B. Exp:B05 Parks & Recreation:6135 Park Maintenance	supplies	6135 · Park Maintenance	32.35
TOTAL						37.20
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21690</b>	<b>Northwest Assoc (City Projects)</b>	<b>Technical Assistance - City Projects</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(230.85)</b>
Bill	02/28/2017	03072017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5330 Planning Fees	General	5330 · Planning Fees	230.85
TOTAL						230.85
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21691</b>	<b>Northwest Assoc (Private Projects)</b>	<b>Technical Assistance - Private Projects</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(499.80)</b>
Bill	02/28/2017	030717	550 Special Activities Fund:B. Cable Comm/July 4th/Comm Garden:636...	Carlson subd	6366 · City Council Contingency Exp	499.80
TOTAL						499.80
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21692</b>	<b>PressEnter</b>	<b>Acct # 33299 Customer # 33881</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(25.00)</b>
Bill	02/28/2017	Feb2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5510 Computer Serv/Sof...	Proofpoint Essentials	5510 · Computer Service/Software	25.00
TOTAL						25.00
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21693</b>	<b>US Bank Equipment Finance</b>	<b>Acct# 1473396 Contract # 500-0466085-000</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(230.00)</b>
Bill	02/28/2017	325240067	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
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21694</b>	<b>Wash Cty (Elections)</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(1,550.00)</b>
Bill	02/28/2017	113242	550 Special Activities Fund:N. Elections:6347 Election Expense	2017 election maintenenca fees	6347 · Elections Expense	1,550.00
TOTAL						1,550.00

**City of Afton**  
**Claims to be Approved**  
**February 22 through March 21, 2017**

Type	Date	Num	Name	Memo	Account	Original Amount
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21695</b>	<b>Donald Salverda &amp; Associates</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(1,039.80)</b>
Bill	02/28/2017	1702-1	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Educat...	Enrollment in East Metro Area Managers and Administrators 201...	5585 · Seminars & Education	600.00
Bill	02/28/2017	P-1601-11	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Educat...	Enrollment in 2016 Senior Managers and Administrators Leaders...	5585 · Seminars & Education	300.00
Bill	02/28/2017	P-1601-11B	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5585 Seminars & Educat...	Books for 2016 Senior Managers and Administrators Leadership...	5585 · Seminars & Education	139.80
<b>TOTAL</b>						<b>1,039.80</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21696</b>	<b>Niedzwiecki, Thomas H.</b>	<b>Accounting Services</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(1,354.00)</b>
Bill	02/28/2017	022817	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	1,190.00
			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 & ...	5540 · Office Supplies	26.00
			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	38.00
			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
<b>TOTAL</b>						<b>1,354.00</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21697</b>	<b>S&amp;P Global Ratings</b>	<b>customer # 1000095652</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(11,000.00)</b>
Bill	02/28/2017	11324863	805 Downtown Imp Debt Service:7740 2017A Dwtwn Tmp Imp Bond ...	analytical services	7740 · 2017A Dwtwn Imp Bonds Ad...	11,000.00
<b>TOTAL</b>						<b>11,000.00</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21698</b>	<b>Stensland Inspection Services</b>	<b>Building Inspection Services</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(833.00)</b>
Bill	02/28/2017	Feb2017	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5350 Bldg Insp Fees - S...	Building Permits, B17-15 - B17-22	5350 · Building Insp Fees - Stensland	833.00
<b>TOTAL</b>						<b>833.00</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21699</b>	<b>Tri-County Services (Snow Ice)</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(2,380.00)</b>
Bill	02/28/2017	91	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	Snow & Ice Control: Feb	5830 · Snow & Ice Control	2,380.00
<b>TOTAL</b>						<b>2,380.00</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21700</b>	<b>Wenck Associates Inc.</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(7,599.64)</b>
Bill	02/28/2017	11700901	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Afton LSTS - bidding, construction & post-construction services	8896 · Sanitary Sewer Improvements	5,577.59
Bill	02/28/2017	11701073	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Wastewater system engineering	8896 · Sanitary Sewer Improvements	2,022.05
<b>TOTAL</b>						<b>7,599.64</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21701</b>	<b>Lower St Croix Valley Community Foundatio</b>		<b>100 · 4M Fund/US Bank - General F...</b>	<b>(5,000.00)</b>
Bill	02/28/2017	100	550 Special Activities Fund:M. Pedestrian Bike Trail/Sidewalk:6348 Ped...	Lower St Croix Trail resurfacing project	6348 · Pedestrian Bike Trl/Bridge Exp	5,000.00
<b>TOTAL</b>						<b>5,000.00</b>
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21702</b>	<b>Wash Cty (Rd &amp; Bridge)(Trans &amp; Phys Dev)</b>	<b>Account No. 20490</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(7,721.55)</b>

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**City of Afton**  
**Claims to be Approved**  
February 22 through March 21, 2017

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	02/28/2017	114861	100 Gen'l Fd:B. Exp:B03 Strts, Rehab & Pub Wks:B3.1 Streets:5830 Sn...	Feb and Mar 2017 snow & ice control: sand and salt	5830 · Snow & Ice Control	7,721.55
TOTAL						7,721.55
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21703</b>	<b>WSB (Bridge Inspections)</b>	<b>Project # 01856</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(616.50)</b>
Bill	02/28/2017	170-16	120 Street Imp Capital Fd:B. Exp:7937 Bridge Repair & Replacement	Bridge Safety Inspections	7937 · Bridge Repair & Replacement	616.50
TOTAL						616.50
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21704</b>	<b>WSB (City Engineer)</b>	<b>01856</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(1,144.00)</b>
Bill	02/28/2017	560-1	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2017 City Engineer Services	5310 · Engineering Fees	1,144.00
TOTAL						1,144.00
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21705</b>	<b>WSB (DNR Flood Imp)</b>	<b>Project No. 01856</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(9,123.25)</b>
Bill	02/28/2017	327-2	800 City InfraStructure Imp Fd:B. Exp:8895 DNR Flood Imp Proj - Engi...	Flood protection improvements	8895 · DNR Flood Imp Proj - Engineer	9,123.25
TOTAL						9,123.25
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21706</b>	<b>WSB (Flood ROW Mitigation)</b>	<b>project #01856</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(342.00)</b>
Bill	02/28/2017	321-41	800 City InfraStructure Imp Fd:B. Exp:8899 Village Improvements	flood mitigation project right of way services	8899 · Village Improvements	342.00
TOTAL						342.00
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21707</b>	<b>WSB (Local Street Imp)</b>	<b>Project 01856-400</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(20,064.00)</b>
Bill	02/28/2017	540-1	120 Street Imp Capital Fd:B. Exp:7983 Local Street Imp	Local Street Improvements	7983 · Local Street Improvements	20,064.00
TOTAL						20,064.00
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21708</b>	<b>WSB (Sanitary Sewer Imp)</b>	<b>Project 01856-410</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(10,904.75)</b>
Bill	02/28/2017	410-38	800 City InfraStructure Imp Fd:B. Exp:8896 Sanitary Sewer Imp	Sanitary Sewer Improvements	8896 · Sanitary Sewer Improvements	10,904.75
TOTAL						10,904.75
<b>Bill Pmt -C...</b>	<b>03/21/2017</b>	<b>21709</b>	<b>WSB (Utility Permits)</b>	<b>01856</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(163.50)</b>
Bill	02/28/2017	550-1	100 Gen'l Fd:B. Exp:B01 G & A:B1.2 Prof Serv:5310 Engineering Fees	2017 Utility Permits	5310 · Engineering Fees	163.50
TOTAL						163.50
<b>Bill Pmt -C...</b>	<b>03/15/2017</b>	<b>21710</b>	<b>Innovative Office Solutions LLC</b>	<b>customer # V105001</b>	<b>100 · 4M Fund/US Bank - General F...</b>	<b>(69.13)</b>
Bill	02/28/2017	1539930	100 Gen'l Fd:B. Exp:B01 G & A:B1.4 Oth Exp:5540 Office Supplies	supplies	5540 · Office Supplies	69.13

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**City of Afton**  
**Claims to be Approved**  
**February 22 through March 21, 2017**

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						69.13
Bill Pmt -C...	03/15/2017	21711	Menards - Hudson	Account No. 30890280	100 · 4M Fund/US Bank - General F...	(24.70)
Bill	02/28/2017	41206	100 Gen'l Fd.B. Exp:B05 Parks & Recreation:6135 Park Maintenance	supplies	6135 · Park Maintenance	24.70
TOTAL						24.70
Paycheck	02/28/2017	201703001	Moore, Ronald J	Direct Deposit	100 · 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	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 Administr...	Direct Deposit	5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	Direct Deposit	2325 · Madison Life ST & LT Disability	(108.81)
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	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 Administr...	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	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,197.31)
TOTAL						0.00
Bill Pmt -C...	02/28/2017	201703002	Spencer D Klover (DD)	Videographer \$25.00/hour	100 · 4M Fund/US Bank - General F...	(168.75)
Bill	02/28/2017	Videothru02...	100 Gen'l Fd.B. Exp:B01 G & A:B1.2 Prof Serv:5120 Contract - Video ...	PC mtg, CC mtg	5120 · Contract - Video Meetings	168.75
TOTAL						168.75
Liability C...	02/27/2017	201703003	QuickBooks Payroll Service	Created by Payroll Service on 02/24/2017	100 · 4M Fund/US Bank - General F...	(3,199.06)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
			QuickBooks Payroll Service	Created by Payroll Service on 02/24/2017	2110 · Direct Deposit Liabilities	3,197.31
TOTAL						3,199.06
Check	02/27/2017	201703004	QuickBooks Payroll Service	Created by Direct Deposit Service on 02/24/2017	100 · 4M Fund/US Bank - General F...	(1.75)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal...	Fee for 1 direct deposit(s) at \$1.75 each	5505 · Bank/IRS/Sales Tax	1.75
TOTAL						1.75
Liability C...	03/13/2017	201703005	IRS (US Treasury)	41-1290668	100 · 4M Fund/US Bank - General F...	(3,652.46)
				41-1290668	2210 · Federal Withholding	1,649.00
				41-1290668	2213 · Medicare Payable - Employer	202.79

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**City of Afton**  
**Claims to be Approved**  
 February 22 through March 21, 2017

Type	Date	Num	Name	Memo	Account	Original Amount
				41-1290668	2212 · Medicare W/H - Employee	202.79
				41-1290668	2205 · Soc Sec Payable - Employer	798.94
				41-1290668	2204 · Social Security W/H - Employee	798.94
TOTAL						3,652.46
Liability C...	03/13/2017	201703006	MN Dept of Revenue	5050730	100 · 4M Fund/US Bank - General F...	(660.00)
				5050730	2208 · MN State Withholding	660.00
TOTAL						660.00
Liability C...	03/13/2017	201703007	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(766.44)
				3030-01 210990	2302 · PERA Payable - Staff	355.84
				3030-01 210990	2302 · PERA Payable - Staff	410.60
TOTAL						766.44
Paycheck	03/15/2017	201703008	Moorse, Ronald J	Direct Deposit	100 · 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	Direct Deposit	5004 · Administrator Salary	3,839.58
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	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 Administr...	Direct Deposit	5037 · Flexible Benefits	1,100.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	Direct Deposit	2325 · Madison Life ST & LT Disability	(108.80)
				Direct Deposit	2210 · Federal Withholding	(727.00)
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5004 Administr...	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 Administr...	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	(279.00)
				Direct Deposit	2110 · Direct Deposit Liabilities	(3,197.34)
TOTAL						0.00
Paycheck	03/15/2017	201703009	Bend, Richard H	Direct Deposit	100 · 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd:B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	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 &...	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 &...	Direct Deposit	5052 · Medicare Tax - Employer	4.35
				Direct Deposit	2213 · Medicare Payable - Employer	(4.35)
				Direct Deposit	2212 · Medicare W/H - Employee	(4.35)
				Direct Deposit	2110 · Direct Deposit Liabilities	(280.65)
TOTAL						0.00

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**City of Afton**  
**Claims to be Approved**  
 February 22 through March 21, 2017

Type	Date	Num	Name	Memo	Account	Original Amount
Paycheck	03/15/2017	201703010	Ross, Stanley A	Direct Deposit	100 · 4M Fund/US Bank - General F...	0.00
			100 Gen'l Fd.B. Exp:B01 G & A:B1.1 Wages & Benefits:5002 Mayor &...	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 &...	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 &...	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 C...	03/14/2017	201703011	QuickBooks Payroll Service	Created by Payroll Service on 03/12/2017	100 · 4M Fund/US Bank - General F...	(3,670.34)
			100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5505 Bank/IRS Fees/Sal... QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each Created by Payroll Service on 03/12/2017	5505 · Bank/IRS/Sales Tax 2110 · Direct Deposit Liabilities	5.25 3,665.09
TOTAL						3,670.34
Liability C...	03/15/2017	201703012	PERA (Council)	3030-51 207620	100 · 4M Fund/US Bank - General F...	(110.00)
				3030-51 207620	2303 · PERA Payable - Council	55.00
				3030-51 207620	2303 · PERA Payable - Council	55.00
TOTAL						110.00
Liability C...	03/15/2017	201703013	PERA (Staff)	3030-01 210990	100 · 4M Fund/US Bank - General F...	(707.00)
				3030-01 210990	2302 · PERA Payable - Staff	328.25
				3030-01 210990	2302 · PERA Payable - Staff	378.75
TOTAL						707.00
Bill Pmt -C...	03/21/2017	201703014	CP Energy {EFT} (6217601-1)	Meter # M19702480474 Account No. 6217601-1	100 · 4M Fund/US Bank - General F...	(240.18)
Bill	02/28/2017	022417	100 Gen'l Fd.B. Exp:B04 Bldgs & Land:6045 City Garage Expense	1675 Stagecoach Trl S: City Garage	6045 · City Garage Expense	240.18
TOTAL						240.18
Bill Pmt -C...	03/21/2017	201703015	Neopost 2888 {EFT}	Acct # 7900 0440 8026 2888	100 · 4M Fund/US Bank - General F...	(300.00)
Bill	02/28/2017	10268859	100 Gen'l Fd.B. Exp:B01 G & A:B1.4 Oth Exp:5550 Postage	Acct # 7900 0440 8026 2888 Postage PPLN01	5550 · Postage	300.00
TOTAL						300.00
Bill Pmt -C...	03/21/2017	201703016	Xcel Energy {EFT} (51-0895345-1)	Acct: 51-0895345-1 Meter# 000071246886	100 · 4M Fund/US Bank - General F...	(21.39)
Bill	02/28/2017	537046531	800 City InfraStructure Imp Fd.B. Exp:8891 Dwtown Prop Purch/Exp	Eastwood - Septic Property 2318 St Croix Trl S Meter# 96987678	8891 · DNR Flood Imp - Prop Purch/E...	21.39
TOTAL						21.39

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**City of Afton**  
**Claims to be Approved**  
February 22 through March 21, 2017

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Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt -C...	03/21/2017	201703017	Xcel Energy (EFT) (51-7576371-4)	Acct#51-7576371-4 Meter #19818068	100 · 4M Fund/US Bank - General F...	(109.46)
Bill	02/28/2017	537120578	100 Gen'l Fd:B. Exp:B04 Bldgs & Land:6045 City Garage Expense	City Garage 1675 Stagecoach Trl S: Acct#51-7576371-4 Meter #...	6045 · City Garage Expense	109.46
TOTAL						109.46

**RESOLUTION 2017-17**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING 4M FUND TRANSFERS FOR JANUARY AND  
FEBRUARY, 2017**

**BE IT RESOLVED THAT** the City Council of the City of Afton, County of Washington, Minnesota, authorizes the transfer of the following sums of money between the City's 4M Fund Accounts, as detailed in Exhibit A – 4M Fund Transfers – Months of JANUARY AND FEBRUARY, 2017.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF MARCH, 2017.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

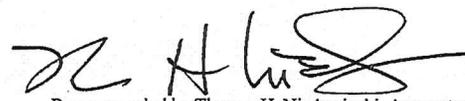
**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

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

**City of Afton**  
**Exhibit A: 4M Fund Transfers**

		Month of:	JanFeb2017	
<b>4M Fund Accounts</b>				
#	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Comments</u>
1	City Infra-Structure Improvement Fund (35001-114)	General (35001-101)	\$28,775.84	JanFeb17 DNR Flood Imp Project Expense
2	City Infra-Structure Improvement Fund (35001-114)	General (35001-101)	\$11,000.00	2017A Downtown Temp Imp Bond Issue Expense
3	General (35001-101)	City Infra-Structure Improvement Fund (35001-114)	\$20,000.00	Good Faith Deposit 2017A Downtown Temp Imp Bond Issue Expense
4	Special Activities Fund (35001-106)	General (35001-101)	\$7,511.50	JanFeb17 Spec Act Fd (Net Expense)
5	Road Debt Service Fd (35001-109)	General (35001-101)	\$213,450.00	2015A Road Bond Payment
6	201 Project Fund (35001-103)	General (35001-101)	\$48.64	JanFeb17 201 Project Expense
7	General (35001-101)	Special Reserve Fund (MN-01-0001-2001)	\$10,000.00	Y/E 2016 Transfer
8	General (35001-101)	Street Improvements Fund (35001-116)	\$230,000.00	Y/E 2016 Transfer: Street Improvements
9	General (35001-101)	Bldg & Land Cap (35001-104)	\$25,000.00	Y/E 2016 Transfer: Building & Land Fund



Recommended by Thomas H. Niedzwiecki, Accountant

File: Afton 2017 Bank Transfers.xlsm Worksheet: JanFeb17 3/15/2017

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

## Meeting Date Mar. 21, 2017

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 14, 2017  
Re: Public Hearing Regarding the Use of \$3.5 million of GO Abatement Bonds to Finance the 2017 Street Improvements Project

---

The City Council and Public Works Committee worked for several months in 2016 to develop solutions for meeting the City's deferred street improvement needs. Information describing every road in Afton was keyed into a master spreadsheet which lists the width, length and current condition of each street. The Public Works Committee used this data and additional pavement management data (existing conditions, subgrade, drainage and traffic volumes) to rank each street's condition and group the streets into priorities. Based on this information, along with cost information on the types of improvements needed, the spreadsheet was used to develop and analyze options for meeting street improvement needs, in terms of both timing and funding.

On Wednesday, December 14, 2016, a public information meeting was held to obtain input from residents regarding the timing and funding options for street improvements. The Council then revisited the timing and funding options based on the public feedback, and determined that, to take advantage of low interest rates and to avoid the risk of higher construction costs in future years, the best option was to move forward with improvements to the streets currently in fair to poor condition in 2017, and to finance the improvements with the sale of \$3.5 million of GO Abatement Bonds. This option will address the deferred street maintenance needs and will put the City into a position to fund all future street improvements on a pay-as-you-go basis.

#### **Public Hearing**

This is an opportunity for the general public to express their views with respect to the proposal regarding the sale of \$3.5 million of GO Abatement Bonds to fund the 2017 Street Improvements Project.

#### **Council Action Requested**

**No Action Required**

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

**Meeting Date Mar. 21, 2017**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Call for the Sale of \$3.5 Million of General Obligation Abatement Bonds – **Resolution 2017-18**

---

Based on a process of identifying street improvement needs and developing and analyzing timing and funding options for meeting those needs, as well as obtaining public feedback regarding the timing and funding options; the Council determined the optimal option was to move forward with improvements to the streets currently in fair to poor condition in 2017, and to finance the improvements with the sale of \$3.5 million of General Obligation Abatement Bonds. The Council then held a public hearing regarding the General Obligation Abatement Bonds. Attached for the Council's consideration is a resolution calling for the sale of \$3.5 Million of General obligation Abatement Bonds.

### **Council Action Requested**

**Motion regarding the adoption of resolution 2017-18 providing for the competitive negotiated sale of \$3,500,000 General Obligation Tax Abatement Bonds Series 2017B**

EXTRACT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL  
CITY OF AFTON, MINNESOTA

HELD: March 21, 2017

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Afton, Washington County, Minnesota, was duly held at the City Hall in said City on March 21, 2017, at 7:00 P.M. for the purpose in part of authorizing the competitive negotiated sale of the \$3,500,000 General Obligation Tax Abatement Bonds, Series 2017B.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. 2017-18

RESOLUTION PROVIDING FOR THE COMPETITIVE  
NEGOTIATED SALE OF \$3,500,000 GENERAL OBLIGATION  
TAX ABATEMENT BONDS, SERIES 2017B

A. WHEREAS, the City Council of the City of Afton, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue its \$3,500,000 General Obligation Tax Abatement Bonds, Series 2017B (the "Bonds") to finance various street improvements throughout the City; and

B. WHEREAS, the City has retained Springsted Incorporated, in Saint Paul, Minnesota ("Springsted"), as its independent municipal advisor and is therefore authorized to sell these obligations by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

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

1. Authorization. The City Council hereby authorizes Springsted to solicit proposals for the competitive negotiated sale of the Bonds.

2. Meeting; Proposal Opening. This City Council shall meet at the time and place specified in the Terms of Proposal attached hereto as Exhibit A for the purpose of considering sealed proposals for, and awarding the sale of, the Bonds. The proposals shall be received at the offices of Springsted and shall be opened at the time specified in such Terms of Proposal.

3. Terms of Proposal. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Proposal" attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with said competitive negotiated sale, the Administrator and other officers or employees of the City are hereby authorized to cooperate with Springsted and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF WASHINGTON  
CITY OF AFTON

I, the undersigned, being the duly qualified and acting City Administrator of the City of Afton, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City's \$3,500,000 General Obligation Tax Abatement Bonds, Series 2017B.

WITNESS my hand on March 21, 2017.

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City Administrator

**EXHIBIT A**

**THE CITY HAS AUTHORIZED SPRINGSTED INCORPORATED TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:**

**TERMS OF PROPOSAL**

**\$3,500,000\***

**CITY OF AFTON, MINNESOTA**

**GENERAL OBLIGATION TAX ABATEMENT BONDS, SERES 2017B**

**(BOOK ENTRY ONLY)**

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of Afton, Minnesota (the "City") on Tuesday, April 18, 2017, (the "Sale Date") until 10:00 A.M., Central Time at the offices of Springsted Incorporated ("Springsted"), 380 Jackson Street, Suite 300, Saint Paul, Minnesota, 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at 7:00 P.M., Central Time, of the same day.

**SUBMISSION OF PROPOSALS**

Springsted will assume no liability for the inability of a bidder to reach Springsted prior to the time of sale specified above. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) ***Sealed Bidding.*** Proposals may be submitted in a sealed envelope or by fax (651) 223-3046 to Springsted. Signed proposals, without final price or coupons, may be submitted to Springsted prior to the time of sale. The bidder shall be responsible for submitting to Springsted the final proposal price and coupons, by telephone (651) 223-3000 or fax (651) 223-3046 for inclusion in the submitted proposal.

**OR**

(b) ***Electronic Bidding.*** Notice is hereby given that electronic proposals will be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2<sup>nd</sup> Floor, New York, New York 10018  
Customer Support: (212) 849-5000

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\* Preliminary; subject to change.

## DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2018. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts\* as follows:

2019	\$325,000	2021	\$335,000	2023	\$345,000	2025	\$355,000	2027	\$375,000
2020	\$330,000	2022	\$340,000	2024	\$350,000	2026	\$365,000	2028	\$380,000

\* *The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread is the differential between the price paid to the City for the new issue and the prices at which the securities are initially offered to the investing public.*

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

## BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

## REGISTRAR

The City will name the registrar which shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the registrar.

## OPTIONAL REDEMPTION

The City may elect on February 1, 2026, and on any day thereafter, to redeem Bonds due on or after February 1, 2027. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

## SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge tax abatement revenues from identified properties for repayment of a portion of the Bonds. The proceeds will be used to finance various street improvements throughout the City.

## BIDDING PARAMETERS

Proposals shall be for not less than \$3,458,000 plus accrued interest, if any, on the total principal amount of the Bonds. No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity must be 98.0% or greater. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

## GOOD FAITH DEPOSIT

To have its proposal considered for award, the lowest bidder is required to submit a good faith deposit to the City in the amount of \$35,000 (the "Deposit") no later than 1:00 P.M., Central Time on the Sale Date. The Deposit may be delivered as described herein in the form of either (i) a certified or cashier's check payable to the City; or (ii) a wire transfer. The lowest bidder shall be solely responsible for the timely delivery of its Deposit whether by check or wire transfer. Neither the City nor Springsted have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

*Certified or Cashier's Check.* A Deposit made by certified or cashier's check will be considered timely delivered to the City if it is made payable to the City and delivered to Springsted Incorporated, 380 Jackson Street, Suite 300, St. Paul, Minnesota 55101 by the time specified above.

*Wire Transfer.* A Deposit made by wire will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Springsted following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the lowest bidder (the "Purchaser") will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

## AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

## BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

## CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

## SETTLEMENT

On or about May 18, 2017, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Briggs and Morgan, Professional Association, of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

## CONTINUING DISCLOSURE

On the date of actual issuance and delivery of the Bonds, the City will execute and deliver a Continuing Disclosure Undertaking (the "Undertaking") whereunder the City will covenant for the benefit of the owners of the Bonds to provide certain financial and other information about the City and notices of certain occurrences to information repositories as specified in and required by SEC Rule 15c2-12(b)(5).

## OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement will serve as a near-final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101, telephone (651) 223-3000.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the Purchaser up to 25 copies of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing copies of the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated March 21, 2017

BY ORDER OF THE CITY COUNCIL

/s/ Ronald Moorse  
City Administrator

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

## Meeting Date Mar. 21, 2017

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Ordinance Amendment to Integrate Minimal Impact Design Standards into the Zoning Code –  
**Ordinance 03-2017**

---

Based on the Council's authorization to participate in a grant-funded process to review the City's zoning regulations and integrate the Minimal Impact Design Standards (MIDS) for stormwater management into the Zoning Code, staff worked with the Middle St. Croix Water Management Organization and an engineering consultant to develop an ordinance to integrate MIDS into the Zoning Code. Based on the Zoning Code review, it was determined that, rather than trying to integrate the MIDS into various sections of the Zoning Code, it would be easier and more user-friendly to create a new article in the Zoning Code specific to stormwater management and MIDS.

The attached ordinance amendment reflects the addition of Article 13. Stormwater Management to the Zoning Code along with a number of other revisions to the Zoning Code to reflect and match the MIDS requirements. As directed by Council, the ordinance amendment includes language (in Sec. 12-2454. Greater restrictions ) indicating that "In the case of conflict between provisions of Article 13 and other regulations in Afton's Zoning Code, the strictest provisions shall apply to land development and/or land disturbing activities."

Also attached is the new Article 13 as a separate document, as well as a summary ordinance for publication.

#### **Public Hearing**

Notice of a public hearing regarding the ordinance amendment was published in the City's official newspaper. The public hearing is an opportunity for citizens to provide input regarding the proposed ordinance amendment.

#### **Council Action Requested**

**Motion regarding the adoption of Ordinance 03-2017 amending Chapter 12, Land Use, to integrate Minimal Impact Design Standards into the Chapter.**

**Motion regarding the adoption of Summary Ordinance 03-2017 for publication.**

## ORDINANCE 03-2017

### CITY OF AFTON, MINNESOTA WASHINGTON COUNTY, MINNESOTA

#### AN ORDINANCE AMENDING CHAPTER 12, LAND USE, TO INTEGRATE MINIMUM IMPACT DESIGN STANDARDS INTO THE CHAPTER

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

The following sections of the Afton Code of Ordinances shall be amended by adding the underlined language and deleting the strike-through language.

#### Sec. 12-55. Definitions.<sup>1</sup>

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where expressly defined in another article or the context clearly indicates a different meaning:

*Bed and breakfast* means a residence at which at most two rooms may be rented to a maximum of four persons to whom breakfast but no other meal may be served.

*Best Management Practices (BMPs)* means the most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.

*Bluff* means a topographic feature such as a hill, cliff or embankment, except as provided in the Lower St. Croix bluffland and shoreland district, having the following characteristics:

- A. A slope of 18 percent or greater as measured over horizontal distances of 50 feet or more.
- B. The slope drains towards the water body, river or adjoining watershed channel.
- C. Part or all of the feature is located in the shoreland district.

*Commercial school* means a nonpublic school, charging a fee for instruction, serving a maximum of 25 students per day with adequate on-site sewage treatment and off-street parking for such students.

*Common Plan of Development or Sale*, means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

*Comprehensive plan* means the policies, statements, goals and interrelated plans for private and public land and water use, transportation and community facilities, including recommendations for planned execution, documented in texts, ordinance and maps which constitute the guide for the future development of the community or any portion of the community.

*Conditionally Permitted Use* means the uses specifically designated in each zoning use district, which for their respective conduct, exercise or performance may require reasonable, unique or extraordinary conditions in such use district for the promotion or preservation of the general public welfare, health, convenience or safety therein and in the City, and therefore may be permitted only by a Conditional Use Permit.

*Construction Activity*, includes construction activity as defined in 40 CFR pt. 122.26(b)(14)(x) and small construction

<sup>1</sup> Code 1982, § 301.301; Res. No. 1997-5, 2-11-97; Res. No. 1997-16, § 9, 6-17-97; Ord. No. 1997-19, 7-15-97; Ord. No. 02-2011, 7-19-2011. Cross reference(s)--Definitions generally, § 1-2.

<sup>168</sup> Ord 02-2008, 1/9/2008

## ORDINANCE 03-2017

activity as defined in 40 CFR pt. 122.26(b)(15) and construction activity as defined by Minn. R. 709.0080, subp. 4. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling, and excavating. Construction activity includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) acre or more. Construction activity does not include a disturbance to the land of less than five (5) acres for the purpose of routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. (NOTE – The community may wish to change this to a smaller disturbance area. A smaller area is more restrictive than the state/federal requirements, so it would be allowable for a local government.)

*Council* means the governing body of the City.

*Engineer* means the City Engineer.

*Erosion and Sediment Control Plan (ESC Plan,)* means a plan for projects disturbing less than one acre that is in compliance with the minimum requirements of the MSCWMO and VBWD. The plan identifies erosion prevention and sediment control practices, location and timelines for installation. The plan also includes responsible parties and timelines for inspection and maintenance.

*Erosion Prevention,* means measures employed to prevent erosion. Examples include but not limited to: soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.

*Essential services (public utility uses)* means underground or overhead gas, electrical, steam or water distribution systems; collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, or other similar equipment, accessories and buildings in conjunction therewith.

*Hotel* means a building containing more than two guest rooms which lodging is provided with or without meals for compensation, and which is open to transient guests, and where no provision is made for cooking in any guest room, and in which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge during all times when any of the rooms are rented.

*Impervious Surface,* means a hard surface, created by construction or usage, that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.

*Institutional housing* see *Facilities for Institutionalized Persons*

*Land alteration* means the excavation or grading of land involving movement of earth and materials in excess of 50 cubic yards.

*Land Disturbance,* means any activity that result in a change or alteration in the existing ground cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, stockpiling, excavation, and borrow pits. Routine vegetation management, and mill and overlay/resurfacing activities that do not alter the soil material beneath the pavement base, are not considered land disturbance. In addition, other maintenance activities such as catch basin and pipe repair/replacement, lighting, and pedestrian ramp improvements shall not be considered land disturbance for the purposes of determining permanent stormwater management requirements.

<sup>2</sup>*Land reclamation and land grading* means changing the grade of the land by depositing, removing, or moving material. Depositing, removing, or moving a total of 50 cubic yards or more and/or the disturbance of land area of 1,000 square feet or more of material per lot, either by hauling in and/or out or moving materials in, out, or within the lot, shall constitute land reclamation and land grading.

<sup>2</sup> Ord 8-2005, 5/17/2005  
<sup>168</sup> Ord 02-2108, 1/9/2008

## ORDINANCE 03-2017

*Major subdivision* means all subdivisions not classified as minor subdivisions, including but not limited to subdivisions of four or more lots, or any size subdivision requiring any new street or extension of an existing street or extension of the local government facilities, or the creation of any public improvements. ~~Major subdivisions must be platted in accordance with this article.~~

<sup>3</sup>*Manufactured home* means a structure transportable in one or more sections, which in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary and complies with the standards established under M.S.A. § 327.32. *Manufactured home* excludes prefabricated homes and modular homes. No manufactured dwelling shall be moved in the City that does not meet the manufactured home building code as defined in M.S.A. § 327.32.

*Mining* means the extraction of sand, gravel, rock, soil, or other material from the land and the removal thereof from the site. For the purposes of this article, mining shall not include: The removal of materials associated with the construction of a building, the removal of excess materials in accordance with approved plats or utility and highway construction, minor agricultural and conservation items, and sod removal, except as further regulated herein. (See the City mining ordinance, article X of this chapter.)

*Minor Subdivision*, means any subdivision containing three (3) or less lots fronting on an existing street, not part of a common plan of development nor involving any new street or road or the extension of municipal facilities.

*Mobile home* means a single-family detached dwelling unit designed for year round occupancy, constructed at a factory or assembly plant and drawn to the site on a permanently attached undercarriage and wheels. "Mobile home" shall not include "trailer" as herein defined, nor shall it include manufactured homes which meet or exceed the requirements of the state manufactured home building code.

*Municipality* means the City of Afton.

*National Pollutant Discharge Elimination System (NPDES)*, means the program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.

*Noise* means one, or a group of loud, harsh, non-harmonious sounds or vibrations that are unpleasant and irritating to the ear.

*Publication* means an official notice as prescribed by state statute.

*Public Waters* means all water basins and watercourses that are described in Minn. Stat. § 103G.005 subd. 15.

*Race track* means any area where two or more animals or power driven vehicles are raced for profit or pleasure.

*Sales, Seasonal Agricultural*. A business selling agricultural goods of a temporary or seasonal nature. Such a business is limited to agricultural goods actually raised on land owned or leased by the business operator. Such sales activities are<sup>4</sup> limited to the following period: Saturdays from 7:00 a.m. to noon, from May 15<sup>th</sup> to November 1<sup>st</sup>. Such sales activities shall be located only in the VHS-C District on private property with permission of the landowner or upon public property with the permission of the City, or both.<sup>5</sup>

*Saturated Soil*, means the highest seasonal elevation in the soil that is in a reduced chemical state because of soil

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<sup>3</sup> Ord 05-2013, 3/19/2013

<sup>4</sup> Ordinance 5-2005, 4/19/2005

<sup>5</sup> Amendment 02-2009, 4/21/2009

<sup>168</sup> Ord 02-2208, 1/9/2008

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voids being filled with water. Saturated soil is evidenced by the presence of soil mottling associated with the presence of water or other information.

Sediment Control, means methods employed to prevent sediment from leaving the site. Sediment control practices include: silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent sedimentation basins.

Slope means rise or fall in land surface, expressed as the ratio h:v in which 'h' is horizontal distance and 'v' is vertical rise or fall of the land surface. Equivalently, slope may be expressed as a percentage, calculated to be 100 times 'v' divided by 'h'.<sup>6</sup>

Small Construction Activity, means as defined in 40 CFR part 122.26(b)(15). Small construction activities include clearing, grading and excavating that result in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five (5) acres.

St. Croix Riverway, means all lands and public waters within the riverway boundary subject to the standards and criteria for the Lower Saint Croix National Scenic Riverway in Minnesota.

Stabilized means exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Seeding alone, whether with grass, agricultural crop or other seeding, is not stabilization. Mulch materials must achieve approximately 90 percent ground coverage (typically 2 ton/acre).

Stormwater means as defined under Minn. R. 7077.0105, subp. 41(b), and includes precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.

Stormwater Facility, means a stationary and permanent BMP that is designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.

Stormwater Pollution Prevention Plan (SWPPP), means a plan for stormwater discharge that includes erosion prevention BMPs, sediment control BMPs and permanent stormwater management systems that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.

Supper club means a building with facilities for the preparation and serving of meals and where meals are regularly served at tables to the general public. The building must be of sufficient size and design to permit the serving of meals to not less than 50 guests at one time. Intoxicating liquors may be sold on-sale and live entertainment and/or dancing shall be permitted.

Surface Water(s), means all streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private, except that surface waters do not include treatment basins or ponds that were constructed from upland.

Tavern or bar means a building with facilities for the serving of 3.2 beer, wine, set-ups and short order foods.

Temporary Erosion Protection, means methods employed to prevent erosion during construction activities. Examples of temporary erosion protection include: straw, wood fiber blanket, wood chips, vegetation, mulch and rolled erosion control products.

Trailer means any vehicle or structure designed and used for human living quarters which meets all of the following qualifications:

1. Is not used as the residence of the owner or occupant;
2. Is used for temporary living quarters by the owner or occupant while engaged in recreational or vacation activities;
3. Is towed or otherwise transported, by its own or by other motive power, on the public streets or highways

<sup>6</sup> Repealed Ord 02-2008; Ord 01-2014, 5/20/2014  
<sup>168</sup> Ord 02-2308, 1/9/2008

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incidental to such recreational or vacation activities.

4. *The term "trailer"* shall not include "mobile home." The term "trailer" shall include, but not be limited to campers, camper tents, house trailers, camping trailers, travel trailers, tent trailers, pick-up campers, camping buses, and any other self-propelled vehicle constructed to provide living accommodations.

*Truck stop* means a motor fuel station devoted principally to the needs of tractor trailer units and trucks and which may include eating and/or sleeping facilities.

*Underground Waters (Groundwater)*, means water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment, or in rock formations deeper underground. The term groundwater shall be synonymous with underground water.

*Use* means the purpose or activity for which the land or building thereon is designated, arranged, or intended, or for which it is occupied, utilized, or maintained.

*Waterfront uses, residential* means boat docks and storage, fish house, fish cleaning, water recreation equipment, and other uses normally incidental to a lakeshore residence provided such uses are for the exclusive use of the occupants and nonpaying guests.

*Wetlands* means those lands which are transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. A wetland has one or more of the following attributes:

1. At least periodically, the land supports predominantly wetland vegetation. Wetland vegetation is listed in the National List of Plant Species that Occur in Wetlands: North Central (Region 3), Fish and Wildlife Service, May, 1988, or later revisions.
2. The substrata is predominantly undrained hydric soil. Hydric soils are those which have been exposed to water for long enough periods of time to experience oxygen depletion. Hydric soils are listed in Hydric Soils in the United States, Soil Conservation Service, October, 1985, or later revisions.
3. Areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.<sup>7</sup>

*Wetlands* in this City are identified in the Afton Water Resources Inventory, Washington County Soil and Water Conservation District, January 1983, or later revisions.

### Sec. 12-132 Minimum requirements

- A. The following additional engineering and design guidelines are to be met for any use within the agricultural, except for agricultural activities and residences, rural residential, except for residences and agricultural activities, and industrial zoning districts:
  1. The applicant shall also submit a plan for the entire site, showing what low-impact design methods are used. The applicant shall work directly with the City to develop the plan, using low-impact design methods, as defined in the Minnesota Stormwater Manual and ~~by the Middle St. Croix Water Management Organization (MSCWMO) and Valley Branch Watershed District (VBWD)~~ relevant Water Management Organization (WMO) or Watershed District . The plan shall be reviewed and approved by both the City and the relevant WMO or Watershed District ~~VBWD~~ prior to any building permits being issued.
  2. The applicant must identify<sup>81</sup> in the development agreement all areas where there is any fractured bedrock. The City may require, as part of the study, a geotechnical analysis including soil borings taken, at a minimum radius of every 150 feet. In addition, any fractured bedrock found within 150 feet of any area of construction, must be covered with a minimum of 5 feet of soil to reduce the potential for any pollutants reaching the ground water.

### Sec. 12-196.

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<sup>168</sup> Ord 02-2408, 1/9/2008

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- A. *Design and maintenance of off-street parking areas.*
- B. *Truck parking in residential areas.* No motor vehicle over one-ton capacity bearing a commercial license and no commercially licensed trailer shall be parked or stored in a residential zoning district except when loading, unloading or rendering a service, or as provided in Subsection (A)(4) of this section.
- C. *Parking limited.* Both off-street and on-street parking in residential areas shall be limited to the use of the residents and their guests, except for short-term parking of six or fewer hours.
- D. *Reduction of number.* Off-street parking spaces shall not be reduced in number unless such number exceeds the requirements set forth herein.<sup>168</sup>
- E. *Number required.* Off-street parking spaces required shall be as follows:

One- and two-family residences	2 spaces per dwelling unit but not to exceed 4 per unit.
Churches and other places of assembly	1 space for each 3 seats or for each 5 feet of pew length, based upon maximum design capacity.
Offices	<del>1 space for each 200 square feet gross floor area.</del>
	<b><u>3 spaces for each 1000 square feet gross floor area.</u></b>
Schools: Elementary and junior high	3 spaces for each classroom.
Schools: High school through college	1 space for each 4 students based upon design capacity plus 3 additional spaces for each classroom.

<sup>166</sup> Ord 1997-19, 4/20/99

<sup>167</sup> Ord 1997-19, 4/20/99

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Sanitarium, convalescent home rest home, nursing home or institution	1 space for each 6 beds, for which accommodations are offered, plus 1 space for each 2 employees on maximum shift.
Retail store	<del>1 space for each 150 square feet of gross floor area.</del>
	<u>4.5 spaces for each 1000 square feet of gross floor area.</u>
Restaurants, cafes, bars, taverns or supper clubs	1 space for each 2 1/2 seats, based on capacity design.
Medical or dental clinic	6 spaces per doctor or dentist.
Industrial, warehouse, storage, whole-sale, furniture store, handling of bulk goods	1 space for each 2 employees on maximum shift or 1 for each 2,000 square feet of gross floor area, whichever is larger.
Marinas	1 1/2 spaces per slip plus 1 space per employee and a minimum of 20 12-foot by 25-foot trailer stalls.
Uses not specifically noted	As determined by the Planning Commission.

**Sec. 12-215. Land reclamation and land grading.**<sup>226</sup>

- A. Within this article, land reclamation and land grading is the depositing, removing, and/or moving of material so as to alter the topography of a lot.
  - 1. Land reclamation and land grading shall be permitted only by a Conditional Use Permit in all zoning districts.
  - 2. The depositing, moving and/or removing of more than 50 cubic yards and/or the disturbance of land

<sup>168</sup> Ord 02-2508, 1/9/2008

area of 1,000 square feet or more of material per lot, either by hauling in and/or out or regrading<sup>227</sup> of an area shall constitute land reclamation and land grading.

3. Land reclamation and land grading in floodplains shall be in accordance with the floodplain ordinance, Article V of this chapter.
4. The permit shall include as a condition thereof a finished grading plan that will not adversely affect the adjacent land and as conditions thereof shall regulate the type of material permitted, program for rodent control, plan for fire control, and general maintenance of the site, controls of vehicular ingress and egress, drainage and control of material disbursed from wind or hauling of material to or from the site, and erosion control and stabilization plans for the deposited material or excavated area..
5. In addition to a finished grading plan, a drainage stormwater pollution prevention plan (SWPPP), and an erosion and sediment control plan (ESCP) may be required, if in the judgment<sup>228</sup> of the Zoning Administrator, significant soil erosion, vegetation destruction, ~~or~~ drainage damage, or pollution from stormwater may occur during, or after the land alteration process. These plans shall achieve at least the minimum standards described in Article 13.
6. The finished grading plan and drainage stormwater pollution prevention and erosion control plans shall be reviewed by the City Engineer and may be reviewed, as deemed necessary by the Zoning Administrator or the City Council, by the Minnesota Department of Natural Resources and the appropriate Watershed Management Organization and/or District.

**Sec. 12-217. Drainage.**<sup>230</sup>

- A. No land shall be developed or altered and no use shall be permitted that results in surface or stormwater run-off causing or with the potential to cause unreasonable flooding, erosion or deposit of materials on adjacent properties or water bodies. Such run-off shall be properly channeled into a stormwater management facility that is drain, a natural watercourse or drainage way, a ponding area or other facility. ~~To the extent feasible consistent with the stormwater management and erosion and sediment control requirements of Article 13, through ponding or other means.~~ Any increase in run-off rate or volume as a result of the developed portion of a property shall achieve at least the minimum requirements of Article 13, shall be retained on the property.

**Sec. 12-409. Stormwater management.**<sup>272</sup>

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Unless otherwise exempted by this ordinance, a Stormwater Pollution Prevention Plan (SWPPP) and an Erosion and Sediment Control Plan (ESCP) shall be required as part of any building permit or land disturbing activity that meets the criteria in Article 13 of this ordinance. All such plans shall achieve at least the minimum standards of Article 13.

~~The following general and specific standards shall apply:~~

- ~~1. Existing natural drainageways, wetlands, and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.~~
- ~~2. Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.~~
- ~~3. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds must be used.~~

~~B. Specific standards:~~

<sup>271</sup> Code 1982, § 303.5.4, **Cross reference(s)**--Streets and sidewalks, ch. 20.

