

# **SUPPLEMENTAL PACKET**

9.A.4



**Minnesota Department of Transportation**  
Metropolitan District  
Waters Edge Building  
1500 County Road B2 West  
Roseville, MN 55113

September 20, 2016

Ronald Moorse  
City Administrator  
City of Afton  
3033 Saint Croix Trail  
PO Box 219  
Afton, MN 55001

**SUBJECT: Brockman Tricking Parking Expansion, Mn/DOT Review #P16-050**  
SE quad I-94 and Neal Ave (CSAH71)  
Afton / Washington County  
Control Section 8282

Dear Mr. Moorse:

The Minnesota Department of Transportation (MnDOT) has reviewed the above referenced plat in compliance with Minnesota Statute 505.03, subdivision 2, Plats. Before any further development, please address the following issues:

***Right of way***

MnDOT owns all access rights along I-94 in this area. Please be sure all construction, grading and future maintenance will have sufficient room within the property boundary. Please label and show existing MnDOT right of way and access control.

For questions regarding these comments please contact Ashley Roup at 651-234-7558 or [ashley.roup@state.mn.us](mailto:ashley.roup@state.mn.us).

***Design:***

The grading is shown up to the MnDOT fence for I-94. The fence needs to remain in place. Add notes to the plan to protect the fence during construction.

For questions regarding these comments please contact Nancy Jacobson in MnDOT Design at 651.234.7647 or [Nancy.L.Jacobson@state.mn.us](mailto:Nancy.L.Jacobson@state.mn.us).

***Permits:***

Access and Drainage permits are on file. Any use of or work within or affecting MnDOT right of way requires a permit. Permit forms are available from MnDOT's utility website: <http://www.dot.state.mn.us/utility/forms.html>. Please include one 11x17 plan set and one full size plan set with each permit application. Please direct any permitting questions to Buck Craig 651-234-7911 of MnDOT's Metro Permits section.

***Review Submittal Options:***

MnDOT's goal is to complete the review of plans within 30 days. Submittals sent in electronically can usually be turned around faster. There are four submittal options. Please submit either:

1. One (1) electronic pdf version of the plans. MnDOT can accept the plans via e-mail at [metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us) provided that each separate e-mail is under 20 megabytes.
2. Three (3) sets of full size plans. Although submitting seven sets of full size plans will expedite the review process. Plans can be sent to:

MnDOT – Metro District Planning Section  
Development Reviews Coordinator  
1500 West County Road B-2  
Roseville, MN 55113

3. One (1) compact disc.
4. Plans can also be submitted to MnDOT's External FTP Site. Please send files to:  
<ftp://ftp2.dot.state.mn.us/pub/incoming/MetroWatersEdge/Planning> Internet Explorer doesn't work using ftp so please use an FTP Client or your Windows Explorer (My Computer). Also, please send a note to [metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us) indicating that the plans have been submitted on the FTP site.

If you have any questions concerning this review, please contact me at (651) 234-7784.

Sincerely,



Karen Scheffing  
Principal Planner

CC:

Bryce Fossand, Water Resources  
Buck Craig, Permits  
Ashley Roup, Right of way  
Kaare Festvog, Traffic  
Ryan Coddington, Area Engineer  
Nancy Jacobson, Design  
Russ Owen, Met Council

9.C.1

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

## Meeting Date Sept. 20, 2016

### Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: September 14, 2016  
Re: Preliminary 2017 budget and Tax levy – **Supplemental**  
Preliminary 2017 Budget: **Resolution 2016-49**  
Preliminary 2017 Tax levy: **Resolution 2016-50**

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#### Budget Overview

The proposed 2017 budget reflects an effort to avoid discretionary expenditure and tax levy increases for general city operations to enable a focus on providing additional funding for street improvements.

#### Street Improvements Funding

The City Council met on Wednesday, September 14 and Friday, September 16 to review and discuss priority street improvement needs and funding options for meeting those priority needs. While the Council did not reach a consensus regarding a street improvements funding plan, the Council directed staff to draft budget and levy resolutions reflecting a levy for street improvements of \$375,000. This is an increase of \$175,000, or 87.5%, over the 2016 street improvements levy.

#### Tax levies and Transfers

- The \$75,000 levy that was used to partially fund the high speed internet project in 2016 has been partially redirected to the Special Reserve Fund to repay the \$50,000 used from that fund as a temporary partial funding source for the high speed internet project and partially redirected to the Street Improvement Capital Fund to increase the annual level of street improvement funding.
- The levy to the Street Improvement Capital Fund has been increased by \$175,000 by redirecting \$25,000 of the 2016 High Speed Internet levy to the Street Improvement Fund and by an additional levy of \$150,000 to position the City to meet current and future street improvements needs.

#### Tax Levy, Tax Rate and Impact on Property Owners

The proposed 2017 budget results in a total tax levy, including the General Fund levy and the debt service and transfer levies, of \$2,041,901. This is a \$182,210 or 9.86% increase over the total 2016 levy. The main item causing this increase is the \$150,000 levy increase for street improvements funding.

#### Tax Rate

Based on the proposed total levy, the City's tax rate would be increased from 29.373% in 2016 to 32.324% in 2017.

Impact on Property Owners

The proposed budget and tax levy would result in the City's share of property taxes on a home valued at \$200,000 being \$581.14, an increase of \$50.08 or 9.43% over 2016. For a home valued at \$500,000 the City's share of property taxes would be \$1,608.81, an increase of \$140.17 or 9.54% over 2016. For a commercial property valued at \$500,000, the city's share of property taxes would be \$2,975.19, an increase of \$258.20, or 9.50% over 2016.

Certification of Preliminary Tax Levy

The City is required to submit the preliminary tax levy to the County by September 30. The preliminary tax levy certified to the County cannot be increased, but can be reduced. The final budget and tax levy will be adopted in December, after the Council holds a Budget and Tax hearing.

