

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

**AFTON CITY COUNCIL CHAMBERS  
3033 St. Croix Trail South  
Monday, November 14, 2016  
At 1:00 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – November 14, 2016 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
  - A. Street Improvements Planning
  - B. Downtown Village Improvements Project
    - 1). Project Update
    - 2). Costs for Easement Acquisition Process
  - C. Ordinance requiring parcels under common ownership to be combined if one or more does not meet the full width or area requirements
  - D. Consistent Attendance Policy for Volunteer Commissions and Committees
  - E. Update Allowed Uses in the Industrial Zones
  - F. Personnel Committee to serve as job evaluation committee to review job content and job values of the City's positions
  - G. Periodic Requests for Proposals for Contracted Services
  - H. Determine the Need to Retain The North/South Portion of the Sixty Foot Wide Right-of-Way Lane North of 1247 Manning Avenue
  - I. Letter from Attorney for Brown Trout LLC Regarding the Property at 15311 Putnam Boulevard - **Closed Session**
- 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 Nov. 14, 2016**

## **Council Memo**

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorese, City Administrator

Date: November 8, 2016

Re: Street Improvements Planning

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Staff has prepared three pay-as-you-go funding scenarios to provide comparisons with the bonding scenario. Council member Ross prepared comparisons regarding the timing and total costs of each scenario. All scenarios use the same amount and timing of levy funding. One pay-as-you-go scenario uses a one-time cash infusion of \$400,000 in 2017. (This could be from the Street Capital Improvement Fund if the cash flow for the downtown village improvements project would allow it.)

The comparison of the funding alternatives shows that the bonding scenario has the lowest cost and completes a substantially larger number of miles in earlier years. The summary also shows that, under each of the scenarios, it is possible to complete the reclamation and mill and overlay projects in 12 to 13 years.

## PLAN(S) COMPARISON

|              | Reclamation | M & O       | u Surfacing | Crack Seal | Financing Cost | TOTAL COST   |
|--------------|-------------|-------------|-------------|------------|----------------|--------------|
| 10 Yr Bond = | \$3,560,042 | \$4,016,339 | \$4,771,913 | \$596,303  | \$339,796      | \$13,284,392 |
| PAYG # 3 =   | \$4,077,893 | \$4,269,262 | \$4,765,850 | \$574,815  | \$0            | \$13,687,820 |
| PAYG # 2 =   | \$3,904,012 | \$4,460,733 | \$4,839,415 | \$574,065  | \$0            | \$13,778,225 |
| PAYG # 1 =   | \$4,011,895 | \$4,460,733 | \$4,771,913 | \$561,264  | \$0            | \$13,805,804 |

### Today's Costs (per mile):

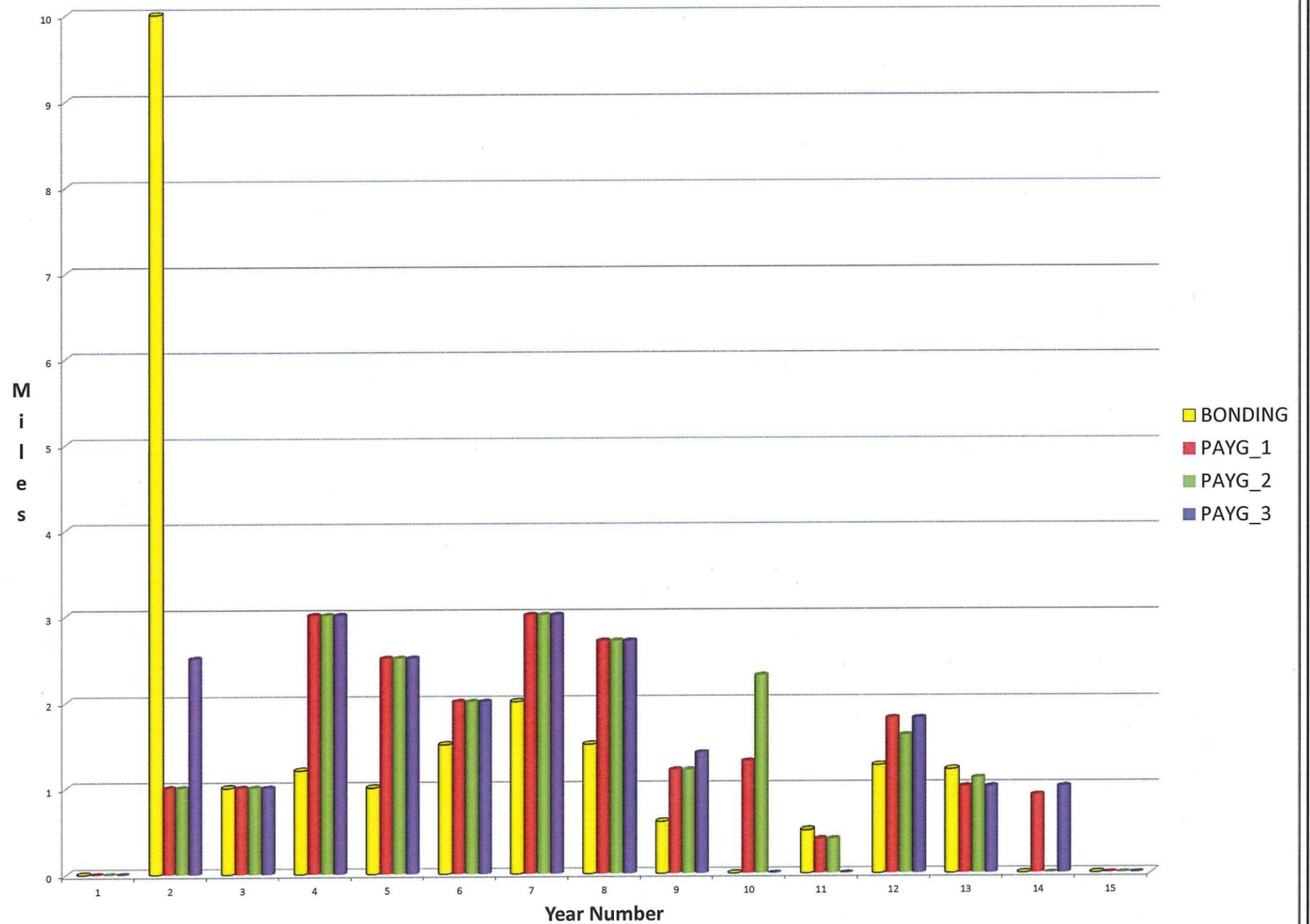
|                                      |           |  |
|--------------------------------------|-----------|--|
| Reclamation (\$350k / mile) =        | \$350,000 |  |
| Mill & Overlay (\$240k / mile) =     | \$240,000 |  |
| Micro Coat (\$120k / mile) =         | \$120,000 |  |
| Seal / Skim Coating (\$35k / mile) = | \$35,000  |  |
| Crack Sealing (\$6k / mile) =        | \$6,000   |  |
| Inflation Rate =                     | 5.0%      |  |