<sup>272</sup> Code 1982, § 303.5.5

1. ~~Impervious surface coverage of lots must not exceed ten percent of the lot area or one-half acre, whichever is greater.~~
2. ~~When constructed facilities are used for stormwater management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation districts and all plans must be approved by that agency.~~
3. ~~New constructed stormwater outfalls to public waters must provide for filtering or settling of suspended solids and skimming of surface debris before discharge.~~

**Sec. 12-503. Information requirements.**<sup>283</sup>

Sufficient information must be submitted by the applicant for the community to make a determination of land suitability as well as complying with the subdivision ordinance, article VI of this chapter. The information shall include at least the following:

- A. Topographic contours at ten-foot intervals or less from United States Geological Survey maps or more accurate sources, showing limiting site characteristics;
- B. The surface water features required in M.S.A. § 505.02, subd. 1, to be shown on plats, obtained from United States Geological Survey quadrangle topographic maps or more accurate sources;
- C. Adequate soils information to determine suitability for building and on-site sewage treatment capabilities for every lot from the most current existing sources or from field investigations such as soil borings, percolation tests, or other methods;
- D. Information regarding adequacy of domestic water supply; extent of anticipated vegetation and topographic alterations; near-shore aquatic conditions, including depths, types of bottom sediments, and aquatic vegetation; and proposed methods for achieving the controlling stormwater runoff, and erosion and sediment control provisions of Article 13 of this ordinance; proposed methods for controlling runoff of landscape chemicals including fertilizers, herbicides and pesticides both during and after construction activities;

**Sec. 12-504. Dedications.**<sup>284</sup>

When a land or easement dedication is a condition of subdivision approval, the approval must provide easements over natural drainage, ~~or facilities ponding areas~~ for management of stormwater required by Article 13 of this ordinance, and significant wetlands.

**T Sec. 12-1426. Streets.**<sup>368</sup>

- A. *Street grading.* Streets shall be graded in accordance with a plan approved by the City Engineer. In the case of an urban street design the grading shall include the entire width of the right-of-way and shall provide a boulevard section, in addition to the minimum pavement width. The boulevard sections for urban roadways shall be graded to maintain the integrity of the abutting topography. The City Engineer shall review each plan with the developer to determine the best possible alternative for grading the boulevards. This may include construction of retaining walls or other construction to stabilize roadside banks and maintain existing trees or environmental aspects of a development. As recommended by the City Engineer, and approved by the City Council, the grades within the boulevard section for an urban roadway shall be two percent in the first four feet behind the curb. From this area, the boulevard grades shall match the existing topography at a grade not to exceed three percent.

<sup>367</sup> Cross reference—Streets and sidewalks, ch. 20.

<sup>368</sup> Code 1982, § 305.801, Ord 2004-5, 6/15/04

LAND USE

- B. *Street pavement.* The design of street pavement for all streets covered by this regulation shall be in accordance with the state highway department road design Manual No. 5291 for flexible pavements. The designed thickness of the surfacing elements shall be in accordance with the flexible pavement design standard for ~~streets and sidewalks, ch. 20.~~

<sup>271</sup> Code 1982, § 305.801, Cross reference(s)

<sup>272</sup> Code 1982, § 305.801

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road classifications as shown below. However, a minimum of six inches of class 5 aggregate base and three inches of bituminous surfacing is required. This bituminous surfacing shall consist of 1 1/2 inches of bituminous base course and 1 1/2 inches of bituminous wear course. More stringent design may be required by the City Engineer based on soil borings provided by the developer. The final bituminous wear course shall be placed no sooner than one year after the date that the bituminous base course is placed. Immediately prior to the placement of the bituminous wear course, any roadway settlements or other pavement damage shall be repaired by the developer.

- C. *Classification*
- |                                      |   |
|--------------------------------------|---|
| 1. Arterials, Collector Street needs | <i>Pavement Design: Axle Load</i><br>As determined by traffic |
| 2. Local Streets                     | 7 ton minimum   |
- D. *Soil tests.* To determine subgrade soil classifications, soil samples shall be collected and analyzed by an independent, certified testing laboratory. Reports of the soil analysis shall be submitted to the engineer with the pavement plans. Soil samples shall be taken along the center line of the proposed road at intervals not exceeding 300 feet.
- E. *Curb and gutter.* Concrete curb and gutter shall can be constructed on both sides of urban design streets. Where applicable, curbless roads shall be designed to encourage stormwater infiltration. Where required, the construction of concrete curb and gutter shall be in accordance with state department of transportation 2531 and shall be either barrier or surmountable type curb as directed by the City Council. Bituminous curbs will not be allowed.
- F. *Boulevards.*

### Sec. 12-1429. Stormwater drainage.<sup>371</sup>

A drainage system design shall be required, and may include a storm sewer system or a system of open ditches, culverts, pipes, catch basins and ponding areas, or both systems. Such facilities and easements shall be installed as will adequately provide for the drainage of surface waters; drainage way easements or land dedication may be required when such easements or land is needed in the public interest for purposes of floodplain management, proper drainage, prevention of erosion, pedestrian access to water bodies, or other public purposes. If there is a watershed district, that board must approve all surface water drainage. The City Engineer shall review and approve the stormwater drainage system and all runoff calculations for any street improvement project.

All drainage systems shall achieve at least the minimum requirements of Article 13 of this ordinance.

### Sec. 12-1474. Financial guarantee.<sup>377</sup>

The financial guarantee shall be required as part of the division agreement for the following actions and similar construction activities:

- A. *Grading and Erosion and Sediment Control Plan.* The City Council may require the applicant to post a financial guarantee to ensure the orderly completion of the grading and erosion and sediment control plans by a specific date.
- B. *Stormwater Pollution Prevention Plan.* The City Council may require the applicant to post a financial guarantee to ensure the orderly completion of the stormwater pollution prevention plan and adequate function of any stormwater management facilities by a specific date.

*B/C. Septic system.* When an existing nonconforming septic system is required to be upgraded according to Section 12-83(C), the new on-site sewage treatment system shall be installed prior to the issuance of a building permit unless a financial guarantee equal to 125 percent of the cost of installing such a system and is valid for one year is issued to the City.

*E/D. Driveway permit.* To assure compliance with this article and the conditions of any driveway permit, the Zoning Administrator may require a financial guarantee from each applicant. The financial guarantee may be in the form of a performance bond, irrevocable letter of credit or escrow deposit as regulated in other sections of

<sup>271</sup> this article. The amount of the financial guarantee shall be equal to 125 percent of the estimated cost of the construction of the driveway, or an amount determined by the Zoning Administrator. A financial guarantee shall  
<sup>272</sup> Code 1982, § 303.5.4. Cross reference (9) Streets and sidewalks, ch. 20.  
Code 1982, § 303.5.5

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be released to the applicant upon satisfactory completion of the driveway installation according to this article and any conditions of the driveway permit.

*D/E. Escrow deposit.* A cash escrow deposit may be made with the City Administrator. The City shall be entitled to reimburse itself out of such deposit for any cost or expense incurred by the City for completion of the work in case of default of the breach thereof.

*E/F Letter of credit.* The subdivider may deposit with the City, from a bank or other reputable institution or individual subject to the approval of the City Council, an irrevocable letter of credit which shall certify that:

1. The creditor does guarantee funds in the required amount.
2. In the case of failure on the part of the subdivider to complete the specified improvements within the required time period, the creditor shall pay to the City immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
3. This letter of credit may not be withdrawn, or reduced in amount, until released by the City Council.

*F/G. Release.* Financial securities shall not be released until all permitted and remedial work is completed.

*G/H. Community indemnity.* This security shall save the community free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the community.

*H/I. Maintaining the financial security.* If at any time during the course of the work the amount falls below 50% of the required deposit, the applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount. If the applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the community that the amount has fallen below 50% of the required amount the community may:

4. Withhold inspections - Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
5. Revoke permits - Revoke any permit issued by the community to the applicant for the site in question or any other of the applicant's sites within the community's jurisdiction.

*H/J. Action against the financial security.* The community may access financial security for remediation actions if any of the conditions listed below exist. The community shall use the security to finance remedial work undertaken by the community, or a private contractor under contract to the community, to reimburse the community for all direct costs incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.

6. Abandonment - The applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
7. Failure to implement the SWPPP or ESC Plan - The applicant fails to conform to the grading plan and/or the SWPPP as approved by the Community.
8. Failure to perform - The techniques utilized under the SWPPP fail within one year of installation.
9. Failure to reimburse community - The applicant fails to reimburse the community for corrective action taken.

*J/K. Returning the financial security.* The security deposited with the community for faithful performance of the SWPPP or the ESC Plan and any related remedial work shall be released one full year after the completion of the installation of all stormwater pollution control measures as shown on the SWPPP or ESC Plan.

*K/L. Emergency action.* If circumstances exist such that noncompliance with this ordinance poses an immediate danger to the public health, safety and welfare, as determined by the community, the community may take emergency preventative action. The community shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the community may be recovered from the applicant's financial security.

### Sec. 12-1956. Inspections.

Inspections as required to determine compliance with this article shall be performed by the City Administrator or his authorized agent under the following circumstances:

- A. Duly authorized employees of the City shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this article. Those

<sup>271</sup> Code 1982 § 03 shall cross reference to Siquia and idrovalles, including metallurgical, chemical, oil refining, and other industries except as is necessary to determine the kind and source of the discharge

<sup>272</sup> Code 1982 § 301-5

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to the public sewer.

- B. The owner or occupant of a property shall be responsible to provide access at reasonable times, to the City Administrator or his agent, for the purpose of performing inspections required under this article.
- C. While performing the necessary work on private property as referred to in Subsection (A) of this section, the authorized employees of the City shall observe all safety rules applicable to the premises.
- D. Fees for inspections, maintenance, or other services rendered under this article shall be as set by resolution of the City Council from time to time.
- E. The City may issue construction stop work orders until stormwater management measures meet specifications and the applicant repairs any damage caused by stormwater runoff. An inspection by the community must follow before the construction project work can resume.
- F. The City can take any combination of the following actions in the event of a failure by the applicant to meet the terms of this ordinance:
  - Withhold inspections or issuance of certificates or approvals
  - Revoke any permit issued by the City to the applicant
  - Conduct remedial or corrective action on the development site or adjacent site affected by the failure
  - Charge the applicant for all costs associated with correcting the failure or remediating damage from the failure; if payment is not made within thirty days, payment will be made from the applicant's financial securities
  - Bring other actions against the applicant to recover costs of remediation or meeting the terms of this ordinance.
  - Any person failing to comply with or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. Each day that a separate violation exists shall constitute a separate offense.

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<sup>271</sup> Code 1982, § 303.5.4, **Cross reference(s)**--Streets and sidewalks, ch. 20.

<sup>272</sup> Code 1982, § 303.5.5

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### Sec. 12-2378. Pre-application meeting.

Prior to the submission of any plan to the Planning Commission, the potential applicant is required to meet with the City Administrator and other relevant partner agencies 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 an Administrative 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 simple sketch plan.

## ARTICLE 13 – STORMWATER MANAGEMENT

### DIVISION I. GENERAL

#### Secs. 12-2385. – 12-2450. Reserved.

### DIVISION II. AUTHORIZATION, PURPOSE, SCOPE, AND INTERPRETATION

#### Sec. 12-2451. Statutory authorization

- A. This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes §§ 103B, 103D, and 462; Minnesota Rules, Parts 6120.2500- 6120.3900; and Minnesota Rules Chapters 8410 and 8420.
- B. This ordinance is intended to meet the construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity (NPDES Permit) as defined in 40 CFR 122.26(b)(14)(x) and (b)(15), respectively.
- C. This ordinance is intended to meet the Minimal Impact Design Standards (MIDS) developed under Minnesota Statutes § 115.03 subd. 5c.

#### Sec. 12-2452. Purpose

- A. The purpose of this ordinance is to establish regulatory requirements for land development and land disturbing activities aimed at minimizing the threats to public health, safety, public and private property and natural resources within the City from construction site erosion and post-construction stormwater runoff. Specifically, the ordinance establishes regulatory requirements that:
  - 1. Meet MIDS performance standards;
  - 2. Assist in meeting NPDES/SDS Construction Stormwater General Permit requirements;
  - 3. Assist in meeting Total Maximum Daily Load (TMDL) plan waste load allocations for impaired waters through quantification of load reductions;
  - 4. Assist in meeting policies and performance standards of the Middle St. Croix Water Management Organization (MSCWMO) and Valley Branch Watershed District (VBWD);
  - 5. Protect life and property from dangers associated with flooding;
  - 6. Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion;
  - 7. Ensure site design minimizes the generation of stormwater runoff and maximizes pervious areas for stormwater treatment within the context of the allowable use;
  - 8. Provide a single, consistent set of performance goals that apply to all developments;
  - 9. Protect water quality from pollutant loadings of sediment, suspended solids, nutrients, heavy metals, toxics, debris, bacteria, pathogens, biological impairments, thermal stress and other pollutants;

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10. Promote infiltration and groundwater recharge;
11. Provide vegetated corridors (buffers) to protect water resources from development;
12. Protect functional values of all types of natural waterbodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds); and
13. Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.

### **Sec. 12-2453. Scope**

Land shall not be developed for any use without providing stormwater management measures and erosion and sediment control measures that control or manage stormwater runoff from such developments.

### **Sec. 12-2454. Greater restrictions**

- A. Relationship to Watershed District//Water Management Organization Requirements - All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the relevant Water Management Organization or Watershed District. In the case of conflict between provisions of this ordinance and other stormwater regulations, the strictest provisions shall apply to land development and/or land disturbing activities.
- B. Relationship to Afton Zoning Requirements - In the case of conflict between provisions of Article 13 and other regulations in Afton's Zoning Code, the strictest provisions shall apply to land development and/or land disturbing activities.
- C. Relationship to Existing Easements, Covenants, and Deed Restrictions – The provisions of this ordinance are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions the provisions of this ordinance shall prevail.

### **Sec. 12-2455. Severability**

The provisions of this ordinance are severable, and if any provision of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

### **Secs. 12-2456. – 12-2469. Reserved.**

## DIVISION III. APPLICABILITY & DEFINITIONS

### **Sec. 12-2470. Stormwater management permit**

- A. Unless otherwise exempted by Section 3, an approved Stormwater Management Permit shall be required prior to any proposed land development activity that meets any of the criteria in 1 through 5. immediately below. All stormwater management permits shall include an Erosion and Sediment Control Plan (ESC Plan) or a Stormwater Pollution Prevention Plan (SWPPP)
  1. Any project that creates or fully reconstruct 6,000 square feet or more of impervious surface.
  2. All major subdivisions or minor subdivisions that are part of a common plan of development.
  3. Projects within the St. Croix Riverway that add 500 square feet or greater of additional impervious surface.
  4. Any project requiring a variance from the current local impervious surface zoning requirements for the property.
  5. Any land development activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

### **Sec. 12-2471. Erosion and sediment control plan**

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A. Unless otherwise exempted by this ordinance in Section 3, an Erosion and Sediment Control Plan shall be required as part of any Grading and Filling Permit or Building Permit which proposes any land disturbing activity that meets any of the criteria in 1. through 3. below.

1. Any project undertaking grading, filling, or other land alteration activities which involve movement of 100 cubic yards of earth or removal of vegetation on greater than 6,000 square feet of land.
2. Any project with wetland impacts, grading within public waters, grading within buffers or within 40-feet of the bluff line.
3. A land disturbing activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.

### Sec. 12-2472. Buffers

A buffer of unmowed natural vegetation shall be required upslope of wetlands, lakes and streams prior to the approval of any proposed land development requiring a subdivision, lot split, rezoning, special use permit or variance, unless otherwise exempted in this ordinance in Section 3.

### Sec. 12-2473. Exemptions

The following activities shall be exempt from all of the requirements of this ordinance:

1. Emergency work necessary to protect life, limb, or property.
2. Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.
3. Silvicultural/forestry activity.

### Sec. 12-2474. Definitions

Words or phrases used in this ordinance shall have the meanings as defined by Appendix B of the Minnesota Construction Stormwater Permit No: MN R100001 (Construction Permit)<sup>8</sup>

If not defined in the Construction Permit, then words or phrases shall be interpreted to have the meaning they have in common usage.

Words or phrases shall be interpreted so as to give this ordinance its most reasonable application.

For the purpose of this ordinance, the words “must”, “shall”, and “will” are mandatory and not permissive.

- A. **Applicant.** The owner of land submitting an application under the provisions of this ordinance for a Stormwater Management Permit (SWMP) and/or Erosion and Sediment Control Plan (ESC Plan) to be issued by the community.
- B. **Best Management Practices (BMPs).** The most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.
- C. **Better Site Design.** The control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the current version of the Minnesota Stormwater Manual. Better Site Design includes: preservation of natural areas; site reforestation; stream and shoreland buffers; open space design; disconnection of impervious cover; rooftop disconnection; grass channels; stormwater landscaping; compost and amended soils; impervious surface reduction; and trout stream protection.
- D. **Common Plan of Development or Sale.** A contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under

<sup>8</sup> Available at <http://www.pca.state.mn.us/wfhy5b>

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one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

- E. Construction Activity.** Includes construction activity as defined in 40 CFR pt. 122.26(b)(14)(x) and small construction activity as defined in 40 CFR pt. 122.26(b)(15) and construction activity as defined by Minn. R. 709.0080, subp. 4. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling, and excavating. Construction activity includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) acre or more. Construction activity does not include a disturbance to the land of less than five (5) acres for the purpose of routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. (NOTE – The community may wish to change this to a smaller disturbance area. A smaller area is more restrictive than the state/federal requirements, so it would be allowable for a local government.)
- F. Development, New.** Any development that results in the conversion of land that is currently prairie, agriculture, forest, or meadow. Land that was previously developed, but now razed and vacant, will not be considered new development.
- G. Erosion and Sediment Control Plan (ESC Plan).** A plan for projects disturbing less than one acre that is in compliance with the minimum requirements of the MSCWMO and VBWD. The plan identifies erosion prevention and sediment control practices, location and timelines for installation. The plan also includes responsible parties and timelines for inspection and maintenance.
- H. Erosion Prevention.** Measures employed to prevent erosion. Examples include but not limited to: soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.
- I. Fully Reconstructed Impervious Surface.** Areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and pavement rehabilitation projects that do not alter underlying soil material beneath the structure, pavement, or activity are not considered fully reconstructed impervious surfaces. Reusing the entire existing building foundation and re-roofing of an existing building are not considered fully reconstructed.
- J. Impervious Surface.** A hard surface created by construction or usage, that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.
- K. Land Disturbance.** Any activity that result in a change or alteration in the existing ground cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, stockpiling, excavation, and borrow pits. Routine vegetation management, and mill and overlay/resurfacing activities that do not alter the soil material beneath the pavement base, are not considered land disturbance. In addition, other maintenance activities such as catch basin and pipe repair/replacement, lighting, and pedestrian ramp improvements shall not be considered land disturbance for the purposes of determining permanent stormwater management requirements.
- L. Linear Project.** Construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale. Mill, overlay and other resurfacing projects are not considered to be reconstruction.
- M. Major Subdivision.** All subdivisions not classified as minor subdivisions including, but not limited to, subdivisions of four (4) or more lots, or any size subdivision requiring any new street or

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extension of an existing street, or extension of the local government facilities, or the creation of any public improvements

- N. **Minor Subdivision.** Any subdivision containing three (3) or less lots fronting on an existing street, not part of a common plan of development nor involving any new street or road or the extension of municipal facilities.
- O. **National Pollutant Discharge Elimination System (NPDES).** The program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.
- P. **Owner.** The person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement or mineral rights license holder; or the contracting government agency responsible for the construction activity.
- Q. **Permanent Cover.** Surface types that will prevent soil failure under erosive conditions. Examples include: gravel, asphalt, concrete, rip rap, roof tops, perennial cover, or other landscaped material that will permanently arrest soil erosion. A uniform perennial vegetative cover (e.g., evenly distributed, without large bare areas) with a density of 70% of the native background vegetative cover for the area must be established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures. Permanent cover does not include the practices listed under temporary erosion protection.
- R. **Permittee.** A person or persons, firm, or governmental agency or other entity that signs the application submitted to the City and is responsible for compliance with the terms and conditions of the permit.
- S. **Predevelopment State.** The rate and volume of stormwater is unchanged. The calculation of predevelopment is based on native soils and vegetation.
- T. **Public Waters.** All water basins and watercourses that are described in Minn. Stat. § 103G.005 subd. 15.
- U. **Redevelopment.** Any development that is not considered new development.
- V. **Retain.** Manage stormwater on site using a low-impact development approach so that the rate and volume of predevelopment stormwater reaching receiving waters is unchanged.
- W. **St. Croix Riverway.** All lands and public waters within the riverway boundary subject to the standards and criteria for the Lower Saint Croix National Scenic Riverway in Minnesota.
- X. **Saturated Soil.** The highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of soil mottling associated with the presence of water or other information.
- Y. **Sediment Control.** Methods employed to prevent sediment from leaving the site. Sediment control practices include: silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent sedimentation basins.
- Z. **Stormwater Facility.** A stationary and permanent BMP that is designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.
- AA. **Small Construction Activity.** As defined in 40 CFR part 122.26(b)(15). Small construction activities include clearing, grading and excavating that result in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five (5) acres.

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- BB. Stabilized.** Exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Seeding alone, whether grass, agricultural crop or other seeding, is not stabilization. Mulch materials must achieve approximately 90 percent ground coverage (typically 2 ton/acre).
- CC. Stormwater.** As defined under Minn. R. 7077.0105, subp. 41(b), and includes precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.
- DD. Stormwater Pollution Prevention Plan (SWPPP).** A plan for stormwater discharge that includes erosion prevention BMPs, sediment control BMPs and permanent stormwater management systems that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.
- EE. Surface Water(s).** All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private, except that surface waters do not include treatment basins or ponds that were constructed from upland.
- FF. Temporary Erosion Protection.** Methods employed to prevent erosion during construction activities. Examples of temporary erosion protection include: straw, wood fiber blanket, wood chips, vegetation, mulch and rolled erosion control products.
- GG. Underground Waters (Groundwater).** Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment, or in rock formations deeper underground. The term groundwater shall be synonymous with underground water.
- HH. Wetland(s).** As defined in Minn. R. 7050.0130, subp. F and includes those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:
1. A predominance of hydric soils.
  2. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition.
  3. Under normal circumstances support a prevalence of such vegetation.

Secs. 12-2475. – 12-2489. Reserved.

### DIVISION IV. PERMITTING PROCESSES, PERFORMANCE STANDARDS

#### Sec. 12-2490. Permit Review Process

- A. Pre-application meeting:** At the discretion of the Zoning Administrator, the City shall facilitate a pre-application meeting with the applicant, City staff (or their authorized representative), and staff of relevant partner agencies (e.g. WCD, MSCWMO, VBWD, MDNR, etc.). The purposes of the meeting are to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of the ordinance.
- B. Application completeness review:** The City shall make a determination regarding the completeness of a permit application and notify the applicant in writing if the application is not complete including the reasons the application was deemed incomplete.
- C. Application review:** The applicant shall not commence any construction activity subject to this ordinance until a permit has been authorized by the City.

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- D. **Permit authorization:** If the City determines that the application meets the requirements of this ordinance, the City may issue approval authorizing the project or activity. The approval shall be valid for one year.
- E. **Permit denial:** If the City determines the application does not meet the requirements of this ordinance the application must be denied. If the application is denied, the applicant will be notified of the denial in writing including reasons for the denial. Once denied, a new application must be resubmitted for approval before any activity may begin.
- F. **Plan information requirements:** The minimum information requirements of the application shall be consistent with the requirements in the most recent version of the NPDES/SDS Construction Stormwater General Permit and Middle St. Croix WMO or Valley Branch Watershed District performance standards. The application information must also include permanent treatment information showing the proposed project meets the MSCWMO or VBWD performance goals.
- G. **Modification of permitted plans:** If any of the following instances occur to a site with an approved ESC Plan or SWMP, the Applicant shall apply for an amendment to the associated permit(s), submitting all updated materials, reflecting the needed changes; the review of the amended materials shall use the same process as a new submittal, as designated in this ordinance:
1. There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
  2. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
  3. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity.
- H. **Permit completion:** Before work under the permit is deemed complete, the permittee must submit as-builts, a long term maintenance plan and information demonstrating that the stormwater facilities conform to design specifications.

### **Sec. 12-2491. Site Design and MIDS Calculator**

- A. **Better Site Design:** Whenever possible, development projects shall be designed using the Better Site Design Techniques of the current version of the Minnesota Stormwater Manual.<sup>9</sup>
- B. **MIDS calculator:** Final site design and choice of permanent stormwater volume reduction practices shall be based on outcomes of the MIDS Calculator (or other model that shows the performance goal can be met) and shall meet the performance standards in section 7 of this ordinance.
- C. **Buffer requirement:** Buffer locations and widths must comply with the State of Minnesota, Minnesota Pollution Control Agency, and Middle St. Croix Watershed Management Organization or Valley Branch Watershed District standards.

### **Sec. 12-2492. Stormwater Volume Reduction Performance Standards**

Any applicant for a Stormwater Management Permit as defined in Section 2 of this ordinance must meet all of the following performance standards:

- A. **New development volume control:** For new, nonlinear developments on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site.

<sup>9</sup> Available at [http://stormwater.pca.state.mn.us/index.php/Better\\_site\\_design](http://stormwater.pca.state.mn.us/index.php/Better_site_design).

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**B. Redevelopment volume control:** Nonlinear redevelopment projects on sites without restrictions that create or fully reconstruct impervious surfaces shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.

**C. Linear development volume control:** Linear projects on sites without restrictions that create new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:

1. 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site
2. 1.1 inches of runoff from the net increase in impervious area on the site.

Mill and overlay and other resurfacing activities are not considered fully reconstructed.

### **Sec. 12-2493. Flexible treatment alternatives for sites with restrictions**

Applicant shall attempt to comply fully with the appropriate performance standards described above. Alternatives considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following flexible treatment alternatives shall be used:

Applicant shall document the flexible treatment alternatives sequence starting with Alternative #1. If Alternative #1 cannot be met, then Alternative #2 shall be analyzed. Applicants must document the specific reasons why Alternative #1 cannot be met based on the factors listed below. If Alternative #2 cannot be met then Alternative #3 shall be met. Applicants must document the specific reasons why Alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed.

Volume reduction techniques considered shall include infiltration, reuse & rainwater harvesting, and canopy interception & evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota Stormwater Manual.

Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs.

Factors to be considered for each alternative will include:

1. Karst geology
2. Shallow bedrock
3. High groundwater
4. Hotspots or contaminated soils
5. Drinking Water Source Management Areas or within 200 feet of drinking water well
6. Zoning, setbacks or other land use requirements
7. Poor soils (infiltration rates that are too low or too high, problematic urban soils)

**A. Alternative #1:** Applicant attempts to comply with the following conditions:

1. Achieve at least 0.55" volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment or linear development site.
2. Remove 75% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

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B. **Alternative #2:** Applicant attempts to comply with the following conditions:

1. Achieve volume reduction to the maximum extent practicable.
2. Remove 60% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

C. **Alternative #3: Off-site Treatment.** Mitigation equivalent to the performance of 1.1 inches of volume reduction for new development, linear development or redevelopment as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:

1. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
2. Locations within the same Department of Natural Resource (DNR) catchment area (Hydrologic Unit 08) as the original construction activity.
3. Locations within the next adjacent DNR catchment area upstream.
4. Locations anywhere within the City's jurisdiction.

The MIDS Design Sequence Flowchart can be found in the Minnesota Stormwater Manual<sup>10</sup>

### **Sec. 12-2494. Stormwater Management Rate Control**

For new development, redevelopment and linear development sites the site design shall provide on-site treatment during construction and post-construction to ensure no increase from existing conditions in offsite peak discharge for the 1-year, 2-year, 10- year, and 100-year, 24-hour storm events based on the standards defined by the MSCWMO or VBWD. For single family residential building lots not part of a common plan of development site rate control requirements do not apply.

### **Sec. 12-2495. Other Design Standards**

- A. **Minnesota Stormwater Manual:** All volume control for water quality and quantity and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.
- B. **NPDES/SDS Construction Stormwater General Permit:** All volume control and water quality and quantity Best Management Practice design specifications shall conform to the current version of the NPDES/SDS Construction Stormwater General Permit.
- C. **Site erosion and sediment control requirements:** All erosion and sediment control requirements shall conform to the current requirements of NPDES/SDS Construction Stormwater General Permit.
- D. **Watershed District/WMO requirements:** All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the Watershed Districts or Watershed Management Organizations in which the project is located. In case provisions in this ordinance and requirements of watershed district or watershed management organizations overlap or conflict, the strictest provisions shall apply to the activities.
- E. Where applicable, a minimum of 20' shall be provided on all sides of all publicly owned stormwater facilities for facility maintenance.

**Secs. 12-2494. – 12-2499. Reserved.**

## DIVISION V. INSPECTIONS, MAINTENANCE & ENFORCEMENT

<sup>10</sup> Available at [http://stormwater.pca.state.mn.us/index.php/Flexible\\_treatment\\_options](http://stormwater.pca.state.mn.us/index.php/Flexible_treatment_options)

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### Sec. 12-2500. Inspections and record keeping

- A. Applicant responsibilities: The applicant is responsible for inspections and record keeping during and after construction for all privately-owned stormwater treatment practices on the site.
- B. City inspections: The City reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

### Sec. 12-2501. Right of entry and inspection

- A. Powers: The issuance of a permit constitutes a right-of-entry for the City or its authorized representative to enter upon the construction site. The applicant shall allow the City and its authorized representatives, upon presentation of credentials, to:
  1. Enter upon the permitted site for the purpose of obtaining information, examining records, and conducting investigations or surveys;
  2. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations;
  3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit;
  4. Inspect the stormwater pollution control measures;
  5. Sample and monitor any items or activities pertaining to stormwater pollution control measures; and
  6. Correct deficiencies in stormwater and erosion and sediment control measures.

### Sec. 12-2502. Fees

Fees will be applied per City Fee Schedule

### Sec. 12-2503. Enforcement tools/stop work orders

- A. The City reserves the right to issue construction stop work orders when cooperation with inspections is withheld or when a violation has been identified that needs immediate attention to protect human health and/or the environment.
  1. Construction stop work order: The City may issue construction stop work orders until stormwater management measures meet specifications and the applicant repairs any damage caused by stormwater runoff. An inspection by the City must follow before the construction project work can resume.
  2. Other actions to ensure compliance: The City can take any combination of the following actions in the event of a failure by applicant to meet the terms of this ordinance:
    - a. Withhold inspections or issuance of certificates or approvals.
    - b. Revoke any permit issued by the City to the applicant.
    - c. Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
    - d. Charge applicant for all costs associated with correcting the failure or remediating damage from the failure; if payment is not made within thirty days, payment will be made from the applicant's financial securities.
    - e. Bring other actions against the applicant to recover costs of remediation or meeting the terms of this ordinance.
    - f. Any person, firm or corporation failing to comply with or violating any of these regulation, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. Each day that a separate violation exists shall constitute a separate offense.

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### Sec. 12-2504. Long term inspection and maintenance of stormwater facilities

#### A. Private stormwater facilities

1. Maintenance Plan Required: No private stormwater facilities may be approved unless a maintenance agreement is provided that defines who will conduct the maintenance, the type of maintenance necessary to ensure effective performance, and the maintenance intervals. All private stormwater facilities shall be inspected by the property owner and maintained in proper condition by the owner consistent with the performance goals for which they were originally designed.
2. Facility Access: The applicant shall obtain all necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the responsible party and the City or authorized representative.
3. Removal of Settled Materials: All settled materials including settled solids, shall be removed from ponds, sumps, grit chambers, and other devices as necessary and disposed of properly.
4. Inspections: All stormwater facilities within the City shall be inspected by the property owner at a frequency consistent with the maintenance plan. Inspection reports shall be provided to the City upon request.

#### B. Public stormwater facilities

1. Acceptance of Publicly Owned Facilities: Before work under the permit is deemed complete; the permittee must submit as-builts and a Maintenance Plan demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the City accepts ownership of the stormwater facilities.
2. Maintenance: The City shall perform maintenance of publicly owned stormwater facilities in accordance with their comprehensive stormwater management plan and other regulatory requirements.

### Sec. 12-2505. Financial Securities

- A. Amount: At the discretion of the City, the City may require a Financial Security from the Applicant in an amount sufficient to cover the entirety of the estimated costs of permitted and remedial work based on the final design as established in a set financial security schedule determined by the City.
- B. Release: The Financial Security shall not be released until all permitted and remedial work is completed.
- C. Use by City: The Financial Security may be used by the City to complete work not completed by the Applicant.
- D. Form of security: The form of the Financial Security shall be one or a combination of the following to be determined by the City:
  1. Cash deposit - A Financial Security for erosion and sediment control, as determined by the City, shall be by cash deposit to the City. The cash will be held by City in a separate account.
  2. Security deposit - Deposit, either with the City, a responsible escrow agent, or trust company, at the option of the City, either:
    - a. An irrevocable letter of credit, negotiable bonds of the kind approved for securing deposits of public money, or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment.
    - b. Cash in U.S. currency.

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- c. Other forms and securities (e.g., disbursing agreement) as approved by the City.
- E. **City indemnity:** This Financial Security shall hold the City free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the City.
- F. **Maintaining the financial security:** If at any time during the course of the work the balance of the Financial Security falls below 50% of the total required deposit, the Applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount. If the Applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the City that the amount has fallen below 50% of the required amount the City may:
1. **Withhold inspections.** Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
  2. **Revoke permits.** Revoke any permit issued by the City to the Applicant for the site in question or any other of the Applicant's sites within the City's jurisdiction.
- G. **Action against the financial security:** The City may access the Financial Security for remediation actions if any of the conditions listed below exist. The City shall use the Financial Security to pay for remedial work undertaken by the City, or a private contractor under contract with the City, or to reimburse the City for all costs incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.
1. **Abandonment.** The Applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
  2. **Failure to implement the SWPPP or ESC Plan -** The Applicant fails to conform to the grading plan and/or the SWPPP as approved by the City.
  3. **Failure to perform -** The BMPs utilized on the project fail within one year of installation.
  4. **Failure to reimburse City -** The Applicant fails to reimburse the City for corrective action taken.
- H. **Proportional reduction of the financial security:** When more than one-third of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security by one-third. When more than two-thirds of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security to two-thirds of the initial amount. This reduction in financial security will be determined by the City.
- I. **Returning the financial security:** The security deposited with the City for faithful performance of the SWPPP or the ESC Plan and any related remedial work shall be released one full year after the completion of the installation of all stormwater pollution control measures, including vegetation establishment, as shown on the SWPPP or ESC Plan.
- J. **Emergency action:** If circumstances exist such that noncompliance with this ordinance poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action. The City shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the City for emergency action may be recovered from the applicant's financial security.

### Sec. 12-2506. Enforcement Actions

- A. **Notification of Failure of the Permit:** The City shall notify the permit holder of the failure of the permit's measures.
1. **Initial Contact:** The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion

## ORDINANCE 03-2017

and sediment control measures, whichever is less, the City at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the City has been unable to establish contact, the City may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the City may take immediate action, and then notify the applicant as soon as possible.

2. **Erosion Off-site:** If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If in the discretion of the City, the permit holder does not repair the damage caused by the erosion, the City may do the remedial work required. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agencies to ensure that the work is done properly.
  3. **Erosion into Streets, Wetlands or Water Bodies:** If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
  4. **Failure to do Corrective Work:** When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions.
    - a. Stop Work Order - Issue a stop work order, withhold the scheduling of inspections, and/or withhold the issuance of a Certificate of Occupancy.
    - b. Permit Revocation - Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
    - c. Correction by City - Correct the deficiency or hire a contractor to correct the deficiency.
      - i. The applicant will be required to reimburse the City for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the applicant's financial securities as described in Section 8 above.
      - ii. If there is an insufficient financial amount in the applicant's financial securities as described in Section 8 above, the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.
- B. **Misdemeanor.** Any person, firm or corporation failing to comply with, or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both.
1. All land use and building permits may be suspended until the applicant has corrected the violation.
  2. Each day that a separate violation exists shall constitute a separate offense.

**ORDINANCE 03-2017**

This ordinance shall take effect upon publication of this ordinance.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF MARCH, 2017.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

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

**SUMMARY ORDINANCE 03-2017**

**CITY OF AFTON, MINNESOTA  
WASHINGTON COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 12, LAND USE, TO INTEGRATE MINIMUM IMPACT  
DESIGN STANDARDS INTO THE CHAPTER**

**NOTICE IS HEREBY GIVEN** that on March 21, 2017, Ordinance 03-2017 was adopted by the City Council of the City of Afton, Minnesota.

**NOTICE IS FURTHER GIVEN** that, because of the lengthy nature of Ordinance 03-2017, the following summary of the ordinance has been prepared for publication.

**NOTICE IS FURTHER GIVEN** that the ordinance adopted by the City Council amends Chapter 12, Land Use, to integrate Minimum Impact Design Standards for stormwater management into the Chapter. A printed copy of the entire ordinance is available for inspection by any person during the City's regular office hours, or on the City website.

This ordinance shall take effect upon publication of this ordinance.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF MARCH,  
2017.**

**SIGNED:**

\_\_\_\_\_  
Richard Bend, Mayor

**ATTEST:**

\_\_\_\_\_  
Ronald J. Moorse, City Administrator

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

**Afton Code**

**ARTICLE 13 – STORMWATER MANAGEMENT**

**DIVISION I. GENERAL**

**Secs. 12-2385. – 12-2450. Reserved.**

**DIVISION II. AUTHORIZATION, PURPOSE, SCOPE, AND INTERPRETATION**

**Sec. 12-2451. Statutory authorization**

- A. This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes §§ 103B, 103D, and 462; Minnesota Rules, Parts 6120.2500- 6120.3900; and Minnesota Rules Chapters 8410 and 8420.
- B. This ordinance is intended to meet the construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity (NPDES Permit) as defined in 40 CFR 122.26(b)(14)(x) and (b)(15), respectively.
- C. This ordinance is intended to meet the Minimal Impact Design Standards (MIDS) developed under Minnesota Statutes § 115.03 subd. 5c.

**Sec. 12-2452. Purpose**

- A. The purpose of this ordinance is to establish regulatory requirements for land development and land disturbing activities aimed at minimizing the threats to public health, safety, public and private property and natural resources within the City from construction site erosion and post-construction stormwater runoff. Specifically, the ordinance establishes regulatory requirements that:
  - 1. Meet MIDS performance standards;
  - 2. Assist in meeting NPDES/SDS Construction Stormwater General Permit requirements;
  - 3. Assist in meeting Total Maximum Daily Load (TMDL) plan waste load allocations for impaired waters through quantification of load reductions;
  - 4. Assist in meeting policies and performance standards of the Middle St. Croix Water Management Organization (MSCWMO) and Valley Branch Watershed District (VBWD);
  - 5. Protect life and property from dangers associated with flooding;
  - 6. Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion;
  - 7. Ensure site design minimizes the generation of stormwater runoff and maximizes pervious areas for stormwater treatment within the context of the allowable use;
  - 8. Provide a single, consistent set of performance goals that apply to all developments;
  - 9. Protect water quality from pollutant loadings of sediment, suspended solids, nutrients, heavy metals, toxics, debris, bacteria, pathogens, biological impairments, thermal stress and other pollutants;

## **Stormwater Management**

10. Promote infiltration and groundwater recharge;
11. Provide vegetated corridors (buffers) to protect water resources from development;
12. Protect functional values of all types of natural waterbodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds); and
13. Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.

### **Sec. 12-2453. Scope**

Land shall not be developed for any use without providing stormwater management measures and erosion and sediment control measures that control or manage stormwater runoff from such developments.

### **Sec. 12-2454. Greater restrictions**

- A. Relationship to WD/WMO Requirements - All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the relevant Middle St. Croix Watershed Management Organization or the Valley Branch Watershed District. In the case of conflict between provisions of this ordinance and other stormwater regulations, the strictest provisions shall apply to land development and/or land disturbing activities.
- B. Relationship to Afton Zoning Requirements - In the case of conflict between provisions of Article 13 and other regulations in Afton's Zoning Code, the strictest provisions shall apply to land development and/or land disturbing activities.
- C. Relationship to Existing Easements, Covenants, and Deed Restrictions – The provisions of this ordinance are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions the provisions of this ordinance shall prevail.

### **Sec. 12-2455. Severability**

The provisions of this ordinance are severable, and if any provision of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

### **Secs. 12-2456. – 12-2469. Reserved.**

## **DIVISION III. APPLICABILITY & DEFINITIONS**

### **Sec. 12-2470. Stormwater management permit**

- A. Unless otherwise exempted by Section 3, an approved Stormwater Management Permit shall be required prior to any proposed land development activity that meets any of the criteria in 1. through 5. immediately below. All stormwater management permits shall include an Erosion and Sediment Control Plan (ESC Plan) or a Stormwater Pollution Prevention Plan (SWPPP)
  1. Any project that creates or fully reconstruct 6,000 square feet or more of impervious surface.

## **Afton Code**

2. All major subdivisions or minor subdivisions that are part of a common plan of development.
3. Projects within the St. Croix Riverway that add 500 square feet or greater of additional impervious surface.
4. Any project requiring a variance from the current local impervious surface zoning requirements for the property.
5. Any land development activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

### **Sec. 12-2471. Erosion and sediment control plan**

A. Unless otherwise exempted by this ordinance in Section 3, an Erosion and Sediment Control Plan shall be required as part of any Grading and Filling Permit or Building Permit which proposes any land disturbing activity that meets any of the criteria in 1. through 3. below.

1. Any project undertaking grading, filling, or other land alteration activities which involve movement of 100 cubic yards of earth or removal of vegetation on greater than 6,000 square feet of land.
2. Any project with wetland impacts, grading within public waters, grading within buffers or within 40-feet of the bluff line.
3. A land disturbing activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.

### **Sec. 12-2472. Buffers**

A buffer of unmowed natural vegetation shall be required upslope of wetlands, lakes and streams prior to the approval of any proposed land development requiring a subdivision, lot split, rezoning, special use permit or variance, unless otherwise exempted in this ordinance in Section 3.

### **Sec. 12-2473. Exemptions**

The following activities shall be exempt from all of the requirements of this ordinance:

1. Emergency work necessary to protect life, limb, or property.
2. Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.
3. Silvicultural/forestry activity.

### **Sec. 12-2474. Definitions**

Words or phrases used in this ordinance shall have the meanings as defined by Appendix B of the Minnesota Construction Stormwater Permit No: MN R100001 (Construction Permit)<sup>1</sup>

If not defined in the Construction Permit, then words or phrases shall be interpreted to have the meaning they have in common usage.

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<sup>1</sup> Available at <http://www.pca.state.mn.us/wfhya5b>

## Stormwater Management

Words or phrases shall be interpreted so as to give this ordinance its most reasonable application.

For the purpose of this ordinance, the words “must”, “shall”, and “will” are mandatory and not permissive.

- A. Applicant.** The owner of land submitting an application under the provisions of this ordinance for a Stormwater Management Permit (SWMP) and/or Erosion and Sediment Control Plan (ESC Plan) to be issued by the community.
- B. Best Management Practices (BMPs).** The most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.
- C. Better Site Design.** The control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the current version of the Minnesota Stormwater Manual. Better Site Design includes: preservation of natural areas; site reforestation; stream and shoreland buffers; open space design; disconnection of impervious cover; rooftop disconnection; grass channels; stormwater landscaping; compost and amended soils; impervious surface reduction; and trout stream protection.
- D. Common Plan of Development or Sale.** A contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.
- E. Construction Activity.** Includes construction activity as defined in 40 CFR pt. 122.26(b)(14)(x) and small construction activity as defined in 40 CFR pt. 122.26(b)(15) and construction activity as defined by Minn. R. 709.0080, subp. 4. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling, and excavating. Construction activity includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) acre or more. Construction activity does not include a disturbance to the land of less than five (5) acres for the purpose of routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. (NOTE – The community may wish to change this to a smaller disturbance area. A smaller area is more restrictive than the state/federal requirements, so it would be allowable for a local government.)
- F. Development, New.** Any development that results in the conversion of land that is currently prairie, agriculture, forest, or meadow. Land that was previously developed, but now razed and vacant, will not be considered new development.
- G. Erosion and Sediment Control Plan (ESC Plan).** A plan for projects disturbing less than one acre that is in compliance with the minimum requirements of the MSCWMO and VBWD. The plan identifies erosion prevention and sediment control practices, location and timelines for installation. The plan also includes responsible parties and timelines for inspection and maintenance.