Date for Budget and Tax Hearing

The date for the required Budget and Tax Hearing also needs to be provided to the County. This hearing is normally held at the beginning of the December City Council meeting, which will be on December 20, 2016.

**COUNCIL ACTION REQUESTED**

**Motion regarding the adoption of a resolution approving the preliminary 2017 budget.**

**Motion regarding the adoption of a resolution approving the preliminary 2017 tax levy for certification to the County.**

**Motion to set the date and time for the Budget and Tax Hearing for the adoption of the final 2017 budget and tax levy**

**RESOLUTION 2016-47**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION ADOPTING PROPOSED TAX LEVIES FOR 2017**

**BE IT RESOLVED** by the City Council of the City of Afton, County of Washington, Minnesota, that the following sum of money be levied in the current year for collection in 2017, upon taxable property in the City of Afton, for the following purposes:

Proposed General Certified Levy	\$1,634,068
Proposed Debt Service Fund Certified Levy: Fire Station Expansion/Remodel	\$49,833
Proposed Debt Service Fund Certified Levy – Road Improvement	\$260,000
Proposed Debt Service Fund Certified Levy – Downtown Improvement Projects (Temp Bonds \$28,000+ PFA Loans \$70,000)	\$98,000
<b>Total Proposed Certified Levy</b>	<b>\$2,041,901</b>

The City Administrator/Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Washington County, Minnesota.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 20th DAY OF SEPTEMBER, 2016.**

**SIGNED:**

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

**ATTEST:**

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

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

**RESOLUTION 2016-46**

CITY OF AFTON  
WASHINGTON COUNTY, MINNESOTA

**A RESOLUTION APPROVING THE PROPOSED 2017 BUDGET**

**BE IT RESOLVED** by the City Council of the City of Afton, County of Washington, Minnesota, to approve the 2017 Budget as presented in Attachment A.

Total Budget            **\$2,222,110**

The City Administrator/Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Washington County, Minnesota.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 20th DAY OF SEPTEMBER, 2016.**

**SIGNED:**

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

**ATTEST:**

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

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

**City of Afton**  
**Prelim 2017 General Fund Budget**

		Audited 2014	Audited 2015	Year to Date 7/31/2016	Annual Budget 2016	Remaining Budget \$	Annual Budget 2017	Increase (Decrease) 2017 minus	
								\$	%
<b>A: Revenue</b>									
<b>#100 GENERAL FUND</b>									
<b>1-PROPERTY TAXES:</b>									
4000	General Fund Levy	860,094	899,578	525,967	974,804	448,837	1,003,443	28,640	2.9%
4003	Market Value Credit	0	0	0	0	0	0	0	
4005	Fiscal Disparity	47,649	44,904	37,176	43,820	6,644	49,525	5,705	13.0%
4015	Delinq Taxes, Penalties & Int	17,950	5,456	21,450	0	(21,450)	0	0	
4013	Street Improvement Capital Fund	200,000	200,000	100,000	200,000	100,000	375,000	175,000	87.5%
6928	Special Reserve Fund	294	5,000	1,500	3,000	1,500	9,500	6,500	216.7%
6932	Stormwater Fund	3,500	3,500	1,750	3,500	1,750	3,500	0	0.0%
6933	Vehicle/Equipment Replacement Fund	2,500	2,500	1,250	2,500	1,250	2,500	0	0.0%
6935	Comprehensive Plan/Planning	2,000	2,000	1,500	3,000	1,500	4,000	1,000	33.3%
6936	Flood Fund	5,500	5,500	2,750	5,500	2,750	5,500	0	0.0%
6937	DNR Levee Project Grant Match	95,000	95,000	47,500	95,000	47,500	95,000	0	0.0%
6934	Codification	100	100	100	100	0	100	0	0.0%
4843	MN Unemployment Claims	3,000	3,000	500	1,000	500	1,000	0	0.0%
6939	Election Fund	5,500	5,500	2,750	5,500	2,750	5,500	0	0.0%
6910	City Council Contingency Fund	0	0	0	0	0	0	0	
4842	Audit and Legal Reserve	100	100	500	1,000	500	1,000	0	0.0%
4844	Parks Capital Repairs/Trail & Ped Bridge	5,500	5,500	2,750	5,500	2,750	5,500	0	0.0%
4022	Afton Septic System - City Bldgs	15,000	15,000	7,500	15,000	0	15,000	0	0.0%
4897	Public Facilities Authority (PFA) Loan Interest	0	8,000	0	0	0	0	0	
4846	Sidewalk	2,000	2,000	1,000	2,000	1,000	2,000	0	0.0%
4012	Bldg & Land Capital Fund	6,000	6,000	3,000	6,000	3,000	6,000	0	0.0%
4818	City Share High Speed Internet	0	0	37,500	75,000	37,500	50,000	(25,000)	-33.3%
<b>Subtotal - General Prop Tax Levy</b>		<b>1,271,686</b>	<b>1,308,639</b>	<b>796,443</b>	<b>1,442,224</b>	<b>638,281</b>	<b>1,634,068</b>	<b>191,845</b>	<b>13.3%</b>
4050	Debt Service Levy, Fire Hall Remodeling	57,356	57,933	29,234	58,468	29,234	49,833	(8,635)	-14.8%
4898	Debt Service Levy, Dwtwn Imp Tmp Bond	0	0	14,000	28,000	14,000	28,000	0	0.0%
4899	Debt Service Levy, Dwtwn Imp Bond/PFA	0	0	35,000	70,000	35,000	70,000	0	0.0%
4725	Debt Serv Levy - Road Construction Bonds	305,000	310,000	130,000	260,000	130,000	260,000	0	0.0%
<b>TOTAL PROPERTY TAXES</b>		<b>1,634,042</b>	<b>1,676,572</b>	<b>1,004,677</b>	<b>1,858,692</b>	<b>846,515</b>	<b>2,041,901</b>	<b>183,210</b>	<b>9.86%</b>

