



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

**AFTON CITY COUNCIL CHAMBERS  
3033 St. Croix Trail South  
Tuesday, May 2, 2017  
At 6:30 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – May 2, 2017 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
  - A. Discuss advice from the Washington County Economic Development Director regarding uses in the Industrial zones that match Afton's rural character
  - B. Workload Management
  - C. WSB 2017 Fee Schedule for Engineering Services
  - D. Downtown Village Improvements Project
- 5. ADJOURN**

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

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

# Meeting Date May 2, 2017

## Council Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: April 28, 2017  
Re: Review of Industrial Zone Uses

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As directed by Council, staff met with Chris Eng, Washington County Economic Development Director, to obtain advice about the types of uses for the Industrial zones that would be compatible with Afton's rural character and infrastructure. Staff also invited Chris to attend the work session, but he was already double-booked for the evening. He is interested in meeting with the Council at another time.

Regarding uses compatible with Afton, Chris suggested the data center use that involves a high quality building and a small number of jobs, but the jobs are high quality jobs. He indicated there is a company looking for a 120 acre parcel for a data center. He indicated they may be willing to consider the 65 acre parcel in the I.1.c zone. He is going to connect with the owners of this parcel.

Chris also indicated that a research and development facility (no manufacturing, R&D only) such as a facility for testing equipment prototypes, is another option.

While most high-tech medical facilities are focused in the west metro area, Chris indicated that Diasorin, the maker of digital testing equipment for the zika virus, has located in Stillwater. This could provide the impetus for other high-tech medical facilities to locate in the area.

Chris also indicated that he would caution the city about light manufacturing, because it generally includes an outside storage component that tends to be difficult to adequately screen. Because the City currently allows light manufacturing, he suggested the city review its screening requirements.

Lastly, Chris advised that design and screening requirements are very important, because a high quality use may avoid locating next to an unattractive building or site.

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## **Meeting Date May 2, 2017**

### **Council Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: April 28, 2017  
Re: Workload Management

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Mayor Bend and Council member Ross requested that the topic of workload management be included on the work session agenda. Council member Ross, who is on the Technology Committee wants to identify ways that technology can be used to improve workload management. Mayor Bend wants to move forward with the use of calendaring technology to schedule and track the completion of tasks. Staff has asked StarTech, the City's IT service provider, if they can provide assistance and advice. They indicated they could, but have not yet connected staff with the appropriate person. Staff will work to get connected with the appropriate person prior to the work session.

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## **Meeting Date May 2, 2017**

### **Council Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: April 28, 2017  
Re: WSB 2017 Fee Schedule for Engineering Services

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WSB has provided a 2017 fee schedule for engineering services that reflects a 3% increase over the 2016 fee schedule. Staff has surveyed the fee schedules of other engineering firms that provide municipal engineering services. The survey indicates that, at the low point and midpoint of the fee ranges, WSB's fees are higher than average, and at the high end of the fee ranges some fees are higher and some are lower than average. Todd Hubmer, of WSB, will attend the work session to provide information and answer questions regarding the proposed fee schedule.

2017 Engineering Rate Comparison

Position	WSB			2013 to 2017 Bolton and Menk			Bolton and Menk 2017			Focus			Stantec			MSA			WSB Low			WSB			WSB Averages			WSB High		
	Low	Mid	High	low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Avg. Low	% Diff	WSB \$ Diff	WSB Mid	Avg. Mid	% Diff	WSB \$ Diff	WSB High	Avg. High	% Diff	WSB \$ Diff	
Sr. Principal Engineer	\$ 160	\$ 170	\$ 180	\$ 120	\$ 135	\$ 150	\$ 170	\$ 205	\$ 240	\$ 120	\$ 120	\$ 120	\$ 170	\$ 210	\$ 250	\$ 157	\$ 175	\$ 192	\$ 160	\$ 142.50	12%	\$ 17.50	\$ 170.00	\$ 157.50	8%	\$ 12.50	\$ 180.00	\$ 172.50	4%	\$ 7.50
Sr. Project Manager	\$ 143	\$ 162	\$ 180	\$ 100	\$ 135	\$ 150	\$ 127	\$ 154	\$ 180	\$ 112	\$ 112	\$ 112	\$ 127	\$ 154	\$ 180	\$ 87	\$ 140	\$ 192	\$ 143	\$ 120.50	19%	\$ 22.50	\$ 162.00	\$ 140.75	15%	\$ 21.25	\$ 180.00	\$ 155.50	16%	\$ 24.50
Project Manager	\$ 125	\$ 131	\$ 137	\$ 100	\$ 123	\$ 145	\$ 106	\$ 138	\$ 170	\$ 67	\$ 125	\$ 182	\$ 125	\$ 110.33	\$ 170	\$ 67	\$ 125	\$ 182	\$ 125	\$ 110.33	13%	\$ 14.67	\$ 131.00	\$ 130.67	0%	\$ 0.33	\$ 137.00	\$ 150.67	-9%	\$ (13.67)
Project Engineer	\$ 109	\$ 124	\$ 138	\$ 60	\$ 98	\$ 135	\$ 52	\$ 111	\$ 170	\$ 72	\$ 72	\$ 72	\$ 52	\$ 111	\$ 170	\$ 86	\$ 86	\$ 86	\$ 109	\$ 73.25	49%	\$ 35.75	\$ 124.00	\$ 101.25	22%	\$ 22.75	\$ 138.00	\$ 128.75	7%	\$ 9.25
Survey	\$ 135	\$ 135	\$ 135	\$ 70	\$ 103	\$ 135	\$ 94	\$ 130	\$ 165	\$ 88	\$ 118	\$ 148	\$ 88	\$ 118	\$ 148	\$ 138	\$ 138	\$ 138	\$ 135	\$ 99.67	35%	\$ 35.33	\$ 135.00	\$ 122.67	10%	\$ 12.33	\$ 135.00	\$ 145.00	-7%	\$ (10.00)
Graduate Engineer	\$ 82	\$ 92	\$ 102							\$ 65	\$ 65	\$ 65				\$ 82	\$ 73.50	\$ 82	\$ 82	\$ 73.50	12%	\$ 8.50	\$ 92.00	\$ 78.50	17%	\$ 13.50	\$ 102.00	\$ 83.50	22%	\$ 18.50

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## **Meeting Date May 2, 2017**

### **Council Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: April 28, 2017  
Re: Downtown Village Improvement Project Update

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Council members Joe Richter and Stan Ross, who have been authorized by the Council to oversee the finances related to the Downtown Project, as well as Administrator Moorse and Accountant Tom Niedzwiecki, met with WSB staff to review the financial status of the Downtown Project, both from an overall project cost vs. revenue perspective, and from a short term cash flow perspective. As the Council is aware, without the additional funding from the bonding bill for both the Public Facilities Authority (PFA) and the DNR grant, there is a funding gap for the project. For discussion at the work session, WSB is going to prepare a schedule of the amount and timing of expenditures that will show both the timing of cash flow needs and the timing and elements of the project that would exceed the funding available without the bonding bill.

Regarding the project funding, Mayor Bend, Administrator Moorse and Todd Hubmer of WSB met on Friday, April 28 with State Representative Jurgens regarding the bonding bill and regarding a separate bill that would provide funding specifically to Afton to bridge the funding gap if the bonding bill does not pass. Additional information regarding the meeting will be provided at the work session.