## Afton Code

- H. Erosion Prevention.** Measures employed to prevent erosion. Examples include but not limited to: soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.
- I. Fully Reconstructed Impervious Surface.** Areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and pavement rehabilitation projects that do not alter underlying soil material beneath the structure, pavement, or activity are not considered fully reconstructed impervious surfaces. Reusing the entire existing building foundation and re-roofing of an existing building are not considered fully reconstructed.
- J. Impervious Surface.** A hard surface, created by construction or usage, that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.
- K. Land Disturbance.** Any activity that result in a change or alteration in the existing ground cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, stockpiling, excavation, and borrow pits. Routine vegetation management, and mill and overlay/resurfacing activities that do not alter the soil material beneath the pavement base, are not considered land disturbance. In addition, other maintenance activities such as catch basin and pipe repair/replacement, lighting, and pedestrian ramp improvements shall not be considered land disturbance for the purposes of determining permanent stormwater management requirements.
- L. Linear Project.** Construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale. Mill, overlay and other resurfacing projects are not considered to be reconstruction.
- M. Major Subdivision.** All subdivisions not classified as minor subdivisions including, but not limited to, subdivisions of four (4) or more lots, or any size subdivision requiring any new street or extension of an existing street.
- N. Minor Subdivision.** Any subdivision containing three (3) or less lots fronting on an existing street, not part of a common plan of development nor involving any new street or road or the extension of municipal facilities.
- O. National Pollutant Discharge Elimination System (NPDES).** The program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.
- P. Owner.** The person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement or mineral rights license holder; or the contracting government agency responsible for the construction activity.
- Q. Permanent Cover.** Surface types that will prevent soil failure under erosive conditions. Examples include: gravel, asphalt, concrete, rip rap, roof tops, perennial cover, or other landscaped material that will permanently arrest soil erosion. A uniform perennial vegetative cover (e.g., evenly distributed, without large bare areas) with a density of 70% of the native background vegetative cover for the area must be established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures. Permanent cover does not include the practices listed under temporary erosion protection.

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- R. Permittee.** A person or persons, firm, or governmental agency or other entity that signs the application submitted to the City and is responsible for compliance with the terms and conditions of the permit.
- S. Predevelopment State.** The rate and volume of stormwater is unchanged. The calculation of predevelopment is based on native soils and vegetation.
- T. Public Waters.** All water basins and watercourses that are described in Minn. Stat. § 103G.005 subd. 15.
- U. Redevelopment.** Any development that is not considered new development.
- V. Retain.** Manage stormwater on site using a low-impact development approach so that the rate and volume of predevelopment stormwater reaching receiving waters is unchanged.
- W. St. Croix Riverway.** All lands and public waters within the riverway boundary subject to the standards and criteria for the Lower Saint Croix National Scenic Riverway in Minnesota.
- X. Saturated Soil.** The highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of soil mottling associated with the presence of water or other information.
- Y. Sediment Control.** Methods employed to prevent sediment from leaving the site. Sediment control practices include: silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent sedimentation basins.
- Z. Stormwater Facility.** A stationary and permanent BMP that is designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.
- AA. Small Construction Activity.** As defined in 40 CFR part 122.26(b)(15). Small construction activities include clearing, grading and excavating that result in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five (5) acres.
- BB. Stabilized.** Exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Seeding alone, whether grass, agricultural crop or other seeding, is not stabilization. Mulch materials must achieve approximately 90 percent ground coverage (typically 2 ton/acre).
- CC. Stormwater.** As defined under Minn. R. 7077.0105, subp. 41(b), and includes precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.
- DD. Stormwater Pollution Prevention Plan (SWPPP).** A plan for stormwater discharge that includes erosion prevention BMPs, sediment control BMPs and permanent stormwater management systems that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.
- EE. Surface Water(s).** All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private, except that surface waters do not include treatment basins or ponds that were constructed from upland.

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**FF. Temporary Erosion Protection.** Methods employed to prevent erosion during construction activities. Examples of temporary erosion protection include; straw, wood fiber blanket, wood chips, vegetation, mulch and rolled erosion control products.

**GG. Underground Waters (Groundwater).** Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment, or in rock formations deeper underground. The term groundwater shall be synonymous with underground water.

**HH. Wetland(s).** As defined in Minn. R. 7050.0130, subp. F and includes those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:

1. A predominance of hydric soils.
2. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition.
3. Under normal circumstances support a prevalence of such vegetation.

**Secs. 12-2475. – 12-2489. Reserved.**

## DIVISION IV. PERMITTING PROCESSES, PERFORMANCE STANDARDS

### Sec. 12-2490. Permit Review Process

- A. Pre- application meeting:** At the discretion of the Zoning Administrator, the City shall facilitate a pre-application meeting with the applicant, City staff (or their authorized representative), and staff of relevant partner agencies (e.g. WCD, MSCWMO, VBWD, MDNR, etc.). The purposes of the meeting are to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of the ordinance.
- B. Application completeness review:** The City shall make a determination regarding the completeness of a permit application and notify the applicant in writing if the application is not complete including the reasons the application was deemed incomplete.
- C. Application review:** The applicant shall not commence any construction activity subject to this ordinance until a permit has been authorized by the City.
- D. Permit authorization:** If the City determines that the application meets the requirements of this ordinance, the City may issue approval authorizing the project or activity. The approval shall be valid for one year.
- E. Permit denial:** If the City determines the application does not meet the requirements of this ordinance the application must be denied. If the application is denied, the applicant will be notified of the denial in writing including reasons for the denial. Once denied, a new application must be resubmitted for approval before any activity may begin.
- F. Plan information requirements:** The minimum information requirements of the application shall be consistent with the requirements in the most recent version of the NPDES/SDS

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Construction Stormwater General Permit and Middle St. Croix WMO or Valley Branch Watershed District performance standards. The application information must also include permanent treatment information showing the proposed project meets the MSCWMO or VBWD performance goals.

**G. Modification of permitted plans:** If any of the following instances occur to a site with an approved ESC Plan or SWMP, the Applicant shall apply for an amendment to the associated permit(s), submitting all updated materials, reflecting the needed changes; the review of the amended materials shall use the same process as a new submittal, as designated in this ordinance:

1. There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
2. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
3. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity.

**H. Permit completion:** Before work under the permit is deemed complete, the permittee must submit as-builts, a long term maintenance plan and information demonstrating that the stormwater facilities conform to design specifications.

### Sec. 12-2491. Site Design and MIDS Calculator

- A. **Better Site Design:** Whenever possible, development projects shall be designed using the Better Site Design Techniques of the current version of the Minnesota Stormwater Manual.<sup>2</sup>
- B. **MIDS calculator:** Final site design and choice of permanent stormwater volume reduction practices shall be based on outcomes of the MIDS Calculator (or other model that shows the performance goal can be met) and shall meet the performance standards in section 7 of this ordinance.
- C. **Buffer requirement:** Buffer locations and widths must comply with the State of Minnesota, Minnesota Pollution Control Agency, and Middle St. Croix Watershed Management Organization or Valley Branch Watershed District standards.

### Sec. 12-2492. Stormwater Volume Reduction Performance Standards

Any applicant for a Stormwater Management Permit as defined in Section 2 of this ordinance must meet all of the following performance standards:

- A. **New development volume control:** For new, nonlinear developments on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site.

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<sup>2</sup> Available at [http://stormwater.pca.state.mn.us/index.php/Better\\_site\\_design](http://stormwater.pca.state.mn.us/index.php/Better_site_design).

## Afton Code

**B. Redevelopment volume control:** Nonlinear redevelopment projects on sites without restrictions that create or fully reconstruct impervious surfaces shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.

**C. Linear development volume control:** Linear projects on sites without restrictions that create new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:

1. 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site
2. 1.1 inches of runoff from the net increase in impervious area on the site.

Mill and overlay and other resurfacing activities are not considered fully reconstructed.

### **Sec. 12-2493. Flexible treatment alternatives for sites with restrictions**

Applicant shall attempt to comply fully with the appropriate performance standards described above. Alternatives considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following flexible treatment alternatives shall be used:

Applicant shall document the flexible treatment alternatives sequence starting with Alternative #1. If Alternative #1 cannot be met, then Alternative #2 shall be analyzed. Applicants must document the specific reasons why Alternative #1 cannot be met based on the factors listed below. If Alternative #2 cannot be met then Alternative #3 shall be met. Applicants must document the specific reasons why Alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed.

Volume reduction techniques considered shall include infiltration, reuse & rainwater harvesting, and canopy interception & evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota Stormwater Manual.

Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs.

Factors to be considered for each alternative will include:

1. Karst geology
2. Shallow bedrock
3. High groundwater
4. Hotspots or contaminated soils
5. Drinking Water Source Management Areas or within 200 feet of drinking water well
6. Zoning, setbacks or other land use requirements
7. Poor soils (infiltration rates that are too low or too high, problematic urban soils)

**A. Alternative #1:** Applicant attempts to comply with the following conditions:

## Stormwater Management

1. Achieve at least 0.55" volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment or linear development site.
2. Remove 75% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

### B. **Alternative #2:** Applicant attempts to comply with the following conditions:

1. Achieve volume reduction to the maximum extent practicable.
2. Remove 60% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
3. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

### C. **Alternative #3: Off-site Treatment.** Mitigation equivalent to the performance of 1.1 inches of volume reduction for new development, linear development or redevelopment as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:

1. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
2. Locations within the same Department of Natural Resource (DNR) catchment area (Hydrologic Unit 08) as the original construction activity.
3. Locations within the next adjacent DNR catchment area upstream.
4. Locations anywhere within the City's jurisdiction.

The MIDS Design Sequence Flowchart can be found in the Minnesota Stormwater Manual<sup>3</sup>

### **Sec. 12-2494. Stormwater Management Rate Control**

For new development, redevelopment and linear development sites the site design shall provide on-site treatment during construction and post-construction to ensure no increase from existing conditions in offsite peak discharge for the 1-year, 2-year, 10- year, and 100-year, 24-hour storm events based on the standards defined by the MSCWMO or VBWD. For single family residential building lots not part of a common plan of development site rate control requirements do not apply.

### **Sec. 12-2495. Other Design Standards**

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<sup>3</sup> Available at [http://stormwater.pca.state.mn.us/index.php/Flexible\\_treatment\\_options](http://stormwater.pca.state.mn.us/index.php/Flexible_treatment_options)

1  
2  
3  
4  
5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.  
6

7 2. **PLEDGE OF ALLEGIANCE** – was recited.  
8

9 3. Oaths of Office

10 A. Administrator Moose administered the oath of office to Sally Doherty and Scott Patten for the  
11 reappointment of each to an additional three year term on the Planning Commission.  
12

13 4. **ROLL CALL** – Present: Doherty, Nelson, Wroblewski, Patten, Langan and Chair Ronningen. **Quorum**  
14 **present.** Excused Absence: Kopitzke, Seeberger, Bowman.  
15

16 **ALSO IN ATTENDANCE** – Mayor Bend and Council members Nelson, Ross, Richter and Palmquist, and City  
17 Administrator Ron Moose.  
18

19 5. **APPROVAL OF AGENDA** –

20 **Motion/Second: Patten/Wroblewski. To approve the March 6, 2017 Planning Commission agenda as**  
21 **presented. Motion carried 6-0-0.**  
22

23 6. **APPROVAL OF MINUTES** –

24 A. February 6, 2017 Planning Commission Meeting Minutes – There were no minutes from the February 6,  
25 2017 meeting, because the meeting was not held due to the lack of a quorum. Commissioner Patten reminded the  
26 Commission that the minutes of the January 9, 2017 meeting have not been approved due to the February 6  
27 Commission meeting not being held.  
28

29 6. **ELECTION OF OFFICERS** –

30 Chair Ronningen suggested the election of officers begin with the Secretary position.  
31

32 **Motion/Second: Ronningen/Doherty. To nominate Kris Kopitzke for the position of Secretary. Motion**  
33 **carried 6-0-0.**  
34

35 **Motion/Second: Nelson/Doherty. to nominate Scott Patten for the position of Vice-Chair. Motion carried**  
36 **5-0-1 (Patten).**  
37

38 **Motion/Second: Doherty/Nelson. To nominate Barbara Ronningen for the position of Chair. Motion**  
39 **carried 5-0-1 (Ronningen).**  
40

41  
42 8. **NEW BUSINESS** –

43 A. Joint work session with the City Council regarding goal setting and work planning for 2017- Moose  
44 outlined the planning and zoning-related goals that were developed by the City Council for discussion with the  
45 Planning Commission. The outline was as follows:  
46

47 Zoning Code

- 48 ○ Better facilitate communication between the City Council and the Planning  
49 Commission  
50 ○ Develop procedures to fully and clearly communicate Afton's zoning requirements to  
51 developers at the administrative level, and improve early administrative zoning  
52 review  
53 ○ Identify preferred uses for the Industrial zones

- 54 ○ Proactively identify parcels that could qualify for Preservation and Land
- 55 Conservation Developments (PLCD's) and identify the optimal access points and
- 56 connections to other potential developments and natural resource areas
- 57 ○ Proactively identify infrastructure alignment for future development
- 58 ○ Proactively identify open space corridors for protection and future connections
- 59 ○ Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface
- 60 water management ordinances as appropriate

61 Comprehensive Plan Update

- 62 ○ Obtain a grant for resilience planning

63 Natural Resources Inventory:

- 64 ○ Update the City's Natural Resources Inventory to enable it to be more practical and
- 65 useful for planning activities related to land use and the protection of natural
- 66 resources, including providing mapping capabilities.

67  
68 Commissioner Nelson indicated the Resiliency section of the Comprehensive Plan includes climate change  
69 planning.

70 It was also suggested that Resiliency includes sustainability, i.e. of water supply.

71  
72 Ronningen asked for a clearer definition of Resiliency.

73 Mayor Bend responded that Resiliency also includes disaster planning and recovery. He also indicated a consultant  
74 would be hired only if there was a specific element to be addressed vs. a broader planning effort.

75  
76 Patten suggested the development of an environmental scorecard to provide a baseline for tracking environmental  
77 improvements, vs. for example, the current language on page 19 of the Comprehensive Plan that calls for reducing  
78 nutrient loading by 20%.

79  
80 Ronningen suggested it is important to identify the correct staff at the Met Council who can provide necessary data  
81 for the Comprehensive Plan update, such as data by Traffic Analysis Zone.

82  
83 Doherty asked for clarification regarding the identification of uses for the Industrial zone.

84  
85 Council member Nelson indicated desired uses would provide quality jobs and attractive buildings.

86  
87 Ronningen suggested it is necessary to be specific about the desired uses and about the criteria used to evaluate  
88 uses.

89  
90 It was suggested that a meeting be scheduled with the County Economic Development Director to identify the types  
91 of uses that would want to locate in Afton

92  
93 Patten suggested the first step is to define the "box"-the criteria for uses and what the industrial zone offers- then  
94 identify quality businesses that fit in the box.

95  
96 Ronningen indicated that all of the natural resource-related goals are really mapping goals and not in the purview  
97 of the Planning Commission. They should be addressed by the Natural Resources and Groundwater Committee.

98

99 Ronningen indicated the Planning Commission does not receive any information regarding the activities of other  
100 committees. She requested that the Planning Commission receive copies of the minutes of all other committees as  
101 hardcopies in their agenda packets.  
102

103 Ronningen indicated the Council is tending to ask the Planning Commission to do research, which is the job of  
104 staff. Staff should do the research and bring information to the Planning Commission for feedback.  
105

106 Richter indicated there is a need to clarify the role of the Planning Commission by reviewing the ordinance that sets  
107 out the duties and operation of the Commission. He suggested a copy of the ordinance be provided to the Planning  
108 Commission and the Council in their next agenda packets.  
109

110 The Council and Planning Commission discussed the misunderstandings and frustrations between the Council and  
111 the Commission regarding the MIDS ordinance process.  
112

113 Mayor Bend suggested the Planning Commission and Council should select the top three priority goals to focus  
114 their efforts in 2017.  
115

116 Ronningen indicated a top priority goal should be the completion of a draft of the Comprehensive Plan update by  
117 the end of 2017. The two other priority goals that were identified were as follows: Identify criteria for selecting  
118 uses to be permitted in the Industrial zones and identify specific uses to be permitted; and facilitate improved  
119 communication between the City Council and the Commissions/Committees.  
120

121 Mayor Bend suggested that another joint work session should be scheduled to do implementation planning and  
122 scheduling regarding the top three goals.  
123

124 **OLD BUSINESS -**  
125

126 Due to the joint work session running until 9:00 p.m., the meeting was adjourned without addressing the items  
127 of Old Business.  
128

129 **10. ADJOURN -**  
130

131 **Motion/Second: Ronningen/Wroblewski. To adjourn the meeting at 9:00 p.m. Motion carried 6-0-0.**  
132

133 Respectfully submitted by:  
134  
135

136 \_\_\_\_\_  
137 Ronald J. Moorse, City Administrator  
138

139 **To be approved on April 3, 2017 as (check one): Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_**

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

## **Meeting Date Mar. 21, 2017**

### **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Joint Work Session with the Planning Commission Regarding 2017 Goals and Work Planning

---

The Council met with the Planning Commission in a joint work session as part of the March 6 Planning Commission meeting agenda. The Council and Planning commission discussed and prioritized goals for 2017. The goals discussed at the joint work session are attached. The top three priority goals are as follows:

1. Complete a draft of the Comprehensive Plan update by the end of 2017
2. Identify criteria for selecting uses to be permitted in the Industrial zones and identify specific uses to be permitted
3. Facilitate improved communication between the City Council and the Commissions/Committees

#### **Council Action Requested**

No Action Required

# Land Use Planning Goals for 2017

## Comprehensive Plan Update

- Complete a draft of the Comprehensive Plan update by the end of 2017 **[No. 1 Goal]**
- Obtain a grant to fund a consultant to assist in drafting a Resilience section for the Comprehensive Plan
- Identify a consultant to assist with the Resilience section and preparation of an environmental scorecard

## Planning and Zoning

- Identify criteria for selecting uses to be permitted in the Industrial zones and identify specific uses to be permitted. **[No. 2 Goal]**
- Facilitate improved communication between the City Council and the Commissions/Committees **[No. 3 Goal]**
- Develop procedures to fully and clearly communicate Afton's zoning requirements to developers at the administrative level, and improve early administrative zoning review
- Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface water management ordinances as appropriate

## Proactive Planning

- Proactively identify parcels that could qualify for Preservation and Land Conservation Developments (PLCD's) and identify the optimal access points and connections to other potential developments and natural resource areas
- Proactively identify infrastructure alignment for future development
- Proactively identify open space corridors for protection and future connections

## Natural Resources Inventory

- Update the City's Natural Resources Inventory to enable it to be more practical and useful for planning activities related to land use and the protection of natural resources, including providing mapping capabilities.

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

**Meeting Date Mar. 21, 2017**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Role and Duties of the Planning Commission

---

At the Council's joint work session with the Planning Commission, there was discussion about providing to the Council and the Planning Commission information regarding the duties of the Planning Commission. Attached is the City's ordinance language that provides for the formation and operation of the Planning Commission and materials from the League of Minnesota Cities (LMC) regarding the duties of a city Planning Commission. The LMC also has a Zoning Guide and a Subdivision Guide on its website under Land Use Resources and In-Depth Guides.

**Council Action Requested**

No Action Required

## ADMINISTRATION

- (6) Work with residents, contractors, architects, developers, the city staff, fire department and other agencies and departments concerning permit applications, work in progress and questions relating to codes and regulations. Assist in revision of plans, reviews by consultants, coordination of consultants and related reviews, permits or inspections.
  - (7) Assist in preparations of the departmental budget and in maintaining budgetary control, maintain records and prepare reports.
  - (8) Establish and maintain all records, pertinent files and necessary reports on all permits, zoning actions, Code violations and other related development activities, including notices, correspondence, minutes and ordinances.
  - (9) Assist the city administrator in the development and maintenance of a GIS system, policy and ordinance revisions and land use planning procedures and controls.
  - (10) Prepare monthly and annual reports on construction activities to regional, state and federal agencies and to the City Council.
  - (11) Keep abreast of new equipment, materials, technologies and construction practices, as well as new or changing codes, regulations and enforcement procedure; and recommend changes in policies and ordinances to the city administrator.
  - (12) Attend City Council and planning commission meetings, as needed, to present recommendations and findings.
  - (13) Perform related work as required.
- (c) The building official shall report directly to the city administrator.
- (d) All other requirements for this position shall be set forth in the job description.  
(Res. No. 1997-16, §§ 2, 7, 6-17-97; Res. No. 1997-18, 6-17-97)

**Secs. 2-112--2-125. Reserved.**

## ARTICLE IV. BOARDS, COMMISSIONS AND COMMITTEES\*

### DIVISION 1. GENERALLY

**Secs. 2-126--2-130. Reserved.**

### DIVISION 2. PLANNING COMMISSION†

**Sec. 2-131. Established.**

A planning commission for the city is hereby established pursuant to M.S.A. §§462.351-462.364.  
(Code 1982, § 204.101)

**Sec. 2-132. Members generally.**

The members of the planning commission shall be appointed by a majority of the city council. The council shall appoint nine (9) members to the planning commission.

- (a) *Composition.* Each ward shall be continually represented by at least one member residing in such ward, with no more than 3 members from any one ward.
- (b) *Qualifications.* Every member shall be a registered voter in the city, and before entering upon disposition of their duties, each member shall take an oath that they will faithfully perform the duties of office.

AFTON CODE

(c) *Compensation.* All members shall serve without compensation.

(d) *Ex-officio member.* They city council shall appoint one of its members to serve as an ex-officio member of the planning commission. Such council member shall not have a vote in any proceedings, nor hold any office in the commission.

(Code 1982, § 204.102; Ord. 3-2009, 4/21/09)

**Sec. 2-133. Terms of office.**

The members of the planning commission shall be appointed for overlapping terms of three years, effective February 15 of each year.

(Ord. 1997-57, 1/21/03; Ord. 2006-11, 11/21/06)

**Sec. 2-134. Terminations.**

Any planning commission member's term shall terminate upon his resignation, or upon his ceasing to reside within the city, or it by reason of his change of residence a ward ceases to be represented, or by four/fifths (4/5) vote of the city council for cause. Cause shall include, but not be limited to, having more than three absences or more than one unexcused absence in any one calendar year. The council may consider exceptional circumstances when applying this rule.

**Sec. 2-135. Vacancies.**

The city council shall fill any vacancy occurring in the membership of the planning commission by appointment for the unexpired term of such vacancy.

(Ord 1997-50, 8/22/00)

**Sec. 2-136. Officers.**

The members of the planning commission shall elect a chairperson, a vice-chairperson and a secretary from among its appointed members at the annual meeting each year, for a term of one year. The chairperson shall preside at all meetings of the commission, is present, and shall perform all other duties and functions assigned by the commission or the city council. The vice chairperson shall perform these duties in the absence of the chairperson. If a vacancy occurs in the chairperson's office, the vice-chairperson shall assume the chairperson's duties for the remainder of the year, and a new vice chairperson shall be elected by the commission at a special election to be held at the next regularly scheduled commission meeting, after at least three days written notice to each commission member. The secretary shall take the minutes of the commission meetings.

**Sec. 2-137. Duties and powers.**

The planning commission shall be the planning agency of the city and shall have the powers and duties given such agencies generally by M.S.A. §§ 462.351—462.364, together with the following:

(a) The commission shall exercise the duties and powers conferred upon it by any ordinance of the city now existing or hereafter enacted.

(b) It shall be the duty of the commission to study and make its recommendation to the city council concerning the following:

- (1) A comprehensive plan for the land use of the city;
- (2) All applications for special use permits, rezoning, variances, other zoning permits and other related matters;
- (3) Proposed plat; minor subdivisions, parks and open spaces plans;

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\*Cross references – Board of adjustment, § 12-1194; board of adjustment and appeals, § 12-2082,

†Cross reference – Land use, Ch. 12.

## ADMINISTRATION

(4) Laying out of streets and public ways and other related matters;

(c) The commission shall undertake studies and recommend actions on such planning matters as the city council may from time to time refer to the commission.

(d) The commission shall have the power to hold a public hearing upon any application for a special use permit, rezoning or amendment to the zoning ordinance, upon ten days public notice.

(e) The commission shall have the power to form and appoint committees to carry out its duties and powers, including, but not limited to committees for zoning, parks, open spaces, natural resources and capital improvements.

(Code 1982, § 204.107)

### **Sec. 2-138. Zoning ordinances: public hearings.**

No zoning ordinance or amendment thereto, shall be adopted by the city council until a public hearing has been held thereon by the planning commission upon notice as provided in M.S.A. § 462.357, subd.3 and 4. The record of the public hearing by the planning commission shall include the name of every person speaking for or against the proposal and a summary of the testimony of each witness.

### **Sec. 2-139. Annual work plan.**

The planning commission shall meet with the City council at their annual meeting in January to develop an annual work plan, including a list of projects, points of interaction on projects, programs and goals for the year. (Res. 1996-48, §210.108, 12-17-96; Res. 1997-16, §3, 6-17-97)

### **Sec. 2-140. Regular meetings.**

- (a) The planning commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its regulations, transactions, and findings, which shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the city council.
- (b) No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the commission at a prior meeting or if there are no scheduled agenda items, ten days prior to the meeting.
- (c) All action taken by the commission shall be by the affirmative vote of a majority of the members present.

### **Sec. 2-141. Special meetings.**

Special meeting of the planning commission shall be held in the city hall at a time and designated or at a public place at the time designated and shall be called by the chairperson. Upon the written request of at least three members, the chairperson shall be required to call a special meeting to be held within seven days of the request. Written notice thereof shall be given to all members not less than three days in advance of the meeting.

### **Sec. 2-142. Quorum.**

A quorum of the planning commission shall consist of a simple majority.

### **Sec. 2-143. Voting.**

Each member of the planning commission attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member shall have a personal interest of any kind in the matter then before the commission, he shall disclose this interest and be disqualified from voting upon the matter, and the secretary shall record in the minutes that no vote was cast by such member.

## AFTON CODE

### **Sec. 2-144. Proceedings.**

At any regular meeting of the planning commission, the following shall be the regular order of business:

- (1) Roll call.
- (2) Minutes of the preceding meeting.
- (3) Approval of agenda.
- (4) Public hearings as scheduled on the agenda.
- (5) Other business.
- (6) Adjournment.

### **Sec. 2-145. Rules of procedure.**

All meetings of the planning commission shall be conducted in accordance with the Revised Robert's Rules of Order.

### **Sec. 2-146. Agendas.**

The city administrator shall cause all items to be considered at any regular meeting to be placed on a written agenda ten days before the regular meeting. The city administrator shall advise the chairperson of any matters the commission must consider by council directive, ordinance or statute and shall have prepared and mailed a written agenda of all meetings to all commission members, the city council and the public, no less than five days before each meeting.

### **Sec. 2-147. Records.**

Each formal action of the planning commission shall be embodied in full upon the minute book as a formal motion or resolution after an affirmative vote as provided in this division. The minutes of each meeting shall be provided to each member, the City council and the public no more than seven days after the date of each meeting. The recommendations and findings of the commission shall be presented to the City council at the next regularly scheduled City council meeting. The record of meetings, actions and recommendations shall be transmitted to the City Administrator for keeping and distribution.

### **Sec. 2-148. Member training.**

The planning commission members shall be encouraged to avail themselves of training courses offered by the city, the state and other government and public training agencies and the city council shall budget for the reimbursement of expenses incurred in training each year.

(Ord 1997-50, 8/22/00)

## DIVISION 3. HERITAGE PRESERVATION COMMISSION\*

### **Sec. 2-150. Established; members.**

There is hereby created and established a city heritage preservation commission which shall consist of no more than nine (9), but no fewer than five (5) members. One (1) shall be appointed directly by the Afton Historical Society and the other members shall be appointed by the City Council. Any member appointed to serve on the preservation commission 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).

(Code 1982, § 308.000(3)1; Res. No. 1997-16, § 3, 6-17-97; Ord. 1997-51, 1/16/01; Ord. 2005-4, 4/19/05; Ord. 12-2010, 12/21/10)

### **Sec. 2-151. Terms of office.**

All appointments to the commission shall be made for a term of three years. Members may be reappointed for consecutive terms. Members shall serve without compensation and continue to hold office until their successors have been appointed and qualified.



## INFORMATION MEMO

# Planning Commission Guide

*Learn ways the city may create, change or discontinue a city planning commission. Provides information on appointment of members, commission powers and duties, and meeting rules. Understand council and planning commission roles in creating a comprehensive plan for growth and development; how to implement it. Ways to participate in joint or multijurisdictional planning.*

### RELEVANT LINKS:

Minn. Stat. § 462.355.  
Minn. Stat. § 473.175.

See MN Planning "Under Construction: Tools and Techniques for Local Planning."

Minn. Stat. § 462.352, subd 3.  
Minn. Stat. § 462.354, subd 1.

Minn. Stat. § 462.354.

Minn. Stat. § 410.12.  
See Handbook, Chapter 4.

## I. Creation of a city planning commission

State law encourages all cities to prepare and implement a comprehensive municipal plan. In addition, cities within the seven-county metro area are required to adopt comprehensive plans. Under state law, the city planning commission or planning department is delegated the authority to create the city's comprehensive plan.

A comprehensive plan is an expression of the community's vision for future growth and development. It is also a strategic map to reach that vision. Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities.

The first step in creating a comprehensive plan is the creation of a city planning agency. A planning agency can be either a planning commission or a planning department with an advisory planning commission. Planning commissions are by and large the most prevalent form of planning agencies in Minnesota. This memorandum discusses the commission form of a planning agency in depth. In most instances the laws related to planning commissions will apply to planning departments as well. However, cities interested in forming a planning department as their main planning agency, or who currently operate a planning department, should consult their city attorney for guidance.

The planning commission must be created by city ordinance or charter provision. When a planning commission is created by ordinance, a simple majority of councilmembers present is needed to adopt the ordinance. When a planning commission is created by charter, the statutory provisions for amending a charter must be followed. In drafting a planning commission ordinance or charter provision, a city will need to include provisions related to:

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

## RELEVANT LINKS:

LMC Model Planning  
Commission Ordinance.

- Size or number of planning commission members.
- Terms of members.
- Organization and structure.
- Powers and duties.

### A. Size or number of members

State statute does not specify how many commissioners a planning commission should have. As a result, the city ordinance should establish a reasonable number that reflects the needs of the city. An odd number is preferred to avoid tie-vote situations. Generally, cities appoint between five and nine individuals to serve as commission members.

Some considerations in choosing the number of commissioners include:

- Costs to the city in terms of salary (if a salary is paid).
- Availability of community members to serve or potential difficulty in recruiting members to serve full terms.

### B. Terms of members

State statute does not set the length of terms for commission members, or impose limits on the number of successive terms that commission members may serve. As a result, city ordinance should establish the length of terms for commission members.

Some considerations in choosing the length of commission terms include:

- The substantial length of time necessary to conduct studies, draft, and adopt a comprehensive plan.
- The extensive body of knowledge that commission members must master to be effective planning commissioners.

These two considerations generally favor a longer, four-year term (rather than a two-year term), since rapid turnover of planning commissioners may hinder the city's efficiency in adopting, implementing, and enforcing its comprehensive plan.

Cities establishing a new planning commission for the first time, may wish to provide staggered terms initially. For example, one term may be for one year, another for two years, and another for three years, etc., with successors serving full four-year terms. Staggering terms in this manner will help ensure long-range continuity for the planning commission, and prevent a situation where all commission seats are vacant at once. This ensures that the planning commission is not without veteran members every four years.

**RELEVANT LINKS:**

See Section IV- *Planning Agency Meetings*.

See LMC Model Planning Commission Policy on Rules and Procedure.

Minn. Stat. § 462.354.  
See Section III – *Powers and Duties of the Planning Commission*.

Minn. Stat. § 462.354.

Cities may establish consecutive term limits in their ordinance for commission members if desired. In addition, the city may wish to establish ordinance provisions for the removal of commission members, should it become necessary.

### **C. Organization and structure**

The planning commission ordinance may establish an organizational form for the planning commission. For example, the ordinance may require a chairperson, acting chair, and secretary. In the alternative, the ordinance may enable the planning commission to suggest a policy (commonly known as bylaws), subject to council approval, that establishes a form of organization for its meetings. Placing organizational requirements in a policy adopted by council resolution, rather than in ordinance form, is generally preferred, because it provides a more flexible means to develop and amend policies.

### **D. Powers and duties**

State statutes prescribe several mandatory duties for the city planning commission. A city ordinance should be drafted to include these duties. In addition, state statute permits some optional duties to be assigned to the planning commission in the council’s discretion. City ordinance should make it clear which of these optional duties are assigned to the planning commission. Since state statute contains optional duties, general ordinance language stating that commission duties “shall be as established by state statute” may cause confusion over duties and should be avoided. The powers and duties of the planning commission are discussed more extensively below.

## **II. Appointment of city planning commission members**

### **A. Council as a whole may serve as the planning commission**

The city council may choose to designate itself as the city’s planning commission by ordinance. However, most cities choose to establish a planning commission as a separate advisory body. This approach reduces the overall workload of the council, promotes citizen involvement, and allows commissioners to specialize in developing their body of knowledge concerning municipal planning.

## RELEVANT LINKS:

Sample Advertisement.  
Sample City Application  
Forms.  
Sample Interview Questions.

LMC information memo,  
*Residency Requirements for  
City Boards and  
Commissions.*

See Section II-A, *Council as  
a Whole May Serve as the  
Planning Commission.*

### **B. Authority to appoint commissioners**

State statute does not establish a process for the appointment of planning commissioners. As a result, the city ordinance or charter provisions should specify who has the authority to appoint commission members. Generally, appointing authority is vested in the city council as a whole.

In the alternative, cities may vest appointment power in the mayor exclusively, or may vest in the mayor the power to appoint commissioners, subject to council approval.

Some city charters may already contain provisions related to general appointments to city boards and commissions. In these cities, the charter provisions preempt local ordinance.

Cities also should consider adopting a policy for the recruitment and retention of commission members. The policy may be adopted as a resolution and need not be in ordinance form. Adopting the policy via resolution will allow more flexibility in developing and amending the ordinance. Although state law does not require the following, the policy may wish to include information regarding:

- The advertisement period for open positions.
- The submission of letters of interest and a statement of qualifications for board positions, or a city application form.
- An interview process prior to appointment.

### **C. Residency requirements**

State statute does not require that planning commissioners reside within city limits. As a result, city ordinance should specify any residency requirements for serving on the planning commission. Frequently, cities limit eligibility for planning commission membership to city residents. Often, these cities feel that planning commissioners should live in the communities they plan for and create. Conversely, some cities may wish to allow non-residents to serve on planning commissions to increase the pool of eligible citizens. In addition, these cities may feel that property owners or business owners who do not reside within the city may still bring a valuable perspective to the planning commission.

### **D. Councilmembers and city staff serving on the planning commission**

In cities where the council as a whole has decided not to serve as the planning commission, it may still be desirable for some councilmembers to sit on the planning commission or attend commission meetings.

**RELEVANT LINKS:**

Cities may establish in their ordinance or planning commission policy various ways for councilmembers to serve on the planning commission.

**1. Full voting members**

Local ordinance or commission policy may provide that one or two city councilmembers will participate as full voting members of the planning commission on all decisions, and for discussion and quorum purposes.

**2. Non-voting members**

Local ordinance or commission policy may provide that one or two city councilmembers will sit on the planning commission as non-voting members. Sometimes these members are called “council liaisons.” When city ordinance creates non-voting members, to avoid confusion, city ordinance or the commission policy should specify:

- Whether the councilmembers will count for quorum purposes.
- Whether the councilmembers may participate in discussion on matters before the commission.
- Whether the councilmembers may hold an office on the commission, such as chairperson, secretary, etc.

**3. City staff on planning commission**

City ordinance or commission policy may require that the city attorney, city engineer or city administrator/clerk serve as an ex-officio, voting member or non-voting of the planning commission. This, however, does not appear to be a common practice. More commonly, city staff may attend planning commission meetings as needed to provide the planning commission with necessary advice and information.

**E. Compensation**

City ordinance or commission policy may provide that planning commission members may be compensated for their service, or that they serve on a strictly non-compensated volunteer basis. Generally, when compensation is provided, it is for a nominal amount on an annual or per meeting basis.

**F. Conflicts of interest**

When appointing planning commissioners, cities should be aware that appointed officials are subject to the same concerns related to conflict of interest as city councilmembers. In the appointment process, the city council should attempt to discern if potential conflicts of interest exist.

See LMC information memo, *Official Conflict of Interest. Part IV Conflict of Interest in Non-Contractual Situations.* 56 Am. Jur. 2d Municipal Corporations § 142.

## RELEVANT LINKS:

*Lenz v. Coon Creek Watershed, Dist.*, 278 Minn. 1, 153 NW 2d 209 (1967).  
*Township Bd. Of Lake Valley Township v Lewis*, 305 Minn. 488, 234 N.W. 2d 815 (1975).

Minn. Stat. § 462.351.  
Minn. Stat. § 462.352, subd 5.  
See MN Planning "Under Construction: Tools and Techniques for Local Planning."  
Sample: Bethel Comprehensive Plan, City Population 502.  
Sample: Chisago City Comprehensive Plan, City Population 4,307.  
Sample: Minnetonka Comprehensive Plan, City Population 51,519.

Particularly, conflicts where it is obvious that the potential appointee's own personal interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter.

## G. Removal of planning commission members

State statute does not dictate a process for removal of planning commission members before the expiration of their term. Local ordinance or commission policy should establish both criteria for removal and a process for removal.

## III. Powers and duties of the planning commission

State statutes vest the planning commission with certain mandatory duties. In addition, state statute allows the city council to prescribe additional duties in local ordinance. In most instances, unless noted in statute or ordinance, the planning commission serves in an advisory capacity.

## A. Preparing and recommending a comprehensive plan

The primary duty of a newly created planning agency is advising the city council on the preparation and adoption of a comprehensive plan for the city.

### 1. Purpose of comprehensive planning

In essence, a comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. Comprehensive planning is not mandatory in cities outside the seven-county metropolitan area. However, comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. In addition, planning can help:

- Preserve important natural resources, agricultural, and other open lands.
- Create the opportunity for residents to participate in guiding a community's future.
- Identify issues, stay ahead of trends, and accommodate change.
- Ensure that growth makes the community better, not just bigger.
- Foster sustainable economic development.

## RELEVANT LINKS:

Minn. Stat. § 462.352, subd. 8.  
Minn. Stat. § 462.352, subd. 7.  
Minn. Stat. § 462.352, subd. 8.  
Minn. Stat. § 462.352, subd. 9.

Minn. Stat. § 462.357, subd. 2.  
Minn. Stat. § 462.352, subd. 6.  
Minn. Stat. § 462.357, subd. 2 (c).

Minn. Stat. § 462.355, subd. 1.  
Minn. Stat. § 462.355, subd. 2.

- Provide an opportunity to consider future implications of today's decisions.
- Protect property rights and values.
- Enable other public and private agencies to plan their activities in harmony with the municipality's plans.

For many cities creating a comprehensive plan is the first step in adopting zoning and subdivision regulations for the city. As a result, the comprehensive plan normally lays out a vision for the city's future land development and land use, dictating where growth should occur, the type of growth that is allowed in various areas of the city, and the density of such growth. However, a comprehensive plan also may include a:

- Public or Community Facilities Plan.
- Thoroughfare or Transportation Plan.
- Parks and Open Space Plan.
- Capital Improvement Program.

While not all cities are required to adopt a comprehensive plan, a plan is still a good practice for a couple of reasons. First, once a plan is adopted, it guides local officials in making their day-to-day decisions and becomes a factor in their decision-making process.

Second, preparing a comprehensive plan prior to the adoption of a zoning ordinance also affords the city additional legal protections if a particular ordinance provision is challenged in court. Zoning ordinances must be reasonable and have a rational basis. Comprehensive plans assist a city in articulating the basis for its zoning decisions. Usually the courts will not question the policies and programs contained in a comprehensive plan adopted by a local community, or question the ordinances based upon the plan, unless the particular zoning provision appears to be without any rational basis, or clearly exceeds the city's regulatory authority.

If a city is not able to develop a comprehensive plan prior to adopting a zoning ordinance, the zoning ordinance should be adopted in conjunction with extensive, written finding of facts, stating the policy reasons that necessitate the ordinance's adoption.

## 2. Preparing the comprehensive plan

State statute vests authority for preparing the comprehensive plan in the planning commission. However, the city council also may propose the comprehensive municipal plan and amendments to the plan by a resolution submitted to the planning commission. When this occurs, the council may not adopt the recommended language until it has received a report from the planning commission or 60 days have elapsed.

## RELEVANT LINKS:

Minn. Stat. § 462.353, subd 2.

Minn. Stat. § 462.353, subd. 3.

See LMC information memo, *Competitive Bidding Requirements in Cities*. American Institute of Certified Planners.

Minn. Stat. § 462.355, subd 1.

Minn. Stat. § 462.355, subd 1.

Minn. Stat. § 462.353, subd 2.

Minn. Stat. § 462.355, subd 2.

Sample: Newsletter Article on Comprehensive Planning.

The plan may be prepared and adopted in sections, each of which relates to a major subject of the plan, or to a major geographical section of the municipality.

Cities are authorized to collect and analyze data; prepare maps, charts, tables, and other illustrations and displays; and conduct necessary studies when developing a comprehensive plan. Cities also may hire planning consultants and other experts to assist in drafting their plan.

### a. Consultants and public input

#### (1) Professional planners

Cities may hire planning consultants and other experts to assist in drafting their plan. Preparing a comprehensive plan is a large undertaking. While a planning commission can and should do most of the job, many communities have found they also need professional assistance from a professional planning consultant or a competent person on the staff of the city, county, regional development commission, or neighboring city.

Cities may solicit a planner through a request for proposal. While state law does not require planners to be licensed or certified, many cities prefer to hire planners with professional certification from the American Institute of Certified Planners (AICP). In order to be certified by the AICP, planners need to pass an exam and meet continuing education requirements.

#### (2) Other consultants

In drafting the plan, the planning commission must consult with other city departments and agencies (for example, the city's economic development authority).

In drafting a comprehensive plan, the planning commission must consider the planning activities of adjacent units of government and other affected public agencies.

The commissioner of natural resources must provide natural heritage data from the county biological survey, if available, to each city for use in the comprehensive plan.

### b. Public input

Cities are required to hold at least one public hearing prior to adopting a comprehensive plan. However, most cities find it helpful to hold a series of public meetings to educate residents about the comprehensive plan, and to solicit citizen input. Some cities even develop extensive public relations campaigns to create excitement about and compliance with the city's comprehensive planning activities.

RELEVANT LINKS:

Minn. Stat. § 462.357, subd. 1h.  
Minn. Stat. § 462.355, subd. 1.  
Minn. Stat. § 103G.005, subd. 10b.

Minn. Stat. § 462.355.

Minn. Stat. § 462.357.

Minn. Stat. § 462.355, subd. 2.

Minn. Stat. § 462.354.

**c. President Theodore Roosevelt Memorial Bill to Preserve Agricultural, Forest, Wildlife, and Open Space Land**

Non-metropolitan cities located in certain counties are subject to the President Theodore Roosevelt Memorial Bill to Preserve Agricultural, Forest, Wildlife, and Open Space Land (hereinafter the “T. Roosevelt Memorial Preservation Act”) when adopting or amending a comprehensive plan.

Cities in Aitkin, Beltrami, Carlton, Cass, Clearwater, Cook, Crow Wing, Hubbard, Isanti, Itasca, Kanabec, Koochiching, Lake, Lake of the Woods, Milles Lacs, Pine, St Louis and Wadena counties are not subject to the T. Roosevelt Memorial Preservation Act, because they are currently classified as “greater than 80 percent area” counties. These counties still contain a significant portion of their presettlement wetland acreage. Cities outside the metro area, and not located in the counties listed above, must comply with the Act.

Cities subject to the T. Roosevelt Memorial Preservation Act are not required to engage in comprehensive planning, but when they do must consider the natural resource and open space preservation goals of the Act when adopting a comprehensive plan.

Specifically, when preparing or recommending amendments to the comprehensive plan, the planning commission in these cities must consider adopting goals and objectives that will protect open space and the environment. Such consideration could potentially be documented in findings of fact.

In addition, within three years of adopting a comprehensive plan, the city must consider adopting ordinances as part of the city’s official controls that encourage the implementation of the goals and objectives of the T. Roosevelt Memorial Preservation Act. However, the city is not required to adopt any ordinances. Consideration of ordinance adoption could potentially be documented in findings of fact.