**City of Afton  
Prelim 2017 General Fund Budget**

	Audited 2014	Audited 2015	Year to Date 7/31/2016	Annual Budget 2016	Remaining Budget \$	Annual Budget 2017	Increase (Decrease) 2017 minus 2016 Budget	
							\$	%
<b>2-INTERGOVERNMENTAL REVENUE:</b>								
4100 Gravel Tax/West Lakeland Cent College	(2,374)	(2,333)	(2,160)	(2,400)	(240)	(2,400)	0	0.0%
4108 MV Credit - Ag	5,797	10,033	0	4,000	4,000	4,000	0	0.0%
4112 PERA Rate Increase Aid	634	634	317	634	317	634	0	0.0%
4175 Agricultural perserve credit	659	663	0	500	500	500	0	0.0%
<b>TOTAL INTERGOVT REVENUES</b>	<b>4,715</b>	<b>8,998</b>	<b>(1,843)</b>	<b>2,734</b>	<b>4,577</b>	<b>2,734</b>	<b>0</b>	<b>0.0%</b>
<b>3-CHARGES FOR SERVICES:</b>								
4205 Assessment Search	50	20	40	35	(5)	35	0	0.0%
4210 Sale of Copies	20	117	34	100	66	100	0	0.0%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>70</b>	<b>137</b>	<b>74</b>	<b>135</b>	<b>61</b>	<b>135</b>	<b>0</b>	<b>0.0%</b>
<b>4-FINES &amp; FORFEITURES:</b>								
4300 County Fines & Fees	10,359	15,861	8,209	14,000	5,791	14,000	0	0.0%
4305 Other Fines & Forfeitures	0	0	0	250	250	250	0	0.0%
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>10,359</b>	<b>15,861</b>	<b>8,209</b>	<b>14,250</b>	<b>6,041</b>	<b>14,250</b>	<b>0</b>	<b>0.0%</b>
<b>5-LICENSES, FEES, PERMITS:</b>								
4400 Building Permit Fees - Afton	86,885	117,818	136,833	80,000	(56,833)	86,000	6,000	7.5%
4401 Building & Eng Inspection Fees	800	1,050	1,550	250	(1,300)	250	0	0.0%
4404 4th of July permits	250	0	0	0	0	0	0	0.0%
4405 Pet License & Impound Fees	335	1,025	120	300	180	300	0	0.0%
4410 Liquor Licenses	3,000	3,000	1,523	2,600	1,078	2,600	0	0.0%
4415 Other Licenses	413	260	320	350	30	350	0	0.0%
4435 R-O-W Permit/Utility Permit Fees	750	500	0	1,750	1,750	1,750	0	0.0%
4437 Utility Franchise Fees	59,438	59,554	21,700	58,000	36,300	58,000	0	0.0%
4440 Zoning Fees & Permits	10,248	6,965	5,515	3,000	(2,515)	3,000	0	0.0%
<b>TOTAL LICENSES, FEES, PERMITS</b>	<b>162,119</b>	<b>190,172</b>	<b>167,560</b>	<b>146,250</b>	<b>(21,310)</b>	<b>152,250</b>	<b>6,000</b>	<b>4.1%</b>

**City of Afton  
Prelim 2017 General Fund Budget**

	Audited 2014	Audited 2015	Year to Date 7/31/2016	Annual Budget 2016	Remaining Budget \$	Annual Budget 2017	Increase (Decrease) 2017 minus 2016 Budget	
							\$	%
<b>7-MISCELLANEOUS REVENUE:</b>								
4601 Insurance dividend	3,208	3,271	0	2,000	2,000	2,000	0	0.0%
4604 Park rental & cleaning fees	825	560	200	500	300	500	0	0.0%
4615 Settlements/Other Income/Transfer	10	869	100	0	(100)	0	0	
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>4,043</b>	<b>4,700</b>	<b>300</b>	<b>2,500</b>	<b>2,200</b>	<b>2,500</b>	<b>0</b>	<b>0.0%</b>
<b>9-OTHER GRANTS:</b>								
4810 County Grant-recycling grant	7,178	7,210	7,210	7,090	(120)	7,090	0	0.0%
4815 Cable Commission Distribution	1,200	1,200	600	1,200	600	1,200	0	0.0%
<b>TOTAL OTHER GRANTS</b>	<b>8,378</b>	<b>8,410</b>	<b>7,810</b>	<b>8,290</b>	<b>480</b>	<b>8,290</b>	<b>0</b>	<b>0.0%</b>
<b>10-INTEREST REVENUES:</b>								
4901 Interest - 4M Fund General	54	144	331	50	(281)	50	0	0.0%
4905 Miscellaneous Income	0	0	0	0	0	0	0	
<b>TOTAL INTEREST REVENUES</b>	<b>54</b>	<b>144</b>	<b>331</b>	<b>50</b>	<b>(281)</b>	<b>50</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>1,823,780</b>	<b>1,904,993</b>	<b>1,187,118</b>	<b>2,032,901</b>	<b>838,282</b>	<b>2,222,110</b>	<b>189,210</b>	<b>9.31%</b>