### PROJECT DEFINITIONS

|              |  |
|--------------|--|
| 1.91         | R1 = Reclamation Project - Top Priority                      |
| 0.60         | R2 = Reclamation Project - Second Priority                   |
| 2.25         | R3 = Reclamation Project - Third Priority                    |
| 2.00         | R4 = Reclamation Project - Fourth Priority                   |
| 0.90         | R5 = Reclamation Project - Fifth Priority                    |
| <b>7.66</b>  |  |
| 8.08         | M1 = Mill and Overlay Top Priority, 0 - 5 years from 2016    |
| 4.38         | M2 = Mill and Overlay Second Priority, 5 - 8 years from 2016 |
| 1.61         | M3 = Mill and Overlay Third Priority, 8 - 12 years from 2016 |
| <b>14.07</b> |  |
| 19.62        | G = Good Condition as of 2016, Micro Coat In 2023 - 2026     |
| 0.11         | G2 = Good Condition as of 2016, Micro Coat in 2023 - 2026    |
| 3.41         | N = New As of 2011   |
| <b>23.14</b> |  |
| 0.85         | L = Special Condition (Dirt, Shared, ect.)                   |

\*\* In 2017; a \$150k increases the overall budget by 9.86% = \$121 per year total tax increase on \$500k house.

Work Accomplished by Year



Afton Road Planning Spread Sheet - 2016

09.13.16  
Designed By: Stan Ross

|                         |             |
|-------------------------|-------------|
| Bond Amount =           | \$3,000,000 |
| Bond Duration (years) = | 10          |
| Bond Rate (%) =         | 2.0%        |

|      |             |   |                           |                                   |                               |  |                       |                        |                       | Reclamation (25 year life) |                    | Mill & Overlay (10 - 15 year life) |                    | Micro Surfacing / Thin Overlay (Extends life by 25 years) |                    | Crack Seal       |                  |      |             |
|------|-------------|---|---------------------------|-----------------------------------|-------------------------------|--|-----------------------|------------------------|-----------------------|----------------------------|--------------------|------------------------------------|--------------------|---|--------------------|------------------|------------------|------|-------------|
| Year | Year Number | Yearly Allocation (includes Budget Increases) | Periodic Adjustment Notes | Dollar Amount Increase based on % | Annual % Road Budget Increase |  | Annual Projected Cost | Bond Annual Cost (P&I) | Balance After Expense | Distance (Miles)           | Cost               | Distance (miles)                   | Cost               | Distance (miles)  | Cost               | Distance (miles) | Cost             | Year | Year Number |
| 2016 | 1           | \$145,000                                     |                           |                                   |                               |  | \$0                   |                        | 145,000               | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 0.0              | \$0              | 2016 | 1           |
| 2017 | 2           | \$275,800                                     | \$25,000                  | \$150,800                         | 104%                          |  | \$2,924,250           | \$333,980              | 162,570               | 3.5                        | \$1,286,250        | 6.5                                | \$1,638,000        | 0.0   | \$0                | 0.0              | \$0              | 2017 | 2           |
| 2018 | 3           | \$577,490                                     | \$150,000                 | \$151,690                         | 55%                           |  | \$264,600             | \$333,980              | 141,481               | 0.0                        | \$0                | 1.0                                | \$264,600          | 0.0   | \$0                | 0.0              | \$0              | 2018 | 3           |
| 2019 | 4           | \$652,564                                     |                           | \$75,074                          | 13%                           |  | \$486,203             | \$333,980              | -26,138               | 1.2                        | \$486,203          | 0.0                                | \$0                | 0.0   | \$0                | 0.0              | \$0              | 2019 | 4           |
| 2020 | 5           | \$724,346                                     |                           | \$71,782                          | 11%                           |  | \$291,722             | \$333,980              | 72,507                | 0.0                        | \$0                | 1.0                                | \$291,722          | 0.0   | \$0                | 0.0              | \$0              | 2020 | 5           |
| 2021 | 6           | \$796,780                                     |                           | \$72,435                          | 10%                           |  | \$459,461             | \$333,980              | 75,846                | 0.0                        | \$0                | 1.5                                | \$459,461          | 0.0   | \$0                | 0.0              | \$0              | 2021 | 6           |
| 2022 | 7           | \$955,523                                     | \$95,000                  | \$63,742                          | 8%                            |  | \$723,652             | \$333,980              | -26,262               | 0.0                        | \$0                | 2.0                                | \$643,246          | 0.0   | \$0                | 10.0             | \$80,406         | 2022 | 7           |
| 2023 | 8           | \$1,003,299                                   |                           | \$47,776                          | 5%                            |  | \$514,999             | \$333,980              | 128,058               | 0.0                        | \$0                | 1.5                                | \$506,556          | 0.0   | \$0                | 1.0              | \$8,443          | 2023 | 8           |
| 2024 | 9           | \$1,053,464                                   |                           | \$50,165                          | 5%                            |  | \$809,477             | \$333,980              | 38,066                | 0.0                        | \$0                | 0.6                                | \$212,754          | 3.3   | \$586,085          | 1.2              | \$10,638         | 2024 | 9           |
| 2025 | 10          | \$1,106,137                                   |                           | \$52,673                          | 5%                            |  | \$624,698             | \$333,980              | 185,526               | 0.0                        | \$0                | 0.0                                | \$0                | 3.3   | \$615,390          | 1.0              | \$9,308          | 2025 | 10          |
| 2026 | 11          | \$1,161,444                                   |                           | \$55,307                          | 5%                            |  | \$945,876             | \$333,980              | 67,114                | 0.5                        | \$285,057          | 0.0                                | \$0                | 3.3   | \$646,159          | 1.5              | \$14,660         | 2026 | 11          |
| 2027 | 12          | \$1,479,516                                   | \$260,000                 | \$58,072                          | 5%                            |  | \$1,549,885           | \$0                    | -3,255                | 1.3                        | \$748,273          | 0.0                                | \$0                | 3.3   | \$678,467          | 12.0             | \$123,144        | 2027 | 12          |
| 2028 | 13          | \$1,553,492                                   |                           | \$73,976                          | 5%                            |  | \$1,493,588           | \$0                    | 56,649                | 1.2                        | \$754,260          | 0.0                                | \$0                | 3.3   | \$712,391          | 2.5              | \$26,938         | 2028 | 13          |
| 2029 | 14          | \$1,631,166                                   |                           | \$77,675                          | 5%                            |  | \$768,375             | \$0                    | 919,440               | 0.0                        | \$0                | 0.0                                | \$0                | 3.3   | \$748,010          | 1.8              | \$20,365         | 2029 | 14          |
| 2030 | 15          | \$1,712,725                                   |                           | \$81,558                          | 5%                            |  | \$797,290             | \$0                    | 1,834,874             | 0.0                        | \$0                | 0.0                                | \$0                | 3.3   | \$785,411          | 1.0              | \$11,880         | 2030 | 15          |
| 2031 | 16          | \$1,798,361                                   |                           | \$85,636                          | 5%                            |  | \$24,947              | \$0                    | 3,608,288             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 2.0              | \$24,947         | 2031 | 16          |
| 2032 | 17          | \$1,888,279                                   |                           | \$89,918                          | 5%                            |  | \$173,539             | \$0                    | 5,323,029             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 13.3             | \$173,539        | 2032 | 17          |
| 2033 | 18          | \$1,982,693                                   |                           | \$94,414                          | 5%                            |  | \$50,883              | \$0                    | 7,254,839             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 3.7              | \$50,883         | 2033 | 18          |
| 2034 | 19          | \$2,081,828                                   |                           | \$99,135                          | 5%                            |  | \$25,991              | \$0                    | 9,310,675             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 1.8              | \$25,991         | 2034 | 19          |
| 2035 | 20          | \$2,185,919                                   |                           | \$104,091                         | 5%                            |  | \$15,162              | \$0                    | 11,481,432            | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 1.0              | \$15,162         | 2035 | 20          |
|      |             |   |                           | <b>\$1,082,725</b>                |                               |  | <b>\$12,944,596</b>   | <b>\$3,339,796</b>     |                       | <b>7.65</b>                | <b>\$3,560,042</b> | <b>14.10</b>                       | <b>\$4,016,339</b> | <b>23.14</b>  | <b>\$4,771,913</b> | <b>53.8</b>      | <b>\$596,303</b> |      |             |