**3. Recommending the comprehensive plan to council**

Once a comprehensive plan is drafted, the planning commission may submit the plan (or a portion of the plan) with its recommendation for adoption to the city council. Upon receipt of the recommended plan, the council may accept the plan, reject the plan, or recommend revisions to the planning commission. In submitting the comprehensive plan to council, the planning commission serves in a strictly advisory role. The city council ultimately decides on the acceptance, rejection, or revision of the plan, and is not bound by planning commission’s recommendations.

**RELEVANT LINKS:**

Minn. Stat. § 473.858, subd. 2.

Minn. Stat. § 473.175.

Metropolitan Council.

*City of Lake Elmo v. Metropolitan Council*, 685 N.W.2d 1 (Minn. 2004).

Minn. Stat. § 462.355, subd. 2.  
See LMC information memo *Newspaper Publication*.

Minn. Stat. § 462.355, subd. 3.

See Section V: *Changing the Structure or Abolishing the Planning Commission*.

Minn. Stat. § 462.356, subd 1.

Minn. Stat. § 462.356, subd 1.

## **4. Adopting the comprehensive plan**

### **a. Seven-county metro area plan review: adjacent units of government**

Prior to plan adoption, cities within the seven-county metro area must submit their proposed comprehensive plans to adjacent governmental units and affected school districts for review and comment.

### **b. Seven-county metro area plan review: Metropolitan Council**

Cities in the seven-county metropolitan area must submit their comprehensive plan to the Metropolitan Council for review of its compatibility and conformity with the Council's regional system plans. When the Metropolitan Council determines that a city's comprehensive land use plan may have a substantial impact on or contain a substantial departure from the Metropolitan Council's regional system plans, the Council has the statutory authority to require the city to conform to the Council's system plans.

### **c. All cities: public hearing requirements**

Prior to adoption of a comprehensive plan, the planning commission must hold at least one public hearing. A notice of the time, place, and purpose of the hearing must be published once in the official newspaper of the municipality at least ten days before the day of the hearing.

### **d. Vote requirements**

Unless otherwise provided in a city charter, the city council may, by resolution by a two-thirds vote of all of its members, adopt and amend the comprehensive plan or a portion of the plan. This means that on a five-member council, the comprehensive plan must receive at least four affirmative votes.

## **B. Implementing the plan**

Once a comprehensive plan is adopted, the planning commission continues to exist (unless dissolved using statutory procedures). Once a plan is adopted, the main task of the planning commission is to study and propose to the city council a reasonable and practicable means for putting the plan or section of the plan into effect.

Reasonable and practicable means for putting the plan into action may include:

## RELEVANT LINKS:

See LMC information memo,  
*Zoning Guide for Cities*.

LMC information memo  
*Zoning Decisions*.

See Handbook, Chapter 14.

LMC information memo,  
*Subdivisions, Plats and  
Development Agreements*.  
See Handbook, Chapter 14.

Minn. Stat. § 462.355, subd.  
1.

Minn. Stat. § 462.355, subd.  
1a. Minn. Stat. § 473.121,  
subd. 2. Minn. Stat. §  
473.864, subd. 2.

Minn. Stat. § 462.355, subd.  
3.

See Section III-A-4 *Adopting  
the Comprehensive Plan*.  
Minn. Stat. § 462.355, subd.  
3.

Minn. Stat. § 473.175.  
Metropolitan Council.

- Zoning regulations.
- Regulations for the subdivision of land.
- An official map.
- A program for coordination of the normal public improvements and services of the municipality.
- A program for urban renewal, and
- A capital improvement program.

In submitting recommendations for effectuation of the comprehensive plan to council, the planning commission serves in a strictly advisory role. The city council ultimately decides on the adoption of any land use ordinances or city programs.

## C. Role in periodic review of the comprehensive plan

After a city has adopted a comprehensive plan, the planning commission is responsible for periodically reviewing the plan and recommending amendments whenever necessary.

Cities within the seven-county metro area must review and update their plan, fiscal devices, and official controls at least every 10 years, and submit their revised plans to the Metropolitan Council for review.

## D. Role in amending the comprehensive plan

After a city has adopted a comprehensive plan, all future amendments to the plan must be referred to the planning commission for review and comment. No plan amendment may be acted upon by the city council until it has received the recommendation of the planning commission, or until 60 days have elapsed from the date an amendment proposed by the city council has been submitted to the planning commission for its recommendation.

In submitting review and comment to council, the planning commission serves in a strictly advisory role. The city council ultimately decides on the acceptance, rejection or the revision of the plan, and is not bound by planning commission recommendations.

### 1. Procedure for amending a comprehensive plan

In amending a comprehensive plan, cities must follow the same procedure for adoption of a new plan. The planning commission must hold at least one public hearing on the amendment preceded by published notice.

Cities in the seven-county metro area must submit all amendments to their comprehensive plans to the Metropolitan Council for review.

## RELEVANT LINKS:

Minn. Stat. § 462.355, subd. 3.

Minn. Stat. § 462.356, subd. 2. *Lerner v. City of Minneapolis*, 284 Minn. 46, 169 N.W.2d 380 (Minn. 1969). A.G. Op. 63-b-24 (Dec. 9, 1971). A.G. Op. 161-b, (Aug. 8, 1966). See LMC information memo *Purchase and Sale of Real Property*.

*Lerner v. City of Minneapolis*, 284 Minn. 46, 169 N.W.2d 380 (Minn. 1969). A.G. Op. 161-b (Aug. 8, 1966).

Unless otherwise provided by charter, all amendments to the comprehensive plan must be approved by a two-thirds vote of all of its members.

## E. Role in purchase and sale of real property

After a comprehensive municipal plan or section of a plan has been recommended by the planning commission and a copy filed with the city council, the planning commission must be given a chance to review and comment on all proposed public acquisitions or disposal of real property within the city. This includes acquisitions or disposal by the city, but also:

- Any special district or agency in the city.
- Any other political subdivision (public schools or the county for example) having jurisdiction within the city.

This provision would appear to apply even when the comprehensive plan has not yet been adopted by council, so long as the planning commission has filed its recommended plan with the city.

After review, the planning commission must report in writing its findings to compliance of the proposed acquisition or to disposal of real estate with the comprehensive municipal plan.

The purpose of this requirement is to allow review of overall municipal development by the city planning commission, the authority charged with developing and reviewing the comprehensive land use plan for the municipality.

The planning commission has 45 days to report on the proposal, unless the city council designates a shorter or longer period for review. If the planning commission does not report within the required timeline, this statutory provision is considered waived by the commission.

In addition, a city council may by resolution adopted by two-thirds vote dispense with this requirement when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the comprehensive municipal plan.

In submitting comments and review, the planning commission serves in a strictly advisory role. The city council ultimately decides on the purchase or disposal of real estate and is not bound by planning commission recommendations.

**RELEVANT LINKS:**

Minn. Stat. § 462.356, subd. 2.

Minn. Stat. § 475.521, subd. 1 (b). Minn. Stat. § 373.40, subd. 1(b).

*Lerner v. City of Minneapolis*, 284 Minn. 46, 169 N.W.2d 380 (Minn. 1969). A.G. Op. 161-b (Aug. 8, 1966).

Minn. Stat. § 462.357, subd. 2. Minn. Stat. § 462.352, subd. 6.

Minn. Stat. § 462.357, subd. 2 (c).  
For more information see LMC information memo, *Zoning Decisions*.

## **F. Role in capital improvements program**

After a comprehensive municipal plan or section of a plan has been recommended by the planning commission and a copy filed with the city council, the planning commission must be given a chance to review and comment on all proposed public capital improvements within the city. This includes not only capital improvements built by the city, but also by:

- Any special district or agency in the city.
- Any other political subdivision having jurisdiction within the city.

The planning commission must report in writing to the city council, other special district or agency, or political subdivision concerned, its findings to compliance of the proposed capital improvement with the comprehensive municipal plan.

The term capital improvement is not defined within the comprehensive planning statute. However, other statutes define a capital improvement as “betterment of public lands, buildings or other improvements.”

The planning commission has 45 days to report on the proposal, unless the city council designates a shorter or longer period for review. If the planning commission does not report within the required timeline, this statutory provision is considered waived by the commission.

A city council may by resolution adopted by two-thirds vote dispense with this requirement when in its judgment it finds that the proposed capital improvement has no relationship to the comprehensive municipal plan.

In submitting comments and review, the planning commission serves in a strictly advisory role. The city council ultimately decides on capital improvements for the city and is not bound by planning commission recommendations.

## **G. Role in zoning ordinance adoption and amendment**

### **1. Zoning ordinance adoption**

At any time after the adoption of a comprehensive plan or simply a portion of the plan creating a land use plan, the planning commission, for the purpose of carrying out the policies and goals of the land use plan, may prepare a proposed zoning ordinance (including a zoning map) and submit it to the city council with its recommendations for adoption. If a city adopts only a land use plan, the plan must provide guidelines for the timing and sequence of the adoption of official controls to ensure planned, orderly, and staged development and redevelopment consistent with the land use plan.

## RELEVANT LINKS:

Minn. Stat. § 462.357, subd. 2.

A.G. Op. 59-A-32 (Jan. 25, 2002).

Minn. Stat. § 462.357, subd. 3.

LMC information memo, *Newspaper Publication*.

See LMC information memo, *Zoning Guide for Cities*.

Minn. Stat. § 462.357, subd. 4.

For more information see LMC information memo *Zoning Decisions*.

See Section IV- B on the *60-Day Rule*.

The city council may adopt a zoning ordinance by a majority vote of all its members.

In adopting an ordinance, one Minnesota attorney general opinion has found that charter cities may not provide for different voting requirements in their city charter, because the Municipal Planning Act supersedes inconsistent charter provisions.

Prior to the adoption of a zoning ordinance, the city council or planning commission must hold a public hearing. Notice of the time, place, and purpose of the hearing must be published in the official newspaper of the municipality at least ten days prior to the day of the hearing. When an amendment involves changes in district boundaries affecting an area of five acres or less, a similar notice must be mailed at least ten days before the day of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates.

The drafting and adoption of a city zoning ordinance is covered in detail in the LMC Information Memo, *Zoning Guide for Cities*.

## 2. Zoning ordinance amendment

An amendment to a zoning ordinance, including a rezoning, may be initiated by the governing body, the planning commission, or by petition of affected property owners as defined in the zoning ordinance. An amendment not initiated by the planning commission must be referred to the planning commission for study and report. The city council may not act on the proposed amendment (either by adopting or denying the amendment) until the planning commission has made its recommendations or 60 days have elapsed from the date of reference of the amendment without a report by the planning commission.

It is important to note that while state statute provides the planning commission 60 days to respond to proposals, the 60-Day Rule (an entirely different rule with 60 days in the title) still applies to ordinance amendments brought by application or petition of property owners. As a result, internal procedures should be developed to coordinate planning commission review that does not violate the 60-Day Rule automatic approval statute.

In generating a report on a proposed zoning amendment, the planning commission serves in a strictly advisory role. The city council ultimately decides on the amendment for the city and is not bound by planning commission recommendations.

**RELEVANT LINKS:**

Minn. Stat. § 462.357, subd. 3.

Minn. Stat. § 462.357, subd. 2.

Minn. Stat. § 462.357, subd. 5.

Minn. Stat. § 462.3595.

See LMC information memo, *Zoning Guide for Cities*.

See LMC information memos *Zoning Guide for Cities*; *Land Use Conditional Use Permits*.

Prior to the adoption of a zoning ordinance amendment, a public hearing must be held. Under state statute, the city council or the planning commission may conduct the hearing. Cities may adopt an ordinance or policy directing the planning commission to conduct these hearings when necessary.

The city council may adopt and amend a zoning ordinance by a majority vote of all its members. However, the adoption or amendment of any portion of a zoning ordinance which changes all or part of the existing classification of a zoning district from residential to either commercial or industrial requires a two-thirds majority vote of all members of the governing body.

### **3. Cities of the first class, additional duties for planning commissions**

First class cities must follow very detailed procedures in state statute for zoning amendments that change residential zoning classifications to new commercial or industrial classifications. Planning commissions in cities of the first class must assist the city in these circumstances by conducting studies and developing reports. Charter cities of the first class may opt to follow a different procedure via a city charter provision.

## **H. Conditional use permits**

Some city zoning ordinances provide that some uses within a zoning district will only be allowed upon the granting of a conditional use permit. Conditional use permits are discussed in detail in the LMC Information Memo *Zoning Guide for Cities*. State statute allows city councils to delegate via ordinance their authority to review and approve conditional use permits to a planning commission or other designated authority.

Planning commissions charged with reviewing applications for conditional use permits must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the zoning ordinance it has adopted.

If a conditional use permit application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for the denial should all relate to the applicant's failure to meet standards established in the ordinance. The standard of review for conditional use permits is discussed in depth in the LMC Information Memo *Zoning Guide for Cities*.

## RELEVANT LINKS:

Minn. Stat. § 462.359, subd. 2.  
See Handbook, Chapter 11.  
Minn. Stat. § 462.352, subd. 7, 8.

See LMC information memo, *Purchase and Sale of Real Property*.

Minn. Stat. § 462.354, subd. 2.

### I. Role in adoption of an official map

After the planning commission has adopted a comprehensive plan containing a major thoroughfare plan and a community facilities plan or simply these portions of their comprehensive plan, it may adopt an official map. The official map is not the zoning map required for adoption of a zoning ordinance. In addition, it is not the map adopted as part of the comprehensive planning process. Instead, the official map is a unique map designed to help carry out the policies of the major thoroughfare plan and community facilities plan. The official map can cover the entire city or any portion of the city.

The purpose of an official map is to identify land needed for future public uses, such as streets, aviation purposes or other necessary public facilities, such as libraries, city halls, parks, etc. Identification on an official map of land needed for future public uses permits both the public and private property owners to adjust their building plans equitably and conveniently before investments are made that will make adjustments difficult to accomplish.

Official maps do not give a city any right to acquire the areas reserved on the map without payment. When the city is ready to proceed with the opening of a mapped street, the widening and extension of existing mapped streets, or the use of lands for aviation purposes, it still must acquire the property by gift, purchase, or condemnation. It need not, however, pay for any building or other improvement erected on the land without a permit or in violation of the conditions of the permit.

Following the adoption and filing of an official map, the issuance of building permits under the MN State Building Code are subject to its provisions. If any building is built without a building permit or in violation of permit conditions, a municipality need not compensate a landowner whose building may be destroyed if a street is widened. In other words, while the official map does not give any interest in land, it does authorize the municipality to acquire such interests in the future without having to pay compensation for buildings that are erected in violation of the official map.

### J. Board of zoning adjustment and appeals

A city that has adopted a zoning ordinance or official map should provide for a Board of Zoning Adjustment and Appeals (BZA). By ordinance, a city may delegate the role of a BZA to the city planning commission or a committee of the planning commission. The duties of a BZA include:

## RELEVANT LINKS:

Minn. Stat. § 462.357, subd. 6 (1).

Minn. Stat. § 462.357, subd. 6 (2).

Minn. Stat. § 462.359, subd. 4.

Minn. Stat. § 462.354, subd. 2.

See information memos, *Zoning Guide for Cities and Land Use Variances*.

- To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by an administrative officer in the enforcement of the zoning ordinance.
- To hear requests for variances from a city zoning ordinance.
- To hear and decide appeals when a land use, zoning permit or approval for a building is denied based upon the city's official map.
- Such other duties as the city council may direct.

In any city where the council does not serve as the BZA, the city council may, except as otherwise provided by charter, provide by ordinance that the decisions of the BZA on matters within its jurisdiction are:

- Final subject only to judicial review; or
- Final subject to appeal to the council and the right of later judicial review; or
- Advisory to the council.

The ordinance creating the BZA should specify at minimum:

- The time and manner by which hearings by the BZA shall be held, including provisions related to notice to interested parties.
- Rules for the conduct of proceedings before the BZA, including provisions for the giving of oaths to witnesses and the filing of written briefs by the parties.

In cities where the planning commission does not act as the BZA, the BZA may not make a decision on an appeal or petition until the planning commission, or a representative authorized by it, has had reasonable opportunity, not to exceed 60 days, to review and report to the BZA about the appeal or petition.

It is important to note that while state statute provides the planning commission 60 days to respond to appeals or petitions, the 60-Day Rule (an entirely different rule with 60 days in the title) may still apply to some matters brought before the BZA (for example, requests for variances) by application or petition of property owners. As a result, internal procedures should be developed to coordinate planning commission review that does not violate the 60-Day Rule automatic approval statute.

Planning commissions charged with reviewing applications for variances must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the state statute related to whether enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." The standards for review in granting variances are discussed in depth in the LMC Information Memo Zoning Guide for Cities.

## RELEVANT LINKS:

Minn. Stat. § 462.358, subd. 3(b).

See Handbook, Chapter 11. See also LMC information memo, *Subdivisions, Plats, and Development Agreements*.

See LMC information memo *Subdivisions, Plats, and Development Agreements*.

See the LMC information memo, *Meetings of City Councils*.

See LMC information memo, *Meetings of City Councils*. Minn. Stat. § 13D.01.

*Rupp v. Mayasich*, 533 N.W.2d 893 (Minn. Ct. App. 1995).

Minn. Stat. § 13D.01, subd. 1.

Minn. Stat. § 13D.01, subd. 6.

## K. Role in review of subdivision applications

Absent a charter provision to the contrary, in cities that have adopted a subdivision ordinance, the city council may by ordinance delegate the authority to review subdivision proposals to the planning commission. However, final approval or disapproval of a subdivision application must be the decision of the city council.

Planning commissions charged with reviewing subdivision applications must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the subdivision ordinance it has adopted. If a subdivision application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for the denial must all relate to the applicant's failure to meet standards established in the ordinance. The standard of review for subdivision applications is discussed in depth in an LMC information memo on subdivisions, plats and development agreements.

## IV. Planning commission meetings

Planning commission meetings are governed by the same statutes as regular city council meetings. For example, planning commission meetings are subject to the Open Meeting Law and subject to the records retention laws.

### A. Open Meeting Law

The Minnesota Open Meeting Law generally requires that all meetings of public bodies be open to the public. This presumption of openness serves three basic purposes:

- To prohibit actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or to detect improper influences.
- To ensure the public's right to be informed.
- To afford the public an opportunity to present its views to the public body.

The Open Meeting Law applies to all governing bodies of any school district, unorganized territory, county, city, town or other public body, and to any committee, sub-committee, board, department or commission of a public body. Thus, the law applies to meetings of all city planning commissions and any city or commission advisory boards or committees.

At least one copy of the materials made available to the planning commission at or before the meeting must also be made available for inspection by the public. However, this does not apply to not-public data or materials relating to the agenda items of a closed meeting.

## RELEVANT LINKS:

LMC information memo  
*Meetings of City Councils.*

For more information on the 60-Day Rule see the LMC information memo, *The 60-Day Rule: Minnesota's Automatic Approval Statute.*

Minn. Stat. § 15.99.  
*Manco of Fairmont v. Town Bd. of Rock Dell Township*, 583 N.W.2d 293 (Minn. Ct. App. 1998).  
*Hans Hagen Homes, Inc. v. City of Minnetrista*, 728 N.W.2d 536 (Minn. 2007).

Minn. Stat. § 15.99, subd. 1(c).  
Minn. Stat. § 15.99, subd. 2(a).  
Minn. Stat. § 462.358, subd. 3b.  
*Advantage Capital Mgmt. v. City of Northfield*, 664 N.W.2d 421 (Minn. Ct. App. 2003).

The Open Meeting Law also contains some specific notice and record-keeping requirements which are discussed in detail in the LMC Information Memo Meetings of City Councils.

## B. The 60-Day Rule

Cities generally have only 60 days to approve or deny a written request relating to zoning, including rezoning requests, conditional use permits and variances. This requirement is known as the “60-Day Rule.”

The 60-Day Rule is a state law that requires cities to approve or deny a written request relating to zoning within 60 days or it is deemed approved. The underlying purpose of the rule is to keep governmental agencies from taking too long in deciding land use issues. Minnesota courts have generally demanded strict compliance with the rule.

All planning commission review of zoning related applications must be completed in a manner that allows the city to complete its entire approval process within the timeframe dictated by the 60-Day Rule. Local ordinance should not establish timeframes for planning commission review of applications or appeal of commission decisions that do not allow the city to comply with the 60-Day Rule.

### 1. Scope of the rule

The rule applies to a “request related to zoning.” The courts have been rather expansive in their interpretation of the phrase “related to zoning.” It is useful to look at the precise wording of the statute to see it covers much more than just requests “related to zoning.”

“Except as otherwise provided in this section, section 462.358 subd. 3b, or 473.175, or chapter 505, and notwithstanding any other law to the contrary, an agency must approve or deny within 60 days a written request relating to zoning, septic systems, watershed district review, soil and water conservation district review, or expansion of the metropolitan urban service area for a permit, license, or other governmental approval of an action.”

The language covers requests for rezonings, conditional use permits and variances. Courts have also found the law applies to requests for sign permits, wetlands determination review, and road permits.

In short, almost all requests affecting the use of land have been treated as subject to the law. Subdivision and plat approvals are an exception, since those processes are subject to their own timeframes. The law also does not apply to applications for building permits.

## RELEVANT LINKS:

Minn. Stat. § 15.99, subd. 1(c).

Minn. Stat. § 15.99, subd. 3(a).

Minn. Stat. § 15.99, subd. 3(c).

*Tollefson Dev., Inc. v. City of Elk River*, 665 N.W.2d 554 (Minn. Ct. App. 2003).

Minn. Stat. § 15.99, subd. 2(a).  
Minn. Stat. § 15.99, subd. 2(c).  
*Hans Hagen Homes v City of Minnetrista*, 728 NW 2d 536 (Minn. 2007). *Johnson v Cook County*, 786 N.W.2d 291 (Minn. 2010).

Minn. Stat. § 15.99, subd. 2(b).

Building permits are issued pursuant to the State Building Code to regulate the construction process, they do not regulate the use of land that may occur in a particular zoning district. Therefore, they are not “related to zoning.”

## 2. Applications

A request must be submitted in writing on the city’s application form, if one exists. A request not on the city’s form must clearly identify the approval sought on the first page. The city may reject a request not on the city’s form as incomplete, if the request does not include information required by the city. The request also is considered incomplete if it does not include the application fee.

The 60-day time period does not begin to run if the city notifies the landowner in writing within 15 business days of receiving the application that the application is incomplete. The city must also state what information is missing.

If a city grants an approval within 60 days of receiving a written request, and the city can document this, it meets the time limit even if that approval includes certain conditions the applicant must meet. Subsequently, if the applicant fails to meet the conditions, the approval may be revoked or rescinded. An applicant cannot use the revocation or rescission to claim the city did not meet the 60-day time limit.

When a zoning applicant materially amends their application, the 60-day period runs from the date of the written request for the amendment, not from the date of the original application. However, minor changes to a zoning request should not affect the running of the 60-day period.

## 3. Denials

If an agency or a city denies a request, it must give written reasons for its denial at the time it denies the request. When a multimember governing body such as a city council denies a request, it must state the reasons for denial on the record and provide the applicant with a written statement of the reasons for denial. The written statement of the reasons for denial must be consistent with reasons stated in the record at the time of denial. The written statement of reasons for denial must be provided to the applicant upon adoption.

State statute provides that the failure of a motion to approve an application constitutes a denial, provided that those voting against the motion state on the record the reasons why they oppose the request. This situation usually occurs when a motion to approve fails because of a tie vote, or because the motion fails to get the required number of votes to pass.

## RELEVANT LINKS:

Minn. Stat. § 15.99, subd. 3(f).

*American Tower, L.P. v. City of Grant*, 636 N.W.2d 309 (Minn. 2001). *Northern States Power Co. v. City of Mendota Heights*, 646 N.W.2d 919 (Minn. Ct. App. 2002).

Minn. Stat. § 15.99, subd. 3(g).

Minn. Stat. § 15.99, subd. 3(g).

Minn. Stat. § 15.99, subd. 3(d), (e).

Minn. Stat. ch. 116D.  
Minn. R. ch. 4410.

## 4. Extensions

The law allows a city the opportunity to give itself an additional 60 days (up to a total of 120 days) to consider an application, if the city follows specific statutory requirements. In order to avail itself of an additional 60 days, the city must give the applicant:

- Written notification of the extension before the end of the initial 60-day period.
- The reasons for extension.
- The anticipated length of the extension.

The courts have been particularly demanding on local governments with regard to this requirement and have required local governments to meet each element of the statute. An oral notice or an oral agreement to extend is insufficient. The reasons stated in the written notification should be specific in order to inform the individual applicant exactly why the process is being delayed. Needing more time to fully consider the application may be an adequate reason. As demonstrated in one Minnesota Supreme Court case, the written notification should not take the form of a blanket statement on the zoning application that the city will need the extension.

An applicant may also request an extension of the time limit by written notice. If a city receives an applicant's request for an extension, this should be thoroughly documented.

Once the city has granted itself one 60 day extension any additional extensions must be negotiated with and agreed upon by the applicant. The city must initiate the request for additional time in writing and have the applicant agree to an extension in writing.

The applicant also may ask for an additional extension by written request.

The 60-day time period is also extended if a state statute requires a process to occur before the city acts on the application if the process will make it impossible for the city to act within 60 days. The environmental review process is an example. If the city or state law requires the preparation of an environmental assessment worksheet (EAW) or an environmental impact statement (EIS) under the state Environmental Policy Act, the deadline is extended until 60 days after the environmental review process is completed.

Likewise, if a proposed development requires state or federal approval in addition to city action, the 60-day period for city action is extended until 60 days after the required prior approval is granted from the state or federal entity.

## RELEVANT LINKS:

Minn. Stat. § 15.99, subd. 2(a), (e).

See LMC information memo, *The 60 Day Rule: Minnesota's Automatic Approval Statute*.

See LMC Model Planning Commission Policy on Rules and Procedure.

See LMC information memo, *Meetings of City Councils*.

See LMC information memo, *Public Hearings*.

On occasion, a local city zoning ordinance or charter may contain similar or conflicting time provisions. The 60-Day Rule generally supersedes those time limits and requirements.

Cities should adopt a procedure or set of procedures to ensure planning staff, the planning commission and the city council follow the 60-Day Rule. City staff should develop a timetable, guidelines and forms (checklists for each application may be helpful) to ensure that no application is deemed approved because the city could not act fast enough to complete the review process.

### C. Commission policies on order and meeting structure

City ordinance may provide for the adoption, subject to the city council's approval, of planning commission policies related to meeting rules of order and procedure (sometimes referred to as bylaws). Such policies should be adopted by resolution, not ordinance. A policy setting forth rules of procedure can help the planning commission run its meetings, prepare agendas, call special meetings and handle public comment appropriately. Because planning commissions often conduct public hearings, the policy should prescribe a procedure for conducting orderly public hearings.

The policy should establish procedures related to:

- Meeting time and place, including provisions for calling special meetings.
- Quorum requirements.
- Voting and making official recommendations.
- Order of proceedings for both regular meetings and public hearings.
- Creating, ordering and submitting items to an official agenda.
- Minute taking and record keeping requirements.
- Appointment and duties of officers, such as chairperson.
- Filling vacancies.
- Creation of management of subcommittees.

### D. Minutes and official records

Cities, including city planning commissions, are required by law to create an accurate record of their activities. In addition, cities, including city planning commissions, must retain government records in accordance with the records retention laws.

## RELEVANT LINKS:

See Handbook, Chapter 27.  
Minn. Stat. § 15.17, subds. 1,  
2.  
See LMC information memo,  
*Meetings of City Councils* for  
more information on minutes.

See LMC information memo,  
*Zoning Guide*, Section V-C-2

LMC information memo  
*Taking the Mystery out of  
Findings of Fact.*

See Sample: Findings of Fact,  
City of Burnsville.  
LMC information memos:  
*Taking the Mystery out of  
Findings of Fact; Zoning  
Decisions.*

## 1. Minutes and records

State law requires all officers and agencies of the state, including planning commissions in statutory and home-rule charter cities, to make and preserve all records necessary for a full and accurate knowledge of their official activities. These records include books, papers, letters, contracts, documents, maps, plans and other items. State statutes do not explicitly require planning commissions to take minutes of their meetings, but such minutes may be necessary to make a full and accurate record of the commission's proceedings.

Minutes are further recommended because the actions of planning commissions and land use decisions, in general, are frequently subject to court review. When a city land use decision is reviewed by a court of law, the court requires cities to document the basis for their land use decisions in written, contemporaneous findings of fact.

Planning commission bylaws or city policy should set the requirements for meeting minute approval and content. For example, a policy may require the minutes to reflect all motions and resolutions and votes taken by the commission. Planning commission policy also may assign responsibility for minute taking to the commission secretary or to a city staff member.

## 2. Findings of fact

In addition to minutes, whenever the planning commission makes an official recommendation related to a matter referred to it by council or on a land use application submitted to the city (for example, a conditional use permit, zoning amendment, variance or subdivision application), it should make written findings of fact related to the recommendation.

Findings of fact from the planning commission serve three important roles:

- They articulate to the city council the planning commission's recommendations on issues before the commission, including its basis for making its recommendations.
- They communicate to a land use applicant the commission's approval of a project or identify for the applicant disapproval and the reasons for such disapproval.
- They support the city's ultimate decision on the issue should the city's decision be challenged in court.

In land use cases, Minnesota courts are looking for a sufficient statement of the reasons given by the city to grant or deny an application request. The role of the court is to examine the city's reasons and ascertain whether the record before the city council supports them. The reasons given by the city must be legally sufficient and have a factual basis.

## RELEVANT LINKS:

Minn. Stat. § 15.17.  
Minn. Stat. § 138.225.  
Minn. Stat. §§ 138.161-.21.  
A.G. Op. 851F (Feb. 5,  
1973).  
See Handbook, Chapter 27.

See LMC Information  
Memos, *Taking the Mystery  
out of Findings of Fact*; Land  
Use Findings of Fact: Elected  
Officials as Policy makers  
and *Zoning Decisions*.  
Sample: Findings of Fact:  
City of Burnsville.

Minn. Stat. § 462.354, subd.  
1.

Minn. Stat. § 410.12.  
See Handbook, Chapter 4.

Minn. Stat. § 462.355, subd.  
3.  
Minn. Stat. § 462.356, subd.  
2.

Minn. Stat. § 462.357, subd.  
4.

Minnesota case law and statutory law demand that the reasons for a city's decision on a land use case be articulated in the official record. Written findings of fact, or "reasons," and conclusions of law are required whenever an application is denied. In addition, written findings of fact and conclusions of law are strongly recommended whenever a decision or recommendation related to a land use decision is made.

Findings of fact and creating accurate records are discussed at length in the LMC Information Memo "Zoning Guide for Cities."

### 3. Records retention requirements

State law limits the ability of cities, including city planning commissions, to dispose of or destroy city records. Cities must retain records that they receive or create according to a records retention schedule. It is a crime to destroy such records without statutory authority.

Maintaining adequate records is also vital for defending the city's land use decisions in a court of law.

## V. Changing the structure or abolishing the planning commission

### A. Abolishing the planning commission

State statute provides that planning commissions created by city ordinance may be abolished by two-thirds vote of all the members of the governing body. Planning commissions created by city charter can be abolished by following the statutory provisions for amending a city charter.

Cities considering abolishing their planning commission should seek the advice of their city attorney. While state statute allows cities to abolish their planning commission, state statute also vests planning commissions with mandatory duties related to:

- Reviewing amendments to the comprehensive plan.
- Reviewing purchase and sale of public property and capital improvement projects.
- Reviewing zoning ordinance amendments.

**RELEVANT LINKS:**

“Counting the Votes on Council Actions, Part 1 and Part 2,” *Minnesota Cities* (May and June-July 2006, p. 19).  
Minn. Stat. § 410.12.

Minn. Stat. § 462.3535, subd. 1, 2.

Minn. Stat. § 462.3535, subd. 4.

Because state statute vests planning commissions with these mandatory duties, it is unclear how a city that has abolished its planning commission would proceed under state statute with necessary amendments to official controls, purchase and sale of property and capital improvements.

## **B. Modifying the planning agency**

Planning commissions created by city ordinance may be modified by an ordinance amendment (for example, to change a from a five to seven member commission). The ordinance must be approved by a simple majority of city council members present at the meeting. Planning commissions created by city charter can only be modified by a charter amendment.

## **VI. Joint or multijurisdictional planning**

State statutes create multiple means for cities to collaborate with other governmental bodies, including other cities, counties and towns, on comprehensive land use planning.

### **A. Community-Based planning**

Cities are encouraged, but not required, to prepare and implement a community-based comprehensive municipal plan. This language is very similar to comprehensive planning as discussed above, but is not the same. Community-based comprehensive municipal plans contain an element of orderly annexation and/or boundary adjustment planning along with traditional land use and community planning.

In cities that opt for community-based comprehensive municipal plans, the city must coordinate its plan with the plans, if any, of the county and the city's neighbors. Cooperation is designed to:

- Prevent the plan from having an adverse impact on other jurisdictions.
- Complement the plans of other jurisdictions.

In cities that opt for community-based comprehensive municipal plans, the city must prepare its plan to be incorporated into the county's community-based comprehensive plan, if the county is preparing or has prepared one, and must otherwise assist and cooperate with the county in its community-based planning.

Community-based comprehensive municipal plans do not appear to be common. Cities interested in this option should consult their city attorney or a planning consultant.

RELEVANT LINKS:

Minn. Stat. § 462.3585.

Minn. Stat. § 462.3585.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.354, subd.  
1.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.354, subd.  
2.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.355.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.355, subd.  
4.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.357.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.358.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.359.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.3595.

Minn. Stat. § 462.3585.  
Minn. Stat. § 462.362.

Minn. Stat. § 462.3585.

## B. Joint planning boards for unincorporated territory within two miles of the city limits

If a city has unincorporated area within two miles of the corporate limits of a city, a joint planning board may be formed. A city council or a county board or a town board may require the establishment of a joint planning board on their own initiative by passing a resolution requiring a board to be established. The resolution, once passed, must be filed with the county auditor.

The city, county and town must agree on the number of board members for the joint board. However, each participating governmental unit must have an equal number of members. The members must be appointed from the governing bodies of the city, county and town.

Once established, the board is authorized to:

- Serve as the governing body and board of appeals and adjustments within the two-mile area.
- Create a planning agency.
- Create a BZA.
- Adopt a comprehensive plan.
- Adopt interim ordinances.
- Adopt zoning ordinances.
- Adopt subdivision regulations.
- Adopt an official map.
- Provide for and issue conditional use permits.
- Enforce official controls and prescribe penalties for violations.
- Adopt and enforce the State Fire Code.

The city must provide staff for the preparation and administration of land use controls unless otherwise agreed by the governmental units composing the board.

**RELEVANT LINKS:**

Minn. Stat. § 462.358, subd. 1a.

Minn. Stat. § 462.371.  
See Handbook, Chapter 17.  
See LMC information memo *Liability Coverage for Joint Powers Agreements*.

Minn. Stat. § 462.372.

Minn. Stat. § 462.373, subd. 1.

Minn. Stat. § 462.373, subd. 2.

Minn. Stat. § 462.374.

Minn. Stat. § 462.375.

If a city has already opted to extend the application of its subdivision regulations to unincorporated territory located within two miles of its limits before the creation of a joint board, the subdivision regulations which the city has extended will apply until the joint board adopts subdivision regulations.

### **C. Regional planning boards**

Any two or more counties, cities or towns may enter into a joint powers agreement to conduct regional planning activities. The participating entities do not need to be contiguous.

The joint powers agreement creating a regional planning agency should:

- Establish a board composed of members selected from the governing bodies of the participating governmental units.
- Set the number of board members.
- Establish terms of office for board members.
- Establish a method for member appointment and removal.
- Create a framework for adoption of a regional plan, and provide timelines for review and comment on the plan by participating governmental units.
- Create a framework for review of participating governmental unit comprehensive plans and a timeline for comment on such plans by the regional board.

The regional planning board may hire a planning director and staff, including consultants, and appoint an advisory planning commission.

The regional planning board may prepare a plan for the development of the region. However, the plan may not be adopted by the regional planning board until it has been referred to the governing bodies of all participating units for their review and their recommendation.

Once the plan has been prepared, participating governmental units within the region may adopt all or any portion of the regional development plan.

When a regional plan is adopted, the regional planning agency must send a copy of the plan and any future revisions to the commissioner of employment and economic development, to the governing bodies of cooperating governmental units, and to the planning agencies in contiguous areas.

**RELEVANT LINKS:**

Minn. Stat. § 462.383.

Minn. Stat. § 462.385.

Northwest Development Commission.

Headwaters Regional Development Commission.

Arrowhead Regional Development Commission.

West Central Initiative.

Region Five Development Commission.

Mid-Minnesota Development Commission.

Upper Minnesota Valley Regional Development Commission.

East Central Regional Development Commission.

Southwest Regional Development Commission.

Region Nine Development Commission.

Metropolitan Council.

Minn. Stat. § 462.39, subds. 4, 5.

Minn. Stat. § 462.391, subd. 1a.

## **D. Regional development commissions and comprehensive planning activities**

Regional development commissions are separate entities from regional development boards discussed above. Regional development commissions are created by state statute to provide a means of pooling the resources of local governments to approach common problems related to urban and rural growth and development.

Development regions are set by state statute and are numbered as follows:

Region 1: Kittson, Roseau, Marshall, Pennington, Red Lake, Polk, and Norman.

Region 2: Lake of the Woods, Beltrami, Mahnomen, Clearwater, and Hubbard.

Region 3: Koochiching, Itasca, St. Louis, Lake, Cook, Aitkin, and Carlton.

Region 4: Clay, Becker, Wilkin, Otter Tail, Grant, Douglas, Traverse, Stevens, and Pope.

Region 5: Cass, Wadena, Crow Wing, Todd, and Morrison.

Region 6E: Kandiyohi, Meeker, Renville, and McLeod.

Region 6W: Big Stone, Swift, Chippewa, Lac qui Parle, and Yellow Medicine.

Region 7E: Mille Lacs, Kanabec, Pine, Isanti, and Chisago.

Region 8: Lincoln, Lyon, Redwood, Pipestone, Murray, Cottonwood, Rock, Nobles, and Jackson.

Region 9: Sibley, Nicollet, LeSueur, Brown, Blue Earth, Waseca, Watonwan, Martin, and Faribault.

Region 10: Rice, Goodhue, Wabasha, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston.

Region 11: Anoka, Hennepin, Ramsey, Washington, Carver, Scott, and Dakota.

The creation of a regional development commission does not affect the rights of counties or cities to conduct their own planning activities. Instead, regional development commissions are designed to support planning for cities. Cities may request that a regional commission review, comment, and provide advisory recommendations on local plans or development proposals.

RELEVANT LINKS:

LMCIT Land Use Resources.

Government Training  
Services.  
American Planning  
Association.

## VII. Training and resources for planning commission members

Planning commission members perform a vital role for their community. Training materials and seminars can increase the effectiveness of city planning commissioners and are essential for protecting the city's legal interests.

The League of Minnesota Cities Insurance Trust has a Land Use Loss Control Program to assist members through phone consultations and online training. In addition, the Land Use Loss Control Program has extensive written materials available at no cost to members.

Additional training and materials may also be obtained from private vendors such as:

- Government Training Services (GTS).
- The American Planning Association.



## Memorandum

**To:** *Honorable Mayor and City Council, City of Afton*

**From:** *Nick Guilliams, PE, Project Manager and  
Diane Hankee, PE, City Engineer*

**Date:** *March 21, 2017*

**Re:** *March Engineering Staff Report  
WSB Project No. 1856-560*

### a. 30<sup>th</sup> Street Culvert:

On March 6, 2017 the City Council approved the purchase of materials for a 7'x6' concrete box culvert, rip rap, and fill material in the amount of \$31,756. County Concrete is supplying the materials and are providing an updated quote based on the amount of fill on top of the culvert. An updated cost will be provided at the meeting. Other project costs include:

TriCounty Installation	\$24,908.00
Bituminous Patch, Curb and Gutter, Guardrail *	\$22,200.00*

\*Included as an Alternative within the 2017 Pavement Management Project to receive economies of scale and multiple bids.

**Action: Authorize TriCounty to install the culvert extension at 30<sup>th</sup> Street in the amount of \$24,908.00.**

### b. 2017 Street Improvement/Pavement Management Project Update

Plans are currently being finalized and the project has been advertised for construction. A bid opening is scheduled for April 6<sup>th</sup>. An action to award a construction contract will be brought forward to the April 18<sup>th</sup> City Council meeting. It is anticipated that construction will begin in May. Construction activities will need to be closely coordinated with the Downtown Village Project to ensure detour routes remain clear. City staff in cooperation with TriCounty has been identifying culverts for replacement and is preparing a quote package. Culverts will not be replaced with this project.

### c. Finalize the Assessment Roll for the Downtown Village Improvements Project and Call for a Public Hearing Regarding the Assessment – Resolution 2017-19

The Downtown Village Improvements Project will be starting construction at the end of March. A preconstruction meeting was held on March 13, 2017 and a notice to proceed has been issued to the contractor. The City Council accepted the Feasibility Report and authorized preparation of plans and specifications on April 15, 2014. As part of the special assessment process outlined in Minnesota Statutes Chapter 429, the City Council is required to approve the final assessment roll and call for a public hearing regarding the assessments.

**Action: Motion regarding the adoption of Resolution 2017-19 adopting the final assessment roll for the Downtown Village Improvements Project and calling for a public hearing regarding the assessments.**

**d. Washington County's Afton-Lakeland Trail Repaving project**

Please see enclosed the construction plans for the Washington County Afton-Lakeland Trail repaving project. Note the project involves milling and overlaying the surface along with bridge railing replacement at the Bridge in Afton over Valley Creek.

**Action: Authorize the City Engineer to sign the Construction Plans.**

If you have any questions, please contact me at 651-286-8479 or [dhankee@wsbeng.com](mailto:dhankee@wsbeng.com).

**RESOLUTION 2017-19**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING FINAL ASSESSMENT ROLL AND CALL FOR PUBLIC HEARING ON  
THE ASSESSMENT FOR THE DOWNTOWN VILLAGE IMPROVEMENT PROJECT**

**WHEREAS,** The City Council of Afton Accepted the Feasibility Report and Authorized Preparation of Plans and Specifications for the Downtown Village Improvement Project on April 15, 2014; and

**WHEREAS,** A proposed assessment roll has been prepared for the Project; and

**WHEREAS,** The city clerk has notified the council that such proposed assessment has been completed and filed in the city clerk's office for public inspection and is enclosed here within.