# City of Afton Prelim 2017 General Fund Budget

	Audited 2014	Audited 2015	Year to Date 7/31/2016	Annual Budget 2016	Remaining Budget \$	Annual Budget 2017	Increase (Decrease) 2017 minus 2016 Budget	
							\$	%
<b>B: EXPENDITURES</b>								
<b>1-WAGES &amp; BENEFITS:</b>								
5002 Mayor & Council	13,200	13,400	7,700	13,200	5,500	13,200	0	0.0%
5004 City Administrator	81,575	88,150	53,087	94,912	41,825	97,759	2,847	3.0%
5005 Intern(s)	0	0	0	4,500	4,500	4,500	0	0.0%
5007 Office Assistant	17,717	16,059	9,704	16,074	6,370	16,556	482	3.0%
5008 Office Manager/Deputy Clerk	38,593	38,922	22,618	42,864	20,247	44,150	1,286	3.0%
5020 Maintenance Personnel (incl Mileage)	17,849	17,300	10,526	23,951	13,424	24,669	719	3.0%
5014 FICA & Medicare	13,425	17,702	8,359	14,956	6,597	15,364	408	2.7%
5018/3 Ins Benefits (Disability)and Other Finl (CA)	16,842	27,046	15,782	27,120	11,338	27,120	0	0.0%
5033 PERA	11,416	12,178	7,551	14,663	7,111	15,063	400	2.7%
5024 Workers Comp Insurance	2,530	3,689	3,171	2,600	(571)	3,100	500	19.2%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>213,147</b>	<b>234,446</b>	<b>138,499</b>	<b>254,840</b>	<b>116,340</b>	<b>261,481</b>	<b>6,642</b>	<b>2.6%</b>
<b>2-PROFESSIONAL SERVICES:</b>								
5120 Contract - Videographer	606	710	682	1,000	318	2,000	1,000	100.0%
5302 Assessor Fees	20,191	20,716	21,269	21,200	(69)	21,850	650	3.1%
5304 Accounting fees	13,365	14,375	8,562	15,350	6,788	16,500	1,150	7.5%
5305 Auditing fees	5,350	5,450	5,350	5,700	350	8,700	3,000	52.6%
5310 Engineering Fees	12,722	17,707	7,444	20,000	12,557	20,000	0	0.0%
5315 Recording fees	151	46	0	300	300	300	0	0.0%
5320 Legal fees - Prosecution	29,698	25,140	13,091	28,000	14,909	28,000	0	0.0%
5321 Legal fees - General/Civil	13,772	20,447	13,871	22,000	8,129	22,000	0	0.0%
5323 Legal fees - Special/Co-Pays	0	0	81	0	(81)	0	0	0.0%
5330 Planning Fees	0	0	0	0	0	4,000	4,000	0.0%
5335 Other Fees for Service/YSB/4H	0	0	0	1,500	1,500	1,500	0	0.0%
5350 Building Inspection Fees - Stensland	36,910	48,921	51,983	32,000	(19,983)	34,400	2,400	7.5%
5360 Misc Dev Fees	(200)	(345)	(745)	0	745	0	0	0.0%
5370 Well Monitoring Program	144	0	0	1,000	1,000	1,000	0	0.0%
5380 Watershed Management	488	488	595	500	(95)	500	0	0.0%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>133,198</b>	<b>153,655</b>	<b>122,182</b>	<b>148,550</b>	<b>26,368</b>	<b>160,750</b>	<b>12,200</b>	<b>8.2%</b>

**City of Afton  
Prelim 2017 General Fund Budget**

	Audited		Year to Date 7/31/2016	Annual Budget		Remaining Budget \$	Annual Budget		Increase (Decrease) 2017 minus 2016 Budget	
	2014	2015		2016	2017		\$	%		
<b>4-OTHER EXPENDITURES:</b>										
5500 Office Equipment	176	1,612	576	600	700	24	100	100	16.7%	
5505 Bank/IRS Fees/Penalties/Interest	135	347	114	400	400	286	0	0	0.0%	
5510 Comp Svc (All HW/SW, GIS, Web, Email)	4,825	5,396	3,847	9,500	9,500	5,653	0	0	0.0%	
5516 Copier Lease	6,424	6,796	2,049	7,500	7,000	5,451	(500)	(500)	-6.7%	
5520 Equipment Maintenance	62	0	0	1,000	1,000	1,000	0	0	0.0%	
5525 Insurance-General Liability	18,377	17,886	17,250	21,000	21,000	3,750	0	0	0.0%	
5535 Misc. Expense	230	956	21	2,000	2,000	1,979	0	0	0.0%	
5540 Office Supplies	2,673	2,953	1,667	4,000	4,000	2,333	0	0	0.0%	
5545 Other Administration	475	713	0	500	500	500	0	0	0.0%	
5550 Postage	4,816	3,439	1,233	3,500	3,500	2,267	0	0	0.0%	
5555 Publishing & Printing	2,336	3,656	2,255	2,800	2,800	545	0	0	0.0%	
5560 Newsletter	5,281	6,058	3,329	6,000	6,000	2,671	0	0	0.0%	
5565 Telephone	2,759	2,682	1,880	3,500	3,500	1,620	0	0	0.0%	
5575 Travel & Mileage	180	0	48	500	500	452	0	0	0.0%	
5580 Membership & Dues	2,987	3,158	0	3,000	3,000	3,000	0	0	0.0%	
5585 Seminars & Education incl ICMA	1,932	2,364	582	2,500	2,500	1,918	0	0	0.0%	
	<b>53,668</b>	<b>58,017</b>	<b>34,850</b>	<b>68,300</b>	<b>67,900</b>	<b>33,450</b>	<b>(400)</b>	<b>(400)</b>	<b>-0.6%</b>	
<b>TOTAL OTHER EXPENDITURES</b>										
	<b>400,012</b>	<b>446,119</b>	<b>295,532</b>	<b>471,690</b>	<b>490,131</b>	<b>176,158</b>	<b>18,442</b>	<b>18,442</b>	<b>3.9%</b>	
<b>SUBTOTAL GENERAL &amp; ADMINISTRATIVE</b>										
<b>5-PUBLIC SAFETY:</b>										
5605 Animal Control	1,899	2,823	755	4,000	4,000	3,245	0	0	0.0%	
5625 Fire & Ambulance Service	213,705	219,953	174,670	232,893	243,296	58,223	10,403	10,403	4.5%	
5626 Fire Relief Association	0	0	0	0	0	0	0	0	0.0%	
5635 Police Service - County	168,494	169,289	85,316	171,250	175,000	85,934	3,750	3,750	2.2%	
	<b>384,098</b>	<b>392,065</b>	<b>260,740</b>	<b>408,143</b>	<b>422,296</b>	<b>147,403</b>	<b>14,153</b>	<b>14,153</b>	<b>3.5%</b>	
<b>TOTAL PUBLIC SAFETY</b>										
<b>6-PUBLIC HEALTH:</b>										
5705 Recycling - Afton	150	268	305	500	500	195	0	0	0.0%	
5720 Refuse Hauling - City Hall	1,630	819	241	1,500	1,500	1,260	0	0	0.0%	
	<b>1,780</b>	<b>1,087</b>	<b>546</b>	<b>2,000</b>	<b>2,000</b>	<b>1,454</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>TOTAL PUBLIC HEALTH</b>										