Pav As You Go - Option 1

09.13.16  
Designed By: Stan Ross

| SUMMARY |             |   |                           |                                   |                               |  |                       |                        |                       | Reclamation (25 year life) |                    | Mill & Overlay (10 - 15 year life) |                    | Micro Surfacing / Thin Overlay (Extends life by 25 years) |                    | Crack Seal       |                  |      |             |
|---------|-------------|---|---------------------------|-----------------------------------|-------------------------------|--|-----------------------|------------------------|-----------------------|----------------------------|--------------------|------------------------------------|--------------------|---|--------------------|------------------|------------------|------|-------------|
| Year    | Year Number | Yearly Allocation (Includes Budget Increases) | Periodic Adjustment Notes | Dollar Amount Increase based on % | Annual % Road Budget Increase |  | Annual Projected Cost | Bond Annual Cost (P&I) | Balance After Expense | Distance (Miles)           | Cost               | Distance (miles)                   | Cost               | Distance (miles)  | Cost               | Distance (miles) | Cost             | Year | Year Number |
| 2016    | 1           | \$145,000                                     |                           |                                   |                               |  | \$0                   |                        | 145,000               | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 0.0              | \$0              | 2016 | 1           |
| 2017    | 2           | \$275,800                                     | \$25,000                  | \$150,800                         | 104%                          |  | \$367,500             |                        | 53,300                | 1.0                        | \$367,500          | 0.0                                | \$0                | 0.0   | \$0                | 0.0              | \$0              | 2017 | 2           |
| 2018    | 3           | \$577,490                                     | \$150,000                 | \$151,690                         | 55%                           |  | \$264,600             |                        | 366,190               | 0.0                        | \$0                | 1.0                                | \$264,600          | 0.0   | \$0                | 0.0              | \$0              | 2018 | 3           |
| 2019    | 4           | \$652,564                                     |                           | \$75,074                          | 13%                           |  | \$960,829             |                        | 57,925                | 1.0                        | \$405,169          | 2.0                                | \$555,660          | 0.0   | \$0                | 0.0              | \$0              | 2019 | 4           |
| 2020    | 5           | \$724,346                                     |                           | \$71,782                          | 11%                           |  | \$729,304             |                        | 52,967                | 0.0                        | \$0                | 2.5                                | \$729,304          | 0.0   | \$0                | 0.0              | \$0              | 2020 | 5           |
| 2021    | 6           | \$796,780                                     |                           | \$72,435                          | 10%                           |  | \$753,006             |                        | 96,741                | 1.0                        | \$446,699          | 1.0                                | \$306,308          | 0.0   | \$0                | 0.0              | \$0              | 2021 | 6           |
| 2022    | 7           | \$955,523                                     | \$95,000                  | \$63,742                          | 8%                            |  | \$972,909             |                        | 79,354                | 0.0                        | \$0                | 3.0                                | \$964,869          | 0.0   | \$0                | 1.0              | \$8,041          | 2022 | 7           |
| 2023    | 8           | \$1,003,299                                   |                           | \$47,776                          | 5%                            |  | \$1,075,025           |                        | 7,628                 | 1.0                        | \$492,485          | 1.7                                | \$574,097          | 0.0   | \$0                | 1.0              | \$8,443          | 2023 | 8           |
| 2024    | 9           | \$1,053,464                                   |                           | \$50,165                          | 5%                            |  | \$1,038,187           |                        | 22,905                | 0.0                        | \$0                | 1.2                                | \$425,507          | 3.3   | \$586,085          | 3.0              | \$26,594         | 2024 | 9           |
| 2025    | 10          | \$1,106,137                                   |                           | \$52,673                          | 5%                            |  | \$1,122,674           |                        | 6,368                 | 0.0                        | \$0                | 1.3                                | \$484,014          | 3.3   | \$615,390          | 2.5              | \$23,270         | 2025 | 10          |
| 2026    | 11          | \$1,161,444                                   |                           | \$55,307                          | 5%                            |  | \$822,080             |                        | 345,732               | 0.0                        | \$0                | 0.4                                | \$156,374          | 3.3   | \$646,159          | 2.0              | \$19,547         | 2026 | 11          |
| 2027    | 12          | \$1,479,516                                   | \$260,000                 | \$58,072                          | 5%                            |  | \$1,797,029           |                        | 28,219                | 1.8                        | \$1,077,514        | 0.0                                | \$0                | 3.3   | \$678,467          | 4.0              | \$41,048         | 2027 | 12          |
| 2028    | 13          | \$1,553,492                                   |                           | \$73,976                          | 5%                            |  | \$1,380,808           |                        | 200,903               | 1.0                        | \$628,550          | 0.0                                | \$0                | 3.3   | \$712,391          | 3.7              | \$39,868         | 2028 | 13          |
| 2029    | 14          | \$1,631,166                                   |                           | \$77,675                          | 5%                            |  | \$1,389,508           |                        | 442,561               | 0.9                        | \$593,979          | 0.0                                | \$0                | 3.3   | \$748,010          | 4.2              | \$47,518         | 2029 | 14          |
| 2030    | 15          | \$1,712,725                                   |                           | \$81,558                          | 5%                            |  | \$830,553             |                        | 1,324,733             | 0.0                        | \$0                | 0.0                                | \$0                | 3.3   | \$785,411          | 3.8              | \$45,142         | 2030 | 15          |
| 2031    | 16          | \$1,798,361                                   |                           | \$85,636                          | 5%                            |  | \$29,937              |                        | 3,093,157             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 2.4              | \$29,937         | 2031 | 16          |
| 2032    | 17          | \$1,888,279                                   |                           | \$89,918                          | 5%                            |  | \$75,964              |                        | 4,905,472             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 5.8              | \$75,964         | 2032 | 17          |
| 2033    | 18          | \$1,982,693                                   |                           | \$94,414                          | 5%                            |  | \$64,635              |                        | 6,823,530             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 4.7              | \$64,635         | 2033 | 18          |
| 2034    | 19          | \$2,081,828                                   |                           | \$99,135                          | 5%                            |  | \$73,643              |                        | 8,831,715             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 5.1              | \$73,643         | 2034 | 19          |
| 2035    | 20          | \$2,185,919                                   |                           | \$104,091                         | 5%                            |  | \$57,614              |                        | 10,960,020            | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 3.8              | \$57,614         | 2035 | 20          |
|         |             |   |                           | <b>\$1,555,919</b>                |                               |  | <b>\$13,805,804</b>   | <b>\$0</b>             |                       | <b>7.70</b>                | <b>\$4,011,895</b> | <b>14.10</b>                       | <b>\$4,460,733</b> | <b>23.14</b>  | <b>\$4,771,913</b> | <b>47.0</b>      | <b>\$561,264</b> |      |             |