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

1. Approves the final assessment roll and call for public hearing regarding the assessment.
2. A hearing shall be held on the 26th day of April, 2017 at the Memorial Lutheran Church, 15730 Afton Boulevard, Afton, MN 55001 at 7 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
3. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the clerk shall state in the notice the total cost of the improvement. The clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
4. The owner of any property so assessed may at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The property owner may at any time thereafter, pay to the city clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

**RESOLUTION 2017-19**

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 21ST DAY OF MARCH 2017.**

**SIGNED:**

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Richard Bend, Mayor

**ATTEST:**

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Ronald J. Moorse, City Administrator

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

**Preliminary Assessment Roll**

WSB Project: *Afton Downtown Village Improvement Project*  
 Project Location: *City of Afton*  
 WSB Project No.: *1856-325*

Date: *3/25/2014*  
 Revised: *9/21/2015*  
 Printed: *9/21/2015*

MAP ID	PID	FEE OWNER	PROPERTY ADDRESS	ZONING	PROPOSED ASSESSMENT	Annual Cost over 20 yrs @ 5%
<b>Village Properties - Commercial</b>						
36	2202820110022	KALLSTROM ROBERT H	15894 AFTON BLVD S	VHS-C	\$13,500	\$1,083.27
39	2202820110027	HOFFMANN KEITH M & JUDITH M	15893 AFTON BLVD S	VHS-C	\$13,500	\$1,083.27
38	2202820140007	MULLE JESSICA	3411 ST CROIX TRL S	VHS-C	\$67,800	\$5,440.45
15	2202820110023	DICKINSON MARY J TRS	15895 31ST ST S	VHS-C	\$27,100	\$2,174.57
17	2202820110012	GIULIANI EMILIO	15953 31ST ST S	VHS-C	\$14,700	\$1,179.57
22	2202820110005	THOEMKE MICHAEL S & KATHRYN J	15909 AFTON BLVD S	VHS-C	\$14,871	\$1,193.29
23	2202820110009	BIAGINI SUE E	15904 AFTON BLVD S	VHS-C	\$15,300	\$1,227.71
24	2202820110006	MAAS GARY	3185 ST CROIX TRL S	VHS-C	\$13,600	\$1,091.30
26	2202820110010	DEKOVEN ARAM & CHANDRA JOOS	15954 AFTON BLVD S	VHS-C	\$15,300	\$1,227.71
33	2202820110026	BRASEL JEAN A & STEVE H	3175 PERROT AVE S	VHS-C	\$13,500	\$1,083.27
42	2202820110007	MAAS GARY	15990 32ND ST	VHS-C	\$17,300	\$1,388.20
51	2202820140028	GUINDON THOMAS L	3222 ST CROIX TRL S	VHS-C	\$25,900	\$2,078.28
55	2202820140035	AMOTH GEORGE M	3326 ST CROIX TRL S	VHS-C	\$28,300	\$2,270.87
27	2202820110028	DEMATTEO THOMAS D & DONNA M	3192 ST CROIX TRL S	VHS-C	\$15,000	\$1,203.64
44	2202820140029	BAGLIO WILLIAM J & LISA D	3290 ST CROIX TRL S	VHS-C	\$36,000	\$2,888.73
58	2202820140034	SNYDER DAVID K		VHS-C	\$13,500	\$1,083.27
62	2202820140064	PADDOCK BRUCE G		VHS-C	\$13,500	\$1,083.27
63	2202820110004	CITY OF AFTON	3165 ST CROIX TRL S	VHS-C	\$15,900	\$1,275.86
40	2202820140016	MYHERS RICHARD P & KIMBERLY K	3395 ST CROIX TRL S	VHS-C	\$40,800	\$3,273.90
54/60	2202820140037	MEACOCK RICHARD A & MARTIN STERN	3390 ST CROIX TRL S	VHS-C	\$41,800	\$3,354.14
46	2202820140013	LEVIATHAN DYNAMICS LLC	3321 ST CROIX TRL S	VHS-C	\$44,700	\$3,586.84
94	2202820140014	LIND BONNIE L	3329 ST CROIX TRL S	VHS-C	\$44,700	\$3,586.84
65	2202820140012	FEEHAN-SCHMIDT KATHLEEN & DAVID A SCHMIDT	3343 ST CROIX TRL	VHS-C	\$44,700	\$3,586.84
43	2202820140006	NICKERSON PAUL D & REBECCA	3419 ST CROIX TRL S	VHS-C	\$31,800	\$2,551.71
12	2302820230005	WINDMILL MARINA ASSOC INC	16065 32ND ST S	VHS-C	\$148,000	\$11,875.90
2	2302820220003	AFTON MARINA & YACHT CLUB INC	16065 32ND ST S	VHS-C	\$126,000	\$10,110.57
20	2202820110008	AFTON MARKET SQUARE INC	3121 ST CROIX TRL S	VHS-C	\$87,300	\$7,005.18
50/61	2202820140062	AFTON ST CROIX CO	3291 ST CROIX TRL S	VHS-C	\$263,099	\$21,111.74
<b>TOTAL Village Properties - Commercial Assessments</b>					<b>\$1,247,470</b>	
<b>Village Properties - Residential</b>						
31	2202820110025	DICKINSON DANIEL D	15876 AFTON BLVD S	VHS-R	\$12,500	\$1,003.03
14	2202820110020	DAHLEEN MARCIA K	3060 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
16	2202820110014	ARMSTRONG CRAIG & DIANE	3085 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
19	2202820110013	PETTIT BRUCE B & PATRICIA L	3070 PIKE AVE S	VHS-R	\$12,500	\$1,003.03
21	2202820110036	BLOMGREN BERYL A TRS	3160 PERROT AVE S	VHS-R	\$12,500	\$1,003.03
25	2202820110021	AFTON CARE ST CROIX LLC	15890 31ST ST	VHS-R	\$44,300	\$3,554.75
28	2202820110015	ZEIDEL ROBERT F & JULIE A	3055 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
29	2202820110032	NELSON DEBORAH A	3190 PERROT AVE S	VHS-R	\$12,500	\$1,003.03
30	2202820110018	ST PAUL EVANG LUTHERAN CHURCH & ATTN TRUSTEES		VHS-R	\$12,500	\$1,003.03
32	2202820110049	HOLZ BRAD L & MICHELLE M	3080 PERROT AVE S	VHS-R	\$12,500	\$1,003.03
34	2202820110047	HARRINGTON PAUL C	3090 PERROT AVE S	VHS-R	\$12,500	\$1,003.03
35	2202820110019	O'HARA KEVIN P & LESLIE A	3032 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
37	2202820110051	SKLUZACEK PAUL & JOAN	3100 PERROT AVE S	VHS-R	\$1,200	\$96.29
18	2202820110017	CITY OF AFTON	3033 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
41	2202820110029	DEMATTEO DONNA M & THOMAS D	15872 32ND ST S	VHS-R	\$12,500	\$1,003.03
45	2202820140043	FREPPERT NANCY P	15859 UPPER 34TH ST S	VHS-R	\$12,500	\$1,003.03
47	2202820140030	CASTELL-MILLER CLAUDIA	15892 33RD ST S	VHS-R	\$12,500	\$1,003.03
48	2202820140026	NAUMAN DOROTHY M & RICHARD L	15871 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
49	2202820140038	SULLIVAN KATHLEEN M	15888 34TH ST S	VHS-R	\$12,500	\$1,003.03
52	2202820140045	PALMQUIST WILLIAM & RACHEL KAUL	3466 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
53	2202820110053	MEMORIAL EVANG CHURCH AFTON	15730 AFTON BLVD S	VHS-R	\$12,500	\$1,003.03
56	2202820140063	AMOTH GEORGE M	15800 33RD ST S	VHS-R	\$12,500	\$1,003.03
59	2202820140044	SUNDSTROM PAUL R & SVETLANA	15885 UPPER 34TH ST S	VHS-R	\$12,500	\$1,003.03
66	2202820410021	WEED KATHERINE G & GEORGE H JR	15895 35TH ST S	VHS-R	\$12,500	\$1,003.03
67	2202820140040	GJERDE MARK T & ELIZABETH B	15858 34TH ST S	VHS-R	\$12,500	\$1,003.03
68	2202820410032	RUNNING SCOTT & MICHELLE WAGNER	15825 37TH ST S	VHS-R	\$12,500	\$1,003.03
69	2202820410035	NIPPERT ANDREW T & ANGELA D	15847 36TH ST S	VHS-R	\$12,500	\$1,003.03
70	2202820410040	HALLQUIST FLOYD F & BARBARA	3520 PERROT AVE S	VHS-R	\$12,500	\$1,003.03
73	2202820410020	DICKIE ROBERT Q & PARSONS C M	15887 35TH ST S	VHS-R	\$12,500	\$1,003.03
75	2202820410034	STOEHR VALERIE J & CAROL IWATA		VHS-R	\$12,500	\$1,003.03
76	2202820410037	KRAHN KURT & KATHERINE W	15820 37TH ST S	VHS-R	\$12,500	\$1,003.03
80	2202820410030	BOLTON-IVERSON KATHY	3632 ST CROIX TRL S	VHS-R	\$25,000	\$2,006.06
81	2202820410027	FREITAG JEFFREY D	15889 36TH ST S	VHS-R	\$12,500	\$1,003.03
82	2202820410024	PUNG RICHARD S	15880 36TH ST S	VHS-R	\$12,500	\$1,003.03
83	2202820410018	WHALEN WILLIAM C & SANDI L ALEXANDER	3494 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
84	2202820410028	JOHNSON KEVIN R	15875 36TH ST S	VHS-R	\$12,500	\$1,003.03
86	2202820410038	STOEHR VALERIE J & CAROL IWATA	15800 36TH ST S	VHS-R	\$12,500	\$1,003.03
87	2202820410031	WARMAN SUSAN LYNN	3710 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
88	2202820410019	LARSON ROGER & JACKIE	15882 35TH ST S	VHS-R	\$12,500	\$1,003.03
113	2202820410044	FAYLER VAN R & JULIE A	3570 PENNINGTON AVE S	VHS-R	\$12,500	\$1,003.03
92	2202820410029	WESTOVER CRAIG J & TAMARA C	3602 ST CROIX TRL S	VHS-R	\$12,500	\$1,003.03
<b>TOTAL Village Properties - Residential Assessments</b>					<b>\$545,500</b>	

**Preliminary Assessment Roll**

WSB Project: Afton Downtown Village Improvement Project  
 Project Location: City of Afton  
 WSB Project No.: 1856-325

Date: 3/25/2014  
 Revised: 9/21/2015  
 Printed: 9/21/2015

MAP ID	PID	FEE OWNER	PROPERTY ADDRESS	ZONING	PROPOSED ASSESSMENT	Annual Cost over 20 yrs @ 5%
<b>Village Properties Flood Zone - Residential</b>						
57	2202820410017	THOMPSON JOHN S & DIANN BENIKE	15960 35TH ST S	VHS-R	\$13,900	\$1,115.37
64	2202820140004	FARRINGTON DAWN	15991 UPPER 34TH ST S	VHS-R	\$13,900	\$1,115.37
72	2202820410011	GEHRKE JAMES F & JUDITH M	3561 ST CROIX TRL S	VHS-R	\$13,900	\$1,115.37
74	2202820410016	ELAINE D KERSCHBAUM TRS	3491 ST CROIX TRL S	VHS-R	\$13,900	\$1,115.37
77	2202820410009	DICKINSON MARY J TRS	15945 35TH ST S	VHS-R	\$13,900	\$1,115.37
78	2202820410014	BALSIMO RICHARD A	15955 35TH ST S	VHS-R	\$13,900	\$1,115.37
<b>TOTAL Village Properties Flood Zone - Residential Assessments</b>					<b>\$83,400</b>	
<b>River Road Properties</b>						
7	2302820330005	SCHNEIDER HUBERT J & HELEN L	3968 RIVER RD S	RR	\$13,500	\$1,083.27
8	2302820330007	RAEDEKE RONALD A & SUSAN K LOOMIS	3936 RIVER RD S	RR	\$13,500	\$1,083.27
9	2302820330010	LANGSTRAAT WARREN L & MARY L	3904 RIVER RD S	RR	\$13,500	\$1,083.27
11	2302820330003	ORNER JOHN E & KATHLEEN Q	3988 RIVER RD S	RR	\$13,500	\$1,083.27
13	2302820330009	LANGSTRAAT KEVIN G & KIRSTEN J	3918 RIVER RD S	RR	\$13,500	\$1,083.27
79	2202820440012	ISENSE ROBERTA G		RR	\$13,500	\$1,083.27
89	2202820440002	JOHNSON KENNETH L & LINDA L	3752 RIVER RD S	RR	\$13,500	\$1,083.27
90	2202820440017	NATIONSTAR MTG LLC	3787 ST CROIX TRL S	RR	\$13,500	\$1,083.27
91	2202820440004	ELAINE M & NICHOLAS A MACCIACCIARO TRS	3786 RIVER RD S	RR	\$13,500	\$1,083.27
96	2602820220001	BULGER DONALD A JR & VICKI S	4004 RIVER RD S	RR	\$13,500	\$1,083.27
97	2602820220011	PERKINS MARY C	4042 RIVER RD S	RR	\$13,500	\$1,083.27
95	2602820220002	ORNER JOHN E & KATHLEEN Q		RR	\$13,500	\$1,083.27
99	2602820220005	TILTON LOUIS R & LINDA K	4201 RIVER RD S	RR	\$13,500	\$1,083.27
98	2602820220010	LEONARD A EVANOFF JR TRS	4102 RIVER RD S	RR	\$13,500	\$1,083.27
101	2602820220008	WOLTMAN HENRY L & VIRGINIA H	4220 RIVER RD S	RR	\$13,500	\$1,083.27
100	2602820220007	HOLZ BRAD L & MICHELLE M	4206 RIVER RD S	RR	\$13,500	\$1,083.27
103	2602820220013	MCLAURIN MARY D & JULIE MARCUS	4270 RIVER RD S	RR	\$13,500	\$1,083.27
102	2602820220012	WOODFILL JANEL L	4242 RIVER RD S	RR	\$13,500	\$1,083.27
<b>TOTAL River Road Properties Assessments</b>					<b>\$243,000</b>	
<b>Pennington Avenue Properties</b>						
104	2202820140053	BARRETT JEREMY S & BRIA H	3297 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
105	2202820110030	ANDERSON BARTON C & SUSAN R	3167 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
106	2202820110031	GATHJE GEORGE L	3193 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
107	2202820140046	ANDERSON TRAVIS C & SARAH M	3435 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
108	2202820140054	BINDER MARK W	3245 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
109	2202820140049	WINKLER MARK	3329 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
110	2202820140048	JOHNSON MARVIN S	3403 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
111	2202820140065	HAAR BURL W & KATHLEEN A KILMER	3369 PENNINGTON AVE S	VHS-R	\$11,500	\$922.79
<b>TOTAL Pennington Avenue Properties Assessments</b>					<b>\$92,000</b>	
<b>TOTAL Afton Downtown Village Improvement Project Residential Assessments</b>					<b>\$963,900</b>	
<b>TOTAL Afton Downtown Village Improvement Project Commercial Assessments</b>					<b>\$1,247,470</b>	
<b>GRAND TOTAL Afton Downtown Village Improvement Project Assessments</b>					<b>\$2,211,370</b>	

MINNESOTA DEPARTMENT OF TRANSPORTATION  
 WASHINGTON COUNTY PUBLIC WORKS DEPARTMENT  
 CONSTRUCTION PLAN FOR: MILL BITUMINOUS SURFACE, BITUMINOUS PAVING,  
 ADA IMPROVEMENTS AND SIGNING

LOCATED ON AFTON TO LAKELAND TRAIL FROM 30TH ST. S IN AFTON TO I-94 BRIDGE IN LAKELAND

PLAN SYMBOLS

PROPOSED RIGHT OF WAY	----
EXISTING RIGHT OF WAY	----
PERMANENT EASEMENT	----
TEMPORARY EASEMENT	----
CONTROL OF ACCESS LINE	○ ○ ○ ○
PROPERTY LINE	----
CORPORATE OR CITY LIMITS	
RETAINING WALL	=====
RAILROAD	=====
RAILROAD RIGHT-OF-WAY LINE	=====
RIVER OR CREEK	~~~~~
DRY RUN	~~~~~
DRAINAGE DITCH	~~~~~
DRAIN TILE	-----
CULVERT	-----
DROP INLET	□
GUARD RAIL	=====
BARBED WIRE FENCE	=====
WOVEN WIRE FENCE	=====
CHAIN LINK FENCE	=====
WOODEN FENCE	=====
STONE WALL OR FENCE	=====
HEDGE	=====
RAILROAD CROSSING SIGNAL	X
RR CROSSING SIGNAL WITH GATE	X
ELECTRIC WARNING SIGN	X
HEADER CORNER	+
SPRINGS	○
MARGH	○
TIMBER	○
ORCHARD	○
BRUSH	○
NURSERY	○
TREE - LEAF BEARING	○
TREE - EVERGREEN	○
VALVE	○
VENT	○
CATCH BASIN	○
FIRE HYDRANT	○
BUILDING (See Story Frame)	□
F-FRAME	□
S-STONE	□
B-BRICK	□
C-CONCRETE	□
T-TILE	□
ST-STUCCO	□
IRON PIPE OR ROD	○
MONUMENT (STONE, CONCRETE, OR METAL)	○
WOODEN HUB	○
DRAWEL PIT	○
SAND PIT	○
BORROW PIT	○
ROCK QUARRY	○

UTILITY SYMBOLS

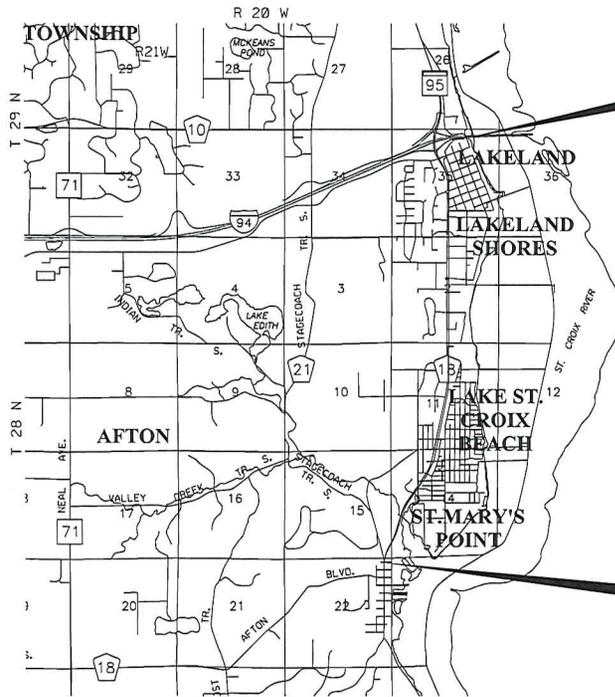
POWER POLE	○
TELEPHONE/TELEGRAPH POLE	○
ANCHOR	○
STEEL TOWER	○
UTILITY PEDESTAL	○
LIGHT POLE	○
GAS MAIN	○
WATER MAIN	○
CONDUIT	○
CABLE IN CONDUIT	○
BURIED TV CABLE	○
BURIED RAILROAD WIRES	○
BURIED FIBER OPTIC	○
BURIED COMM. CABLE	○
BURIED TELEPHONE CABLE	○
BURIED ELECTRIC CABLE	○
SEWER, SANITARY	○
SEWER, STORM	○
MANHOLE	○
MANHOLE	○

C.P. 17-21805

AFTON TO LAKELAND TRAIL	
GROSS LENGTH	21,514 FT 4.075 MILES
BRIDGE LENGTH	146 FT .028 MILES
EXCEPTIONS LENGTH	0 FT 0 MILES
NET LENGTH	21,660 FT 4.103 MILES

DESIGN DESIGNATION

ADT (2016)	N/A
ADT (2036)	N/A
FUNCTIONAL CLASS	N/A
NO. OF TRAFFIC LANES	N/A
NO. OF PARKING LANES	N/A
SHOULDER WIDTH	N/A
R-VALUE	N/A
TOT DESIGN	N/A
ESALS	N/A
DESIGN SPEED (MPH)	N/A



END C.P. 17-21805  
 I-94 BRIDGE IN LAKELAND

BEGIN C.P. 17-21805  
 30TH ST. S IN AFTON



PROJECT LOCATION  
 COUNTY: WASHINGTON

GOVERNING SPECIFICATIONS

THE 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.  
 ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD) INCLUDING THE LATEST "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS".  
 PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITY LOCATIONS AND ELEVATIONS WITH THE UTILITY COMPANIES.

INDEX

SHEET NO.	SHEET DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES & NOTES
3-5	TABULATIONS
6	TYPICAL SECTIONS
7-13	STANDARD PLANS
14-21	CONSTRUCTION PLAN
22	CONSTRUCTION DETAILS
23-36	SIGNING PLAN
B1-B3	BRIDGE RAILING PLANS

THIS PLAN CONTAINS 39 SHEETS.

SIGNATURE: \_\_\_\_\_ NAME: FRANK D. TICKNOR

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: \_\_\_\_\_ LICENSE NUMBER: 43111

APPROVED: CITY OF AFTON ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: CITY OF ST. MARY'S POINT ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_

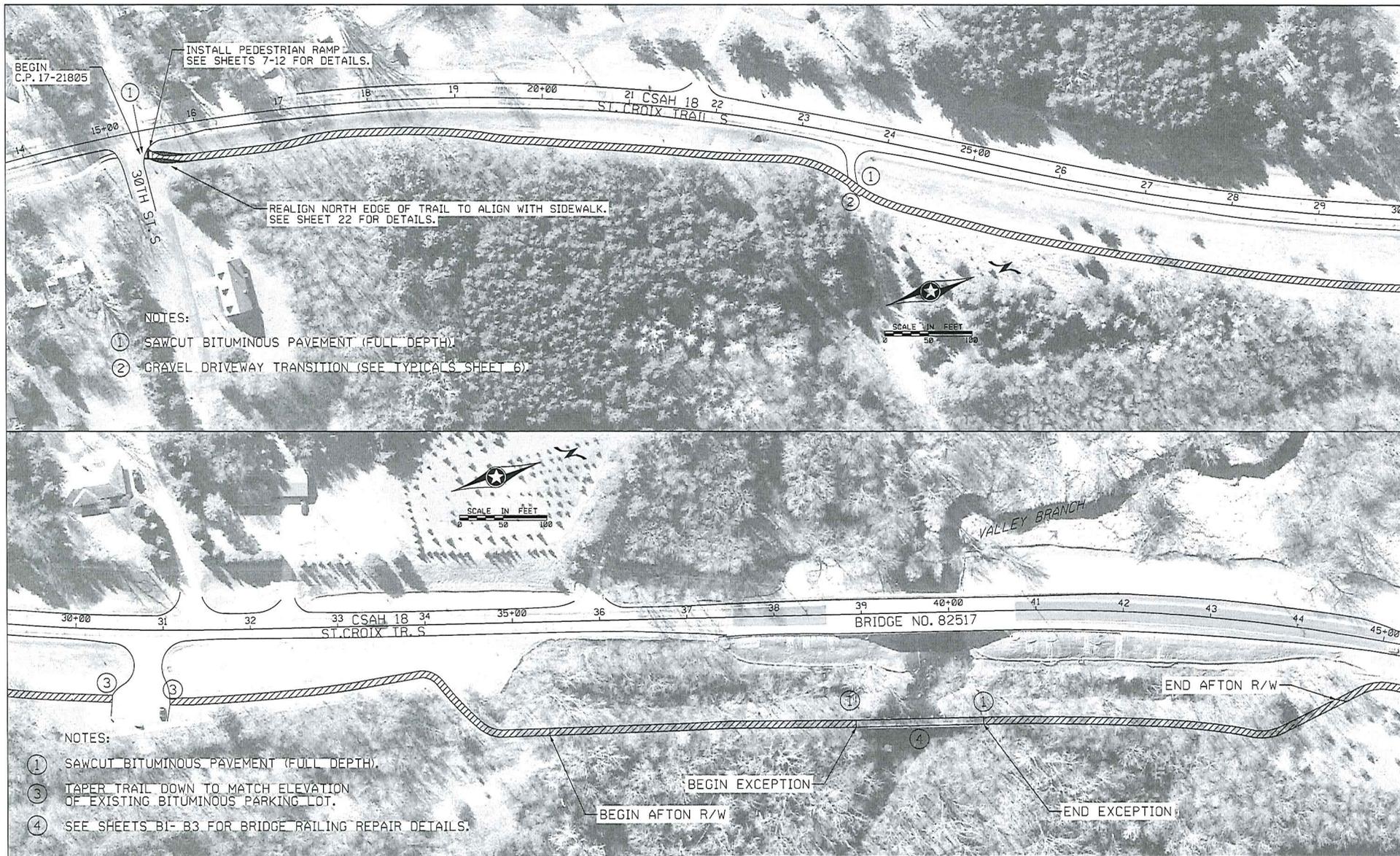
APPROVED: CITY OF LAKE ST. CROIX BEACH ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: CITY OF LAKELAND SHORES ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: CITY OF LAKELAND ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: WASHINGTON COUNTY ENGINEER \_\_\_\_\_ DATE: \_\_\_\_\_

PLAN \_\_\_\_\_ SCALES 100'  
 INDEX MAP \_\_\_\_\_ HORIZ. 5880'



DRAWN BY: AMB  
 DESIGNER: AMB  
 CHECKED BY: AJC

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

FRANK D. TICKNOR  
 L.I.C. NO. 43111

CONSTRUCTION PLAN  
 30TH ST TO 500 FT NORTH OF  
 VALLEY CREEK BRIDGE  
 C.P. 17-21805

SHEET  
 14  
 OF  
 36



- NOTES:
- ① SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH).
  - ② GRAVEL DRIVEWAY TRANSITION (SEE TYPICAL SHEET 67)

INSTALL PEDESTRIAN RAMP  
SEE SHEETS 7-12 FOR DETAILS.

INSTALL PEDESTRIAN RAMP  
SEE SHEETS 7-12 FOR DETAILS.

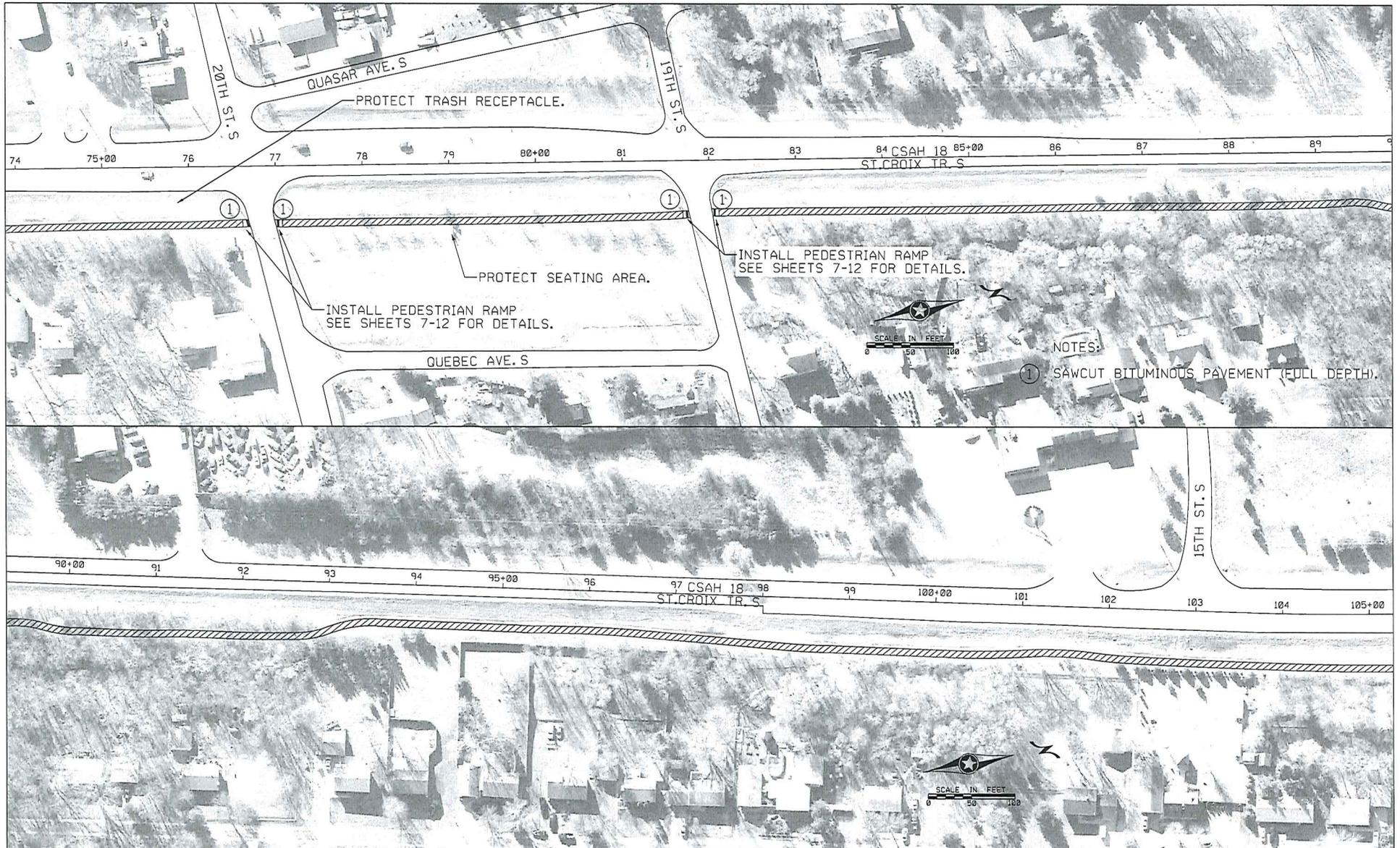
- NOTES:
- ① SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH).



DRAWN BY: AMB  
 DESIGNER: AMB  
 CHECKED BY: AJG  
 DATE: FRANK D. TICKNER LIC. NO. 43111

CONSTRUCTION PLAN  
 500 FT N OF VALLEY CREEK BRIDGE  
 TO 1000 FT N OF UPPER 22ND ST  
 C.P. 17-21805

SHEET  
 15  
 OF  
 36



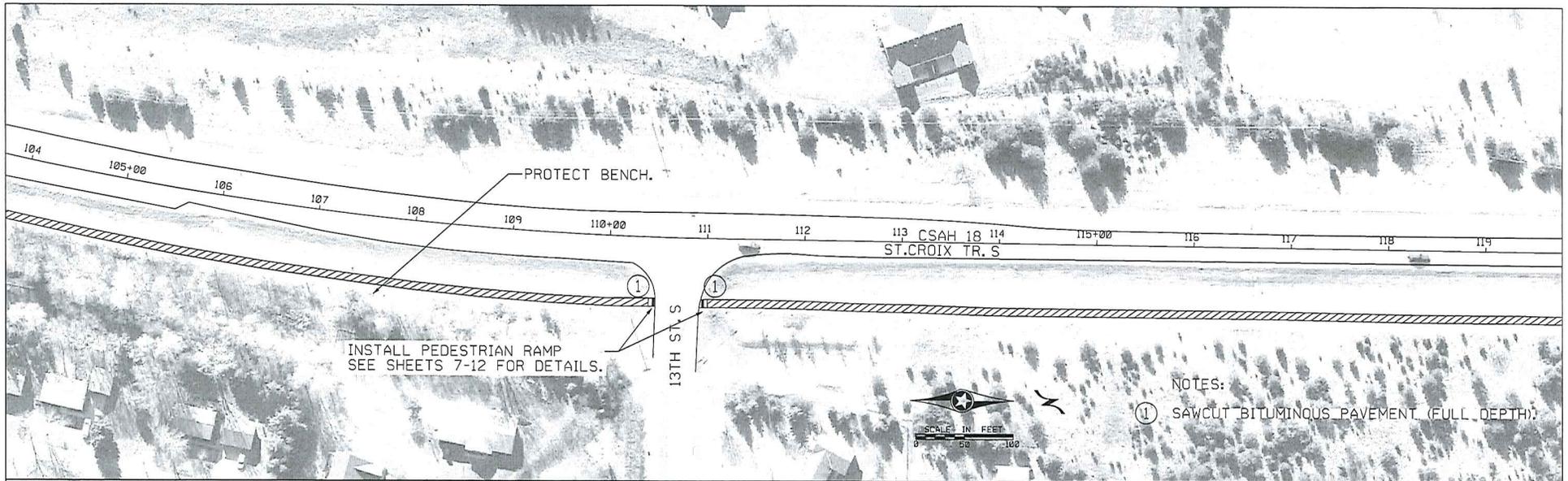
DRAWN BY: AMB  
 DESIGNER: AMB  
 CHECKED BY: AJG

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

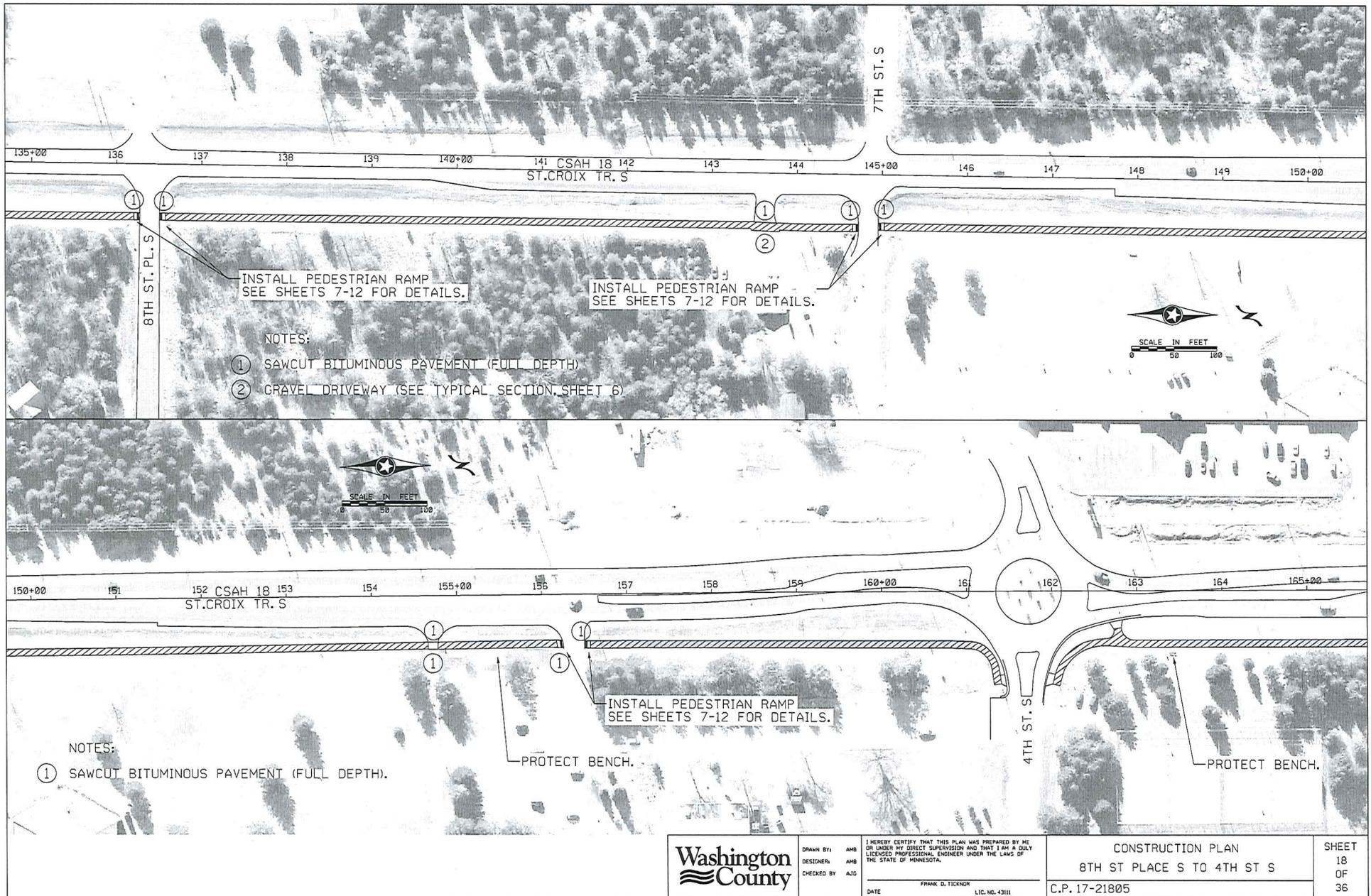
DATE: FRANK D. TICKNOR LIC. NO. 43111

CONSTRUCTION PLAN  
 20TH ST. S TO 15TH ST. S  
 C.P. 17-21805

SHEET  
 16  
 OF  
 36



	DRAWN BY: AHB DESIGNER: AHB CHECKED BY: AJO	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  FRANK D. TACKER LIC. NO. 43111	<b>CONSTRUCTION PLAN</b> 13TH ST S TO 10TH ST COURT S C.P. 17-21805	SHEET 17 OF 36
	DATE:			



INSTALL PEDESTRIAN RAMP  
SEE SHEETS 7-12 FOR DETAILS.

INSTALL PEDESTRIAN RAMP  
SEE SHEETS 7-12 FOR DETAILS.

NOTES:

- ① SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)
- ② GRAVEL DRIVEWAY (SEE TYPICAL SECTION, SHEET 6)



INSTALL PEDESTRIAN RAMP  
SEE SHEETS 7-12 FOR DETAILS.

NOTES:

- ① SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH).

PROTECT BENCH.

PROTECT BENCH.



DRAWN BY: AMB  
DESIGNER: AMB  
CHECKED BY: AJC

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
  
FRANK D. TICKNER  
LIC. NO. 43111

CONSTRUCTION PLAN  
8TH ST PLACE S TO 4TH ST S  
  
C.P. 17-21805

SHEET  
18  
OF  
36



Washington  
 County

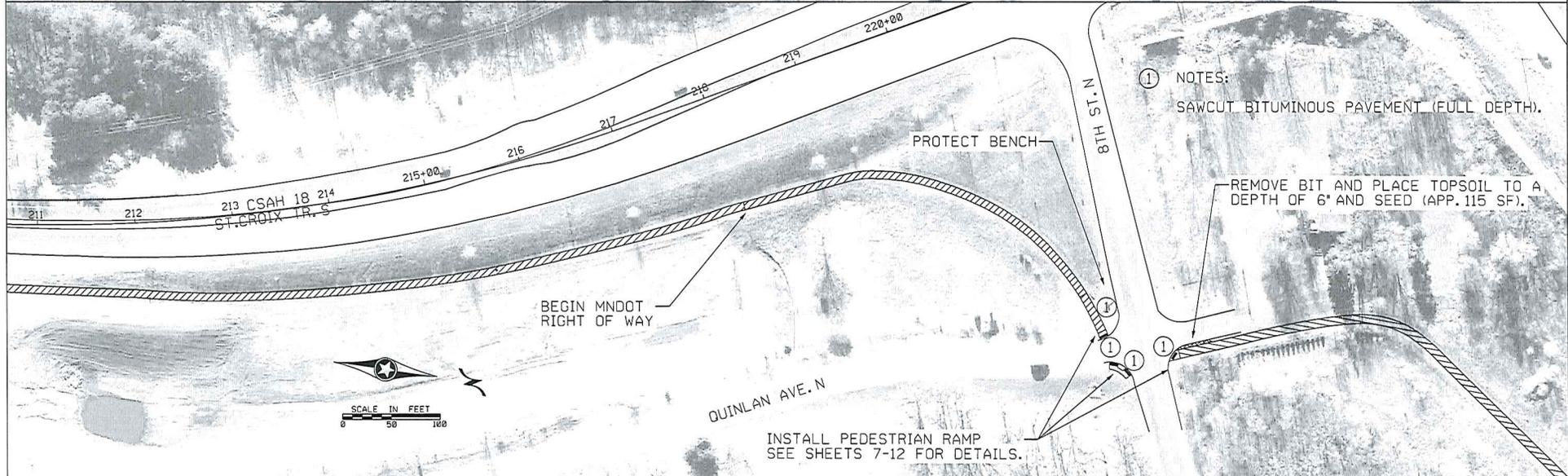
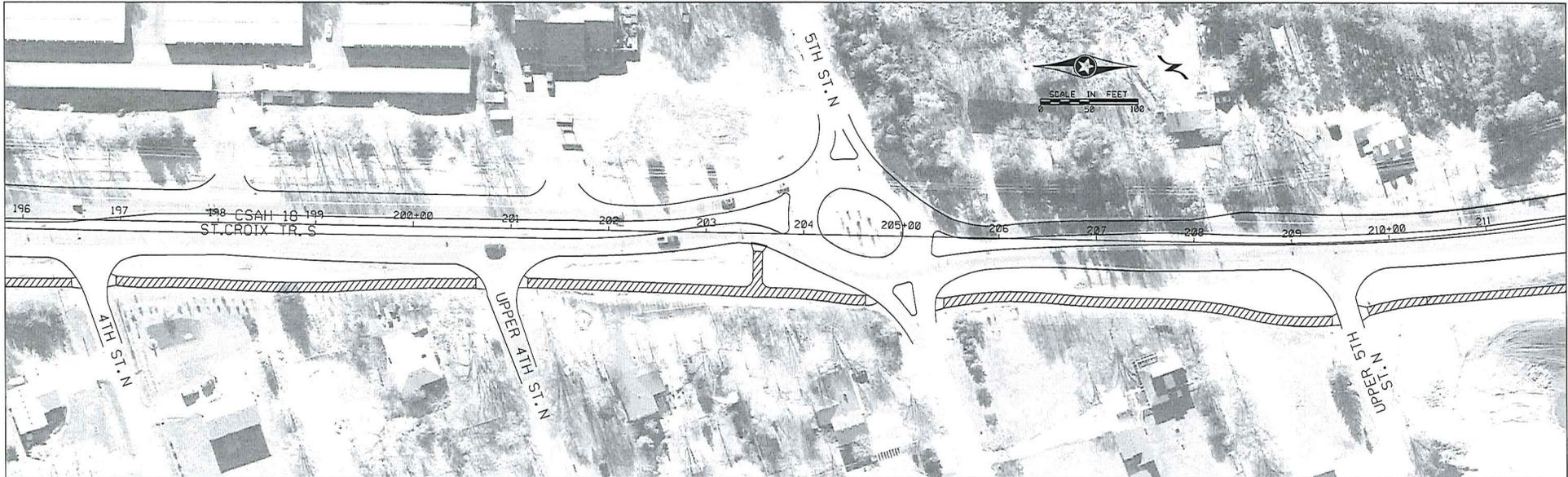
DRAWN BY: AMB  
 DESIGNER: AMB  
 CHECKED BY: AJG

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: FRANK G. TICKNOR LIC. NO. 43111

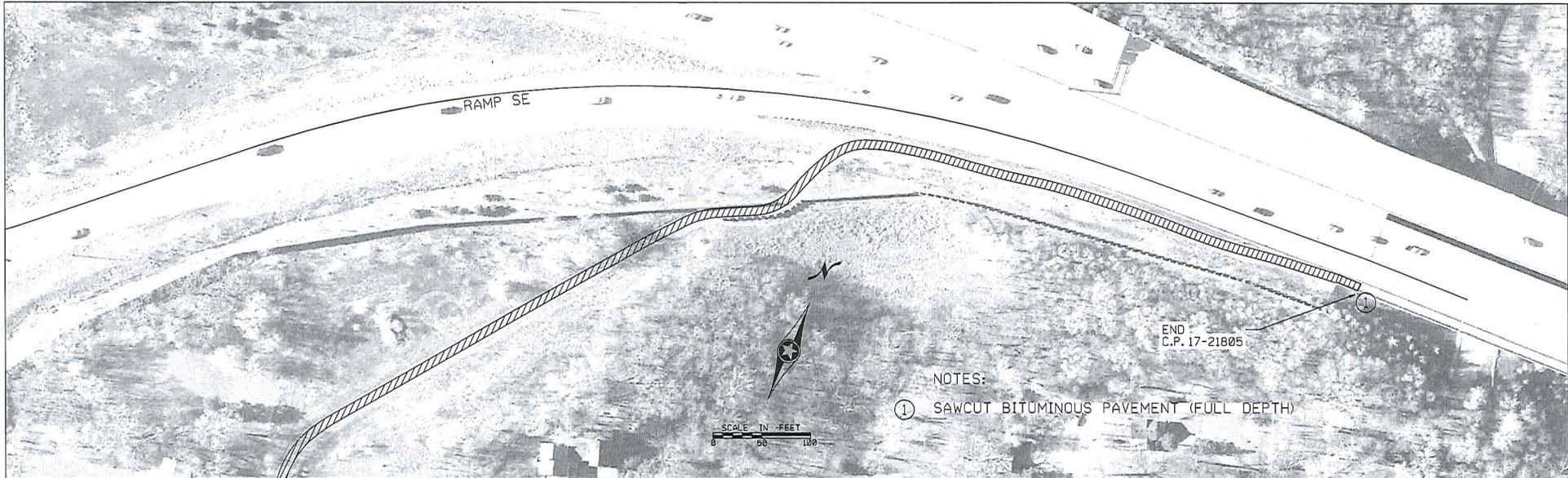
CONSTRUCTION PLAN  
 3RD ST S TO 2ND ST N  
 C.P. 17-21805

SHEET  
 19  
 OF  
 36



- ① NOTES:  
 SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH).  
 REMOVE BIT AND PLACE TOPSOIL TO A DEPTH OF 6" AND SEED (APP. 115 SF).

	DRAWN BY: AMB DESIGNER: AMB CHECKED BY: AJG	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	CONSTRUCTION PLAN 4TH ST N TO 8TH ST N	SHEET 20 OF 36
	DATE: FRANK D. TICKNOR L.I.C. NO. 43111	C.P. 17-21825		



DRAWN BY: AHS  
 DESIGNER: AHS  
 CHECKED BY: ALJ

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME,  
 OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY  
 LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF  
 THE STATE OF MINNESOTA.