**City of Afton  
Prelim 2017 General Fund Budget**

	Audited 2014	Audited 2015	Year to Date 7/31/2016	Annual Budget 2016	Remaining Budget \$	Annual Budget 2017	Increase (Decrease) 2017 minus 2016 Budget	
							\$	%
<b>7-STREETS:</b>								
5820 Gravel Road Maintenance	1,755	3,530	2,270	4,000	1,730	4,000	0	0.0%
5825 Crackseal/Seal Coat/Gravel Shouldering	90,685	51,829	813	75,000	74,187	75,000	0	0.0%
5830 Snow & Ice Control	115,692	62,431	42,575	110,000	67,425	110,000	0	0.0%
5835 Surf maint/Sweeping/Pothole Repair	29,844	49,873	30,970	46,000	15,030	46,000	0	0.0%
5845 Brush/Tree/Mow/Bridge/Culvert/Guardrail	25,502	40,117	10,155	39,000	28,845	39,000	0	0.0%
5850 Street Lights	3,982	4,286	2,251	5,000	2,749	5,000	0	0.0%
5855 Gas Lamps - Operating Costs	2,851	2,491	1,323	2,700	1,377	2,700	0	0.0%
5856 Gas Lamps - Capital	0	0	0	0	0	0	0	0.0%
5860 Signs & Signals	2,977	3,247	1,293	4,000	2,707	4,000	0	0.0%
5870 Other - Road Maint.	758	605	1,146	2,000	854	2,000	0	0.0%
<b>TOTAL STREETS</b>	<b>274,047</b>	<b>218,410</b>	<b>92,797</b>	<b>287,700</b>	<b>194,903</b>	<b>287,700</b>	<b>0</b>	<b>0.0%</b>
<b>9-OTHER PUBLIC WORKS EXPENDITURES:</b>								
5910 Flood Control: Oper Pump/Dike Annual Maint	803	0	0	1,600	1,600	1,600	0	0.0%
5920 Repair & Maint - Equipment	1,312	1,080	976	1,500	524	1,500	0	0.0%
5925 Fuel & Lubricants	478	558	165	1,000	835	1,000	0	0.0%
5930 Tools & Minor Equipment	243	277	255	950	695	950	0	0.0%
5940 Sidewalk improvements	0	0	0	0	0	0	0	0.0%
<b>TOTAL OTHER PUBLIC WORKS</b>	<b>2,836</b>	<b>1,914</b>	<b>1,396</b>	<b>5,050</b>	<b>3,654</b>	<b>5,050</b>	<b>0</b>	<b>0.0%</b>
<b>SUBTOTAL STREETS, REHAB &amp; PUBLIC WORKS</b>	<b>276,883</b>	<b>220,324</b>	<b>94,193</b>	<b>292,750</b>	<b>198,557</b>	<b>292,750</b>	<b>0</b>	<b>0.0%</b>
<b>9-BUILDINGS &amp; LAND:</b>								
6010 Gas Heat	2,060	1,937	840	2,500	1,660	2,200	(300)	-12.0%
6020 Electricity	1,822	1,731	1,124	1,750	626	2,000	250	14.3%
6030 Miscellaneous Expense	777	1,036	535	500	(35)	800	300	60.0%
6035 Cleaning	1,031	874	148	1,000	852	2,000	1,000	100.0%
6040 Repair & Maintenance	898	1,910	716	2,000	1,284	2,000	0	0.0%
6045 City Garage Expense	3,264	2,557	2,478	2,500	22	2,500	0	0.0%
6050 Supplies	594	288	169	500	331	500	0	0.0%
<b>TOTAL BUILDINGS &amp; LAND</b>	<b>10,446</b>	<b>10,334</b>	<b>6,011</b>	<b>10,750</b>	<b>4,739</b>	<b>12,000</b>	<b>1,250</b>	<b>11.6%</b>

**City of Afton**  
**Prelim 2017 General Fund Budget**

	Audited 2014	Audited 2015	Year to Date 7/31/2016	Annual Budget 2016	Remaining Budget \$	Annual Budget 2017	Increase (Decrease) 2017 minus 2016 Budget	
							\$	%
<b>12-PARKS &amp; RECREATION:</b>								
6105 4th of July Celebration	3,691	3,500	3,500	3,500	0	3,500	0	0.0%
6135 Park Maintenance	1,275	359	97	1,200	1,103	1,200	0	0.0%
6140 Miscellaneous expense	52	62	4	300	296	300	0	0.0%
6205 Cemetery Maintenance	0	0	9,000	2,500	(6,500)	9,000	6,500	260.0%
<b>TOTAL PARKS &amp; RECREATION</b>	<b>5,018</b>	<b>3,921</b>	<b>12,601</b>	<b>7,500</b>	<b>(5,101)</b>	<b>14,000</b>	<b>6,500</b>	<b>86.7%</b>
<b>OVERALL TOTAL EXPENDITURES</b>	<b>1,078,237</b>	<b>1,073,850</b>	<b>669,623</b>	<b>1,192,833</b>	<b>523,210</b>	<b>1,233,177</b>	<b>40,345</b>	<b>3.4%</b>

