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

APPROVED City Council Regular Meeting Minutes
October 18, 2016
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
7:00 P.M.

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

2. THE PLEDGE OF ALLEGIANCE – was recited.

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

ALSO PRESENT: City Attorney Fritz Knaak, City Engineer Nick Guilliams, City Administrator Ron Moorse and City Clerk Kim Swanson Linner.

4. APPROVAL OF AGENDA –

A. Agenda for the Regular City Council Meeting of September 20, 2016 – Item 7A was indicated it would be given when the deputy arrived; Item 7B was deleted, as the accountant would not be in attendance; Item 9A1 was deleted, as the applicants withdrew their application; and, Item 9D6 was added for the Downtown Finance Subcommittee Report.

Motion/Second: Richter/Palmquist. To approve the agenda of the September 20, 2016 Regular City Council Meeting as amended. Motion carried 5-0-0.

5. APPROVAL OF MINUTES -

A. Minutes of the September 14, 2016 City Council Joint Work Session with Public Works Committee – **Motion/Second: Richter/Nelson. To approve the minutes of the September 14, 2016 City Council Joint Work Session with Public Works Committee as presented. Motion carried 4-0-1 (Abstain: Palmquist, due to absence).**

B. Minutes of the September 16, 2016 City Council Work Session – **Motion/Second: Richter/Ross. To approve the minutes of the September 16, 2016 City Council Work Session as presented. Motion carried 5-0-0.**

C. Minutes of the September 20, 2016 Regular City Council Meeting – **Motion/Second: Richter/Ross. To approve the minutes of the September 20, 2016 Regular City Council Meeting as presented. Motion carried 5-0-0.**

6. PUBLIC INPUT –

1. Dan Miller, 14933 Afton Boulevard S, spoke about the city cartway erosion that has gotten so much worse because of the grading by property owners at the end of the cartway over the past several years; the erosion has eaten away at the steep slope on the east side of the cartway. He has been monitoring the rain washouts and the erosion get worse for the last two summers. He has sent pictures to City Council and city staff to make sure they know the extent of the erosion and damage to the hill that “holds up his property,” as the hill is disintegrating. He noted that recently he stepped into a chest deep pothole along the cartway. He asked what is being done to fix the erosion. He knows that in June 2015 the City Engineer reported on the repairs that were needed after the erosion control measures did nothing to stop the washouts with the heavy rains. The owners that

54 did the damage never completed the repairs that the Engineer recommended, and it has been over a year now.
55 He noted that the description of the cartway that is on the document at the county said the cartway was two rods
56 wide, which equals 32 feet. The cartway is currently less than 10 feet wide with the erosion, and the property at
57 the bottom of the hill is still using the cartway as driveway access to Afton Boulevard.

58
59 **7. REPORTS/PRESENTATIONS -**

60 **A. Sheriff's Monthly Report** – no deputy in attendance.

61
62 **B. Tom Niedzwiecki, Budget Report** – the item was deleted, as the accountant would not be in attendance.

63
64 **C. Lower St. Croix Fire District Report** – Nelson reported he did not make the meeting. Bend announced
65 there were no significant developments. There was some concern about Afton City Council not approving the
66 increase to the pension. Afton has been getting good value from the services, however, as they received over
67 half of the calls last month.

68
69 **8. CONSENT AGENDA –**

70 **A. Just and Correct Claims**

71 **B. 4M Fund Transfer – SEPTEMBER - Resolution 2016-49**

72
73 **Motion/Second: Palmquist/Richter. To approve the Consent Agenda, including Resolution 2016-49 as**
74 **presented. ROLL CALL: All Ayes. Motion carried 5-0-0.**

75
76 **9. CITY COUNCIL BUSINESS -**

77 **A. Planning Commission Report –**

78 1. Solar Energy Ordinance Amendment, SEV MN1, LLC and Janice Schwitters & Steven Moll to
79 allow a solar farm as a conditional use or interim use in the Agricultural District to enable a solar farm at 12351
80 15th Street -Resolution 2016-43 – [This application was withdrawn by the applicants and deleted from the
81 agenda.]