7.66

14.07

23.14

Pav As You Go - Option 2

09.13.16  
Designed By: Stan Ross

| SUMMARY |             |   |                           |                                   |                               |  |                       |                        |                       | Reclamation (25 year life) |                    | Mill & Overlay (10 - 15 year life) |                    | Micro Surfacing / Thin Overlay (Extends life by 25 years) |                    | Crack Seal       |                  |      |             |
|---------|-------------|---|---------------------------|-----------------------------------|-------------------------------|--|-----------------------|------------------------|-----------------------|----------------------------|--------------------|------------------------------------|--------------------|---|--------------------|------------------|------------------|------|-------------|
| Year    | Year Number | Yearly Allocation (includes Budget Increases) | Periodic Adjustment Notes | Dollar Amount Increase based on % | Annual % Road Budget Increase |  | Annual Projected Cost | Bond Annual Cost (P&I) | Balance After Expense | Distance (Miles)           | Cost               | Distance (miles)                   | Cost               | Distance (miles)  | Cost               | Distance (miles) | Cost             | Year | Year Number |
| 2016    | 1           | \$145,000                                     |                           |                                   |                               |  | \$0                   |                        | 145,000               | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 0.0              | \$0              | 2016 | 1           |
| 2017    | 2           | \$275,800                                     | \$25,000                  | \$150,800                         | 104%                          |  | \$367,500             |                        | 53,300                | 1.0                        | \$367,500          | 0.0                                | \$0                | 0.0   | \$0                | 0.0              | \$0              | 2017 | 2           |
| 2018    | 3           | \$577,490                                     | \$150,000                 | \$151,690                         | 55%                           |  | \$264,600             |                        | 366,190               | 0.0                        | \$0                | 1.0                                | \$264,600          | 0.0   | \$0                | 0.0              | \$0              | 2018 | 3           |
| 2019    | 4           | \$652,564                                     |                           | \$75,074                          | 13%                           |  | \$960,829             |                        | 57,925                | 1.0                        | \$405,169          | 2.0                                | \$555,660          | 0.0   | \$0                | 0.0              | \$0              | 2019 | 4           |
| 2020    | 5           | \$724,346                                     |                           | \$71,782                          | 11%                           |  | \$729,304             |                        | 52,967                | 0.0                        | \$0                | 2.5                                | \$729,304          | 0.0   | \$0                | 0.0              | \$0              | 2020 | 5           |
| 2021    | 6           | \$796,780                                     |                           | \$72,435                          | 10%                           |  | \$753,006             |                        | 96,741                | 1.0                        | \$446,699          | 1.0                                | \$306,308          | 0.0   | \$0                | 0.0              | \$0              | 2021 | 6           |
| 2022    | 7           | \$955,523                                     | \$95,000                  | \$63,742                          | 8%                            |  | \$972,909             |                        | 79,354                | 0.0                        | \$0                | 3.0                                | \$964,869          | 0.0   | \$0                | 1.0              | \$8,041          | 2022 | 7           |
| 2023    | 8           | \$1,003,299                                   |                           | \$47,776                          | 5%                            |  | \$1,075,025           |                        | 7,628                 | 1.0                        | \$492,485          | 1.7                                | \$574,097          | 0.0   | \$0                | 1.0              | \$8,443          | 2023 | 8           |
| 2024    | 9           | \$1,053,464                                   |                           | \$50,165                          | 5%                            |  | \$1,038,187           |                        | 22,905                | 0.0                        | \$0                | 1.2                                | \$425,507          | 3.3   | \$586,085          | 3.0              | \$26,594         | 2024 | 9           |
| 2025    | 10          | \$1,106,137                                   |                           | \$52,673                          | 5%                            |  | \$1,050,249           |                        | 78,793                | 1.0                        | \$542,965          | 1.3                                | \$484,014          | 0.0   | \$0                | 2.5              | \$23,270         | 2025 | 10          |
| 2026    | 11          | \$1,161,444                                   |                           | \$55,307                          | 5%                            |  | \$1,016,430           |                        | 223,807               | 0.0                        | \$0                | 0.4                                | \$156,374          | 4.3   | \$840,510          | 2.0              | \$19,547         | 2026 | 11          |
| 2027    | 12          | \$1,479,516                                   | \$260,000                 | \$58,072                          | 5%                            |  | \$1,677,305           |                        | 26,017                | 1.6                        | \$957,790          | 0.0                                | \$0                | 3.3   | \$678,467          | 4.0              | \$41,048         | 2027 | 12          |
| 2028    | 13          | \$1,553,492                                   |                           | \$73,976                          | 5%                            |  | \$1,550,183           |                        | 29,326                | 1.1                        | \$691,405          | 0.0                                | \$0                | 3.8   | \$818,910          | 3.7              | \$39,868         | 2028 | 13          |
| 2029    | 14          | \$1,631,166                                   |                           | \$77,675                          | 5%                            |  | \$1,654,091           |                        | 6,401                 | 0.0                        | \$0                | 0.0                                | \$0                | 7.1   | \$1,606,573        | 4.2              | \$47,518         | 2029 | 14          |
| 2030    | 15          | \$1,712,725                                   |                           | \$81,558                          | 5%                            |  | \$365,891             |                        | 1,353,234             | 0.0                        | \$0                | 0.0                                | \$0                | 1.3   | \$308,869          | 4.8              | \$57,022         | 2030 | 15          |
| 2031    | 16          | \$1,798,361                                   |                           | \$85,636                          | 5%                            |  | \$29,937              |                        | 3,121,659             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 2.4              | \$29,937         | 2031 | 16          |
| 2032    | 17          | \$1,888,279                                   |                           | \$89,918                          | 5%                            |  | \$73,345              |                        | 4,936,593             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 5.6              | \$73,345         | 2032 | 17          |
| 2033    | 18          | \$1,982,693                                   |                           | \$94,414                          | 5%                            |  | \$66,010              |                        | 6,853,276             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 4.8              | \$66,010         | 2033 | 18          |
| 2034    | 19          | \$2,081,828                                   |                           | \$99,135                          | 5%                            |  | \$60,647              |                        | 8,874,457             | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 4.2              | \$60,647         | 2034 | 19          |
| 2035    | 20          | \$2,185,919                                   |                           | \$104,091                         | 5%                            |  | \$72,776              |                        | 10,987,600            | 0.0                        | \$0                | 0.0                                | \$0                | 0.0   | \$0                | 4.8              | \$72,776         | 2035 | 20          |
|         |             |   |                           |                                   |                               |  | <b>\$13,778,225</b>   | <b>\$0</b>             |                       | <b>7.70</b>                | <b>\$3,904,012</b> | <b>14.10</b>                       | <b>\$4,460,733</b> | <b>23.11</b>  | <b>\$4,839,415</b> | <b>48.0</b>      | <b>\$574,065</b> |      |             |