# City of Afton Prelim 2017 General Fund Budget

	Audited	Audited	Year to Date	Annual Budget	Remaining	Annual Budget	Increase (Decrease) 2017 minus
	2014	2015	7/31/2016	2016	Budget \$	2017	2016 Budget
							\$
							%
<b>C: OTHER FINANCING SOURCES (USES)</b>							
4050 Tax Levy to Fire Hall Debt Service Fund	(57,356)	(57,933)	(29,234)	(58,468)	(29,234)	(49,833)	8,635 -14.8%
4898 Tax Levy re Dvntwn Imp Tmp Bonds	0	0	(14,000)	(28,000)	(14,000)	(28,000)	0 0.0%
4899 Tax Levy re Dvntwn Imp Bonds/PFA	0	(8,000)	(35,000)	(70,000)	(35,000)	(70,000)	0 0.0%
4725 Tax Levy to Road Construction Debt Service Fund	(305,000)	(310,000)	(130,000)	(260,000)	(130,000)	(260,000)	0 0.0%
6920 Oper trf to Bldg & Land Fund - Budgeted	(6,000)	(6,000)	(3,000)	(6,000)	(3,000)	(6,000)	0 0.0%
4818 City Share High Speed Internet	0	0	(37,500)	(75,000)	(37,500)	(50,000)	25,000 -33.3%
6920 Oper trf to Bldg & Land Fund - Unbudgeted	0	(20,000)	0	0	0	0	0 0.0%
6921 Oper Trf to Street Imp - UnBudgeted	0	(43,500)	0	0	0	0	0 0.0%
6925 Oper trf to Street Imp - Budgeted	(200,000)	(200,000)	(100,000)	(200,000)	(100,000)	(375,000)	(175,000) 87.5%
6928 Oper Trf from(to) Special Reserve Fund	(294)	(5,000)	(1,500)	(3,000)	(1,500)	(9,500)	(6,500) 216.7%
6932 Oper Trf to Stormwater Fund	(3,500)	(3,500)	(1,750)	(3,500)	(1,750)	(3,500)	0 0.0%
6933 Oper Trf to Vehicle Fund	(2,500)	(2,500)	(1,250)	(2,500)	(1,250)	(2,500)	0 0.0%
6935 Oper Trf to Comprehensive Plan	(2,000)	(2,000)	(1,500)	(3,000)	(1,500)	(4,000)	(1,000) 33.3%
6936 Oper Trf to Flood Mitigation & Control	(5,500)	(5,500)	(2,750)	(5,500)	(2,750)	(5,500)	0 0.0%
6937 Oper Trf to DNR Grant Match	(95,000)	(95,000)	(47,500)	(95,000)	(47,500)	(95,000)	0 0.0%
6934 Oper trf to Codification (Spec Act Fd)	(100)	(100)	(100)	(100)	0	(100)	0 0.0%
4843 Oper Trf to MN Unemployment Claims	(3,000)	(3,000)	(500)	(1,000)	(500)	(1,000)	0 0.0%
6939 Oper Trf to Election Fund	(5,500)	(5,500)	(2,750)	(5,500)	(2,750)	(5,500)	0 0.0%
6910 City Council Contingency Fund	0	0	0	0	0	0	0 0.0%
4842 Audit Legal Reserve	(100)	(100)	(500)	(1,000)	(500)	(1,000)	0 0.0%
6944 Oper Trf Parks Capital (Incl Trail & Ped Bridge)	(5,500)	(5,500)	(2,750)	(5,500)	(2,750)	(5,500)	0 0.0%
4022 Oper Trf to Afton Septic System - City Bldgs	(15,000)	(15,000)	(7,500)	(15,000)	(7,500)	(15,000)	0 0.0%
6944 Oper Trf to Sidewalk	(2,000)	(2,000)	(1,000)	(2,000)	(1,000)	(2,000)	0 0.0%
6929 Trf (to) from Special Activities Fund (Various)	0	(15,000)	0	0	0	0	0 0.0%
<b>TOTAL OTHER FINANCING/TRANSFERS</b>	<b>(708,350)</b>	<b>(805,133)</b>	<b>(420,084)</b>	<b>(840,068)</b>	<b>(419,984)</b>	<b>(988,933)</b>	<b>(148,865)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$37,193</b>	<b>\$26,010</b>	<b>\$97,411</b>	<b>0</b>	<b>(\$104,911)</b>	<b>0</b>	<b>104,911</b>
Fund Balance - Beginning of Period	\$264,114	\$301,307	\$327,317				
Fund Balance - End of Period	\$301,307	\$327,317	\$424,729				
Check Total (Actual) - Rev Over (Under) Exp	37,192.93	26,009.99	97,411.44				
Check Total (Actual) - Fund Balance	301,307.08	327,317.07	424,728.51				

1,233,177	This is the balancing formula for the General Fund Levy
(49,525)	
(180,209)	
<b>1,003,443</b>	
<b>0</b>	

1,192,833
(43,820)
(174,209)
<b>974,804</b>
<b>0</b>

9.C.3

Lower St Croix Valley Fire Department Relief  
Association  
1560 St Croix Trail S  
Lakeland, MN 55043  
(651) 436-7033

Date: Saturday September 17, 2016

From: Lower St Croix Valley Fire Department Relief Association (LSCVFDRA) Board of Directors

To: Honorable Mayor City of Afton

Dear Honorable mayor and city council,

Please receive the following enclosures and action items:

- Request for City resolution ratifying benefit level increase
- Copy of City of Afton council meeting minutes from February 17, 2015 approving prior resolution
- Funding Ratio calculations used by membership to approve benefit level increase

The General Membership (your residents, neighbors & firefighters) of the Lower St Croix Valley Firefighters Relief Association voted at their June 2016 Annual Meeting to approve a benefit level increase. As you are aware, the Relief Association must have 100% joint powers cities approval for the benefit level to become fully ratified.