82
83 2. Conditional Use Permit for a Trailer Parking Facility, Brockman Investments and Anchor Bank,
84 FSB, located on Hudson Road with PID# 05.028.20.11.0007 - Resolution 2016-45 – Administrator Moose
85 explained that Brockman Investments applied for a Conditional Use Permit for a trailer parking lot on the
86 property on Hudson Road with PID# 05.028.20.11.0007. This application is similar to two other trailer parking
87 lots Brockman Trucking currently has along Hudson Road. The trailer parking lot falls within the “storage
88 enclosed or screened” use, which requires a conditional use permit. At its September 20, 2016 meeting, the
89 Council continued action regarding the CUP application to enable the applicant to prepare a revised
90 landscaping/screening plan that provides additional screening as well as additional landscaping to enhance the
91 view of the parking area, and to enable the City Engineer to review and comment on the revised plan. The
92 applicant provided a revised plan that was reviewed by the City Engineer's landscape architect; several
93 comments were noted to improve the plan, including the addition of deciduous trees interspersed with the
94 coniferous that would provide the height and canopy needed for screening the trailers from Hudson Road.
95 Moose noted that the comments were provided to the applicant the morning of October 10, and the applicant
96 was requested to provide a revised plan to reflect the comments by the morning of October 12 to enable the
97 revised plan to be included in the Council packet. The applicant did not provide a revised plan reflecting the
98 comments. The resolution provided for Council action included the condition that the landscape plan shall be
99 approved by the City Engineer. Staff recommended that the applicant work with the City Engineer and that all
100 comments by the City Engineer be reflected in a final landscape plan that provides the amount and quality of
101 landscaping recommended.

102
103 **Motion/Second: Palmquist/Richter. To approve Resolution 2016-45 for the Brockman Investments and**
104 **Anchor Bank, FSB application for a Conditional Use Permit for a trailer parking facility on the property**
105 **on Hudson Road with PID# 05.028.20.11.0007, including the findings of fact and conditions:**

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Findings of Fact:

1. The applicant has submitted all necessary documents needed for a Conditional Use Permit.
2. The applicant is proposing a 4.51 acre gravel-surfaced trailer parking facility with 209 parking stalls.
3. The applicant has submitted a landscape plan, illustrating 50 coniferous trees, including two rows of trees along the south boundary of the parking area. A similar landscaping plan did not provide sufficient screening for a similar facility at Neal and Hudson Road.
4. The proposal does not include any lighting.
5. Access into the site is proposed at one location off Hudson Road via a driveway which accesses the parking lot.
6. The proposed parking area meets setback requirements.
7. The proposal meets impervious coverage requirements.
8. The proposal meets the Valley Branch Watershed District's stormwater management requirements.
9. The proposal includes grading of a small area of steep slopes adjacent to Hudson Road for the driveway access to the property.

Conditions of Approval:

1. All appropriate provisions of the Afton Code of Ordinances shall be complied with for the duration of the permit.
2. Valley Branch Watershed District provisions and recommendations shall be met for the duration of the permit.
3. City Engineer specifications and recommendations for all work including the driveway shall be met for the duration of the permit.
4. Mn/DOT requirements and recommendations regarding site access shall be met.
5. The grading and drainage plan, including ponding areas and the infiltration area, shall be constructed according to plans approved by the VBWD and the City Engineer and in conformity with Valley Branch Watershed District requirements.
6. The final landscape plan will need to be approved by the City Engineer's landscape architect.
7. The developer shall post an irrevocable letter of credit in the amount of 125% of the estimated cost of construction of the stormwater facilities and the landscape plan; such letter of credit shall extend for five years beyond the date of approval of this permit by the City Council, and shall be used as a guarantee that the grading will be completed, the drainage facilities will be built and the vegetation planted will survive. The portion of the letter of credit related to the grading and drainage facilities may be reduced after three years if the grading has been completed and the facilities are built and have been approved as built by the City Engineer.
8. There shall be no fueling of vehicles on site.
9. There shall be no maintenance of vehicles on site.
10. Design and location of trailer parking shall conform to the approved site and construction plans.
11. Storage of anything other than the trailers used by the applicant shall not be allowed, nor shall the applicant use the site for storage of personal property or other vehicles, campers, boats, automobiles, etc.
12. Parking areas shall have a durable and dustless surface, as approved by the City Engineer.
13. The proposal does not include lighting. If any lighting is added, it shall require an administrative permit. Any lighting shall be designed so that light is directed from the perimeter of the facility towards the center. Lights shall not be directed towards the residential area to the south of the facility, nor shall they adversely affect other property in the area.
14. Design, location, and specifications of all signs shall conform to the Afton Sign Ordinance. All signs shall require a permit to be issued by the Zoning Administrator.
15. Silt fences or other types of erosion control shall be properly installed prior to construction and shall be maintained in good condition until the construction is complete.
16. No trucks or trailers shall be parked in areas other than those indicated on the plan.

- 156 17. **Primary hours of operation shall be between the hours of 6:00 a.m. and 8:00 p.m. No more than an**
157 **average of 10 trucks per day shall be operated in or out of the property between the hours of 6:00 a.m.**
158 **and 8:00 p.m. The average shall be calculated on a monthly basis.**
- 159 18. **All trucks shall use the Manning Avenue exit/entry on Interstate Highway 94 for the purpose of**
160 **entering and exiting the site.**
- 161 19. **The use of guard dogs on the premises is prohibited.**
- 162 20. **No hazardous substances, pollutants, (including petroleum and petroleum products) contaminants or**
163 **harmful substances shall be located or handled or stored on site.**
- 164 21. **Non-compliance with the conditions of this permit shall be considered a violation and may result in**
165 **revocation of this permit.**
- 166 22. **Compliance with conditions of this permit shall be monitored on a periodic basis. The conditions of this**
167 **permit shall apply to the property described and shall not in any way, except as herein noted, be**
168 **affected by any subsequent sale, lease, or other change in ownership.**
- 169 23. **Construction shall begin within two years of the date of issuance of this permit or the permit shall**
170 **become null and void.**
- 171 24. **An Amended Conditional Use Permit shall be required for any future expansions or alterations.**
- 172 25. **The screening plan shall be approved by the City Engineer. Trees that become diseased or die will be**
173 **replaced for 5 years.**
- 174 26. **The screening reflected in the City Engineer-approved landscape plan shall be maintained for the**
175 **duration of the Conditional Use Permit.**

176
177 **ROLL CALL: All Ayes. Motion carried 5-0-0.**
178

179 3. Ordinance Amending Sec. 12-2041, Septic System Compliance and Inspection, for additional
180 requirements for septic system compliance inspections - Ordinance 10-2016 – Administrator Moorse reviewed
181 that at its September 20, 2016 meeting, the Council directed the Planning Commission to hold a public hearing
182 and make a recommendation for the ordinance amendment for additional triggers for septic system compliance
183 inspections. The additional triggers serve to accelerate identification and replacement of non-compliant septic
184 systems in order to protect groundwater, which is essential to continue using private wells and private septic
185 systems in Afton. The Washington County Septic Ordinance, which the City has adopted by reference, includes
186 three septic compliance inspection triggers. These are:

- 187 A. Prior to the issuance of a permit for the addition of a bedroom.
- 188 B. For all new construction and replacement.
- 189 C. Prior to the transfer of any real property.

190 The additional compliance inspection triggers were proposed for any building permit application made for work:

- 191 A. That has a valuation of over \$75,000; or
- 192 B. That has a value that is more than 40% of the assessed value of the principal structure on the property.