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Pav As You Go - Option 3

09.13.16  
Designed By: Stan Ross

2017 PFA One Time Adjust = \$400,000

| SUMMARY |             |   |                           |                                   |                               |  |                       |                        |                       | Reclamation (25 year life) |             | Mill & Overlay (10 - 15 year life) |           | Micro Surfacing / Thin Overlay (Extends life by 25 years) |                    | Crack Seal       |                    |              |                    |             |                  |  |  |
|---------|-------------|---|---------------------------|-----------------------------------|-------------------------------|--|-----------------------|------------------------|-----------------------|----------------------------|-------------|------------------------------------|-----------|---|--------------------|------------------|--------------------|--------------|--------------------|-------------|------------------|--|--|
| Year    | Year Number | Yearly Allocation (includes Budget Increases) | Periodic Adjustment Notes | Dollar Amount Increase based on % | Annual % Road Budget Increase |  | Annual Projected Cost | Bond Annual Cost (P&I) | Balance After Expense | Distance (Miles)           | Cost        | Distance (miles)                   | Cost      | Distance (miles)  | Cost               | Distance (miles) | Cost               | Year         | Year Number        |             |                  |  |  |
| 2016    | 1           | \$145,000                                     |                           |                                   |                               |  | \$0                   |                        | 145,000               | 0.0                        | \$0         | 0.0                                | \$0       | 0.0   | \$0                | 0.0              | \$0                | 2016         | 1                  |             |                  |  |  |
| 2017    | 2           | \$275,800                                     | \$25,000                  | \$150,800                         | 104%                          |  | \$745,500             |                        | 75,300                | 1.0                        | \$367,500   | 1.5                                | \$378,000 | 0.0   | \$0                | 0.0              | \$0                | 2017         | 2                  |             |                  |  |  |
| 2018    | 3           | \$577,490                                     | \$150,000                 | \$151,690                         | 55%                           |  | \$264,600             |                        | 388,190               | 0.0                        | \$0         | 1.0                                | \$264,600 | 0.0   | \$0                | 0.0              | \$0                | 2018         | 3                  |             |                  |  |  |
| 2019    | 4           | \$652,564                                     |                           | \$75,074                          | 13%                           |  | \$960,829             |                        | 79,925                | 1.0                        | \$405,169   | 2.0                                | \$555,660 | 0.0   | \$0                | 0.0              | \$0                | 2019         | 4                  |             |                  |  |  |
| 2020    | 5           | \$724,346                                     |                           | \$71,782                          | 11%                           |  | \$729,304             |                        | 74,967                | 0.0                        | \$0         | 2.5                                | \$729,304 | 0.0   | \$0                | 0.0              | \$0                | 2020         | 5                  |             |                  |  |  |
| 2021    | 6           | \$796,780                                     |                           | \$72,435                          | 10%                           |  | \$753,006             |                        | 118,741               | 1.0                        | \$446,699   | 1.0                                | \$306,308 | 0.0   | \$0                | 0.0              | \$0                | 2021         | 6                  |             |                  |  |  |
| 2022    | 7           | \$955,523                                     | \$95,000                  | \$63,742                          | 8%                            |  | \$984,970             |                        | 89,293                | 0.0                        | \$0         | 3.0                                | \$964,869 | 0.0   | \$0                | 2.5              | \$20,101           | 2022         | 7                  |             |                  |  |  |
| 2023    | 8           | \$1,003,299                                   |                           | \$47,776                          | 5%                            |  | \$1,075,025           |                        | 17,568                | 1.0                        | \$492,485   | 1.7                                | \$574,097 | 0.0   | \$0                | 1.0              | \$8,443            | 2023         | 8                  |             |                  |  |  |
| 2024    | 9           | \$1,053,464                                   |                           | \$50,165                          | 5%                            |  | \$1,109,105           |                        | -38,073               | 0.0                        | \$0         | 1.4                                | \$496,425 | 3.3   | \$586,085          | 3.0              | \$26,594           | 2024         | 9                  |             |                  |  |  |
| 2025    | 10          | \$1,106,137                                   |                           | \$52,673                          | 5%                            |  | \$637,596             |                        | 430,468               | 0.0                        | \$0         | 0.0                                | \$0       | 3.3   | \$614,326          | 2.5              | \$23,270           | 2025         | 10                 |             |                  |  |  |
| 2026    | 11          | \$1,161,444                                   |                           | \$55,307                          | 5%                            |  | \$664,589             |                        | 927,323               | 0.0                        | \$0         | 0.0                                | \$0       | 3.3   | \$645,042          | 2.0              | \$19,547           | 2026         | 11                 |             |                  |  |  |
| 2027    | 12          | \$1,479,516                                   | \$260,000                 | \$58,072                          | 5%                            |  | \$1,812,422           |                        | 594,416               | 1.8                        | \$1,077,514 | 0.0                                | \$0       | 3.3   | \$678,467          | 5.5              | \$56,441           | 2027         | 12                 |             |                  |  |  |