The membership and Board of Directors approved benefit level is \$ 3400/ year of service, an increase of \$150/ year. The last increase was also \$150/ year as ratified by all cities in February 2015, effective December 9, 2014

**Resolution request:**

**Whereas, the Lower St Croix Valley Firefighters Association has approved a pension of \$3,400 per year of service and**

**Whereas, the Lower St Croix Valley Firefighters Relief Association is respectfully requesting the member cities of the Lower St Croix Valley Fire Department to approve a pension of \$3,400 per year of service in order to attract and retain firefighters.**

**Now, therefore, be it resolved by the City Council of the City of Afton Minnesota does hereby approve the Lower St Croix Valley Firefighters Relief Association pension of \$3,400 per year of service effective July 1, 2016.**

If you have any questions please feel free to contact me.

Sincerely,

Kevin R. Johnson  
Treasurer, Lower St Croix Valley Firefighters Relief Assn  
[robkev@comcast.net](mailto:robkev@comcast.net)  
C- (612) 209-2825

Encl: see above for attachment list

1  
2  
3  
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11

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

**APPROVED Regular City Council Meeting Minutes  
February 17, 2015  
Afton City Hall  
3033 St. Croix Trail  
Afton, MN 55001  
7:00 p.m.**

---

12 **1. THE MEETING WAS CALLED TO ORDER** at 7:00 p.m. by Mayor Bend.

13  
14 **2. PLEDGE OF ALLEGIANCE** was recited.

15  
16 **3. ROLL CALL:** Council Members Palmquist, Richter, Ross, Nelson, and Mayor Bend. **Quorum present.**

17  
18 **OTHERS PRESENT:** City Attorney Fritz Knaak, City Engineer Diane Hankee, Planning Commission Chair  
19 Barbara Ronningen, City Administrator Ron Moorse and Deputy Clerk Kim Swanson Linner.

20  
21 **4. APPROVAL OF AGENDA**

22 A. Approval of the Agenda for the Regular City Council meeting of February 17, 2015 – Item 8D, Lower  
23 St. Croix Valley Community Foundation was removed; Items 8B, Lower St. Croix Fire District and 8C, Yellow  
24 Ribbon Alliance St. Croix Valley were delayed until the presenters arrived after a Fire District training session.

25  
26 **Motion/Second: Richter/Nelson. To approve the February 17, 2015 Regular City Council Meeting agenda  
27 as amended. Motion carried 5-0-0.**

28  
29 It was noted that the Sheriff's Deputy was in attendance; Council decided to move the Sheriff's Report on the  
30 Agenda to Item 5. **The amendment was accepted by Richter and Nelson.**

31  
32 **5. Sheriff's Report** (from Item 8A) – Deputy Nick Sullivan reminded residents to make clear the address to  
33 their property, especially on long driveways, so that emergency services aren't slowed down by trying to find an  
34 address.

35  
36 **6. APPROVAL OF MINUTES**

37 A. Minutes of the January 20, 2015 Regular City Council meeting – A minor typo to change 2014 to 2015  
38 on the front page was noted.

39  
40 **Motion/Second: Richter/Palmquist. To approve the minutes of the January 20, 2015 Regular City  
41 Council Meeting as presented. Motion carried 5-0-0.**

42  
43 **7. PUBLIC INPUT –**

44 David Eastwood, 16033 Putnam Blvd, Afton, felt the slopes and drainage shown on drawings from the  
45 Minnesota Pollution Control Agency (MPCA) are problematic.

46  
47 **8. REPORTS/PRESENTATIONS**

48 A. Sheriff's Monthly Report – [was moved to Item 5]

49 B. Lower St. Croix Fire District – will give report when they arrive after their training.

50 C. Yellow Robbon Alliance St. Croix Valley – no report from Judy Seeberger; not in attendance.

51 D. Lower St. Croix Valley Community Foundation – [was removed from the agenda]

52 E. Jim Bougie, Finance Committee Report – reported that he will need to wait for the 2014 Year End  
53 Financials and the 2014 Audit Report to make a year end report. He has compared the refinancing amortization  
54 schedule with the original and it appears the city has saved \$110,000 due to refinancing the 2005 Road Bonds. It  
55 was noted that Mr. Bougie should be sent agendas and invited to all city meetings involving finances.

212 **Motion/Second: Palmquist/Richter. To adopt Resolution 2015-13 renewing the Animal Control Services**  
213 **contract with Kathi Pelnar for a two-year period with a term ending in February 2017. ROLL CALL: All**  
214 **Ayes. Motion carried 5-0-0.**  
215

216 3. Lower St. Croix Valley Fire Relief Association Pension Benefit Increase Request – Resolution  
217 2015-18 – [This item was moved up to accommodate LSCV Firefighters in attendance.] Jim Stanley, Chief Kris  
218 Peterson and Kevin Wall, of the Lower St. Croix Valley Fire Department (LSCVFD), arrived after their training  
219 to give their report regarding the pension benefit request. Jim Stanley explained that the Lower St. Croix Valley  
220 Firefighters Relief Association approved an increase in its maximum pension benefit from \$3,100 per year of  
221 service to \$3,250 per year of service. The Association is now requesting the member cities of the Lower St.  
222 Croix Valley Fire Department Joint Powers Agreement to approve the pension increase. He explained there is  
223 no cost to the member cities related to the pension benefit increase, unless the pension fund experiences a  
224 funding deficit. While the Relief Association has only had one funding deficit in its history, which occurred  
225 during the recent economic downturn, there is always the possibility of a similar occurrence. When there is a  
226 funding deficit, the member cities are required to provide sufficient funding to eliminate the deficit over a ten  
227 year period. The recent funding deficit was eliminated in four years through city funding and improved  
228 investment earnings. The cost to Afton was \$30,398 over four years.  
229