193 Moorse explained that the Planning Commission supported additional septic compliance inspection triggers to
194 protect water quality. In its discussion of the proposed additional septic system compliance inspection triggers,
195 the Commission recommended deleting trigger B because it duplicates A. Also, Chair Ronningen calculated
196 that 40% of a home value of \$187,000 is \$75,000, which would meet trigger B. She felt very few, if any, homes
197 in Afton of that value would be getting a \$75,000 valuation for a building permit. The Commission also
198 proposed another trigger: a building permit that would increase the square footage of the footprint of the
199 principal structure. The Planning Commission recommended approval of the proposed ordinance with the
200 recommended revisions on a vote of 5-0-0.

201
202 **Motion/Second: Bend/Richter. To adopt Ordinance 10-2016 adding Sec. 12-2041. Septic System**
203 **Compliance and Inspection, to the Afton Zoning Code, for the original proposed additional requirements**
204 **for septic system compliance inspections in Afton, as listed above in A and B. ROLL CALL: All Ayes.**
205 **Motion carried 5-0-0.**
206

- 207 4. Ordinance Amendment to Provide an Exception to Steep Slope Restrictions for Areas of Man-

208 **Made Ditches - Ordinance 11-2016** – Administrator Moose reviewed that Council directed staff at its June
209 13, 2016 meeting to work with the Planning Commission to develop an ordinance amendment to provide
210 that the protection of slopes 18% or greater does not include slopes that were less than 18% in their natural
211 state, but were made 18% or greater by grading, i.e. for the construction of a roadway, and also are not
212 environmentally sensitive or fragile. The Planning Commission, at its July 11 meeting, recommended against
213 a general exception for man-made steep slopes. The Commission pointed to the potential difficulty of
214 demonstrating a slope was man-made and to the possibility that a man-made steep slope may still be
215 environmentally fragile and/or in an environmentally sensitive area. Instead, the Commission recommended
216 a narrower exception, for example, specifically related to a driveway crossing a ditch area that has steep
217 slopes. The Commission also recommended that there be a process, such as a variance process, related to
218 making this exception, through which the property owner would demonstrate that the slope was man-made,
219 that it was not environmentally fragile, that it would be protected from erosion, and that the inability to
220 disturb the steep slope was causing a practical difficulty. The Council then proposed language to limit the
221 horizontal width of the ditch to 30 feet perpendicular to the road. When these steep slopes are proposed to be
222 disturbed, a driveway permit and a grading permit would be required to ensure review by the City Engineer
223 related to drainage and erosion control measures. The Planning Commission held a Public Hearing at its
224 October 3, 2016 meeting. Their concerns revolved around the need for the exceptions reflected in the
225 ordinance, the desire to make the exception as narrow as possible and to rely on the variance process to
226 address situations outside of the narrow exception. The Commission discussed limiting the exception to the
227 construction of driveways only, rather than allowing general grading and filling in areas of steep slopes.
228 There was discussion about whether the maximum 30 foot horizontal distance in the ordinance was long
229 enough to include ditches along County and State roadways. The Commission agreed that addressing ditches
230 wider than 30 feet could be accommodated through the variance process. The Commission’s discussion
231 resulted in three recommended revisions to the proposed ordinance as follows.

- 232 1. Provide an exception to the steep slope restrictions only for driveways crossing man-made
233 steep slopes.
- 234 2. Provide an exception only when there are no other reasonable locations for a driveway.
- 235 3. Provide an exception for slopes that extend only perpendicular to the road.