DATE: FRANK D. TIEKNOR LIC. NO. 43111

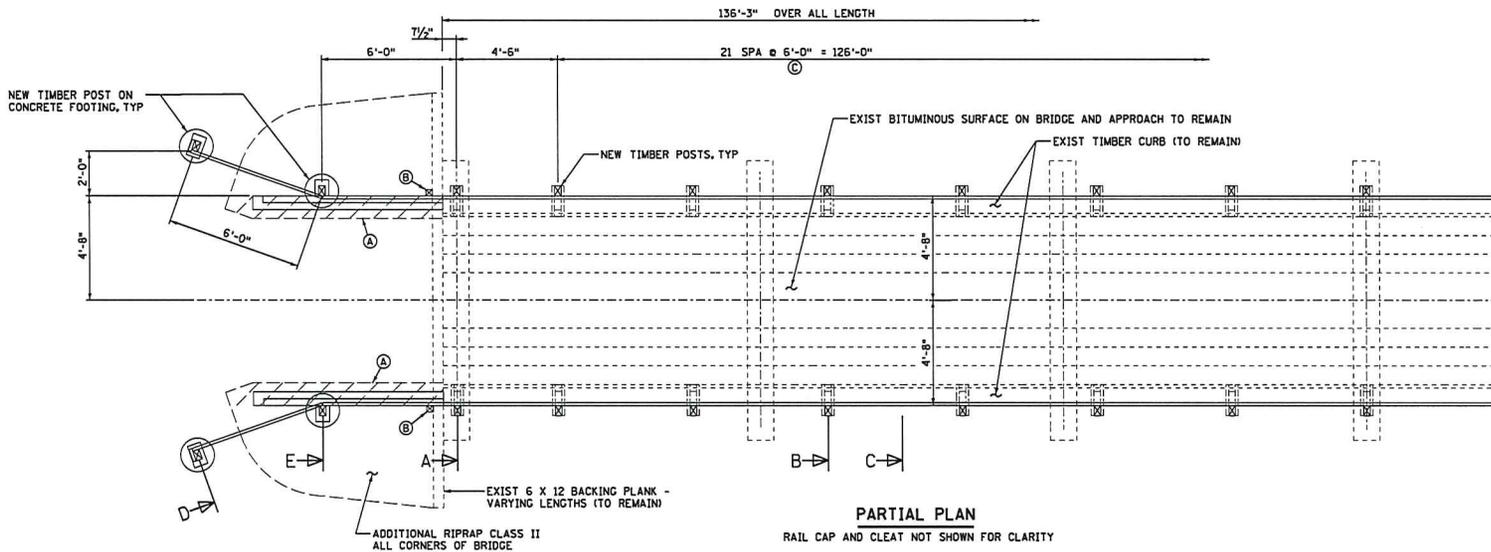
CONSTRUCTION PLAN  
 8TH ST TO I-94 BRIDGE  
 C.P. 17-21805

SHEET  
 21  
 OF  
 36

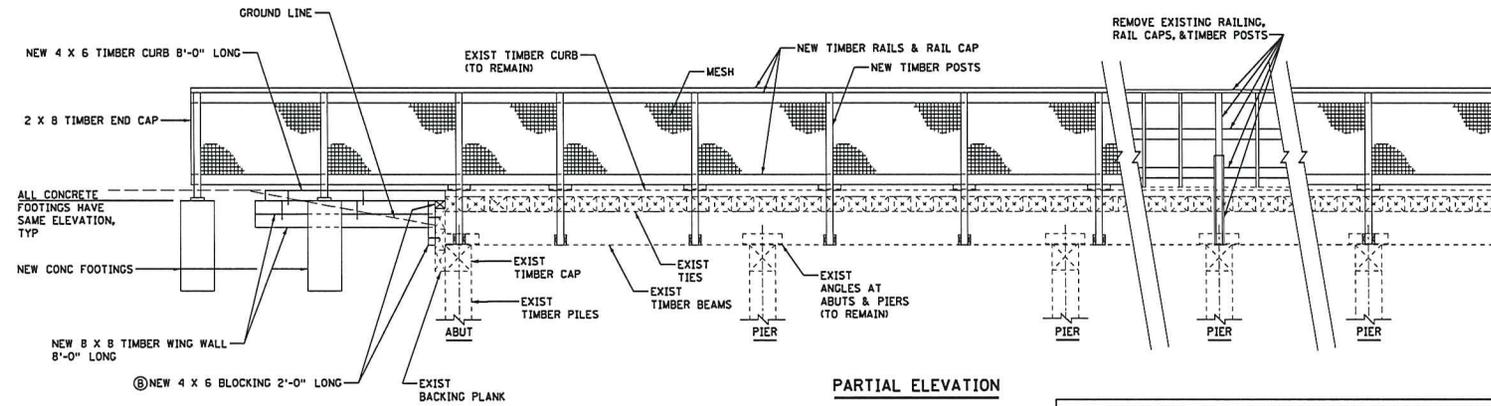
7/15/18 AM

2/23/2017

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**PARTIAL PLAN**  
RAIL CAP AND CLEAT NOT SHOWN FOR CLARITY



**PARTIAL ELEVATION**

- NOTES**
- ① HATCHED AREA INDICATES MINIMUM EXISTING MATERIAL TO BE REMOVED TO ACCOMMODATE CONSTRUCTION OF FOOTINGS AND WING WALLS. (BIT SURFACE TO REMAIN)
  - ② NEW BLOCKING - ATTACH W/ LAG BOLTS TO BACKING PLANK.
  - ③ 6'-0" MAX RAIL POST SPACING ON BRIDGE

**SCHEDULE OF QUANTITIES FOR ENTIRE BRIDGE**

ITEM NO	ITEM	UNIT	QUANTITY
① 2403.603	TIMBER RAILING REPLACEMENT	LF	318
② 2411.507	CONCRETE FOOTING	EACH	8
2511.502	RANDOM RIPRAP CLASS II	TON	12

- QUANTITY NOTES**
- ① INCLUDES FURNISHING AND INSTALLING NEW RAILING POSTS, RAILS, RAIL CAP, END CAP, MESH, CURB, BLOCKING, WING WALLS, AND REMOVAL OF EXISTING RAILING COMPONENTS.
  - ② INCLUDES DRILLED EXCAVATION AND REINFORCEMENT.

**DESIGN DATA**

2014 AND CURRENT INTERIM A.A.S.H.T.O. LRFD BRIDGE DESIGN SPECIFICATIONS AND 2009 LRFD GUIDE SPECIFICATIONS FOR THE DESIGN OF PEDESTRIAN BRIDGES.

**TIMBER:**  
RAIL POST, RAILS & POST SPACER BLOCK:  
SOUTHERN YELLOW PINE NO. 2 OR BETTER, S4S  
F<sub>b</sub> = 850 PSI  
ACD WITH RETENTION USE CATEGORY - UC3B  
(EXTERIOR ABOVE GROUND)

APPROACH CURB, WINGS AND POST BLOCK:  
SOUTHERN YELLOW PINE NO. 2 OR BETTER, S4S  
F<sub>b</sub> = 850 PSI  
ACD WITH RETENTION USE CATEGORY - UC4C  
(GROUND CONTACT)

**CONCRETE:**  
POST FOOTING:  
MNDOT MIX 3B52 ..... f'c = 4000 psi  
(AIR ENTRAINED)

**CONSTRUCTION NOTES**

THE 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

**LIST OF SHEETS**

NO.	DESCRIPTION
B1	GENERAL PLAN AND ELEVATION
B2	RAILING DETAILS
B3	APPROACH RAILING FOOTING

**SEH**  
3535 VADNAIS CENTER DRIVE  
ST. PAUL, MN 55110  
PHONE (651) 490-2000  
FAX (651) 490-2150

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNED: *Jeff A. Johnson* DATE: 12/23/2016  
NAME: JEFF A JOHNSON LIC NO: 17280

**BRIDGE PLAN**

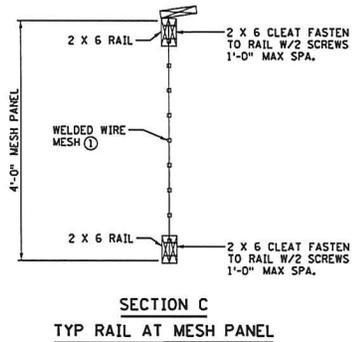
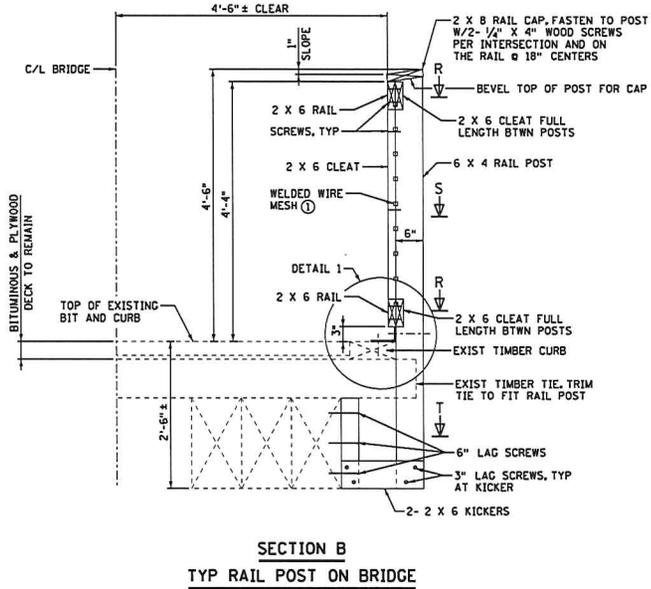
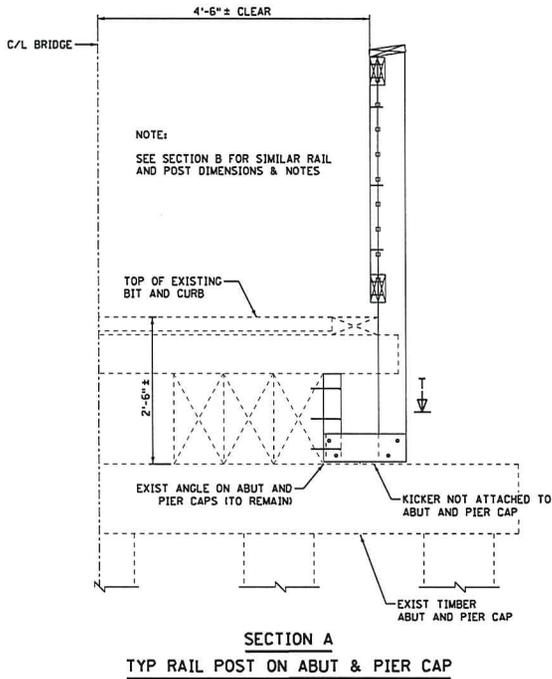
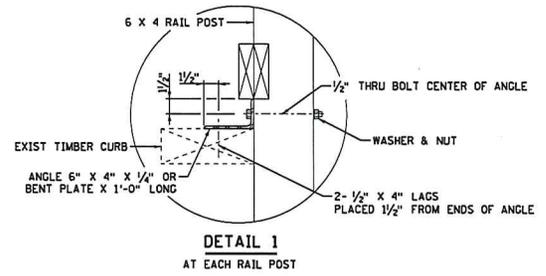
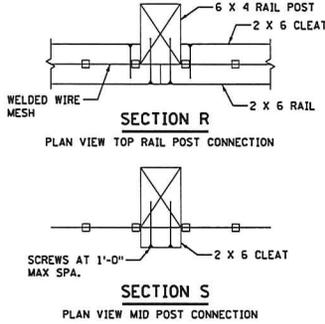
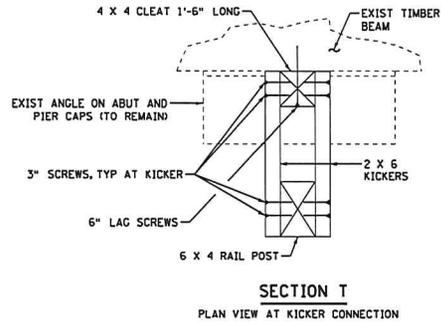
AFTON TO LAKELAND TRAIL  
OVER  
VALLEY BRANCH CREEK  
136'-3" EXISTING TIMBER TRESTLE  
RAILING REPLACEMENT  
9'-0" CLEAR WIDTH

**GENERAL PLAN AND ELEVATION**  
SEC. 14 TWP. 28 N. R. 20 W.  
CITY OF AFTON WASHINGTON CO.

DES. JAJ	DR. DLF
CHK. DLF	CHK. JAJ

C.P. 17-21805

SHEET NO B1 OF B3 SHEETS



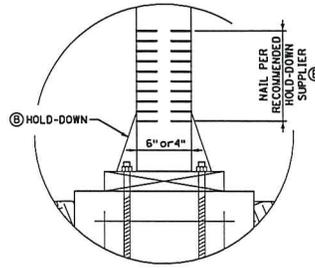
**GENERAL NOTES:**  
 TIMBER DIMENSIONS SHOWN ARE NOMINAL. CONTRACTOR SHALL VERIFY NECESSARY TIMBER DIMENSIONS.  
 ALL GAPS BETWEEN APPROACH AND BRIDGE RAILING, IF USED, SHALL BE LESS THAN 4".  
 TOP ELEVATIONS OF APPROACH RAILING AND BRIDGE RAILING SHALL MATCH.  
 CONTRACTOR TO VERIFY LENGTH OF CONNECTORS TO MEET WOOD DIMENSIONS PROVIDED.  
 ① 2" X 2" X 0.136 GAUGE HOT DIP GALVANIZED WELDED WIRE MESH TRIMMED FLUSH ON ALL FOUR SIDES.

**SEH**  
 3535 VALDUIS CENTER DRIVE  
 ST PAUL, MN 5510  
 PHONE 650 490-2000  
 FAX 650 490-2950

I hereby certify that this specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.  
 Signature: *Jeff A. Johnson* Date: 12/22/2016  
 Printed Name: JEFF A. JOHNSON Reg. No. 17280

C.P. 17-21805  
 RAILING DETAILS

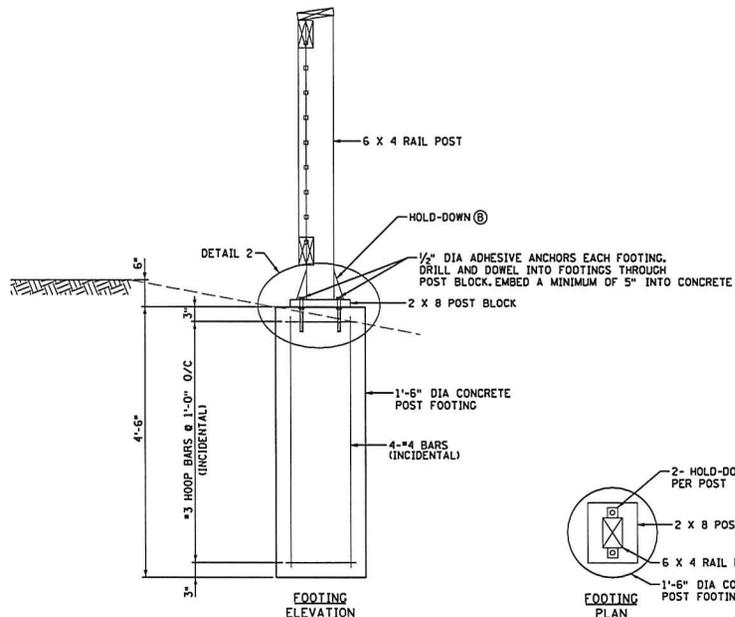
DES: JAJ	DR: DLF	APPROVED:
CHK: DLF	CHK: JAJ	
SHEET NO B2 OF B3 SHEETS		



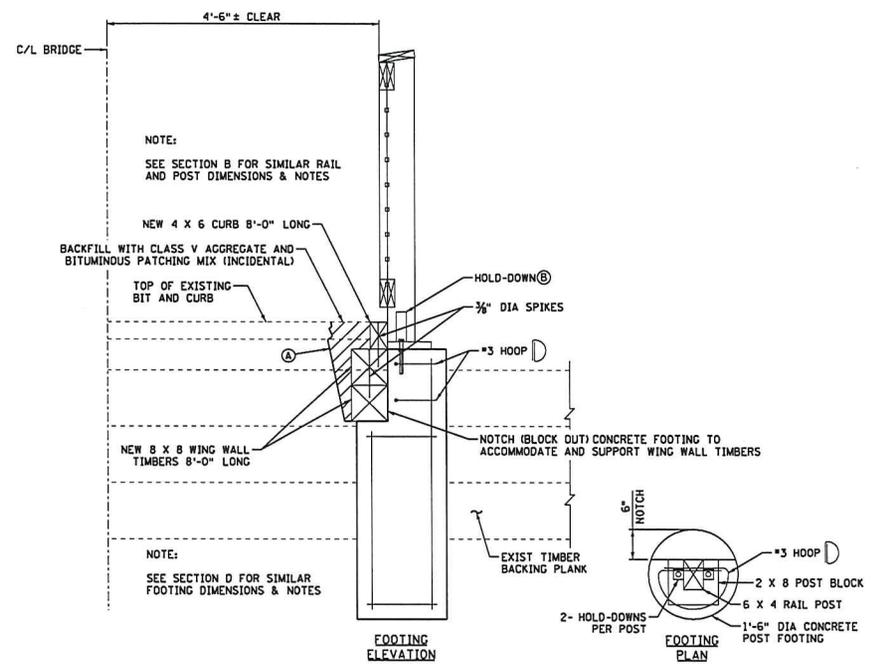
DETAIL 2  
AT EACH RAIL POST

**NOTES:**

- SEE SHEET 2 FOR GENERAL NOTES.
- FOOTINGS TO BE CONSTRUCTED IN ACCORDANCE WITH Mn/DOT 2411. CONCRETE MIX FOR FOOTING TO BE Mn/DOT 3852 (AIR ENTRAINED). REINFORCEMENT GRADE 60 (BLACK).
- (A) HATCHED AREA INDICATES MINIMUM EXISTING MATERIAL TO BE REMOVED TO ACCOMMODATE CONSTRUCTION OF FOOTINGS AND WING WALLS. (BIT SURFACE TO REMAIN)
- (B) PRE-MANUFACTURED HOLD-DOWNS: T=6000 POUNDS (SERVICE LOAD). HOLD-DOWNS SHALL BE GALVANIZED PER Mn/DOT 3392. BOLTS AND NAILS ARE BASED ON USE OF THE SIMPSON HTTS HOLD-DOWNS.



SECTION D  
TYP RAIL POST AT FOOTING  
AT APPROACHES



SECTION E  
TYP RAIL POST AT WING  
AT APPROACHES

C.P. 17-21805

3535 VADNAIS CENTER DRIVE ST PAUL, MN 5510 PHONE 650 490-2000 FAX 650 490-2050	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.	TITLE: APPROACH RAILING FOOTING	DES: JAJ CHK: DLF	DR: DLF CHK: JAJ	APPROVED:
	Signature: <i>Jeff A. Johnson</i> Date: 12/22/2016 Printed Name: JEFF A. JOHNSON Reg. No. 17280	SHEET NO B3 OF B3 SHEETS			

<p><b>City of Afton</b>  <b>3033 St. Croix Trl, P.O. Box 219</b>  <b>Afton, MN 55001</b></p>
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# Meeting Date Mar. 21, 2017

## Council Action Memo

To: Mayor Bend and Members of the City Council  
 From: Ron Mourse, City Administrator  
 Date: March 14, 2017  
 Re: Culvert Replacements for the 2017 Street Improvements Project

Similar to the 30<sup>th</sup> Street culvert replacement project, in which the City is purchasing the culvert to avoid state sales tax, and is obtaining price quotes for the installation of the culverts, the City is purchasing the culverts needed for the 2017 Street Improvements Project and is obtaining price quotes for removing the old culverts and installing the new culverts.

The culvert replacements will be completed prior to the 2017 Street Improvements Project so that they are in-place when the roads are repaved.

### Cost of Culverts

There are 41 culverts that need to be replaced prior to the 2017 Street Improvements Project. Staff obtained three price quotes for the culverts as follows:

Team Oil Inc.:	\$58,572.00 plus \$2,000.00 for erosion control blanket and seed for all culverts
All Steel Products:	\$63,960.00
Conteches:	\$65,851.25

Staff recommends approving the price quote of Team Oil, Inc. in the amount of \$58,572.00 plus \$2,000 for erosion control blanket and seed for all culvert replacements.

### Cost of Culvert Removal and Installation

Staff has obtained price quotes from TriCounty and Executive Contractors, Inc. and is expecting a quote from Miller Excavating, for the removal of existing culverts and installation of new culverts.

TriCounty:	\$98,400.00
Executive Contractors, Inc.:	\$104,648.78

Staff will provide a recommendation regarding the approval of a price quote for the culvert removal and installation at the Council meeting.

### Council Action Requested

**Motion regarding approving the purchase of 41 culverts from Team Oil, Inc. in the amount of \$58,572.00, and the purchase of erosion control blanket and seed in the amount of \$2,000.**

**Motion regarding approving a price quote for the culvert removals and installations.**

## Afton Code

- A. **Minnesota Stormwater Manual:** All volume control for water quality and quantity and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.
- B. **NPDES/SDS Construction Stormwater General Permit:** All volume control and water quality and quantity Best Management Practice design specifications shall conform to the current version of the NPDES/SDS Construction Stormwater General Permit.
- C. **Site erosion and sediment control requirements:** All erosion and sediment control requirements shall conform to the current requirements of NPDES/SDS Construction Stormwater General Permit.
- D. **Watershed District/WMO requirements:** All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the Watershed Districts or Watershed Management Organizations in which the project is located. In case provisions in this ordinance and requirements of watershed district or watershed management organizations overlap or conflict, the strictest provisions shall apply to the activities.
- E. Where applicable, a minimum of 20' shall be provided on all sides of all publicly owned stormwater facilities for facility maintenance.

Secs. 12-2494. – 12-2499. Reserved.

## DIVISION V. INSPECTIONS, MAINTENANCE & ENFORCEMENT

### Sec. 12-2500. Inspections and record keeping

- A. **Applicant responsibilities:** The applicant is responsible for inspections and record keeping during and after construction for all privately-owned stormwater treatment practices on the site.
- B. **City inspections:** The City reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

### Sec. 12-2501. Right of entry and inspection

- A. **Powers:** The issuance of a permit constitutes a right-of-entry for the City or its authorized representative to enter upon the construction site. The applicant shall allow the City and its authorized representatives, upon presentation of credentials, to:
  - 1. Enter upon the permitted site for the purpose of obtaining information, examining records, and conducting investigations or surveys;
  - 2. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations;
  - 3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit;
  - 4. Inspect the stormwater pollution control measures;
  - 5. Sample and monitor any items or activities pertaining to stormwater pollution control measures; and

## **Stormwater Management**

6. Correct deficiencies in stormwater and erosion and sediment control measures.

### **Sec. 12-2502. Fees**

Fees will be applied per City Fee Schedule

### **Sec. 12-2503. Enforcement tools/stop work orders**

- A. The City reserves the right to issue construction stop work orders when cooperation with inspections is withheld or when a violation has been identified that needs immediate attention to protect human health and/or the environment.
  1. Construction stop work order: The City may issue construction stop work orders until stormwater management measures meet specifications and the applicant repairs any damage caused by stormwater runoff. An inspection by the City must follow before the construction project work can resume.
  2. Other actions to ensure compliance: The City can take any combination of the following actions in the event of a failure by applicant to meet the terms of this ordinance:
    - a. Withhold inspections or issuance of certificates or approvals.
    - b. Revoke any permit issued by the City to the applicant.
    - c. Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
    - d. Charge applicant for all costs associated with correcting the failure or remediating damage from the failure; if payment is not made within thirty days, payment will be made from the applicant's financial securities.
    - e. Bring other actions against the applicant to recover costs of remediation or meeting the terms of this ordinance.
    - f. Any person, firm or corporation failing to comply with or violating any of these regulation, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. Each day that a separate violation exists shall constitute a separate offense.

### **Sec. 12-2504. Long term inspection and maintenance of stormwater facilities**

#### **A. Private stormwater facilities**

1. Maintenance Plan Required: No private stormwater facilities may be approved unless a maintenance agreement is provided that defines who will conduct the maintenance, the type of maintenance necessary to ensure effective performance, and the maintenance intervals. All private stormwater facilities shall be inspected by the property owner and maintained in proper condition by the owner consistent with the performance goals for which they were originally designed.
2. Facility Access: The applicant shall obtain all necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the responsible party and the City or authorized representative.

## **Afton Code**

3. **Removal of Settled Materials:** All settled materials including settled solids, shall be removed from ponds, sumps, grit chambers, and other devices as necessary and disposed of properly.
4. **Inspections:** All stormwater facilities within the City shall be inspected by the property owner at a frequency consistent with the maintenance plan. Inspection reports shall be provided to the City upon request.

### **B. Public stormwater facilities**

1. **Acceptance of Publicly Owned Facilities:** Before work under the permit is deemed complete; the permittee must submit as-builts and a Maintenance Plan demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the City accepts ownership of the stormwater facilities.
2. **Maintenance:** The City shall perform maintenance of publicly owned stormwater facilities in accordance with their comprehensive stormwater management plan and other regulatory requirements.

### **Sec. 12-2505. Financial Securities**

- A. **Amount:** At the discretion of the City, the City may require a Financial Security from the Applicant in an amount sufficient to cover the entirety of the estimated costs of permitted and remedial work based on the final design as established in a set financial security schedule determined by the City.
- B. **Release:** The Financial Security shall not be released until all permitted and remedial work is completed.
- C. **Use by City:** The Financial Security may be used by the City to complete work not completed by the Applicant.
- D. **Form of security:** The form of the Financial Security shall be one or a combination of the following to be determined by the City:
  1. **Cash deposit** - A Financial Security for erosion and sediment control, as determined by the City, shall be by cash deposit to the City. The cash will be held by City in a separate account.
  2. **Security deposit** - Deposit, either with the City, a responsible escrow agent, or trust company, at the option of the City, either:
    - a. An irrevocable letter of credit, negotiable bonds of the kind approved for securing deposits of public money, or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment.
    - b. Cash in U.S. currency.
    - c. Other forms and securities (e.g., disbursing agreement) as approved by the City.
- E. **City indemnity:** This Financial Security shall hold the City free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the City.

## Stormwater Management

- F. Maintaining the financial security:** If at any time during the course of the work the balance of the Financial Security falls below 50% of the total required deposit, the Applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount. If the Applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the City that the amount has fallen below 50% of the required amount the City may:
1. **Withhold inspections.** Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
  2. **Revoke permits.** Revoke any permit issued by the City to the Applicant for the site in question or any other of the Applicant's sites within the City's jurisdiction.
- G. Action against the financial security:** The City may access the Financial Security for remediation actions if any of the conditions listed below exist. The City shall use the Financial Security to pay for remedial work undertaken by the City, or a private contractor under contract with the City, or to reimburse the City for all costs incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.
1. **Abandonment.** The Applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
  2. **Failure to implement the SWPPP or ESC Plan** - The Applicant fails to conform to the grading plan and/or the SWPPP as approved by the City.
  3. **Failure to perform** - The BMPs utilized on the project fail within one year of installation.
  4. **Failure to reimburse City** - The Applicant fails to reimburse the City for corrective action taken.
- H. Proportional reduction of the financial security:** When more than one-third of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security by one-third. When more than two-thirds of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security to two-thirds of the initial amount. This reduction in financial security will be determined by the City.
- I. Returning the financial security:** The security deposited with the City for faithful performance of the SWPPP or the ESC Plan and any related remedial work shall be released one full year after the completion of the installation of all stormwater pollution control measures, including vegetation establishment, as shown on the SWPPP or ESC Plan.
- J. Emergency action:** If circumstances exist such that noncompliance with this ordinance poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action. The City shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the City for emergency action may be recovered from the applicant's financial security.

### Sec. 12-2506. Enforcement Actions

- A. Notification of Failure of the Permit:** The City shall notify the permit holder of the failure of the permit's measures.
1. **Initial Contact:** The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, forty-eight (48) hours after notification by the City or seventy-two (72) hours after the

## Afton Code

failure of erosion and sediment control measures, whichever is less, the City at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the City has been unable to establish contact, the City may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the City may take immediate action, and then notify the applicant as soon as possible.

2. **Erosion Off-site:** If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If in the discretion of the City, the permit holder does not repair the damage caused by the erosion, the City may do the remedial work required. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agencies to ensure that the work is done properly.
3. **Erosion into Streets, Wetlands or Water Bodies:** If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
4. **Failure to do Corrective Work:** When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions.
  - a. Stop Work Order - Issue a stop work order, withhold the scheduling of inspections, and/or withhold the issuance of a Certificate of Occupancy.
  - b. Permit Revocation - Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
  - c. Correction by City - Correct the deficiency or hire a contractor to correct the deficiency.
    - i. The applicant will be required to reimburse the City for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the applicant's financial securities as described in Section 8 above.
    - ii. If there is an insufficient financial amount in the applicant's financial securities as described in Section 8 above, the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.

## **Stormwater Management**

**B. Misdemeanor.** Any person, firm or corporation failing to comply with, or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both.

1. All land use and building permits may be suspended until the applicant has corrected the violation.
2. Each day that a separate violation exists shall constitute a separate offense.

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

## Meeting Date Mar. 21, 2017

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Contracted Operator for the Wastewater Treatment System

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The new wastewater treatment system requires a certified operator to monitor and maintain the system to ensure it is functioning properly and meeting all requirements. Wenck Associates and WSB, the City's engineers for the Downtown Village Improvements Project, have completed a Request for Proposals (RFP) process to select a contracted operator for the wastewater treatment system. A copy of the RFP, which lists the duties and responsibilities of the operator, is attached. Two proposals were received from qualified operators. The two operators are Peterson Management Company and Natural Systems Utilities (NSU).

#### Proposals and Costs

The proposal from Peterson has an annual cost of \$18,100. The proposal from NSU has an annual cost of \$14,664. While the proposal from NRU is lower, both Wenck Associates and WSB are recommending Peterson because they are the chief supplier of all of the equipment to be used in the treatment system, including the control panel, pumps, flow meter and treatment modules. This is very advantageous because they are familiar with the equipment and how it needs to work specifically in the City's treatment system, and will stand behind the equipment. In addition, Wenck has worked with Peterson for ten years and has had very positive experiences with them.

#### Contract

A contract will need to be entered into with the selected contractor. The contract will reflect the duties and responsibilities in the RFP.

#### Council Action Requested

Motion regarding the selection of a contracted operator for the wastewater treatment system, and authorizing the Mayor and City Administrator to sign a contract with the selected operator that reflects the duties and responsibilities in the RFP and that has been reviewed and approved by the City Engineer and the City Attorney.

# Petersen Management Company

March 14, 2017

City of Afton, MN  
3033 St Croix Trail S, PO Box 219  
Afton, MN 55001  
Tel: 651-436-5090

Re: City of Afton, MN, Wastewater Treatment Facility Operations Request for Proposal - Proposal # 7992 -170313

Dear City of Afton-

Thank you for the opportunity to provide a proposal for the operation of your new Onsite Wastewater Treatment and Dispersal System. Please find the attached proposal and introductory information in response to your request for quotes. Please note that this proposal is in direct response to the RFP from April 2016 and is for the Basic and Advanced Services outlined in the RFP. Any additional services would be provided on a time and material basis. The final Operation and Management Agreement will be drafted together with the City of Afton to establish terms and conditions of the Agreement. Please find the below credentials and references.

Below is a list of introductory information supplemental to our proposal:

1. **Quoter's Name and Place of Business**

Petersen Management Company (Headquarters)  
421 Wheeler Ave.  
Fredonia, WI 53021-0340

Petersen Management Company (Field Location #1)  
4833 Melby Street.  
Lake Hallie, WI 54729

2. **Quoter's Current Employees, Background and Certifications**

**Tony Birrittieri**, Manager/Wastewater Operator  
Minnesota Pollution Control Agency Certified Operator – Class C  
Certification Number: C-303221  
Minnesota Pollution Control Agency Licensed Service Provider  
Certification Number: C8717

12 year professional in Onsite Wastewater field  
Operates and Manages over 200 Wastewater Management Contracts  
Provides consulting for Developers and Homeowners Associations in dealings with Onsite Wastewater Treatment and Management

**Tyler Degenhardt**, Service Technician/Wastewater Operator in Training  
Wisconsin Certified POWTS Maintainer

3. **List of Existing Clients/References**

**Discover Crossing**

Grace Robbins / Bob Clark, Lynskey Clark Companies, [bob@lynkeyclark.com](mailto:bob@lynkeyclark.com)  
118 S. Main Street  
PO Box 36  
Stillwater, MN 55082  
Tel: 651-439-1412

Length of Time: 10 years

Size/Description of Systems: 9,100 GPD Design Flow (28 Homes): Grinder (Eone Grinder Stations) Collection System, Series of Settling Tanks, Recirculating Gravel Filter, Mechanical/Pump House, Drip Dispersal Soil Discharge

PO Box 340  
421 Wheeler Ave.  
Fredonia, WI  
53021-0340  
Tel: 888.455.6864  
Fax: 800.669.1232  
[mail@petersen.cc](mailto:mail@petersen.cc)

**We at Petersen pride ourselves in giving our customers all the attention they need to assure the success of the systems we provide. We are a 24 hours a day, 7 days a week, service minded company.**

**Please do not hesitate to call whenever a question or concern arises.**

# Petersen Management Company

March 14, 2017  
City of Afton – Management Proposal  
Job # 7992  
Page 2 of 3

Description of Services Provided:

Full System Management, Operation and Maintenance  
Including: Individual Home Pumping Systems, Collection System, Full Treatment System Operation and Management  
Fee Collection for, and Management of, Operating Budget  
Homeowner Education  
Complete Regulatory Relations and Reporting  
24 hr/7 day Emergency Response

**Audubon**

Mick Lynskey, Lynskey Clark Companies, [mick@lynkeyclark.com](mailto:mick@lynkeyclark.com)  
118 S. Main Street  
PO Box 36  
Stillwater, MN 55082  
Tel: 651-439-1412

Length of Time: 10 years

Size/Description of Systems: 13,400 GPD Design Flow (40 Homes): Grinder (Eone Grinder Stations) Collection System, Series of Settling Tanks, Mechanical Aeration and Anaerobic Denitrification Systems, Mechanical/Pump House, Drip Dispersal Soil Discharge

Description of Services Provided:

Full System Management, Operation and Maintenance  
Including: Individual Home Pumping Systems, Collection System, Full Treatment System Operation and Management  
Fee Collection for, and Management of, Operating Budget  
Homeowner Education  
Complete Regulatory Relations and Reporting  
24 hr/7 day Emergency Response

**Miller Farms**

Ron Derrick, Derrick Companies, [ron@derrickbuilt.com](mailto:ron@derrickbuilt.com)  
1505 Hwy. 65  
PO Box 445  
New Richmond, WI 54017  
Tel: 715-246-2320

Length of Time: 10 years

Size/Description of Systems: 30,000 GPD Design Flow (82 Homes): Grinder (Eone Grinder Stations) Collection System, Series of Settling Tanks, Mechanical Aeration and Anaerobic Denitrification Systems, Mechanical/Pump House, Drip Dispersal Soil Discharge

Description of Services Provided:

Full System Management, Operation and Maintenance  
Including: Individual Home Pumping Systems, Collection System, Full Treatment System Operation and Management  
Fee Collection for, and Management of, Operating Budget  
Homeowner Education  
Complete Regulatory Relations and Reporting  
24 hr/7 day Emergency Response

PO Box 340  
421 Wheeler Ave.  
Fredonia, WI  
53021-0340  
Tel: 888.455.6864  
Fax: 800.669.1232  
[mail@petersen.cc](mailto:mail@petersen.cc)

We at Petersen pride ourselves in giving our customers all the attention they need to assure the success of the systems we provide. We are a 24 hours a day, 7 days a week, service minded company.  
Please do not hesitate to call whenever a question or concern arises.

# Petersen Management Company

March 14, 2017  
City of Afton – Management Proposal  
Job # 7992  
Page 3 of 4

PO Box 340  
421 Wheeler Ave.  
Fredonia, WI  
53021-0340  
Tel: 888.455.6864  
Fax: 800.669.1232  
[mail@petersen.cc](mailto:mail@petersen.cc)

## ***Blue Wing***

Carol Rollins, HoChunk Nation, [Carol.Rollins@ho-chunk.com](mailto:Carol.Rollins@ho-chunk.com)  
HoChunk Nation  
Black River Falls, WI 54615  
Tel: 715-284-9851

Length of Time: 8 years

Size/Description of Systems: 22,000 GPD Design Flow, Gravity Collection with Main Lift Station, Series of Settling Tanks, Recirculating Gravel Filter with Anaerobic Denitrification, Mechanical/Pump House, Drip Dispersal Soil Discharge

### Description of Services Provided:

Full System Management, Operation and Maintenance  
Including: Collection System, Lift Station, Full Treatment System Operation and Management  
Fee Collection for, and Management of, Operating Budget  
Owner Education  
Complete Regulatory Relations and Reporting  
24 hr/7 day Emergency Response

## ***Village of Lake Hallie Sanitary District – Midway Mile***

Lake Hallie, WI 54729

Length of Time: 9 years

Size/Description of Systems: 80,000 GPD Design Flow (Commerical Park): STEP Lift Stations Collection System, Series of Settling Tanks, Fixed Activated Sludge Treatment, Mechanical/Pump House, Drip Dispersal Soil Discharge

### Description of Services Provided:

Full System Management, Operation and Maintenance  
Including: Collection System, Lift Station, Full Treatment System Operation and Management  
Fee Collection for, and Management of, Operating Budget  
Owner Education  
Complete Regulatory Relations and Reporting  
24 hr/7 day Emergency Response

## ***Woodside Sports Complex***

Mauston, WI 53076

Length of Time: 5 years

Size/Description of Systems: 112,000 GPD Design Flow, Gravity Collection, Series of Settling Tanks, Fixed Activated Sludge Treatment with Anaerobic Denitrification, Mechanical/Pump House, Drip Dispersal Soil Discharge

### Description of Services Provided:

Full System Management, Operation and Maintenance  
Including: Collection System, Lift Station, Full Treatment System Operation and Management  
Fee Collection for, and Management of, Operating Budget  
Owner Education  
Complete Regulatory Relations and Reporting  
24 hr/7 day Emergency Response

We at Petersen pride ourselves in giving our customers all the attention they need to assure the success of the systems we provide. We are a 24 hours a day, 7 days a week, service minded company.

Please do not hesitate to call whenever a question or concern arises.

# Petersen Management Company

March 14, 2017  
City of Afton – Management Proposal  
Job # 7992  
Page 4 of 4

**MANY MORE REFERENCES AVAILABLE UPON REQUEST**

**4. Availability of Service**

Service Hours: 24 hr/7 days a week.

4 hour min. Emergency Response

24 hour min. NonEmergency Response

Holiday's: Same

**5. Certificate of Insurance**

Please find the attached Insurance Certificate

Thank you for asking Petersen Management Company to help you with the planning for the future of your system. We are very excited to help you and appreciate the opportunity to work with you.

Please do not hesitate to call or email with any questions. We look forward to serving you.

Sincerely,



Tony Birrittien  
Attachments

PO Box 340  
421 Wheeler Ave.  
Fredonia, WI  
53021-0340  
Tel: 888.455.6864  
Fax: 800.669.1232  
[mail@petersen.cc](mailto:mail@petersen.cc)

**PETERSEN MANAGEMENT COMPANY**  
**CITY OF AFTON - WASTEWATER TREATMENT FACILITY**  
**MANAGEMENT PROPOSAL SHEET**

**PREPARED BY: PETERSEN MANAGEMENT COMPANY, LLC**

March 13, 2017

**PROPOSAL AND BUDGETING FOR WASTEWATER TREATMENT OPERATION AND MANAGEMENT**

**Annual Budget**

# of Connections	Operation and Management	Routine Maintenance Budget*	Capital Replacement Budget
1	\$18,100.00	\$41,116.08	\$14,637.55

**Month Budget**

# of Connections	Operation and Management	Routine Maintenance Budget*	Capital Replacement Budget
1	\$1,508.33	\$3,426.34	\$1,219.80

\* Includes City Administrative Expenses

Routine Maintenance and Capital Replacement are Budgets only.  
 Proposal contingent upon signed contract, final review by Petersen Management Company and Client.  
 Contract available for review upon request.  
 Based on information provided. Any changes to the information provided may result in an adjustment of this proposal.  
 Petersen's Terms and Conditions Apply

## WASTEWATER TREATMENT FACILITY OPERATIONS FOR THE CITY OF AFTON

The City of Afton is seeking a proposal for operations and maintenance services for a new Wastewater Treatment Facility. Construction of the facility will begin this Spring and is anticipated to be online in the Fall of 2016. The proposal shall include administrative labor, analytical lab costs, and all operations and maintenance tasks outlined in the following scope of services.

### SCOPE OF SERVICES

#### Basic Services

Throughout the Term of this Agreement, in accordance with Applicable Law, provide the basic services set forth below, as may be amended in writing from time to time by mutual agreement of the Parties ("Basic Services"):

- Post standard operating procedures and operator license at the Facility, in accordance with the rules and regulations of the Minnesota Pollution Control Agency ("MPCA") which governs the Facility.
- Make 1 visit to the Facility, 2-4 hours per visit, 1 day per week, during Normal Business Hours.
- Perform the following routine wastewater operations:
  - Analyze and record influent and effluent pH and daily flow rates;
  - Perform and field testing, as required by the MPCA permit;
  - Perform sample collection as required by the MPCA permit;
  - Coordinate with analytical lab for analysis of samples;
  - Make process adjustments to maintain efficient biological treatment of the wastewater throughout the treatment process;
  - Inspect the collection system pump stations, facility influent and effluent pump stations, record pump run hours, inspect floats, and ensure pumps are operating properly, and recommend cleaning to the Owner;
  - Check mechanical equipment (e.g., blowers, motors, pumps, and chemical feed pumps), and recommend preventive maintenance of equipment (e.g., change oil, grease, air filters, belts) to the Owner's staff;
  - Perform routine maintenance to treatment facility components as recommended by manufacturers manual.
- Order and maintain the following appropriate levels of Consumables:
  - Operations supplies limited to log book, batteries, flow charts and pens, gloves, laboratory testing reagents, and pH buffer solutions;
  - Maintenance supplies limited to oil, grease, air filters, and belts; and
  - Janitorial supplies limited to paper products, hand soap, counter, and floor cleaners.

- Coordinate with the Owner's staff to arrange for services, supplies or equipment from vendors, as follows, who will invoice the Owner directly for their costs separately from the Operator's fixed monthly fee:
  - Order and maintain chemical supplies, spare parts and backup equipment;
  - Arrange for annual calibration of flow meter(s);
  - Arrange for sludge hauling and disposal of biosolids and pump station cleaning.
  
- Prepare and submit the monthly Discharge Monitoring Report ("DMR") to the MPCA and copy the Owner.
  
- Prepare and submit Annual Operations Report to Owner summarizing the facility performance, compliance and maintenance documentation.
  
- Keep control building clean and broom swept.
  
- Provide an answering service twenty-four (24) hours per day, seven (7) days per week, which will notify the operator of any alarm conditions at the Facility.
  
- Attend inspections at the Facility with the MPCA, Monday through Friday, during Normal Business Hours.
  
- Record data on log sheets, including, temperature and precipitation, gallons treated per day, daily analysis results, sludge wasted and disposed, and maintenance performed.
  
- Maintain a daily journal and record operation activities and note general observations of the Facility conditions, including process changes, equipment serviced, and noticeable concerns with the control building and grounds.
  
- Submit a monthly status report of the Facility via electronic means, addressing unusual conditions of equipment, process, control building, and grounds, and recommend to the Owner any necessary repairs, upgrades, maintenance, process or Facility improvements.

### Additional Services

In addition to the Basic Services, the operator shall be responsible for providing the goods and services more particularly set forth below, as may be required or as requested by the Owner ("Additional Services"):

- Provide startup services as directed by the Owner on a time and materials basis.
  
- Perform additional sampling and analysis:
  - Collect additional composite and grab re-samples for non-compliant final effluent samples to meet weekly and monthly average discharge limits; and
  - Collect additional composite and grab process control samples if needed to make operational process changes.
  
- Respond to emergency alarm calls from the Owner and perform the following:
  - Notify the Owner of the Facility's condition if the situation requires work or may result in possible violation of the Owner's permit and take immediate action, if conditions warrant, to prevent loss of limb, life, property or un-permitted discharge.

- If there is an equipment malfunction or failure that does not threaten loss of limb, life, property or un-permitted discharge, notify the Owner and request authorization to take reasonable actions to restore the Facility to normal operation or arrange for contingency operation, such as "pump and haul".
- Attend meetings with the Owner to report on Facility operations and maintenance or to provide general recommendations regarding Facility operations and maintenance, when requested by the Owner.
- Attend offsite meetings with MPCA representatives, if requested.
- Coordinate contractor, vendor and repair shop costs for chemicals, spare parts, equipment Repairs and Replacement.

SCHEDULE A  
FACILITY DESCRIPTION

**Permit: MN0070599**  
**Permit Issued: December 1, 2015**  
**Permit expires: November 30, 2020**

**Permitted Facility Description**

The Afton Wastewater Treatment Facility (Facility) is proposed to be located in the NW 1/4 of Section 14, Township 28 North, Range 20 West, Afton, Washington County, Minnesota. This is a Class C Facility.

The application and plans indicate that the proposed Facility will consist of three septic tanks (38,000 gallons each), an aerated recirculation tank (38,000 gallons), a 10-cell recirculating gravel filter system with a total treatment area of 15,120 sf, a equalization tank (38,000 gallons), 2 ABC-N 9.0 denitrification clarifiers (9,000 gallons each), a MicroFAST 9.0 aerobic treatment unit (9,000 gallons), a dosing tank (12,000 gallons) and an 8 zone pressurized soil absorption bed with a total infiltrative area of 31,680 sf.