| 2028    | 13          | \$1,553,492                                   |                           | \$73,976                          | 5%                            |  | \$1,379,577           |                        | 768,331               | 1.0                        | \$628,550   | 0.0                                | \$0       | 3.3   | \$711,159          | 3.7              | \$39,868           | 2028         | 13                 |             |                  |  |  |
| 2029    | 14          | \$1,631,166                                   |                           | \$77,675                          | 5%                            |  | \$1,456,475           |                        | 943,022               | 1.0                        | \$659,977   | 0.0                                | \$0       | 3.3   | \$746,717          | 4.4              | \$49,781           | 2029         | 14                 |             |                  |  |  |
| 2030    | 15          | \$1,712,725                                   |                           | \$81,558                          | 5%                            |  | \$813,752             |                        | 1,841,995             | 0.0                        | \$0         | 0.0                                | \$0       | 3.3   | \$784,053          | 2.5              | \$29,699           | 2030         | 15                 |             |                  |  |  |
| 2031    | 16          | \$1,798,361                                   |                           | \$85,636                          | 5%                            |  | \$24,947              |                        | 3,615,409             | 0.0                        | \$0         | 0.0                                | \$0       | 0.0   | \$0                | 2.0              | \$24,947           | 2031         | 16                 |             |                  |  |  |
| 2032    | 17          | \$1,888,279                                   |                           | \$89,918                          | 5%                            |  | \$95,610              |                        | 5,408,078             | 0.0                        | \$0         | 0.0                                | \$0       | 0.0   | \$0                | 7.3              | \$95,610           | 2032         | 17                 |             |                  |  |  |
| 2033    | 18          | \$1,982,693                                   |                           | \$94,414                          | 5%                            |  | \$64,635              |                        | 7,326,136             | 0.0                        | \$0         | 0.0                                | \$0       | 0.0   | \$0                | 4.7              | \$64,635           | 2033         | 18                 |             |                  |  |  |
| 2034    | 19          | \$2,081,828                                   |                           | \$99,135                          | 5%                            |  | \$77,974              |                        | 9,329,989             | 0.0                        | \$0         | 0.0                                | \$0       | 0.0   | \$0                | 5.4              | \$77,974           | 2034         | 19                 |             |                  |  |  |
| 2035    | 20          | \$2,185,919                                   |                           | \$104,091                         | 5%                            |  | \$37,904              |                        | 11,478,004            | 0.0                        | \$0         | 0.0                                | \$0       | 0.0   | \$0                | 2.5              | \$37,904           | 2035         | 20                 |             |                  |  |  |
|         |             |   |                           |                                   |                               |  | <b>\$1,555,919</b>    |                        |                       | <b>\$13,687,820</b>        | <b>\$0</b>  |                                    |           | <b>7.80</b>   | <b>\$4,077,893</b> | <b>14.10</b>     | <b>\$4,269,262</b> | <b>23.11</b> | <b>\$4,765,850</b> | <b>49.0</b> | <b>\$574,815</b> |  |  |

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

## Meeting Date Nov. 14, 2016

### Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moore, City Administrator

Date: November 9, 2016

Re: Downtown Village Improvements Project Update

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The site visit and consultation meeting with the tribal representatives for the 106 process was held on Monday, November 7. While the City's goal was to get specific clarification from the tribes regarding what was acceptable and what was not acceptable, that goal was not accomplished. The general direction from the tribal representatives was to avoid any further impacts to the Mound. Because of a substantial amount of time spent responding to questions and concerns from the tribal representatives regarding the 106 process, there was not an opportunity to clarify the general direction from the tribal representatives. More detail regarding the meeting will be provided at the work session.

Another consultation meeting is being scheduled for early-to-mid-December. In preparation for that meeting, it is important that the Council provide direction regarding design options that minimize impacts to the Mound. These options will involve the sewer services to the properties adjacent to the Mound, the stormwater line currently proposed to be directionally drilled under the Mound, and the stormwater pond. Staff has discussed a number of possible options, and will present them at the work session.

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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: November 7, 2016  
Re: Costs for Easement Acquisition Process

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The eminent domain process for the acquisition of four easements is moving to the hearing with the condemnation commissioners. In preparation for the hearing, the City Attorney has requested updated appraisals of the four easement areas. In addition, the appraiser will need to be prepared to provide testimony regarding the appraisals at the hearing. The fee schedule is as follows:

|  |                 |
|--|-----------------|
| Update 4 appraisals - \$1,500 per appraisal                | \$6,000         |
| Hearing preparation - \$90/hour (3-6 hours)                | \$ 560          |
| Hearing Testimony - \$175.00/hour (4-hour minimum per day) | \$1,400 per day |

The number of hours of testimony required is related to the length of the condemnation hearing, which is uncertain. The Council will be asked to authorize costs for the appraiser at its November 15 meeting. If the Council has any questions or needs further information, staff can provide it at the work session or the Council meeting.