236 Moose reported that the Planning Commission recommended approval of the ordinance with the proposed
237 revisions on a vote of 3-2-0. Ronningen and Doherty voted in opposition to the motion based on a variance
238 process being a better method of dealing with this steep slope issue.
239

240 **Motion/Second: Bend/Palmquist. To adopt Ordinance 11-2016 to provide an exception to steep slope**
241 **restrictions for driveways crossing man-made slopes created by the construction of public roads and/or**
242 **related ditches, and to be limited to ditches to a maximum horizontal width of 30 feet perpendicular to the**
243 **road, and when no other driveway option is available to the landowner. This motion includes adopting the**
244 **Summary Ordinance 11-2016 for publication. ROLL CALL: All Ayes. Motion carried 5-0-0.**
245

246 **B. Engineering Report** – There was no Engineer Report this month.
247

248 **C. Administration** –

- 249 1. **Public Hearing - Vacation of Cartway #7 with PID# 22.028.20.32.0007 - Resolution 2016-50** –

250 Mayor Bend opened the Public Hearing at 7:35 p.m.

251 Administrator Moose indicated that the City had received an email from the property owners at 14925
252 Afton Blvd S to request a continuation of the Public Hearing to the November meeting so that they could be in
253 attendance.
254

255 **Motion/Second: Richter/Bend. To continue the Public Hearing for vacating City Cartway #7 to the**
256 **November 15, 2016 Council meeting. Motion carried 5-0-0.**
257

258 **Motion/Second: Richter/Palmquist. To continue to the November 15, 2016 Council meeting the**
259 **consideration of Resolution 2016-50 approving the vacation of the City Cartway #7. Motion carried 5-0-0.**

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2. Solid Waste and Recycling Service Request for Proposals - Evaluation Committee

Recommendations – Administrator Moose reported that the City of Afton has contracted with Highland Sanitation and Recycling, Inc. for solid waste services since 1998. Services included in the current agreement include collection of residential and business solid waste and recyclables, residential curbside collection of yard waste, and support of an Annual Cleanup of City ditches. The contract with Highland was extended in January, 2015 until December 31, 2016. The City had not done a competitive analysis of the costs of the contract services recently, therefore, the City issued a Request for Proposals (RFP) on September 21, 2016 to solicit proposals for solid waste and recycling services. The RFP process involved advertising for and receiving proposals, forming an evaluation committee, evaluating proposals, selecting the top proposals for further negotiation, and selecting a final proposal and provider and approving a contract with that provider. The City received four proposals, from Advanced Disposal, Highland Sanitation, Republic Services and Waste Management. Moose reported that the Evaluation Committee (Council Member Ross, City Administrator Moose, Nicole Stewart, Washington County Public Health and Environment, and Susan Young, a solid waste and recycling consultant with Foth, who is contracted by Washington County to assist the County and its cities and townships to improve solid waste and recycling services, including assistance with RFP's, met on Tuesday, October 11 to evaluate the four proposals. The criteria used in evaluating the proposals were:

- Customer service and references
- Price
- Qualifications/Capabilities (staff, equipment and financial)
- Experience
- Demonstrated compliance with state and county requirements
- Acceptance of draft contract or degree of contract modifications

Based on the criteria and the reference contacts, the Evaluation Committee recommended Advanced Disposal and Highland Sanitation for further negotiation toward a final recommendation and contract.

At this time, the proposals need to be kept confidential to maintain the City's leverage in the negotiation process. For this reason, the proposals were not provided to the Council. With the Council's authorization, the Evaluation Committee, with advice and assistance from the County and its consultant, will meet with each of the two providers. The purpose of the meetings will be to discuss changes to the draft contract proposed and to negotiate to obtain the best proposal from each provider as the basis for a recommendation to Council. The Evaluation Committee will bring its recommendation regarding the selected provider and final contract to the Council at its November 15 meeting.

Motion/Second: Bend/Nelson. To authorize the Evaluation Committee to proceed with further negotiations with Advance Disposal and Highland Sanitation and to bring a recommendation regarding a provider and a final contract to the November 15 Council meeting. Motion carried 5-0-0.

Council Member Richter requested that all four proposals be made available to Council in a CONFIDENTIAL envelope after negotiations are complete.