230 Council Discussion:

231 Council asked for additional information related to the pension benefit increase request. The Fire District  
232 representatives provided the following details:

- 233 • The calculation of the 24% surplus in the pension fund is based on the \$3,250 pension benefit and the 2013  
234 audited financial results for the pension fund.
- 235 • The State Auditor uses a 5% rate of return when determining whether a pension fund is fully funded. The  
236 LSCVFD pension fund was targeted for a 10.5% rate of return in 2013, and had a 13.3% actual rate of return.
- 237 • The calculation of full funding of the pension fund is based on paying every firefighter 100% of the maximum  
238 benefit amount for their years of service, regardless of when members may retire, and including those who are  
239 not yet vested.

240  
241 **Motion/Second: Richter/Palmquist. To adopt Resolution 2015-18 approving a pension benefit increase**  
242 **from \$3,100 to \$3,250 per year of service for the Lower St. Croix Valley Fire Relief Association. ROLL**  
243 **CALL: All Ayes. Motion carried 5-0-0.**  
244

245 4. Support for CLG grant application – Resolution 2015-17 – Administrator Moore reported that the  
246 Afton Heritage Preservation Commission (HPC) has identified thirteen properties as meriting local designation  
247 as historic landmarks. The list of the properties was provided to Council in the packet. Moore explained the  
248 local designation process involves the nomination of properties for review by the State Historic Preservation  
249 Office. The nomination will require considerable historic research to enable the completion of a nomination  
250 form for each property. He explained that the HPC would like to hire a consultant to conduct the historic  
251 research and complete the nomination forms. The cost of the consultant work for thirteen properties is estimated  
252 at \$20,000. The HPC has applied for a Legacy Grant in the amount of \$10,000, and has also applied for a  
253 Certified Local Government (CLG) Grant in the amount of \$10,000 to provide the remainder of the required  
254 funding and to provide the required cash match for the Legacy Grant. The historic research work is contingent  
255 on obtaining the grant funding. The consultant would be selected through an RFP process, and the Council  
256 would need to approve the hiring. He informed that the CLG grant application requires an indication of the  
257 Council's support of the grant application.  
258

259 **Motion/Second: Palmquist/Nelson. To adopt Resolution 2015-17 indicating the Council's support of an**  
260 **application for a Certified Local Government Grant to fund the local historic designation process for**  
261 **thirteen Afton properties. ROLL CALL: All Ayes. Motion carried 5-0-0.**  
262

**2016 LSCVFD SC-16 Projections**

Ending Balance 12/31/2015	\$	1,504,506	
Market Projection	\$	-	Assumes a flat market in 2016
State Aid	\$	38,041	Estimated fall 2016 deposit
Supplimental Aid	\$	9,307	Estimated fall 2016 deposit
Administrative Expenses	\$	(7,500)	Actual
Ending Balance 12/31/2016	\$	1,544,354	

Pension Amount	Liability	Surplus	Funding Ratio	% change
\$ 3,250	\$ 1,304,956	\$ 239,398	118.35%	
\$ 3,300	\$ 1,324,019	\$ 220,335	116.64%	-1.70%
\$ 3,350	\$ 1,343,082	\$ 201,272	114.99%	-1.66%
\$ 3,400	\$ 1,362,145	\$ 182,209	113.38%	-1.61%
\$ 3,450	\$ 1,381,208	\$ 163,146	111.81%	-1.56%
\$ 3,500	\$ 1,400,271	\$ 144,083	110.29%	-1.52%

Market Projection Assumptions:	Month end value	\$ change	% change
January 2016- market value	\$ 1,394,762	\$ (109,744)	-7.29%
February 2016- market value	\$ 1,388,576	\$ (115,930)	-7.71%
March 2016- market value	\$ 1,456,958	\$ (47,548)	-3.16%
April 2016- market value	\$ 1,473,881	\$ (30,625)	-2.04%
August 2016- market value	\$ 1,532,028	\$ 27,522	1.83%

LSCVFD Board of Directors is recomending 110-115% funding ratio

Harmon/Hartom financial advisors are recomending to their cliants market will be flat to +/-2%

Parr McKnight Financial Advisors are recomending to their clients market will be flat

9.C.11

**Letter of Agreement for Maintenance of Upper 34<sup>th</sup> Street South**

The gravel portion of Upper 34<sup>th</sup> Street South is in need of maintenance involving the placement of lime rock. The residents who use the road have historically performed and/or paid the cost of this maintenance. The City has now declared this road to be a "Minimum Maintenance Road" and will undertake minimum maintenance, which will involve adding and grading needed lime rock and clearing culverts at least twice annually. Further, upon agreement of the undersigned property owners, the City will undertake to contract for snow removal in the winter and the owners agree to reimburse the City 100% of that cost. Further, the City shall post signs allowing for only seasonal access on the road by the public. By signing this agreement, the undersigned owners agree that if they do not each pay their one-third share of the cost of snow removal within 30 days of receipt of an invoice from the City, the unpaid amount may be assessed to their property and they agree they will not appeal the assessment. Further, the property owners agree that this agreement is intended to attach to their properties and bind any future property owners or their own successors in interest.

Signed  
For the property owners

Signed  
For the City of Afton

\_\_\_\_\_ Date \_\_\_\_\_  
Tim Holupchinski  
15616 Upper 34<sup>th</sup> Street S.

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

\_\_\_\_\_ Date \_\_\_\_\_  
Rick Davis  
15612 Upper 34<sup>th</sup> Street S.

\_\_\_\_\_ Date \_\_\_\_\_  
Denis Stoddard  
15606 Upper 34<sup>th</sup> Street S.