The Facility will serve residential and commercial establishments within the city of Afton. The community is currently meeting wastewater needs with individual subsurface sewage treatment systems or cluster subsurface sewage treatment systems.

The proposed treatment system is designed for an average wet weather design flow of 50,550 gallons per day. The design flow is calculated based on the MPCA's November 2013 *Design Guidance for Large Subsurface Wastewater Treatment Systems*. The treatment system will be designed based on 77 homes and 25 commercial connections. The Facility will be designed to treat an Influent biochemical oxygen demand concentration of 365 mg/L.

There are no designed bypass/overflow points known to exist in the disposal system and this permit does not allow any discharge to surface waters of the state.

The proposed Facility is further described in plans and specifications on file with the MPCA, and in an engineering report by Wenck & Associates, Inc.



March 12<sup>th</sup>, 2017

Nick Guilliams & Diane Hankee  
WSB & Associates, Inc.  
477 Temperance Street  
St. Paul, MN 55101

RE: Wastewater Treatment Facility Operations Proposal for the City of Afton  
State Disposal System Permit # MN0070599

Dear Mr. Guilliams & Ms. Hankee,

I am submitting, on behalf of Natural Systems Utilities, the following contract proposal for operations and maintenance services for the City of Afton Wastewater Treatment Facility. The proposed annual amount of \$14,664.00 (monthly amount of \$1,222.00) covers mileage, administrative labor, analytical lab costs, and all operations and maintenance tasks outlined in the scope of work. It does not cover (including but not limited to) additional repairs, emergency services, septic pumping, or chemical, all of which would be invoiced separately on an as needed basis.

Natural Systems Utilities has dedicated, experienced operators and we are fully committed to providing the best service possible. We appreciate you reaching out to us for this opportunity, and look forward to discussing this contract proposal with you further. If you have any questions about this proposal or our services, please feel free to contact me at (651) 491-6772 or [ssymmank@naturalsystemsutilities.com](mailto:ssymmank@naturalsystemsutilities.com)

Sincerely,

**Natural Systems Utilities, LLC**

Shane Symmank  
Operations Supervisor

*Operations and Maintenance Agreement*

**Operations and Maintenance Proposal**

between

**Natural Systems Utilities, LLC**

and

**City of Afton**

for the

**City of Afton Wastewater Facilities**

## *Operations and Maintenance Agreement*

This Operations and Maintenance Agreement (“Agreement”) is effective as of the 1st day of TBD, (“Effective Date”), by and between Natural Systems Utilities, an LLC organized and existing under the laws of the State of Minnesota and having its principal place of business at 17818 Hwy 65 NE, Suite 100, Ham Lake, MN 55304 (“NSU”) and City of Afton, an organization and existing under the laws of Minnesota, and having its principal place of function in Afton, MN 55001 (“Owner”). NSU and the Owner shall be individually referred to as a “Party” and collectively as the “Parties”.

### **RECITALS**

**WHEREAS**, the Owner owns and is responsible for the operation of the “City of Afton Wastewater Treatment System located in Washington County, MN(“Facility”); and

**WHEREAS**, the Facility’s wastewater treatment system consists of a wastewater treatment Facility and related facilities and equipment as more particularly described in Schedule A, annexed hereto and incorporated herein (collectively, “Facility”); and

**WHEREAS**, the Owner has determined that it is in the Owner’s best interest to procure the services of a contractor to operate and maintain the Facility in accordance with the Owner’s SDS Permit, Number MN0070599 (“Permit”); and

**WHEREAS**, NSU is in the business of providing operations and maintenance services at water and wastewater treatment facilities; and

**WHEREAS**, the Owner and NSU wish to enter into an agreement for the operation and maintenance of the Facility and the Parties have agreed upon the terms and conditions under which NSU will provide the services to the Owner.

**NOW, THEREFORE**, in consideration of the mutual rights, duties, agreements, and covenants contained herein, and agreeing to be legally bound thereby, the Owner and NSU agree as follows:

### **DEFINITIONS**

For purposes of this Agreement, the following definitions shall apply:

- 1.1. “Acceptable Effluent” means the treated liquid and gaseous byproduct from the wastewater treatment processes of the Facility, which complies with regulations governing such byproduct substances and all applicable guidelines and criteria under Applicable Law.
- 1.2. “Acceptable Influent” means domestic, commercial, institutional, industrial, and other wastewater received at the Facility, in quantities not exceeding the design capacity of the Facility, and which does not include any substances or contaminants that the Facility is not currently designed to treat or is capable of treating to the standards required for Acceptable Effluent as set forth in this Agreement.
- 1.3. “Agreement Price” means the sum of (1) the Base Monthly Fee and (2) the Additional Services Fees and Costs (as are defined in Section 5).
- 1.4. “Applicable Law” means any federal, state or local statute, local charter provision,

## *Operations and Maintenance Agreement*

regulation, ordinance, rule, mandate, order, decree, permit, code, or license requirement or other governmental requirement or restriction, or any interpretation or administration of any of the foregoing by any governmental authority, which applies to the services or obligations of either Party under this Agreement.

- 1.5. “Capital Improvement” means the purchase and installation of new equipment, Facility structures, or other Facility components, or rehabilitation of equipment, existing Facility structures or other Facility components, which are planned and non-routine.
- 1.6. “Change in Law” means the enactment, adoption, amendment, promulgation, issuance, modification, repeal, or change of any Applicable Law that takes effect after the Effective Date of this Agreement.
- 1.7. “Consumables” means chemicals, oil, grease, fuel, air filters, belts, paper products, hand soap, counter and floor cleaners, log books, batteries, flow charts, pens, gloves, laboratory testing reagents, and pH buffer solutions used in connection with the operation of the Facility.
- 1.8. “Emergency Call-Out” means services provided by NSU pursuant to this Agreement outside of Normal Business Hours.
- 1.9. “Maintenance” means those routine or repetitive activities, including preventive and predictive activities required by the equipment guidelines or manuals and those activities recommended by NSU to maximize the service life and performance of the Facility’s equipment and the components thereof, which includes replenishment of Consumables.
- 1.10. “Normal Business Hours” means the hours between 8:00 AM and 4:00 PM, Monday through Friday, excluding holidays.
- 1.11. “Repair” means those unplanned, non-routine and non-repetitive activities required for operational continuity, safety, and performance, generally due to failure, or to avert a failure of, equipment, vehicles, structures, and the Facility or a component thereof.
- 1.12. “Replacement” means the complete substitution of a piece of equipment, a component of a piece of equipment, vehicles, structures, or a component of the Facility due to wear, breakage, or other failure in order to return the equipment, vehicle, structure, Facility or some component thereof to designed functionality.
- 1.13. “Uncontrollable Circumstance” means any act, event, condition, or circumstance that (1) is beyond the reasonable control of NSU, (2) by itself or in combination with other acts, events, conditions, or circumstances adversely affects, interferes with or delays NSU’s ability to perform its obligations under this Agreement, expands the scope of NSU’s obligations under this Agreement, or increases NSU’s cost of performing its obligations under this Agreement, and (3) is not the direct result of the willful or negligent act, intentional misconduct, failure to exercise proper due diligence, or breach of this Agreement by NSU.

Subject to clauses (1), (2) and (3) above, an Uncontrollable Circumstance shall include, but not be limited to, the following:

- (a) a Change in Law;
- (b) any change that takes place between the Effective Date and the date that NSU commences performance of the services under the Agreement, which impacts

## *Operations and Maintenance Agreement*

NSU's performance of the services;

- (c) any injunction or similar order issued by a governmental or regulatory body;
- (d) delays or denials of any licenses, permits and approvals that are required to be maintained by NSU in order to perform the services;
- (e) the existence of a concealed or latent environmental condition at the Facility or adjoining sites;
- (f) contamination of the Facility's site from groundwater, soil or airborne substances migrating from sources outside of the Facility;
- (g) naturally-occurring events such as earthquakes, hurricanes, tornadoes, floods, fires, landslides, underground movement, lightning, epidemics and other acts of nature;
- (h) war, terrorism, explosion, sabotage, extortion, blockade, insurrection, riot, civil disturbance, or acts of a declared public enemy;
- (i) labor disputes or strikes, except labor disputes involving employees of NSU;
- (j) the failure of any vendor or third party to furnish services, materials, chemicals, equipment or otherwise perform its contractual obligations;
- (k) the result of any act, error or omission of any other contractor engaged by the Owner to perform services at the Facility;
- (l) the failure of any governmental body or private utility having operational jurisdiction in the area in which the Facility is located to provide and maintain utilities, or telephone and telecommunication services;
- (m) a defect in title or placement of any encumbrance on the Facility;
- (n) the receipt of influent at the Facility other than Acceptable Influent;
- (o) any breach by a Party, other than the Party claiming the occurrence of an Uncontrollable Circumstance, of its representations, warranties and covenants as set forth in this Agreement;
- (p) any failure, non-performance or non-compliance by a Party, other than the Party claiming the occurrence of an Uncontrollable Circumstance, with respect to its obligations and responsibilities under this Agreement;
- (q) the failure of the Owner to proceed with a Replacement or Capital Improvement that NSU determines is necessary to provide the services in this Agreement;
- (r) any Replacement or Capital Improvement that interferes with NSU's obligations and responsibilities under this Agreement;
- (s) the action of any third party; or
- (t) without prejudice to the generality, any other circumstance, cause or occurrence of any kind whatsoever beyond the reasonable control of a Party.

## **2. TERM OF AGREEMENT**

## *Operations and Maintenance Agreement*

- 2.1. The initial term of this Agreement shall be for a period of (TBD) years (“Initial Term”), commencing TBD (“Commencement Date”), and continuing until 11:59 p.m. on TBD, unless this Agreement is terminated earlier as herein provided.
- 2.2. Unless earlier terminated pursuant to the provisions set forth hereunder, the Agreement shall automatically renew upon completion of the Initial Term for additional consecutive twelve (12) month periods (each, a “Renewal Term” and collectively, the “Renewal Terms”), unless either Party notifies the other, in writing, of its intent to terminate at least sixty (60) days prior to the conclusion of the Initial Term or then-current Renewal Term. Unless otherwise agreed to by and between NSU and the Owner, the terms and conditions of this Agreement shall remain in full force and effect during the Renewal Terms, except with respect to the fees for the services.
- 2.3. The Initial Term and the Renewal Terms shall be collectively referred to herein as the “Term”.

### **3. SCOPE OF SERVICES**

#### 3.1. Basic Services

Throughout the Term of this Agreement, NSU shall, in accordance with Applicable Law, provide the basic services set forth below, as may be amended in writing from time to time by mutual agreement of the Parties (“Basic Services”):

- (a) Post standard operating procedures and operator license at the Facility, in accordance with the rules and regulations of the Minnesota Pollution Control Agency (“MPCA”) which governs the Facility.
- (b) Make 1 visit to the Facility, 2-4 hours per visit, 1 day per week, during Normal Business Hours.
- (c) Perform the following routine wastewater operations:
  - c.1. Analyze and record influent and effluent pH and daily flow rates;

## *Operations and Maintenance Agreement*

- c.2. Perform and field testing, as required by the MPCA permit;
  - c.3. Perform sample collection as required by the MPCA permit;
  - c.4. Coordinate with analytical lab for analysis of samples;
  - c.5. Make process adjustments to maintain efficient biological treatment of the wastewater throughout the treatment process;
  - c.6. Inspect the onsite influent and effluent pump stations, record pump run hours, inspect floats, and ensure pumps are operating properly, and recommend cleaning to the Owner;
  - c.7. Check mechanical equipment (e.g., blowers, motors, pumps, and chemical feed pumps), and recommend preventive maintenance of equipment (e.g., change oil, grease, air filters, belts) to the Owner's staff;
  - c.8. Perform routine maintenance to treatment facility components as recommended by manufacturers manual;
- (d) Order and maintain the following appropriate levels of Consumables:
- d.1. Operations supplies limited to log book, batteries, flow charts and pens, gloves, laboratory testing reagents, and pH buffer solutions;
  - d.2. Maintenance supplies limited to oil, grease, air filters, and belts; and
  - d.3. Janitorial supplies limited to paper products, hand soap, counter, and floor cleaners.
- (e) Coordinate with the Owner's staff to arrange for services, supplies or equipment from vendors, as follows, who will invoice the Owner directly for their costs separately from NSU's fixed monthly fee:
- e.1. Order and maintain chemical supplies, spare parts and backup equipment;
  - e.2. Arrange for annual calibration of flow meter(s);
  - e.3. Arrange for sludge hauling and disposal of biosolids and pump station cleaning; and
- (f) Prepare and submit the monthly Discharge Monitoring Report ("DMR") to the MPCA and copy the Owner.
- (g) Keep control building clean and broom swept.
- (h) Provide an answering service twenty-four (24) hours per day, seven (7) days per week, which will notify NSU's operator of any alarm conditions at the Facility.
- (i) Attend inspections at the Facility with the MPCA, Monday through Friday, during Normal Business Hours.
- (j) Record data on log sheets, including, temperature and precipitation, gallons treated per day, daily analysis results, sludge wasted and disposed, and maintenance performed.

## *Operations and Maintenance Agreement*

- (k) Maintain a daily journal and record operation activities and note general observations of the Facility conditions, including process changes, equipment serviced, and noticeable concerns with the control building and grounds.
- (l) Submit a monthly status report of the Facility via electronic means, addressing unusual conditions of equipment, process, control building, and grounds, and recommend to the Owner any necessary repairs, upgrades, maintenance, process or Facility improvements.

### 3.2. Additional Services

In addition to the Basic Services, NSU shall be responsible for providing the goods and services more particularly set forth below, as may be required or as requested by the Owner ("Additional Services"):

- (a) Provide startup services as directed by the Owner.
- (b) Perform additional sampling and analysis:
  - b.1. Collect additional composite and grab re-samples for non-compliant final effluent samples to meet weekly and monthly average discharge limits; and
  - b.2. Collect additional composite and grab process control samples if needed to make operational process changes.
- (c) Respond to emergency alarm calls from the Owner and perform the following:
  - c.1. Notify the Owner of the Facility's condition if the situation requires work or may result in possible violation of the Owner's permit and take immediate action, if conditions warrant, to prevent loss of limb, life, property or un-permitted discharge.
  - c.2. If there is an equipment malfunction or failure that does not threaten loss of limb, life, property or un-permitted discharge, notify the Owner and request authorization to take reasonable actions to restore the Facility to normal operation or arrange for contingency operation, such as "pump and haul". The costs of such restorative actions shall be borne by the Owner. If the Owner or the Owner's representative cannot be reached or refuse to authorize this corrective action and a permit violation occurs, it shall be deemed an Uncontrollable Circumstance and the Owner shall indemnify NSU for all loss and expense incurred by NSU. The Owner shall supply NSU with twenty-four (24) hour emergency numbers for the Owner representatives.
  - c.3. NSU shall not be responsible for fines or penalties from the MPCA or MDH as a result of the Owner delaying approval or impeding the progress of Repairs or Replacement of failed equipment.
- (d) Attend meetings with the Owner to report on Facility operations and maintenance or to provide general recommendations regarding Facility operations and maintenance, when requested by the Owner.
- (e) Attend offsite meetings with MPCA representatives, if requested.

## *Operations and Maintenance Agreement*

- (f) Coordinate contractor, vendor and repair shop costs for chemicals, spare parts, equipment Repairs and Replacement.

### 3.3. Excluded Services

The Owner shall be solely responsible for the arrangement and implementation of those services and items set forth below (“Excluded Services”):

- (a) Pay contractor, vendor and repair shop costs for chemicals, spare parts, equipment Repairs and Replacement.
- (b) Maintenance, Repair and Replacement of individual residential and commercial grinder pump stations.
- (c) Pay contractor costs for hauling and disposal of septage and influent screenings.
- (d) Provide and pay for all Capital Improvements at the Facility.
- (e) Pay contractor costs for annual calibration of flow meter(s).
- (f) Perform building maintenance, lawn mowing, snow removal, leaf and weed removal, trimming, and removal of trees and shrubbery.
- (g) Provide additional labor and equipment to comply with OSHA regulations for confined space entry procedures, if applicable.
- (h) Pay all utility costs, including, but not limited to, natural gas, propane, water, sewer, electric, telephone, and trash associated with NSU’s operation of the Facility.
- (i) Provide and pay for engineering and other professional services costs;
- (j) Purchase and maintain property insurance.
- (k) Provide and pay for customer billing services.
- (l) Maintain and renew all regulatory permits.

### 3.4. Certified Personnel and Subcontractors.

NSU shall provide the Basic Services under the direct supervision of NSU personnel who possess valid water and wastewater operator certifications as required by Applicable Law; or if no such certification is required, by personnel NSU deems qualified to perform the Basic Services. The Owner acknowledges and agrees that NSU may retain subcontractors to assist NSU in the performance of the Basic Services and the Additional Services, who will be bound to the same duties and obligations for performance of the services as NSU. The use of subcontractors shall not relieve NSU of its responsibility or obligations under this Agreement.

## **4. CAPITAL IMPROVEMENTS**

During the term of this Agreement, NSU may, without obligation, provide the Owner with a listing of recommended Capital Improvements, identifying the Capital Improvements that are necessary to improve the performance or increase the capacity of the Facility, to address or anticipate the obsolescence of portions of the Facility, to reduce the cost to NSU of performing this Agreement, to produce cost savings or efficiency innovations to the Facility, or are necessary to comply with

## *Operations and Maintenance Agreement*

existing or anticipated changes to Applicable Law (each, "Capital Improvement Project" and collectively, "Capital Improvement Projects"). The decision to proceed with construction and implementation of any such Capital Improvement Project shall be at the sole discretion and decision of the Owner. If the Owner decides not to proceed with construction and implementation of a Capital Improvement Project recommended by NSU that is necessary to address or anticipate the obsolescence of portions of the Facility or comply with existing or anticipated changes to Applicable Law, then that decision may be considered an Uncontrollable Circumstance as defined herein. If the Owner implements a Capital Improvement Project, such implementation may be considered or lead to an Uncontrollable Circumstance, as more particularly set forth hereunder.

### **5. COMPENSATION**

- 5.1. Commencing on the Effective Date, the Owner shall pay a monthly fee to NSU for performing the Basic Services, as more particularly set forth in Schedule B ("Base Monthly Fee"), for which NSU will invoice the Owner on a monthly basis. The Owner shall pay NSU for any increase in costs or expenses attributable to (1) a change in the scope of services to be provided by NSU, including any Capital Improvements, as may be agreed to by the Parties ("Change in Scope") and (2) any excise, sales, use, value added tax ("VAT"), gross receipts or other tax that may be imposed on NSU in connection with the performance of its obligations under this Agreement. The increase in costs or expenses shall be added to the Base Monthly Fee effective upon the date of the Change in Scope, and will be included in the Agreement Price. If the Parties are unable to agree upon the amount of the increase in costs and expenses attributable to a Change in Scope, the dispute will be submitted for resolution in accordance with Section 16, hereof.
- 5.2. NSU will invoice the Owner for Additional Services upon completion of the work at the rates set forth in Schedule C ("Additional Services Fees and Costs"), or such other rate mutually agreed upon by the Owner and NSU. If the work spans thirty (30) days or longer, NSU will invoice the Owner for the Additional Services on a monthly basis until complete.
- 5.3. The Owner shall be responsible for providing all Excluded Services at its sole cost and expense.
- 5.4. All invoices submitted by NSU shall be paid by the Owner no later than thirty (30) days after the date of the invoice (for each invoice, "Due Date"). If the Owner disputes any portion of an invoice in good faith, the Owner shall pay the undisputed portion to NSU by the Due Date and shall provide NSU with written notice of the disputed amount and basis therefore by the Due Date. Disputes will be submitted for resolution in accordance with Section 16, hereof. Failure of the Owner to provide timely and detailed written notice of any such dispute will act as a waiver of any defense or justification for failing to pay the full amount of the invoice by the Due Date.
- 5.5. All undisputed portions of an invoice not paid by the Due Date for such invoice shall bear interest at the rate of one and one-half percent (1.5%) per month from the Due Date. Such interest shall be calculated and added to any unpaid amounts on a monthly basis, but shall not be compounded or treated as recomputed principal.

## *Operations and Maintenance Agreement*

- 5.6. Notwithstanding any default provision contained hereunder, if the Owner fails to pay any undisputed sum to NSU when due, then NSU may, without limiting any other remedies that it may have under this Agreement or Applicable Law, upon five (5) days written notice to the Owner, and provided the Owner does not remedy such failure within such five (5) day period, immediately suspend performance of its obligations under this Agreement until any and all amounts due to NSU, including interest, are paid in full by the Owner.
- 5.7. If NSU pursues a collection action for unpaid fees, the Owner will be liable for all costs in connection with the collection procedures, including reasonable collectors' fees, attorneys' fees and court costs.

## **6. REPRESENTATIONS AND WARRANTIES**

- 6.1. NSU and the Owner, each with respect to itself, do hereby represent, warrant, and covenant to the best of their knowledge, information and belief, with such representations, warranties, and covenants being true as of the Effective Date of this Agreement, as follows:
  - (a) NSU and the Owner have the legal authority pursuant to state and local rules, regulations, and statutes to enter into this Agreement; and
  - (b) NSU and the Owner are authorized to do business and are in good standing under the laws of the state in which they are formed and the state in which the Facility is located;
  - (c) The persons signing this Agreement on behalf of NSU and the Owner have the power and authority to execute and deliver this Agreement pursuant to the Party's respective by-laws and organizational documents, and the execution, delivery, and performance of this Agreement have been duly authorized and approved by all requisite action;
  - (d) The execution and delivery of this Agreement and the performance by NSU and the Owner of their obligations hereunder (a) does not conflict with or result in a violation of (i) NSU's Articles of Incorporation, by-laws, and other organizational documents and (ii) Owner's formation and organizational documents, and any applicable governing statute, law or regulation, including without limitation, those governing the operation of a public body corporate; (b) shall not violate or result in a default, immediately or with the passage of time, under any agreement, contract or instrument to which NSU or the Owner is a party or by which it is, or may be, bound; and (c) shall not conflict with or violate any order, writ, judgment, or decree, issued by a governmental agency having jurisdiction, to which NSU or the Owner is subject;
  - (e) No additional approval, authorization, or other action by, or filing with any governmental authority is required in connection with the execution and delivery of this Agreement by NSU or the Owner; and
  - (f) Each of the provisions, covenants, and obligations contained in this Agreement is enforceable by and against the Parties under Applicable Law.

## ***Operations and Maintenance Agreement***

- 6.2. Except as set forth in Schedule D, the Owner hereby warrants, represents, and covenants as follows:
- (a) That the Owner has valid, legal title to the Facility, clear of all encumbrances, and has authority to provide NSU access to the Facility;
  - (b) That the Facility has been designed and constructed in accordance with all Applicable Law, governmental permits, and all approvals issued therefore;
  - (c) That the Facility has the capacity to receive and convey wastewater influent in accordance with Applicable Law, and all governmental statutes, regulations, permits, and approvals required for same;
  - (d) That the Facility is in good working order, operating within the parameters required by Applicable Law and its intended use, and is without any known defect or damage;
  - (e) That there are presently no citations, summons, complaints, penalties, actions, suits, investigations, or other proceedings pending or threatened against the Owner in connection with the operation or maintenance of the Facility, nor are there any judgments, decrees or orders of any court, governmental or administrative agency against the Owner that may adversely affect the Owner's or NSU's ability to perform its obligations under this Agreement;
  - (f) That all licenses, permits, certificates, approvals, registrations, and authorizations necessary for NSU's operation of the Facility as set forth hereunder will be obtained and maintained by the Owner and provided by the Owner to NSU; and
  - (g) That, as of the Effective Date of this Agreement, the operation and maintenance of the Facility is currently in compliance with all licenses, permits, certificates, approvals, registrations, and authorizations necessary for the operation of the Facility, as well as all provisions of Applicable Law.

## **7. PERMITS, APPROVALS AND CERTIFICATIONS**

- 7.1. Application for the renewal, modification, and payment of charges and fees in connection with any governmental permit, approval, or certification for the Facility required by Applicable Law are the sole responsibility of the Owner. Any such governmental permits, approvals, or certifications are to be held in the Owner's name.

## **8. SAFETY**

During the term of this Agreement, should NSU become aware of any unsafe conditions or safety violations at the Facility arising from the construction or condition of the Facility, NSU will notify the Owner of such condition within a reasonable time after such discovery. Thereafter, the Owner shall determine the actions needed to correct such conditions and proceed diligently, at the Owner's sole cost and expense, to implement such corrective measures. The Owner will notify NSU in writing of the steps the Owner shall take to correct these conditions and the proposed time for implementing them. Should NSU disagree with the steps or the proposed time to implement the corrective measures, NSU will notify the Owner of such disagreement and the reasons therefore, whereupon the Parties will negotiate to arrive at a mutually agreeable program for safety

## *Operations and Maintenance Agreement*

upgrades and a schedule therefore. Failing such agreement, either Party shall have the right to terminate the Agreement upon thirty (30) days written notice to the other Party.

### **9. UNCONTROLLABLE CIRCUMSTANCES**

- 9.1. If an Uncontrollable Circumstance occurs, NSU shall be entitled to: (1) relief from its performance obligations under this Agreement to the extent that the occurrence of the Uncontrollable Circumstance prevents NSU's performance of such obligations; (2) an extension of time to perform its obligations under this Agreement to the extent that the occurrence of the Uncontrollable Circumstance prevents NSU's ability to perform such obligations in the time specified in this Agreement; and (3) an increase in the Agreement Price or other fee to be paid under this Agreement to the extent that the occurrence of the Uncontrollable Circumstance increases NSU's costs of performance of its obligations under this Agreement. The occurrence of an Uncontrollable Circumstance shall not, however, excuse or delay the Owner's obligation to pay monies previously accrued and owing to NSU under this Agreement, or for NSU to perform any obligation under this Agreement not affected by the occurrence of the Uncontrollable Circumstance. The Owner shall continue to pay the Agreement Price to NSU during the continuance of any Uncontrollable Circumstance.
- 9.2. If an Uncontrollable Circumstance occurs, NSU shall notify the Owner by telephone, electronic mail, or facsimile after NSU first learns of the occurrence thereof. Within fifteen (15) days of NSU learning of the Uncontrollable Circumstance, NSU shall provide the Owner with a written description of the Uncontrollable Circumstance, the cause thereof (to the extent known), the date the Uncontrollable Circumstance began, its expected duration and an estimate of the specific relief requested or to be requested by NSU.
- 9.3. NSU shall use commercially reasonable efforts to reduce costs resulting from the occurrence of the Uncontrollable Circumstance, fulfill its performance obligations under the Agreement, and otherwise mitigate the adverse effects of the Uncontrollable Circumstance. While the Uncontrollable Circumstance continues, NSU shall give the Owner a monthly update of the information previously submitted. NSU shall also provide written notice to the Owner of the cessation of the Uncontrollable Circumstance.

### **10. DEFAULT**

- 10.1. The following shall constitute an "Event of Default" hereunder:
- a. The failure of the Owner to make any undisputed payment by the Due Date; and
  - b. The failure of either Party to perform any material term, covenant, or condition of this Agreement ("Defaulting Party") and the default continues for more than thirty (30) days following the other Party ("Non-Defaulting Party") giving notice of such default to the Defaulting Party; provided, however, that if the default cannot reasonably be cured within such thirty (30) day period and the Defaulting Party has attempted to cure the default within such thirty (30) day period and thereafter continues to diligently attempt to cure the default, then the cure period provided for herein shall extend up to, but in no case more than sixty (60) days.

## *Operations and Maintenance Agreement*

- 10.2. If an Event of Default occurs, the Non-Defaulting Party may terminate this Agreement upon written notice to the Defaulting Party. The Non-Defaulting Party may enforce any and all rights and remedies it may have against the Defaulting Party under Applicable Law.

### **11. PERMITTING REQUIREMENTS, FINES AND PENALTIES**

- 11.1. NSU shall be responsible for all fines and penalties relating to and arising from failure of NSU to operate the Facility in accordance with its obligations hereunder, but only to the extent of and in proportion to the degree of fault, failure or negligence of NSU. The Owner shall be responsible for all other fines and penalties relating to and arising from the Facility, including, without limitation, the Owner's failure to perform its obligations hereunder.
- 11.2. NSU will not be responsible for fines, claims, or penalties resulting from discharge violations or a failure to meet the effluent quality requirements of the Owner's Permit for any period(s) and subsequent recovery period(s) in which:
- (a) The Facility influent does not contain adequate nutrients to support operation of the Facility's biological processes or contains biologically toxic or hazardous substances that cannot be removed by the existing process;
  - (b) The Facility is inoperable or can operate only at a reduced capacity due to construction activities, fire, flood, adverse weather conditions, labor disputes, or other causes beyond NSU's control;
  - (c) Discharges into the Owner's sewer system violate any or all regulations as stated in the local, state, or federal rules, and regulations pertaining to discharges into sewer system;
  - (d) The flow, influent BOD<sub>5</sub>, suspended solids, phosphorus, or ammonia nitrogen exceed the Facility design parameters; or
  - (e) The Owner fails to make necessary Capital Improvements, other improvements that are needed to meet permit requirements, or equipment repair or replacement, or delays authorizations for items needed to meet permit requirements.
- 11.3. If a fine or penalty is assessed against NSU or the Owner with regard to the Facility, the Party receiving such fine or penalty ("Notifying Party") shall promptly notify the other Party ("Receiving Party") in writing of such fine and penalty and include a copy of any documents received. Such notice shall also contain a statement of the Notifying Party's position as to which party or parties bear responsibility for the fine or penalty. The Notifying Party's notice shall include assumption of all or partial responsibility of such fine or penalty, if applicable, or its rejection of any responsibility. If the notice asserts that the Receiving Party is either wholly or partially responsible, then, within five (5) business days of receipt of such notice, the Receiving Party shall either assume all responsibility if that Party is wholly responsible, or assume partial responsibility for its portion of such fine or penalty, or reject such assertion in writing. If both Parties are partially responsible for the fine or penalty, then they shall apportion the costs of the fine or penalty in proportion to the percentage of their respective responsibility. If either Party denies responsibility or the Parties are unable to come to an agreement as to the allocation of responsibility, the

## *Operations and Maintenance Agreement*

Parties shall attempt to resolve the dispute amicably, failing which the Parties shall submit the matter to dispute resolution in accordance with Section 16.

- 11.4. As to any fine or penalty for which the Owner or NSU assumes responsibility, the Party or Parties assuming responsibility shall be entitled to request and pursue an appeal or administrative hearing to review the fine or penalty at the sole cost and expense of the responsible Party or Parties; provided, however, that the Parties shall cooperate in providing access to documents and information, and execution of any consents or authorizations reasonably required. Any testimony, investigations, reports, representation, and advisory services provided by NSU are not included in the Basic Services or Additional Services, and will be provided at an additional cost to the Owner, in accordance with NSU's per diem rates then in effect, unless it is ultimately determined that NSU is responsible for the fine or penalty.
- 11.5. As to any fine or penalty for which responsibility is disputed, either the Owner or NSU, or jointly, may request and pursue an appeal or administrative hearing to review the fine or penalty without prejudice to the allocation of ultimate responsibility between them, which would be submitted for resolution in accordance with Section 16.
- 11.6. The Owner and NSU shall cooperate in assertion of any appropriate affirmative defenses to any alleged permit violation prior to assessment of a fine or penalty. NSU will prepare and submit the documentation to assert an affirmative defense. Any testimony, investigations, reports, representation, and advisory services provided by NSU in asserting appropriate affirmative defenses are not included in the Basic Services or Additional Services, and will be provided at an additional cost to the Owner, in accordance with NSU's per diem rates then in effect, unless it is ultimately determined that NSU is responsible for the fine or penalty.

## **12. INDEMNIFICATION**

- 12.1. NSU shall indemnify and hold the Owner, its employees, officers, directors, agents, consultants, contractors, and representatives harmless from and against all liability, including attorneys' fees and costs, for all damages of any nature whatsoever, including employee related injury or illness, any bodily injury or personal damage claim and any damage to or loss of use or loss of any personal or real property, which is caused by or directly attributable to the fault, failure, error, omission, negligent, or wrongful act of NSU, its employees, officers, directors, agents, consultants, subcontractors, and representatives for which it may be responsible in the performance or purported performance of its obligations under this Agreement, but only to the extent of and in proportion to the degree of fault, failure, error, omission, negligent, or wrongful act of NSU, its employees, officers, directors, agents, consultants, subcontractors, and representatives.
- 12.2. The Owner shall indemnify and hold NSU, its employees, officers, directors, agents, consultants, contractors, subcontractors, and representatives harmless from and against all liability, including attorneys' fees and costs, for all damages of any nature whatsoever, including employee related injury or illness, any bodily injury or personal damage claim and any damage to or loss of use or loss of any personal or real property, which is caused by or directly attributable to the fault, failure, error, omission, negligent, or wrongful act of

## *Operations and Maintenance Agreement*

the Owner, its employees, officers, directors, agents, consultants, contractors, subcontractors, and representatives for which it may be responsible in the performance or purported performance of its obligations under this Agreement, but only to the extent of and in proportion to the degree of fault, failure, error, omission, negligent, or wrongful act of the Owner, its employees, officers, directors, agents, consultants, contractors, subcontractors, and representatives.

- 12.3. NSU shall not be responsible or liable for any casualty loss to the Facility unless the casualty loss is due to NSU's or its employees', officers', directors', agents', consultants', subcontractors' and representatives' fault, failure, or negligence, but only to the extent of and in proportion to the degree of fault, failure, error, omission, negligent, or wrongful act of NSU, its employees, officers, directors, agents, consultants, subcontractors, and representatives.

### **13. LIMITATION OF LIABILITY**

Notwithstanding any other term in the Agreement, in no event shall NSU's total liability to the Owner and any of the Owner's officers, directors, employees, agents, contractors, or subcontractors for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Agreement from any cause or causes, including, but not limited to, NSU's wrongful act, omission, negligence, errors, strict liability, breach of contract, breach of warranty, express or implied, exceed an amount equal to \$250,000.00.

### **14. CONSEQUENTIAL DAMAGES**

In no event shall the Parties be liable to each other, and each Party specifically waives as against the other, any and all claims for consequential, incidental, indirect, special, or punitive damages resulting in any way from performance or non-performance of this Agreement, whether such damages are characterized as arising under breach of contract or warranty, tort (including negligence), fault, strict liability, indemnity, or any other theory of legal liability.

### **15. INSURANCE**

- 15.1. NSU will provide Workers Compensation Insurance for its employees at the statutory limit for the state in which the Facility is located.
- 15.2. NSU and its subcontractors will procure and maintain, in full force and effect during the term of this Agreement, Commercial General Liability Insurance with limits of liability of \$1,000,000 each occurrence and in the aggregate, along with an excess liability umbrella policy with limits of liability of \$5,000,000 each occurrence and in the aggregate, protecting NSU and its subcontractors from liability resulting from bodily injury, death and property damage arising out of the acts of NSU or its subcontractors. Such acquired insurance shall extend to liability risks relating to this Agreement.
- 15.3. In addition, NSU will procure and maintain, in full force and effect during the term of this Agreement, Automobile Liability Insurance with a combined single limit in the amount of \$1,000,000 each occurrence.
- 15.4. NSU shall not be required to carry, and will not carry, any property insurance covering the

## *Operations and Maintenance Agreement*

Facility and such property insurance shall be the responsibility of the Owner at its expense.

### **16. DISPUTE RESOLUTION**

- 16.1. If a dispute between the Parties arises out of, or relates to this Agreement, which does not involve claims made by or asserted against third parties, and if the dispute cannot be settled through negotiation, the Parties will try to resolve the dispute by non-binding mediation, through a mutually agreed upon dispute resolution agency.
- 16.2. If a dispute as contemplated by Section 16.1 cannot be resolved through non-binding mediation, the Parties will submit the dispute to binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction in the state in which the Facility is located.

### **17. GENERAL PROVISIONS**

- 17.1. Ownership of Records. All regulatory records relating to the Facility are the property of the Owner; however, NSU shall be entitled to copies of such records and reasonable use thereof. NSU shall retain ownership of its own business records and the Owner shall have no right to view or obtain copies of such business records.
- 17.2. Governing Law. This Agreement and its interpretation shall be governed by the laws of the state in which the Facility is located.
- 17.3. Entire Agreement. No oral agreement or conversation with any officer, agent, or employee of the Owner or NSU, either before or after the Effective Date of this Agreement, shall affect or modify any of its terms or obligations herein contained. This Agreement constitutes the entire agreement between the Parties hereto and supersedes all previous or contemporaneous communications, representations or agreements. The terms and conditions of this Agreement may be amended by and between NSU and the Owner; however, no changes, alternations, or modifications to this Agreement shall be effective unless in writing and signed by both Parties hereto. Any changes, alternations, or modifications to this Agreement, including agreed upon interpretation of meaning and other mutually agreed upon conditions provided for in this Agreement, shall be covered by a written amendment signed by both Parties.
- 17.4. Successors and Assigns. The terms of this Agreement shall be binding upon the successors, assigns, and legal representatives in privity of contract with NSU or the Owner.
- 17.5. Assignment. NSU may assign this Agreement with the prior written consent of the Owner, which consent shall not be unreasonably withheld by the Owner; provided, however, that NSU shall not require the consent of the Owner if assignment of this Agreement is to an affiliate, subsidiary, or related entity of NSU. The Owner may assign this Agreement with the prior written consent of NSU or its assignee, which consent shall not be unreasonably withheld by NSU.
- 17.6. Waiver. The failure on the part of either Party to enforce its rights as to any provision of

*Operations and Maintenance Agreement*

this Agreement shall not be construed as a waiver of its rights to enforce such provision in the future.

- 17.7. Conflicts. To the extent there are any conflicts, inconsistencies or discrepancies between the terms and conditions contained in the main body of this Agreement and the Schedules attached hereto, the terms and conditions of the main body of this Agreement shall govern.
- 17.8. Recitals. The Recitals set forth above are hereby incorporated into and made part of this Agreement.
- 17.9. Notices. All notices or other communications required or permitted hereunder shall be given in writing and delivered personally or mailed, by certified or registered mail, postage prepaid and return receipt requested, or by a nationally recognized priority delivery service, such as Federal Express, and addressed to the Party or Parties at the following address:

To Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To NSU: Gary Mechler  
Executive Vice President, Operations  
Natural Systems Utilities  
2 Clerico Lane, Building 1  
Hillsborough, NJ 08844

Addresses may be changed or supplemented by written notice given as above provided. Any such notice sent by mail shall be deemed to have been received by the addressee on the third (3<sup>rd</sup>) business day after posting in the United States mail, or if by a priority service, on the first (1<sup>st</sup>) business day after transmittal, or, if delivered personally, on the date of such delivery.

**[SIGNATURE PAGE FOLLOWS]**

*Operations and Maintenance Agreement*

**IN WITNESS WHEREOF** the Owner and NSU have hereto executed this Agreement under their respective corporate seals, and by the hands of their proper officers duly authorized as of the day and year first above written.

**City of Afton**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Natural Systems Utilities, LLC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**SCHEDULE A**  
**FACILITY DESCRIPTION**

Permit issued: December 1, 2015  
Permit expires: November 30, 2020

MN0070599  
Page 3 of 27

**1. Permitted facility description**

The Afton Wastewater Treatment Facility (Facility) is proposed to be located in the NW 1/4 of Section 14, Township 28 North, Range 20 West, Afton, Washington County, Minnesota. This is a Class C Facility.

The application and plans indicate that the proposed Facility will consist of three septic tanks (38,000 gallons each), an aerated recirculation tank (38,000 gallons), a 10-cell recirculating gravel filter system with a total treatment area of 15,120 ft<sup>2</sup>, a equalization tank (38,000 gallons), 2 ABC-N 9.0 denitrification clarifiers (9,000 gallons each), a MicroFAST 9.0 aerobic treatment unit (9,000 gallons), a dosing tank (12,000 gallons), and an 8 zone pressurized soil absorption bed with a total infiltrative area of 31,680 ft<sup>2</sup>.

The Facility will serve residential and commercial establishments within the city of Afton. The community is currently meeting wastewater needs with individual subsurface sewage treatment systems or cluster subsurface sewage treatment systems.

The proposed treatment system is designed for an average wet weather design flow of 50,550 gallons per day. The design flow is calculated based on the MPCA's November 2013 *Design Guidance for Large Subsurface Wastewater Treatment Systems*. The treatment system will be designed based on 77 homes and 25 commercial connections. The Facility will be designed to treat an influent biochemical oxygen demand concentration of 365 mg/L.

There are no designed bypass/overflow points known to exist in the disposal system and this permit does not allow any discharge to surface waters of the state.

The proposed Facility is further described in plans and specifications on file with the MPCA, and in an engineering report by Wenck Associates, Inc.

*Operations and Maintenance Agreement*

**SCHEDULE B**

**BASE MONTHLY FEE**

**Year 1:**

**TBD to TBD: \$1222.00 per month**

1. \* Contract price will increase for lump sum contract amount and standard billing rates based upon the water and sewer maintenance regional consumer price index starting in TBD (this is typically an inflationary cost increase of 2-4% per year).

**SCHEDULE C**

**NATURAL SYSTEMS UTILITIES, LLC STANDARD 2017 BILLING RATES**

**For**

**WATER AND WASTEWATER OPERATION SERVICES**

**POSITION**

**STANDARD BILLING RATE**

Project Principal	\$125.00/hour
Operations Supervisor	\$105.00/hour
Water/Wastewater Operator	\$92.00/hour
Field Services	\$87.00/hour
Administration	\$87.00/hour

**EXPENSES**

Mileage	\$0.535/mile (prevailing rate)
Travel expenses	At Cost
Other expenses	At Cost plus 10%

**OTHER OPERATION SERVICES**

Confined Space Entry	\$75 per entry permit
Use of HAZMAT Monitoring Equipment	\$40/hour (minimum 1 hour)

**EMERGENCY SERVICES/SERVICE CALLS**

Service Call	\$100 each response
Labor associated with repairs or services	Time and Materials in accordance with standard billing rates

*Operations and Maintenance Agreement*

**SCHEDULE D**

**OWNER DISCLOSURES**

The Owner acknowledges and agrees that it has not disclosed any non-compliant conditions existing at the Facility to NSU, nor is the Owner aware of any non-compliant conditions existing at the Facility as of the Effective Date of this Agreement.

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

## Meeting Date Mar. 21, 2017

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Change Order No. 1 for the Wastewater Treatment System Project

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When the Council awarded the bid for the wastewater treatment system project, there was uncertainty about when the contractor would be able to proceed with the project, due to the 106 process. The contractor indicated that, if the project would be delayed until 2017, the bid price may need to increase due to increases in the contractor's costs. The City indicated that any cost increases would need to be documented through a change order.

In addition to contractor cost increases two plan changes are also resulting in increased costs. One area of plan changes is the result of comments by the Minnesota Pollution Control Agency (MPCA) regarding enhancing the flexibility available to the system operator to meet the treatment requirements during winter operations through enhanced secondary treatment. Also, the original design resulted in a very large control panel that weighed 3,000 pounds and did not fit in the space planned for it in the control building. This panel has been redesigned into three smaller but interconnected panels, and the internal layout of the control building was redesigned to accommodate the panels.

The change order and related information are attached. The total amount of Change Order No. 1 is \$152,324.00. Of this amount, \$104,024.00 is related to increases in the contractor's costs, and \$48,300 is related to addressing the MPCA's comments and redesigning the control panel and control building.

#### **Council Action Requested**

Motion regarding Change Order No.1 for the Wastewater Treatment System Project in the amount of \$152,324.00.

## CHANGE ORDER NO. 1

Date: March 15, 2017

Agreement Date: March 10, 2017

Name of Project: City of Afton Large Subsurface Sewage Treatment System

Owner: City of Afton, MN

Engineer: Wenck Associates, Inc.

Contractor: Ellingson Drainage, Inc.

### Changes:

The following changes are hereby made to the Contract Documents:

- Federal Davis Bacon Act Wage Decisions (MN102): replace wage rates within the contract documents with General Decision Number: MN160102 06/24/2016
- Bid tabulation price adjustment
- Preconstruction wastewater system modifications to the control building & pretreatment tanks

### Attachments:

- Federal Davis Bacon Act Wage Decisions (MN102): General Decision Number: MN160102 06/24/2016
- Contractor Summary Letter
- Contractor Adjusted Bid Tabulation
- Engineer Adjusted Bid Tabulation Comparison
- Preconstruction Wastewater System Modifications

### Justification:

The project was awarded on June 30, 2016, greater than 90 days from the bid opening date. Therefore, per federal requirements Section 602(b)(6) of the Federal Water Pollution Control Act, as amended and section 1450(e) of the Safe Drinking Water Act (42 U.S.C. 300j-9(e)), listed within the Contract Documents, the Federal Davis Bacon Act Wage Decisions (MN102) shall be updated to those active at the time of award.