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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: November 7, 2016

Re: Zoning Regulations Regarding Adjacent Parcels Under Common Ownership

The Zoning Code includes regulations requiring that when two or more contiguous parcels are under common ownership and any individual parcel does not meet the full lot width and area requirements the parcel needs to be combined with the adjacent parcels to create a lot that meets the lot width and area requirements. The specific language is provided below in **bold**.

### Sec. 12-132 Minimum requirements

#### B. Exceptions to minimum area, height, and other requirements:

1. For the purpose of this article, the term "existing lot" means a lot or parcel of land which was of record as a separate lot or parcel in the office of the county recorder, on or before the adoption date of the ordinance from which this article was derived, except as provided for in Subsection (B)(2).
2. Except in the VHS-R and VHS-C zoning districts, any such lot or parcel created in accordance with the City subdivision ordinance, article VI of this chapter, which contains at least 2 1/2 acres of buildable or net developable area as defined by this article and has at least 60 percent of the required frontage on an improved public street for the zoning district in which it is located shall be considered buildable provided the lot or parcel can comply with all other requirements of this article, including Subsection (B)(3) of this section.
3. **If in a group of two or more contiguous lots or parcels of land owned or controlled by the same person, any individual lot or parcel does not meet the full width or area requirements of this article, such individual lot or parcel cannot be considered as a separate parcel of land for purposes of sale or development, but must be combined with adjacent lots or parcels under the same ownership so that the combination of lots or parcels will equal one or more parcels of land each meeting the full lot width and area requirements of this Article**

The original purpose of this language was to prevent historic very small contiguous lots under common ownership on lakes or rivers from being individually buildable or saleable. In Afton, this language applies to all lots throughout the city. The language restricts the saleability and buildability of lots under common ownership that do not meet the full lot width and area requirements. Because this requirement is not well known by property owners, and because parcels can change hands without the City's knowledge, it is difficult to consistently apply this regulation. There have been a number of instances in recent years when the City has become aware of a parcel that falls under this regulation when the parcel was for sale or when a property owner was planning to develop the parcel. This has been problematic because the regulation can have a major impact on planned sales or developments.

One option for avoiding these problematic situations is that the City could become very diligent and proactive in identifying these parcels and requiring that they be combined with contiguous lots under the same ownership. Another option is that the City could eliminate this regulation and revise the regulations it currently has regarding the buildability of all lots, not just lots under common ownership. These regulations are set out in Sec. 12-132 B subparagraph 2 above (underlined). The regulations require a buildable lot outside of the VHS to have a minimum of 2.5 acres of buildable area, and at least 60% of the frontage on a public street that is required in the zoning district. These requirements could be revised to add a requirement that the parcel also has to have a specific percentage of the required lot area in order to be buildable. This could be 60% or it could be greater.

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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorese, City Administrator

Date: November 7, 2016

Re: Consistent Attendance Policy for Volunteer Commissions and Committees

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The only Volunteer Commission that has a specific written policy regarding member attendance is the Planning Commission. The policy is as follows:

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.**

Periodically, the commissions or committees experience attendance problems that affect their ability to have a quorum at their regular meetings. It would be helpful if there was a consistent attendance policy for all volunteer commissions and committees, so that all members were aware and lack of attendance could be consistently addressed to ensure adequate attendance at all meetings.

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

# **Meeting Date Nov. 14, 2016**

## **Council Memo**

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: November 7, 2016

Re: Update Allowed Uses in the Industrial Zones

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Industrial zoned land provides the opportunity to create quality jobs, generate tax base and provide attractive facilities along I-94. While the Industrial zones include uses such as research and offices, they also include outside storage as a principal use. There are few if any cities that currently allow outside storage as a principal use in the industrial zone. The reason for this is that outside storage does not create quality jobs, does not add to the tax base, and is not attractive. In the past two years, two trailer parking lots have been added to the Industrial zone, bringing the total to three trailer parking lots. Staff recommends that the Zoning Code be updated to eliminate outside storage as a principal use and to update the allowed uses to include the types of uses that create quality jobs and generate substantial new tax base. The Council may want to refer this to the Planning Commission.

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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorese, City Administrator

Date: November 7, 2016

Re: Position Reclassification Process and Personnel Committee

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The position of Deputy Clerk was restructured in March of 2016 to add a number of duties, change the title to City Clerk, and increase the pay level to reflect the new duties. As part of the position restructuring, a number of tasks were to be transferred from the City Clerk position to the Office Assistant position. This process has occurred over the past six months. A request has been made to re-evaluate the Office Assistant position to determine if the new duties have changed the job value of the position in relation to other jobs and whether the new duties have moved the position to a new pay level. A request has also been made to re-evaluate the City Clerk position.

In Minnesota, public sector organizations are required to have a compensation system based on both internal and external equity. The internal equity is determined through a job evaluation process, which creates a hierarchy of jobs based on comparable job value using criteria such as know-how required, responsibility/accountability and working conditions. The external equity is determined through comparisons of pay rates for similar positions in similar organizations.

The first step in responding to the job re-evaluation request is to complete a job evaluation process. As indicated above, a job evaluation process is an evaluation of the content of the job to determine the job's value in comparison to other jobs in the organization. The City uses the job evaluation system used by the State of Minnesota, which is called the State Job Match System. The State Job Match System has evaluated a large number of state jobs and has created a hierarchical listing of those jobs with suggested comparisons to City-related jobs. The job evaluation process involves matching the job description of the City's position with a job that is similar in the State Job Match System, or to slot the job between two similar jobs in the State Job Match System.

While the instructions for the State Job Match process indicate the process can be conducted by one person, the instructions suggest it is preferable to use a committee to bring multiple perspectives to the process. Because the Personnel Committee is involved in a range of personnel issues, and has been involved in the restructuring of the positions, it is recommended that the Personnel Committee and the City Administrator be authorized to act as the job evaluation committee to conduct the job match process.