3. Cluster Mailboxes – Reconsideration – Administrator Moose reviewed that the Council, at its September 20, 2016 meeting, discussed the request from residents desiring to work with the Post Office to install metal cluster mailboxes with locking boxes to improve mail security. Council voted to deny the use of metal cluster mailboxes, based on the mailboxes not matching the city's rural character. Since that time, Mayor Bend and Council Member Palmquist received information regarding the substantial problem with mail security, and requested this topic be placed on the meeting agenda for reconsideration. Moose indicated the Post Office said it will provide the cluster mailboxes if the property owners will provide the concrete foundation. The officer in charge at the Post Office had also indicated they are not aware of any deadline beyond which the Post Office will not provide the cluster mailboxes. She also was not aware of any plan to mandate cluster mailboxes at any time in the future. She indicated a row of individual lockable mailboxes mounted together would also be

311 acceptable. The Post Office has also agreed to deliver mail to those residents in a neighborhood with a cluster
312 mailbox who wish to retain their individual mailbox.

313 While some council members still felt the cluster mailboxes were not in keeping with Afton's rural character,
314 they were willing to accommodate resident wishes, especially for making mail more secure from mail theft.

315

316 **Motion/Second: Bend/Nelson. To approve cluster mailboxes with a wood surround similar to that**
317 **installed at Cedar Bluff which was approved by the Heritage Preservation Commission, subject to the**
318 **approval of siting, installation and payment by the Afton Post Office for the following neighborhoods:**
319 **Indian Trail Path S, Afton Hills Court S and 11th Street S; and, subject to the approval of a majority of**
320 **the neighborhood residents, providing that the Post Office agrees to deliver mail to those residents who**
321 **wish to have their original mailbox maintained. Motion carried 5-0-0.**

322

323 4. Replacement of City Hall Telephone System – Administrator Moose explained that the current
324 phone system at City Hall was purchased in 2005. The system is not functioning well, and lacks a number of
325 necessary capabilities. For example, when a call comes in to a direct dial number, and that staff person is on the
326 phone, the system does not allow the call to go into voice mail or to roll back to office staff. This is problematic
327 when staff is coordinating a time-sensitive task with several external parties and they are calling at the same
328 time, or if they call when staff is on another call. The new system will be programmed to roll callers back to
329 office staff, who will transfer the call to voicemail. Also, the current system does not allow the retrieval of the
330 phone numbers of past calls, which is problematic when a phone number is not recorded or incorrectly recorded.
331 Research was done of other small cities to obtain information about recent phone system replacements. The City
332 of Lake St. Croix Beach provided a very positive recommendation regarding a recent phone system upgrade, the
333 service they received from the vendor, and the cost of the system. Staff met with the vendor, Telephone
334 Warehouse, to discuss the City Hall phone system needs and options available. Telephone Warehouse provided
335 the price quote of \$2,336.64 for a new system that meets all of the city's needs. The system has a 5-year
336 warranty. Moose explained that the current system cost \$4,189.71 when purchased in 2005, and has an annual
337 maintenance contract fee of \$727.56. The cost of the recommended new phone system would be recovered in
338 about three years just from the savings of eliminating the annual maintenance contract fee. It is recommended
339 that the new system be financed from the City Council Contingency Reserve Account and that the account be
340 repaid over a three year period from the annual maintenance contract savings.

341

342 **Motion/Second: Palmquist/Ross. To approve the price quote from Telephone Warehouse for a new City**
343 **Hall telephone system at a cost of \$2,336.64, which includes a full 5-year warranty. Motion carried 5-0-0.**

344

345 5. Pennington Avenue Erosion Repair - Additional Cost – Administrator Moose explained that
346 the Council had approved, at its September 20, 2016 meeting, the repair of the Pennington Avenue erosion issue
347 at a cost not to exceed \$7,000. Tri County had been completing the repair work, but had found that the amount
348 of fill necessary to adequately complete the repair is more than estimated. Tri County requested additional fill to
349 complete the repair and provide a satisfactory final grade at a cost of \$1,500, which is above the amount that the
350 City Administrator can give approval.