The project was bid on February 2, 2016 with construction planned for the 2016 season. The City of Afton awarded the bid to Ellingson Drainage, Inc. Construction did not occur as the project was delayed. Because of the delay, construction will occur in 2017 and price escalations to materials, subcontractors, and equipment have occurred.

Reorganization to the control building layout is necessary. The control panel size is greater than what was advised during design and changes to the layout is necessary to accommodate.

Pretreatment tank modifications have been made to supplement secondary pretreatment equipment. These modifications will enhance treatment flexibility throughout the year via the operator as wastewater volume and weather conditions dictate.

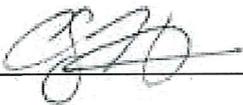
Contract Price and Time Adjustment:

Original Contract Price: \$ 1,831,985.00  
Contract Price Changes approved to Date: \$ 0.00  
Current Contract Price adjusted to previous Change Orders: \$ 1,831,985.00  
The Contract Price due to this Change Order will be increased by: \$ 152,324.00  
The new Contract Price including this Change Order will be: \$ 1,984,309.00  
The Contract Time will be (increased) (decreased) by 0 calendar days.

Original Contract Dates: Substantial: September 30, 2017 Final: June 30, 2018  
Adjusted Contract Dates: Substantial: NA Final: NA

Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the work, or as may otherwise be required by the OWNER'S Supplemental General Conditions.

Requested by:  Andy Henslin Ellingson Drainage, Inc.

Ordered by:  Eric M. Blasing, PE Wenck Associates, Inc.

Accepted by: City of Afton

\*\*\*END OF SECTION\*\*\*

**VIA EMAIL**

03/13/2017

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

**RE: Afton Large Subsurface Treatment System**

To Whom It May Concern,

Ellingson Companies is looking forward to beginning construction on the Wastewater Treatment Facility as soon as the conditions in the field are suitable. To manage our cost increases for the 2017 construction season, and provide several system upgrades, we have attached our proposal for Change Order No. 1 to this correspondence.

As referenced in our June 30, 2016 letter we have experienced cost increases from the time of bid due to delayed purchasing of materials as well as subcontractors, labor, and equipment. This totaled \$104,024.00 and reflects a 5.68% overall increase in the contract price.

Additionally, Eric Blasing with Wenck Associates has requested that we provide pricing for system modifications to the control building and pretreatment tanks. These upgrades totaled \$48,300.00.

We believe this request is an equitable adjustment to the overall contract price as Ellingson Companies and many of our vendors have experienced two price adjustment cycles since the time of bid. Thank you for taking the time to consider our request and we look forward to beginning work on this project shortly.

Sincerely,



Andy Henslin  
Project Manager



56113 State Hwy 56  
 West Concord, MN 55985  
 www.EllingsonCompanies.com  
 Phone: 888-527-2294  
 Fax: 507-527-2296

# PROPOSAL

Change Order No. 1  
 2017 Bid Adjustments and System  
 Modifications

Job Code 161016  
 Job Description AFTON, MN - LARGE SUBSURFACE SEWER TREATMENT SYSTEM (Updated for 2017)  
 Job City Afton  
 Job State MN  
 Bid Date 13-Mar-2017

Line No.	Description	Quantity	Unit of Measure	Unit Price	Total Price
	Proposal				
	Subtotal Description				
1	Mobilization and Demobilization	1.00	LS	31,250.00	31,250.00
2	Monitoring Well Abandonment	1.00	EA	1,470.00	1,470.00
3	Silt Fence	895.00	LF	4.75	4,251.25
4	Rock Construction Entrance	1.00	EA	1,325.00	1,325.00
5	Gravel Access Road	1.00	LS	15,330.00	15,330.00
6	Gravel Drive Improvements	65.00	CY	49.35	3,207.75
7	Protection Bollard	21.00	EA	265.00	5,565.00
8	Woven Wire Fence	1,150.00	LF	9.00	10,350.00
10	Control Building: Structure	1.00	LS	48,250.00	48,250.00
11	Control Building: Equipment and Furnishings	1.00	LS	5,565.00	5,565.00
12	Treatment Area Piping	1.00	LS	99,500.00	99,500.00
13	3-way Splitter Valve, Actuator, Basin, and Related Components	1.00	LS	19,320.00	19,320.00
15	Influent Flowmeter	1.00	LS	12,450.00	12,450.00
16	Control System Equipment	1.00	LS	67,400.00	67,400.00
17	Septic Tank #1	1.00	LS	84,700.00	84,700.00
18	Septic Tank #2	1.00	LS	81,600.00	81,600.00
19	Septic Tank #3	1.00	LS	100,400.00	100,400.00
20	Recirculation Tank	1.00	LS	140,900.00	140,900.00
21	Equalization Tank	1.00	LS	95,025.00	95,025.00
22	Denitrification Unit	2.00	EA	53,900.00	107,800.00
23	Aerobic Treatment Unit	1.00	LS	77,250.00	77,250.00
24	Dose Tank	1.00	LS	78,900.00	78,900.00
25	Fine-Bubble Diffusion Aerator	4.00	EA	20,750.00	83,000.00
26	Gravel Filter	1.00	LS	364,200.00	364,200.00
27	Gravel filter Water Balance Test	1.00	LS	26,200.00	26,200.00
28	Absorption Bed System	1.00	LS	169,750.00	169,750.00
29	Chemical Feed Equipment	1.00	LS	9,350.00	9,350.00
30	Electrical Service Allowance	1.00	LS	15,000.00	15,000.00
31	Electrical Work	1.00	LS	131,050.00	131,050.00
32	Back Up Diesel Powered Generator	1.00	LS	52,250.00	52,250.00
33	Wastewater Treatment System Site Restoration	1.00	LS	28,500.00	28,500.00
33	Woven Wire Fence Improvements	2,400.00	LF	5.50	13,200.00
				<b>GRAND TOTAL:</b>	<b>1,984,309.00</b>

### Proposal Certification

Submitted By: Andy Henslin  
 Senior Project Manager  
 Cell: 612-275-8553  
 Office: 507-527-2294

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Bid Tabulation**  
**Price Escalation Comparison**  
**City of Afton**  
**Large Subsurface Sewage Treatment System**  
**Afton, Minnesota**

Item No.	Item Description	Unit	Estimated Bid Quantity	Adjusted Estimated Contract Quantity	Ellingson Drainage, Inc. Bid Date: February 2, 2016		Ellingson Drainage, Inc. Bid Adjustment: March 15, 2017		Unit Cost Price Increase
					Unit Cost	Amount	Unit Cost	Amount	%
<b>Part 1. Mobilization, Site Preparation, and Sediment Control</b>									
1.	Mobilization and Demobilization	Lump Sum	1	1	\$30,000.00	\$30,000.00	\$31,250.00	\$31,250.00	4.2%
2.	Monitoring Well Abandonment	Each	1	1	\$1,400.00	\$1,400.00	\$1,470.00	\$1,470.00	5.0%
3.	Silt Fence	Lineal Foot	895	895	\$4.50	\$4,027.50	\$4.75	\$4,251.25	5.6%
4.	Rock Construction Entrance	Each	1	1	\$1,250.00	\$1,250.00	\$1,325.00	\$1,325.00	6.0%
<b>Part 2. Wastewater Treatment System</b>									
5.	Gravel Access Road	Lump Sum	1	1	\$14,600.00	\$14,600.00	\$15,330.00	\$15,330.00	5.0%
6.	Gravel Drive Improvements	Cubic Yard	65	65	\$47.00	\$3,055.00	\$49.35	\$3,207.75	5.0%
7.	Protection Bollard	Each	21	21	\$250.00	\$5,250.00	\$265.00	\$5,565.00	6.0%
8.	Woven Wire Fence	Lineal Foot	1,150	1,150	\$8.75	\$10,062.50	\$9.00	\$10,350.00	2.9%
9.	Woven Wire Fence Improvements	Lineal Foot	583	583	\$13.00	\$7,579.00	\$13.00	\$7,579.00	0.0%
10.	Control Building: Structure	Lump Sum	1	1	\$45,000.00	\$45,000.00	\$48,250.00	\$48,250.00	7.2%
11.	Control Building: Equipment and Furnishings	Lump Sum	1	1	\$5,300.00	\$5,300.00	\$5,565.00	\$5,565.00	5.0%
12.	Treatment Area Piping	Lump Sum	1	1	\$96,000.00	\$96,000.00	\$99,500.00	\$99,500.00	3.6%
13.	3-Way Splitter Valve, Actuator, Basin, and Related Components	Lump Sum	1	1	\$18,400.00	\$18,400.00	\$19,320.00	\$19,320.00	5.0%
14.	Flow Splitter Valve—NO BID per Addendum No. 1	Lump Sum	±	±	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
15.	Influent Flowmeter	Lump Sum	1	1	\$11,400.00	\$11,400.00	\$12,450.00	\$12,450.00	9.2%
16.	Control System Equipment	Lump Sum	1	1	\$61,350.00	\$61,350.00	\$67,400.00	\$67,400.00	9.9%
17.	Septic Tank #1	Lump Sum	1	1	\$80,650.00	\$80,650.00	\$84,700.00	\$84,700.00	5.0%
18.	Septic Tank #2	Lump Sum	1	1	\$76,250.00	\$76,250.00	\$81,600.00	\$81,600.00	7.0%
19.	Septic Tank #3	Lump Sum	1	1	\$94,150.00	\$94,150.00	\$100,400.00	\$100,400.00	6.6%
20.	Recirculation Tank	Lump Sum	1	1	\$134,225.00	\$134,225.00	\$140,900.00	\$140,900.00	5.0%
21.	Equalization Tank	Lump Sum	1	1	\$90,500.00	\$90,500.00	\$95,025.00	\$95,025.00	5.0%
22.	Denitrification Unit	Each	2	2	\$51,350.00	\$102,700.00	\$53,900.00	\$107,800.00	5.0%
23.	Aerobic Treatment Unit	Lump Sum	1	1	\$75,000.00	\$75,000.00	\$77,250.00	\$77,250.00	3.0%
24.	Dose Tank	Lump Sum	1	1	\$76,325.00	\$76,325.00	\$78,900.00	\$78,900.00	3.4%

**Bid Tabulation**  
**Price Escalation Comparison**  
**City of Afton**  
**Large Subsurface Sewage Treatment System**  
**Afton, Minnesota**

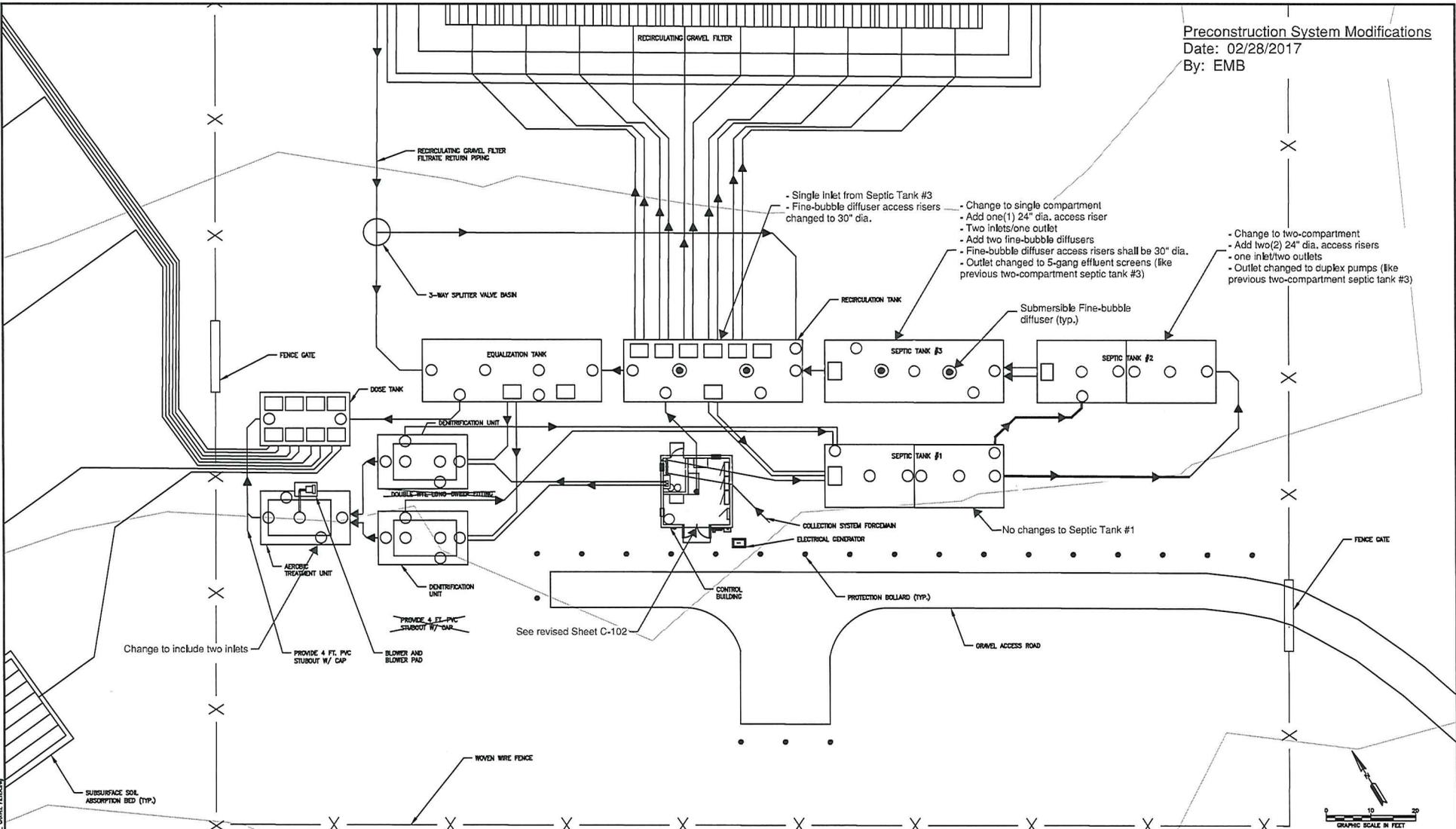
Item No.	Item Description	Unit	Estimated Contract Quantity	Estimated Contract Quantity					Unit Cost Price Increase
					Unit Cost	Amount	Unit Cost	Amount	
<b>Part 2. Wastewater Treatment System (continued)</b>									
25.	Fine-Bubble Diffusion Aerator	Each	2	4	\$19,400.00	\$38,800.00	\$20,750.00	\$83,000.00	7.0%
26.	Gravel Filter	Lump Sum	1	1	\$349,000.00	\$349,000.00	\$364,200.00	\$364,200.00	4.4%
27.	Gravel Filter Water Balance Test	Lump Sum	1	1	\$25,600.00	\$25,600.00	\$26,200.00	\$26,200.00	2.3%
28.	Absorption Bed System	Lump Sum	1	1	\$162,650.00	\$162,650.00	\$169,750.00	\$169,750.00	4.4%
29.	Chemical Feed Equipment	Lump Sum	1	1	\$8,730.00	\$8,730.00	\$9,350.00	\$9,350.00	7.1%
<b>Part 3. Electrical</b>									
30.	Electrical Service Allowance	Lump Sum	1	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	0.0%
31.	Electrical Work	Lump Sum	1	1	\$110,000.00	\$110,000.00	\$131,050.00	\$131,050.00	19.1%
32.	Back Up Diesel Powered Generator	Lump Sum	1	1	\$45,350.00	\$45,350.00	\$52,250.00	\$52,250.00	15.2%
<b>Part 4. Site Restoration</b>									
33.	Wastewater Treatment System Site Restoration	Lump Sum	1	1	\$27,120.00	\$27,120.00	\$28,500.00	\$28,500.00	5.1%
<b>Total</b>	<b>Part 1. Mobilization, Site Preparation, and Sediment Control</b>	-----	-----	-----	-----	\$36,677.50	-----	\$38,296.25	-----
<b>Total</b>	<b>Part 2. Wastewater Treatment System</b>	-----	-----	-----	-----	\$1,592,576.50	-----	\$1,713,591.75	-----
<b>Total</b>	<b>Part 3. Electrical</b>	-----	-----	-----	-----	\$170,350.00	-----	\$198,300.00	-----
<b>Total</b>	<b>Part 4. Site Restoration</b>	-----	-----	-----	-----	\$27,120.00	-----	\$28,500.00	-----
<b>Total Base Bid:</b>						<b>\$1,826,724.00</b>	<b>\$1,978,688.00</b>		
<b>Alternate No. 1:</b>									
34.	High Tensile Wire Fence (Replaces Item No. 9)	Lineal Foot	2,400	2,400	\$5.35	\$12,840	\$5.50	\$13,200	2.8%
<b>Total Base Bid w/ Alternate No. 1:</b>						<b>\$1,831,985.00</b>	<b>\$1,984,309.00</b>		

**NOTE:** June 23, 2014 Ellingson Drainage, Inc. Bid = \$1,720,197.25  
Bid Increase 2014 vs. 2016 = \$111,787.75  
% Bid Increase 2014 vs. 2016 = 6.5%

% Bid Increase 2016 vs. 2017 w/o Pretreatment System Modifications = 5.7%

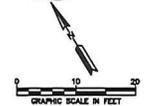


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Preconstruction System Modifications  
Date: 02/28/2017  
By: EMB

- Single Inlet from Septic Tank #3
- Fine-bubble diffuser access risers changed to 30" dia.
- Change to single compartment
  - Add one (1) 24" dia. access riser
  - Two inlets/one outlet
  - Add two fine-bubble diffusers
  - Fine-bubble diffuser access risers shall be 30" dia.
  - Outlet changed to 5-gang effluent screens (like previous two-compartment septic tank #3)
- Change to two-compartment
  - Add two (2) 24" dia. access risers
  - one inlet/two outlets
  - Outlet changed to duplex pumps (like previous two-compartment septic tank #3)



8	BIDDING DOCUMENTS	CVE	EMB	12/15/15	SEAL
5	MPCA RESUBMITTAL	CVE	EMB	07/17/15	
4	MPCA RESUBMITTAL	CVE	EMB	12/30/14	
3	MPCA RESUBMITTAL	CVE	EMB	09/25/14	
2	ISSUED FOR BID	CVE	EMB	03/23/14	
1	MPCA SUBMITTAL	CVE	EMB	03/26/14	
0	ISSUED FOR CLIENT REVIEW	EMB	PGM	03/18/14	
REV	REVISION DESCRIPTION	DWN	APP	REV DATE	

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: ERIC M. BLASING  
SIGNATURE: *[Signature]*  
DATE: 12/18/2015 REG NO.: 48781

PRIME CONSULTANT  
**WENCK ASSOCIATES**  
Responsive partner. Exceptional outcomes.  
1800 PIONEER CREEK CENTER P 713-479-4294  
MAPLE PARK, MINNESOTA F 713-478-4242

PROJECT TITLE LARGE SUBSURFACE SEWAGE TREATMENT SYSTEM		SHEET TITLE TREATMENT SYSTEM LAYOUT	
CITY OF AFTON 3033 ST. CROIX TRAIL SOUTH AFTON MN, 55001		DWN BY: CJK/D CVE: EMB	APP'D: PGM SCALE: AS SHOWN
PROJECT NO. 2856-04	SHEET NO. C-103	DWG DATE: FEB 2014	REV NO. 6

MN160102 MOD 4 REVISED 07/22/16 MN102  
\*\*\*\*\* THIS WAGE DETERMINATION WAS REPLACED ON 07/22/16\*\*\*\*\*  
General Decision Number: MN160102 06/24/2016

Superseded General Decision Number: MN20150102

State: Minnesota

Construction Type: Heavy  
Heavy including Water and Sewer Lines

Counties: Scott, Sherburne and Washington Counties in  
Minnesota.

HEAVY CONSTRUCTION PROJECTS (including sewer/water  
construction).

Note: Under Executive Order (EO) 13658, an hourly minimum wage  
of \$10.15 for calendar year 2016 applies to all contracts  
subject to the Davis-Bacon Act for which the solicitation was  
issued on or after January 1, 2015. If this contract is covered  
by the EO, the contractor must pay all workers in any  
classification listed on this wage determination at least  
\$10.15 (or the applicable wage rate listed on this wage  
determination, if it is higher) for all hours spent performing  
on the contract in calendar year 2016. The EO minimum wage rate  
will be adjusted annually. Additional information on contractor  
requirements and worker protections under the EO is available  
at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/08/2016
1	03/04/2016
2	05/20/2016
3	06/17/2016
4	06/24/2016

CARP0548-002 05/01/2015

	Rates	Fringes
CARPENTER (Including Form Work).....	\$ 35.85	17.78

ELEC0110-010 05/01/2016

WASHINGTON

	Rates	Fringes
ELECTRICIAN.....	\$ 39.62	26.79

ELEC0292-012 05/01/2016

SHERBURNE (East of Hwy 25 to Hwy 10 and an imaginary line  
straight West to the Mississippi River)

	Rates	Fringes
ELECTRICIAN.....	\$ 39.04	22.22

ELEC0292-014 09/01/2008

SHERBURNE (West of Hwy 25 to Hwy 10 straight West to Mississippi River)

	Rates	Fringes
ELECTRICIAN		
Electrical Contracts \$5 Million and over:.....	\$ 28.74	65.19%
Electrical Contracts under \$5 million.....	\$ 28.17	65.86%

-----  
ELEC0292-016 05/01/2016

SCOTT

	Rates	Fringes
ELECTRICIAN.....	\$ 39.04	22.22

-----  
ENGI0049-065 05/01/2016

AREA 1: SCOTT, SHERBURNE (South of the northern boundary of T. 33-N & East of the Western boundary of R. 27-W) and WASHINGTON

AREA 2: SHERBURNE (Remainder)

	Rates	Fringes
OPERATOR: Power Equipment		
AREA 1:		
Group 2.....	\$ 34.39	18.90
Group 3.....	\$ 33.84	18.90
Group 4.....	\$ 33.54	18.90
Group 5.....	\$ 30.50	18.90
Group 6.....	\$ 29.29	18.90
AREA 2:		
Group 2.....	\$ 31.73	18.90
Group 3.....	\$ 31.28	18.90
Group 4.....	\$ 30.98	18.90
Group 5.....	\$ 28.41	18.90
Group 6.....	\$ 27.54	18.90

POWER EQUIPMENT OPERATOR CLASSIFICATIONS

GROUP 2: Crane with over 135' Boom, excluding jib; Dragline & Hydraulic Backhoe with shovel-type controls, 3 cubic yards and over; Grader/Blade finishing earthwork and bituminous.

GROUP 3: Dragline & Hydraulic Backhoe with shovel-type controls up to 3 cubic yards; Loader 5 cu yd and over; Mechanic; Tandem Scraper; Truck Crane; Crawler Crane

GROUP 4: Bituminous Roller 8 tons & over; Crusher/Crushing Plant; Drill Rig; Elevating Grader; Loader over 1 cu yd; Grader; Pump; Scraper up; to 32 cu yd; Farm Tractor with Backhoe attachment; Skid Steer Loader over 1 cu yd with Backhoe attachment; Bulldozer over 50 hp.

GROUP 5: Bituminous Roller under 8 tons; Bituminous Rubber Tire Roller; Loader up to 1 cu yd; Bulldozer 50 hp or less.

GROUP 6: Oiler; Self-Propelled Vibrating Packer 35 hp and over.

CRANE OVER 135' BOOM, EXCLUDING JIB - \$ .25 PREMIUM;  
CRANE OVER 200' BOOM, EXCLUDING JIB - \$ .50 PREMIUM

UNDERGROUND WORK:  
UNNELS, SHAFTS, ETC. - \$ .25 PREMIUM  
UNDER AIR PRESSURE - \$ .50 PREMIUM

HAZARDOUS WASTE PROJECTS (PPE Required):  
LEVEL A - \$1.25 PREMIUM  
LEVEL B - \$ .90 PREMIUM  
LEVEL C - \$ .60 PREMIUM

-----  
IRON0512-041 05/01/2015

	Rates	Fringes
IRONWORKER, STRUCTURAL AND REINFORCING.....	\$ 35.50	23.45

-----  
LAB00132-022 05/01/2016

SCOTT AND WASHINGTON COUNTIES

	Rates	Fringes
LABORERS		
(1) Common or General Laborer; Top Person.....	\$ 30.00	17.44
(2) Mason Tender Cement/Concrete.....	\$ 30.20	17.44
(6) Pipe Layer.....	\$ 32.50	17.44

-----  
LAB00132-041 05/01/2016

	Rates	Fringes
LABORER (LANDSCAPE).....	\$ 21.39	14.80

-----  
LAB00563-032 05/01/2016

SHERBURNE COUNTY

	Rates	Fringes
LABORERS		
(1) Common or General Laborer; Top Person.....	\$ 30.00	17.44
(2) Mason Tender Cement/Concrete.....	\$ 30.20	17.44
(6) Pipe Layer.....	\$ 32.50	17.44

-----  
LAB00563-048 05/01/2016

SHERBURNE COUNTY

	Rates	Fringes
LABORER (LANDSCAPE).....	\$ 30.00	17.44

-----  
PLAS0633-004 05/09/2012

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 32.80	17.00
-----		
PLUM0015-008 05/01/2016		

SHERBURNE (Remaining Western portion)

	Rates	Fringes
PLUMBER.....	\$ 44.01	21.94

FOOTNOTE:

Paid Holiday: Labor Day

-----		
PLUM0015-024 05/01/2016		

SCOTT, SHERBURNE (East of a line running northeasterly from the point of Wright County that lies furthest north to that pont of Mille Lacs County that is south by west)

	Rates	Fringes
PLUMBER.....	\$ 40.48	21.04

FOOTNOTE:

Paid Holiday: Labor Day

-----		
PLUM0455-014 05/01/2015		

WASHINGTON

	Rates	Fringes
PIPEFITTER.....	\$ 42.76	24.08
-----		

\* PLUM0539-004 05/01/2016

SHERBURNE (West of a line running Northeasterly from the Northern point of Wright County to the Southwestern tip of Mille Lacs County)

	Rates	Fringes
PIPEFITTER.....	\$ 33.37	26.99
-----		

\* PLUM0539-018 05/01/2016

SCOTT, SHERBURNE (East of a line running northeasterly from the point of Wright County that lies furthest north to that pont of Mille Lacs County that is south by west)

	Rates	Fringes
PIPEFITTER.....	\$ 38.72	28.86
-----		

TEAM0160-016 05/01/2015

	Rates	Fringes
TRUCK DRIVER (DUMP)		

(1) Articulated Dump Truck..\$ 29.10	15.20
(2) 3 Axles/4 Axles; 5 Axles receive \$0.30 additional per hour.....\$ 28.55	15.20
(3) Tandem Axles; & Single Axles.....\$ 28.45	15.20

-----  
WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

=====  
Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

-----  
The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007

in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.

Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

=====

END OF GENERAL DECISION

**VIA EMAIL**

06/30/16

City of Afton  
3033 St. Croix Trail S  
PO Box 219  
Afton, MN 55001**RE: Afton Large Subsurface Treatment System**

To Whom It May Concern,

After discussions with Eric Blazing with Wenck Associates, Ellingson Companies understands that the City of Afton will finalize securing the project funding and consider awarding the bid for the Large Subsurface Treatment System at a special meeting on June 30<sup>th</sup>. We also understand that we will likely not receive a Notice to Proceed with work until late August of this year. With the above comments in mind Ellingson would like to request the following be considered by the City.

- Our intention is to commence construction shortly after we receive the NTP but, as you may know, there are certain scheduling conflicts that are out of our control. These include but are not limited to weather delays, liner testing, and project conflicts. Therefore, due to the delayed construction start date we are requesting that the contract time for Substantial Completion be extended until September 30<sup>th</sup> 2017. Please feel free to let us know if you have any scheduling constraints you would like us to consider and we will do our best to accommodate.
- For work installed during the 2017 construction season we expect cost escalations of 5% due to overhead, prevailing wage labor and equipment cost increases.
- Our material suppliers have given us feedback that they typically see similar increases due to commodity price fluctuations. It may be possible to reduce some of these cost escalations if we receive payment for material stored onsite or at vendor storage facilities. We estimate that \$600,000 of material could be delivered in 2016. We would ask that the City provide a dry storage location for equipment that could be damaged by the weather such as pumps and controls.

Trenchless: HDD | Pipe Bursting | Pipe Plowing | CIPP | Engineering  
Drainage: Agricultural Drainage | Controlled Drainage | Drainage Engineering

If the above items are taken into account, Ellingson Companies will extend our bid for 60 days as requested considering the project is awarded on June 30<sup>th</sup> and the NTP is received by August 31<sup>st</sup> with the caveat that the completion date is extended and work completed and material delivered in 2017 receive a 5% adder for cost escalations. Based on delivering material to site in 2016 we do not expect this increase to exceed \$60,000.00

Thank you and we look forward to working with you on this project.

Sincerely,



Andy Henslin

Project Manager

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

**Meeting Date Mar. 21, 2017**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 16, 2017  
Re: Steven Blondo Proposal for Archeological Monitoring During Excavation

---

To meet project requirements regarding the protection of the area near the Rattlesnake Mound Group, the City has agreed to provide archeological monitoring during excavation near the Mound Group. Steven Blondo has provided the attached proposal for archeological monitoring. The duration of the monitoring will depend on the timing and duration of the excavation. The cost will be based on the hourly rate of \$75/hr.

### **Council Action Requested**

**Motion regarding the proposal from Steven Blondo for archeological monitoring during excavation near the Rattlesnake Mound Group.**

**BLONDO**  **CONSULTING LLC.**

CULTURAL  
HERITAGE  
CONSULTING

STEVEN J. BLONDO, MA  
3939 SAND HILL RD., KETTLE RIVER, MN 55757  
218-485-1174 • STEVEN@BLONDOCONSULTING.COM  
WWW.BLONDOCONSULTING.COM

March 16, 2017

Mr. Ron Moorse  
City Administrator  
City of Afton  
PO Box 219  
Afton, MN 55001

**RE: Scope of Work and Fee Proposal: Archaeological Construction Monitoring for the Proposed Afton Wastewater Treatment System, Collection System and Flood Levee Projects, Afton, Washington County,, Minnesota**

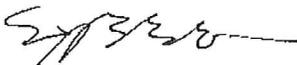
Dear Ron,

In response to your request, Blondo Consulting, LLC (Blondo Consulting) has prepared the following Scope of Work and Fee Proposal for archaeological construction monitoring within the boundaries of site 21WA0010 for the proposed Afton Wastewater Treatment and Collections System, Road Reconstruction, Stormwater Collection System, and Flood Levee Projects. The purpose of this monitoring is to meet project requirements to provide an onsite archaeologist to monitor excavation within the sensitive area. Should significant cultural materials be identified during the monitoring, excavation will cease and Blondo Consulting will assist in assessment of appropriate next steps in accordance with the archaeological monitoring and inadvertent discovery plans. A final report will be completed detailing background, methodology, and results. The following cost estimate is based on the assumption that the excavation will take three weeks, should monitoring take more or less time, cost estimate will be adjusted accordingly.

**TASK 1: ON SITE ARCHAEOLOGICAL MONITORING.....\$75/hr plus expenses**  
**Cost Estimate (based on three weeks total duration) \$12,000.00**  
**ADDITIONAL TASKS (as needed & upon client approval)...TBD**

A signed and returned copy of this proposal and general conditions will serve as our authorization to proceed. Fees estimated in this proposal are based on our assumptions that you will authorize this work by April 16, 2017. Please let me know if you have any questions or comments regarding this proposal.

Sincerely,



Steven J. Blondo MA  
Blondo Consulting, LLC

## **BLONDO CONSULTING, LLC SERVICES AGREEMENT**

This Services Agreement ("Agreement") is made as of the 16 day of March, 2017 between Blondo Consulting, LLC (the "Company"), and City of Afton (the "Client"). The parties agree as follows:

1. **SERVICES.** Upon the terms and subject to the conditions set forth in this Agreement, Blondo Consulting shall provide cultural resources consulting to the Client, the specific scope and nature of which are set forth in the attached Letter Proposal, which is incorporated in to this Agreement by reference (the "Services"). The Client agrees to answer questions and/or supply Blondo Consulting with information and materials that are reasonably necessary or advisable to properly perform the Services. In the event that the scope and/or nature of the Services changes during such time as this Agreement is in effect, with the Client's approval, Blondo Consulting will undertake the performance of the additional and/or modified Services at Blondo Consulting's standard hourly rate(s) and this Agreement shall govern such Services, unless the parties agree to alternate terms by separate written agreement signed by them both.

2. **PAYMENT.** In consideration of the Services, the Client agrees to pay Blondo Consulting according to specific terms set forth in the Letter Proposal. Unless the Letter Proposal states otherwise, Blondo Consulting will prepare and submit to the Client a monthly invoice showing the amounts due under the terms of this Agreement. The Client agrees to pay each invoice within 30 days of receipt. If the Client fails to remit payment in full within 30 days, Blondo Consulting reserves the right to charge interest on the outstanding amount at the rate of no less than 1.25% and no more than the highest, non-usurious rate permitted by law. In addition, upon seven days written notice to the Client, Blondo Consulting may, without liability, suspend services under this Agreement until all invoices have been paid in full. Payments will be credited first to interest and then to principal.

The Client will pay Blondo Consulting on an hourly basis at the applicable rates as set forth in the Letter Proposal. Alternatively, Blondo Consulting may agree to undertake work on a flat-fee basis, and shall pay the portion of the flat-fee due upon the intervals set forth in the Letter Proposal. In addition to the payment of fees for services, the Client agrees to reimburse Blondo Consulting for all non-ordinary, out-of-pocket expenses incurred by Blondo Consulting or its affiliates in connection with the Services rendered by them hereunder, provided, however, that the non-ordinary, out-of-pocket expenses are pre-approved by the Client before Blondo Consulting incurs them.

3. **TERMINATION AND SUSPENSION.** Either party may terminate this Agreement upon providing written notice to the other party of that party's default under this Agreement and the breaching party's failure to cure such default within 30 days of such notice. Blondo Consulting may, without liability, terminate this Agreement upon seven days written notice if (a) Blondo Consulting, in its reasonable discretion, believes that the Client has requested Blondo Consulting to furnish or perform services contrary to Blondo Consulting's responsibilities as a licensed professional or (b) the Services are delayed or suspended for more than 90 days for reasons beyond Blondo Consulting's control. The Client may terminate this Agreement for convenience, upon 30 days written notice to Blondo Consulting.

The parties acknowledge that the Services required by this Agreement do not include any services related to a Hazardous Environmental Condition, which includes the presence of asbestos, PCB's, petroleum, hazardous substances or waste, and radioactive materials. If a Hazardous Environmental Condition becomes present at the work site where the Services are to be performed, Blondo Consulting may, without liability, suspend performance of the Services on the portion of the project affected thereby until Client: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

4. **CONFIDENTIALITY.** Each party acknowledges that in connection with this Agreement it may receive confidential or proprietary information of the other party. Each party shall hold such confidential or proprietary information in strict confidence and shall not disclose it to any third party other than as expressly authorized by the disclosing party or as required to perform its obligations under this Agreement. Information in the public domain through no fault of the receiving party shall not be considered confidential for purposes of this Agreement. The parties expressly acknowledge and agree that Blondo Consulting may disclose and otherwise promote the fact of Blondo Consulting's relationship with the Client and information about the nature of the Services performed under this Agreement.

5. **NON-SOLICITATION.** During the term of this Agreement and for a period of one (1) years thereafter, Client shall not hire or otherwise solicit the services of any subcontractor of Blondo Consulting, without Blondo Consulting's express prior written consent. In the event that Client wishes to engage the services of such subcontractor while this restrictive covenant is in effect, Client may do so by contacting Blondo Consulting and negotiating a buyout of the subcontractor's services from Blondo Consulting.

6. **INTELLECTUAL PROPERTY.** Materials that contain the Client's data that Blondo Consulting has obtained or generated as part of the Services shall be the Client's exclusive property. Proprietary processes and constructs developed or created by Blondo Consulting in connection with the Services, including design documents prepared for the Client or furnished to the Client by Blondo Consulting, shall be Blondo Consulting's exclusive property. Blondo Consulting hereby grants the Client an unlimited and perpetual license to use such proprietary processes and constructs.

7. **REPRESENTATIONS AND WARRANTIES.** Blondo Consulting shall use the standard of care and skill ordinarily used by members of the professional archaeological and related services industry practicing under similar circumstances at the same time and in the same locality as the Services subject to this Agreement. Other than as expressly represented in this Agreement, Blondo Consulting makes no warranties and explicitly disclaims warranties of any kind, whether express or implied, under this Agreement or otherwise, in connection with the Services. Client grants to Blondo Consulting, and, if the project site is not owned by Client, warrants that permission has been granted for; a right of entry from time to time by Blondo Consulting, its employees, agents and subcontractors, upon the project site for the purpose of providing the Services.

8. **LIABILITY.** Blondo Consulting is not liable for any cost, damage, expense, or loss of Client or any other person or entity arising or resulting, directly or indirectly, from the failure of Blondo Consulting to perform any of the Services described hereunder or the misperformance of any such Services, except to the extent such failure to perform or such misperformance is the result of Blondo Consulting's willful misconduct or gross negligence, in which event Blondo Consulting's liability shall not exceed its fee for such Services hereunder for the period in question.

9. **INDEMNIFICATION.** Each party agrees to indemnify and hold harmless the other party from any and all damages, liabilities, costs, losses, or expenses arising out of any claim, demand, or action by a third party arising out of any breach of the indemnifying party's responsibilities, obligations, representations or warranties under this Agreement. Client specifically acknowledges that the use of investigative equipment and practices may unavoidably alter the existing site conditions and affect the environment in the area being studied, despite, the use of reasonable care and, Client shall indemnify and hold Blondo Consulting harmless from claims of any kind and nature related to the alteration of the project site by Blondo Consulting during the provisions of the Services. Each party hereby waives against the other party, including that party's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for entitled to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project. Blondo Consulting's total liability to client under this Agreement shall be limited to the total amount of compensation received by Blondo Consulting under this Agreement.

10. **RELATIONSHIP.** Blondo Consulting is an independent contractor of the Client. This Agreement does not create an employment, agency, partnership, or joint venture relationship as between the parties. In performing the Services set forth in this Agreement, Blondo Consulting will have neither express nor implied power to execute agreements on the Client's behalf or in any manner bind the Client as to any matter not within the scope of this Agreement.

11. **EXCLUSIVITY.** The parties expressly acknowledge that this Agreement does not create an exclusive relationship between the parties. The Client is free to engage, and Blondo Consulting is free to offer and to perform, services of the same or similar nature to the Services under this Agreement.

12. **NOTICES.** All notices provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, via email, facsimile, or US mail return receipt requested and postage prepaid. Any party may change the address to which notices hereunder are to be sent to it by giving written notice of such change of address in the manner herein provided for giving notice. Any notice delivered personally, via email or facsimile shall be deemed to have been given on the date it is so delivered, and any notice delivered by US mail shall be deemed to have been duly given three business days after it is sent to the intended recipient at the address set forth above.

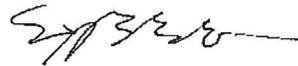
13. **APPLICABLE LAW.** This agreement shall be construed in accordance with and governed by the laws of the State of Minnesota without regard to the conflict of law provisions thereof.

14. MISCELLANEOUS. (a) No Waiver. A failure of any party to insist in any instance upon the strict and punctual performance of any provision of this Agreement shall not constitute a continuing waiver of such provision. (b) Severability. If any provision of this Agreement is deemed invalid, illegal, or unenforceable, the remaining provisions of this Agreement shall be unaffected thereby and shall remain binding and in full force and effect. (c) Amendment. This Agreement may be amended or modified only by a written instrument signed by each of the parties hereto. (d) Survival. All rights and obligations of the parties to this Agreement, other than the obligation to perform and/or purchase Services, shall survive expiration or termination of this Agreement. (e) Assignment. The Client may not assign, encumber, or transfer its rights or obligations under this Agreement without Blondo Consulting's written consent. (f) Force Majeure. Neither party shall be considered in breach of this Agreement if the party is unable to perform hereunder due to fire, natural disaster, labor dispute, act of God or any other event beyond the party's control. (g) Captions. The numbering and captions in this Agreement are for convenience and reference only. (h) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes all prior agreements and understandings, either or oral or written with respect thereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

City of Afton

BLONDO CONSULTING LLC



\_\_\_\_\_  
BY: \_\_\_\_\_

\_\_\_\_\_  
BY: Steven Blondo, President

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

## **Meeting Date Mar. 21, 2017**

### **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 14, 2017  
Re: Schedule Work Session

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Two topics to be addressed at a Council work session are the 2017 rate schedule proposed by WSB for engineering services and a tour of the Carlson PLCD property.

**Council Action Requested**

**Motion to select a date for a Council work session.**

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

## **Meeting Date Mar. 21, 2017**

### **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: Schedule Joint Work Session with the Planning Commission

---

At the conclusion of March 6, 2017 joint work session with the Planning Commission, at which the Council and Planning Commission agreed on three priority goals to accomplish in 2017, Mayor Bend suggested a follow-up joint work session to do implementation planning and scheduling regarding the three priority goals. A joint work session could be scheduled at the April 3 Planning Commission meeting. A public hearing regarding the Carlson PLCD will probably be held at the May Planning Commission meeting.

#### **Council Action Requested**

**Motion regarding selecting a date for a joint work session with the Planning Commission.**

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

## **Meeting Date Mar. 21, 2017**

### **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 14, 2017  
Re: Add City Credit Card as Method of Payment for City Purchases

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As on-line purchasing has become both more convenient and lower cost than in-store purchasing, it would be beneficial to add a City credit card as a method of payment for City purchases. Recently, staff has found significantly lower costs for office supplies on-line. However, without a City credit card, on-line purchases would require the use of a personal credit card and reimbursement. This is not an efficient purchasing method, or one that staff would want to use on an on-going basis. Also, the process of purchasing a large screen TV for the Council Chambers is going to involve obtaining a check from the City Accountant and purchasing the TV at a retail store. With a credit card, the transaction could be completed on-line.

A credit card payment method would involve establishing a credit card usage policy which would involve setting specific spending limits, both for single purchases and for monthly usage, establishing a pre-approval process, and establishing a tracking/monitoring process. If the Council is open to considering adding a City credit card as a method of payment for City purchases, staff will develop a credit card usage policy for the Council's review.

#### **Council Action Requested**

**Motion regarding whether the Council is open to considering adding a City credit card as a method of payment for City purchases.**

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

**Meeting Date Mar. 21, 2017**

## **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: March 14, 2017  
Re: Skim Coat for River Road

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An improvement project for River Road is not scheduled for 2017, due to the complexity of planning the improvement of River Road. In the interim, several sections of River Road are in poor condition. It is recommended that these sections be addressed with a skim coat (large patch) similar to Afton Hills Drive and 15<sup>th</sup> Street in 2016. The estimated cost of the skim coat is \$25,000.

**Council Action Requested**

**Motion regarding a skim coat on sections of River Road that are in poor condition, at a cost not to exceed \$25,000.**

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

**Meeting Date Mar. 21, 2017**

**Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: March 14, 2017  
Re: City Clerk Hiring Process Update

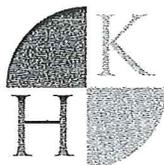
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Staff has provided the Council with updated information regarding the City Clerk hiring process. The Personnel Committee is seeking Council direction regarding the City Clerk hiring process.

**Council Action Requested**

**Motion to provide direction regarding the City Clerk hiring process.**

Frederic W. Knaak\*  
fknaak@klaw.us  
Wayne B. Holstad\*\*  
wholstad@klaw.us  
Craig J. Beuning  
cbeuning@klaw.us



## HOLSTAD & KNAAK PLC

"Local in character, national in reputation, international in reach"

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

### MEMORANDUM: MONTHLY AFTON PROSECUTION REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL  
FROM: FRITZ KNAAK, AFTON CITY ATTORNEY  
DATE: March 14, 2017

This past month, our office has represented the City in a total of 7 prosecutions that were followed through to conviction or alternative disposition. They break down as follows:

Arraignments & Rule 8 Hearings:	4
Pretrials:	1
Omnibus Hearings/Motions:	0
Court Trials:	0
Jury Trials:	1
Revocation/Plea/Sentencing:	1

The report from the court Hearing Officer regarding Afton tickets for the month of February is summarized as follows:

**100% Resolved**

#### Afton

Customers	1
Citations	1
Charges	1
Disposed	0
CFD/DUP	1
Contest/NG	0
DNQ	0
Extension	0
No Guidelines	0
Parking	0
Petty Misdemeanor	1
Misdemeanor	0