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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorse, City Administrator

Date: November 7, 2016

Re: Periodic Requests For Proposals for Contracted Services

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Council member Ross requested that the Council discuss conducting periodic requests for proposals for its contracted services. It is common for cities to conduct requests for proposals for contracted services on a periodic basis. Requests for proposals provide an opportunity to evaluate and compare service quality and cost. The City currently contracts for a number of services including the following:

- Snow and Ice Control on City streets
- Solid Waste and Recycling
- Animal control
- Animal impound
- Annual Audit
- Accounting
- Legal services
- Engineering services
- Fire services
- Police services
- Assessing services
- Septic Inspection services
- Information Technology services
- Building Inspection Services

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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moorese, City Administrator

Date: November 10, 2016

Re: Determine the Need to Retain the North/South Portion of the Sixty Foot Wide Right-Of-Way Lane North of 1247 Manning Avenue

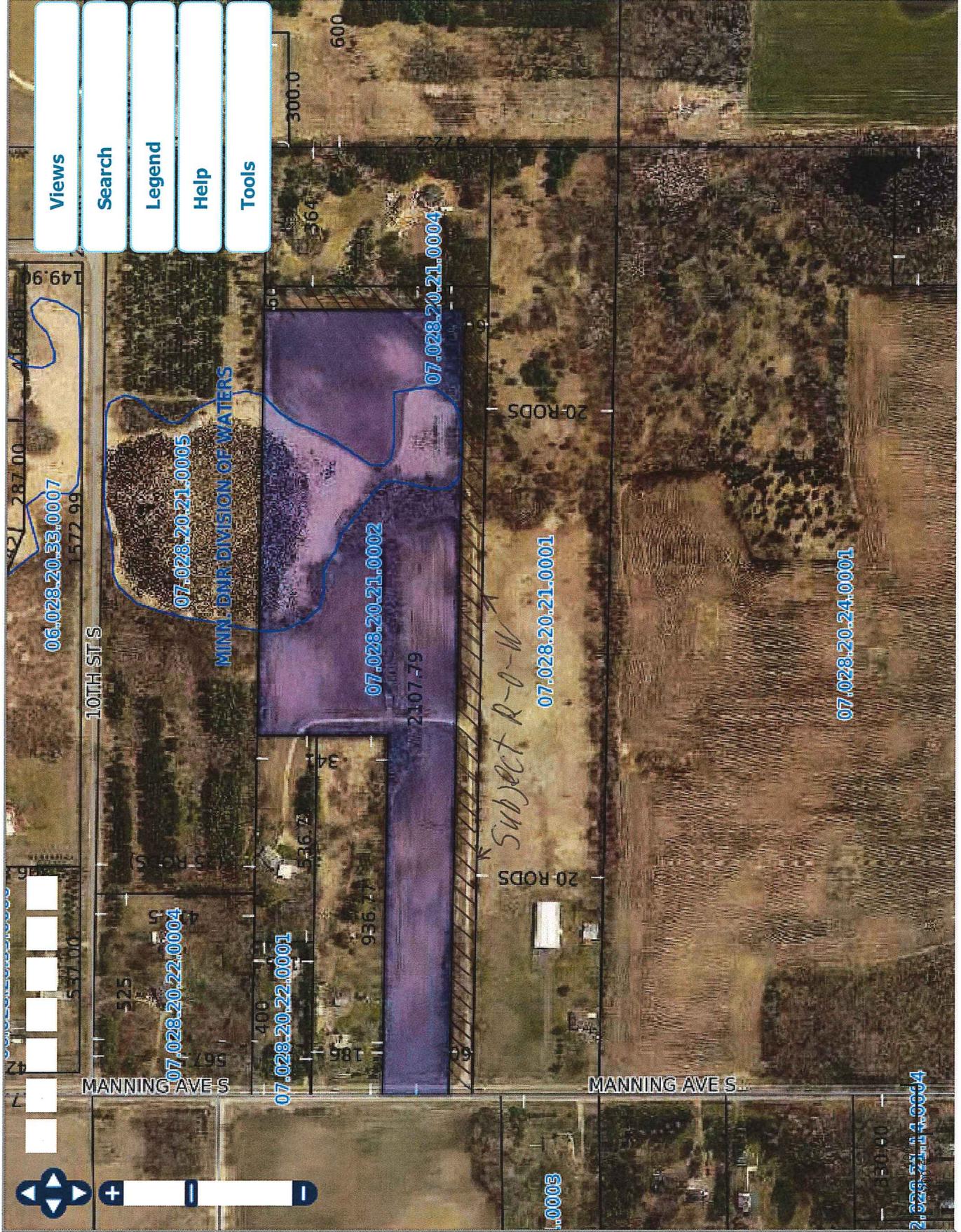
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Recently, staff became aware of the City's ownership of a sixty foot wide right-of-way lane north of 1247 Manning Avenue. Staff became aware of the lane when an adjacent property owner contacted the City to request the removal of a dead tree that was on the lane. The right-of-way lane currently has a gravel driveway that serves the parcels at 1069 Manning and 1171 Manning and the vacant parcel with PID# 07.028.20.21.0002. The City does not maintain this gravel driveway.

The determination of the City's need to retain ownership of the right-of-way lane, particularly the portion that runs north toward 10<sup>th</sup> Street, became a focus when the two property owners that are currently served by the gravel driveway proposed a lot line rearrangement to transfer seven acres from the vacant parcel to the 1171 Manning Avenue parcel. Please see the attached aerial photo showing the three parcels and the attached survey showing the proposed lot line rearrangement. The bulk of the land to be transferred is in a DNR-protected wetland. The right-of-way lane is an obstacle to the lot line rearrangement because, as the lane goes to the north it is located between the two parcels, which would not allow the creation of a new larger parcel. Rather, it would result in the creation of a third lot, which would be non-conforming and is not what is desired by either property owner.

The east/west portion of the right-of-way lane could serve lots created by a subdivision of the property to the south of the right-of-way at 1247 Manning Avenue. It appears that the purpose of the north/south portion of the right-of-way is to provide for a future loop road that could provide access to 10<sup>th</sup> Street. As traffic increases on Manning Avenue, it may be beneficial to provide an alternative access to these properties. The City Engineer has advised that a loop road is preferred over a cul de sac for ease of maintenance and emergency access.

Staff is requesting direction from the Council regarding whether the City should consider the vacation of the north/south portion of the right-of-way lane.



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

# Meeting Date Nov. 14, 2016

## Council Memo

To: Honorable Mayor Bend and Members of the City Council

From: Ron Moose, City Administrator

Date: November 7, 2016

Re: Closed Session to Discuss Letter from Attorney for Brown Trout LLC Regarding the Property at 15311 Putnam Boulevard

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The materials for this item are being provided in a separate confidential envelope.