351 Council discussed having motions include language such as “estimated to complete the project” so that going
352 forward, contractors will not need to wait for a Council meeting for approval. It was also noted that Tri County
353 should include in their quote the cost per unit and the number of units estimated to complete the project.

354

355 **Motion/Second: Bend/Nelson. To approve the additional cost of \$1,500 for additional fill material to**
356 **complete the repair of the Pennington Avenue erosion issue. Motion carried 5-0-0.**

357

358 6. Schedule Council Work Session – Administrator Moose indicated that there are two items needing
359 decisions in order to continue the street improvements planning and the Downtown Village Improvements
360 Project, particularly the Section 106 process. Moose reported that he, Council Members Richter and Ross and
361 Accountant Tom Niedzwiecki met on October 12 to review financial information with the goal of identifying
362 additional sources of funding for street improvements. A Section 106 consultation meeting with tribal

363 representatives has been tentatively scheduled for November 7. A work session is needed to continue to explore
364 street improvement timing and funding scenarios and to keep the Council updated regarding the Downtown
365 Village Improvements Project.

366
367 **Scheduled a work session for Monday, November 14 at 1:00 p.m. to continue work regarding street**
368 **improvements planning and to keep the Council updated regarding the Downtown Village Improvements**
369 **Project.**

370
371 **D. Committee Reports –**

- 372 1. Public Works – none.
373 2. Personnel – installation and training on Laserfiche will be scheduled after the election; it should be
374 operational after January, 2017.
375 3. Parks – meets on October 26.
376 4. HPC/DR – meets on Wednesday, October 19; they will be reviewing a project at 3602 St. Croix
377 Trail S; they will be doing a design review of the Town Square Park restroom building. They are
378 also looking at designs for plaques for the designated historic sites in Afton.
379 5. Natural Resources and Groundwater – two of the last meetings didn't have a quorum. It has been
380 requested that the attendance policy be modified to reflect "a majority of active members."

381
382 **Motion/Second: Palmquist/Bend. To modify the Natural Resources and Groundwater Committee Policy**
383 **to reflect that a quorum be "a majority of active members." Motion carried 5-0-0.**

- 384
385 6. Downtown Improvements Finance Report – Richter reported that City Administrator Ron Moore,
386 Council Members Richter and Ross and Accountant Tom Niedzwiecki met on October 12 to identify additional
387 sources of funding for street improvements. Tom N will be working with the engineers to update the costs to
388 bring forward to the next meeting.

389
390 **10. COUNCIL, CONSULTANT AND STAFF REPORTS, ANNOUNCEMENTS AND UPDATES**

- 391 **A.** Ward 1 Council Member Palmquist – Sunday the Lumberyard Pub will show the Vikings game with a
392 pig roast.
393 **B.** Ward 2 Council Member Richter – none.
394 **C.** Ward 3 Council Member Ross – internet project moving along to completion.
395 **D.** Ward 4 Council Member Nelson – none.
396 **E.** Mayor Bend – none.
397 **F.** City Attorney Knaak – Prosecution Report is on file; there is an uptick in prosecutions. The
398 condemnation may be concluded by the end of the year.
399 **G.** City Administrator Moore – none.

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401 **11. ADJOURN –**

402
403 **Motion/Second: Nelson/Ross. To adjourn the meeting at 8:45 p.m. Motion carried 5-0-0.**

404
405 Respectfully submitted by:

406
407
408 _____
409 Kim Swanson Linner, City Clerk

410
411 **Approved by Council (on November 15, 2016) as (check one): Presented: X Amended: _____**

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413
414 **Signed by Mayor Richard Bend _____ Date _____**