



CITY COUNCIL WORK SESSION AGENDA

AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South

December 4, 2019
At 5:30 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – December 4, 2019 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
 - A. Downtown Village Improvement Project Financial Update**
 - B. 3M Settlement**
 - C. Storage and Access of Meeting Videos**
 - D. Laserfiche Update and Goals**
- 5. Adjourn**

A quorum of one or more City commissions or committees may be present to receive information at this meeting

<p>City of Afton 3033 St. Croix Trl, P.O. Box 219 Afton, MN 55001</p>
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Meeting Date Dec. 4, 2019

Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: November 26, 2019

Re: Downtown Village Improvement Project Financial Update

Cash Flow Projection

Attached is the most recent cash flow projection for the Downtown Village Improvement Project. The projection includes the additional \$400,000 by which the DNR has committed to increase the Flood Hazard Mitigation Grant. It also includes the River Road Sanitary Sewer Project because it will affect the City's cash flow at about the same time as the repayment of the Temporary Bonds.

Downtown Project

The Downtown Village Improvement Project is now substantially complete. There is a funding gap for the project related to construction costs, legal costs for assessment appeals and easement condemnation processes and the as-yet uncertain results of the on-going easement condemnation hearing processes. The magnitude of the funding gap is uncertain at this time, but will become more certain as the easement hearings are completed and assessment appeals are resolved. For planning purposes, the funding gap is being estimated at \$500,000.

River Road Sewer Line Replacements

The sewer lines that are a part of the "201" sewer system that serves approximately 12 properties on River Road are in poor condition. Efforts are on-going to provide a cost-effective solution to replace these sewer lines. The Council directed the City Engineer to obtain bids for the replacement of the gravity sewer lines and the installation of a gravity sewer line to serve the properties at 4042 and 4102 River Road, neither of which have a gravity sewer line stub available to them for sewer hook-up. The bids were received and were very substantially higher than anticipated. The sewer line project will be re-bid in January of 2020 in an effort to obtain lower bids. In the meantime, the owner of 4042 River Road worked with a private contractor and the City Engineer to obtain a much lower cost for the gravity sewer line to serve the 4042 and 4102 properties than was received in the City's original project bid. This could reduce the cost of the River Road Sanitary Sewer Project by \$175,000 (for a revised total cost of \$350,000).

Pay-Off of Downtown Project Temporary Bonds

In April of 2020, \$1,980,000 of temporary bonds used to provide cash flow for the Downtown Project will need to be paid off. While there are sufficient planned Downtown Project revenues to pay off the temporary bonds, \$440,000 of these revenues will not be received until after the pay-off date for the temporary bonds. In addition, funding is needed for the Downtown Project funding gap and the River Road Sanitary Sewer Lines Replacement Project. An option for addressing these funding needs is to use a longer term bond to pay off the temporary bonds and to provide funding for the funding gap and the River Road Sewer Project. Based on funds available to both reduce the principal amount of the longer term bond issue and to assist in the payment of the debt service on the bonds, the debt service could be totally or substantially funded with the \$440,000 of planned project revenues to be received in the coming years (\$250,000 from the VBWD grant and \$190,000 of the Flood Levy for the City's match of the DNR grant) and by in-place debt service levies.

City of Afton
Cash Flow Analysis and Amount of New Bond Needed
For Discussion at City Council Meeting 11/19/19

	Future Cash Flows 2020 + (Not Yet Available)
9/30/19 805 City InfraStructure Balance (Net of \$302,582)	
813,632.00 Expenses incurred in 2019)	
26,451.00 9/30/19 807 Tmp Bd Debt Serv Balance	
840,083.00 Subtotal 1 - Funds available at 9/30/19	
32,560.00 Addl Proceeds PFA Loan L055 Sanitary 2019	
306,781.00 Addl Proceeds PSIG G056 Sanitary 2019	
141,363.00 Addl Proceeds PFA Loan L054 Stormwtr 2019	
80,000.00 Addl Proceeds Wash Cty	
400,000.00 Addl Proceeds MDNR	
50,000.00 VBWD Grant 2019 (#5 of 10)	250,000.00
47,500.00 Flood Levy 2019 (2nd Half)	190,000.00
35,000.00 2019 PFA Debt Serv Levy (2nd Half)	
18,500.00 2019 Tmp Imp Bond Levy (2nd Half)	
1,951,787.00 Subtotal 2	
(180,000.00) Remaining Construction Costs & Retainage	
(15,345.00) Interest Exp thru 3/31/2020 (4/1/20)	
(100,000.00) Contingency/Other Expenses	
0.00	
1,656,442.00 Subtotal 3 - Funds available 4/1/20	
(1,980,000.00) Pay off Temp Bond Principal 4/1/20	
Amount of New Bond before River Road Project, Add'l	
(323,558.00) Easement/Condemnation & Bond Costs	
(350,000.00) River Road Project	
(500,000.00) Additional Easement & Condemnation Costs	
(1,173,558.00) Par Amount of New Bond Needed (b/4 Bond Costs)	440,000.00

Prepared by Thomas H Niedzwiecki, Accountant

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Meeting Date Dec. 4, 2019

Council Memo

To: Mayor Palmquist and City Council Members
 From: Ron Moorse, City Administrator
 Date: November 26, 2019
 Re: 3M Settlement

The consultant preparing the conceptual drinking water plan for the east metro area has asked the cities to provide feedback on a number of questions/issues that impact the scope and cost of the plan. Staff would like to discuss these questions with the Council and obtain direction regarding the feedback to provide. The questions are as follows:

Questions/Issues for Feedback

- A. How should the use of the 3M settlement funds be allocated in relation to capital costs vs. long-term Operation and Maintenance (O&M) costs? (This question relates to questions C, D and E because the answers to these questions could substantially increase the capital costs and substantially reduce the funding available for O&M)
- B. How many years of operation and maintenance costs should be funded – for the life of the capital asset, for a specific period of years?
- C. Should water be treated to obtain a zero detection level of PFAS vs. to the current Health Based Value level, or somewhere in between. (A **Health Based Value** (HBV) is the concentration of a chemical (or a mixture of chemicals) that is likely to pose little or no risk to human health.) Treating to zero detection could be significantly more costly. However, health based values are continually changing and building new water treatment systems to a “no detection” standard would avoid the potential of requiring significant upgrades to the systems if health-based values are reduced. Also, the public’s confidence in the water system may be higher with treatment to a “no detection” level.
- D. Should all water be treated, regardless of the level of PFAS? For example, if a city has some wells that currently are not being treated for PFAS because they are well below the health-based values, but the city is treating other wells that are over the health-based values, there could be a perception that those whose water is not being treated are being treated inequitably. This becomes a more significant issue from both a cost and perception perspective if the water is being treated to a “no detection” level.

While Afton should provide feedback regarding questions C and D in relation to the larger cities with municipal water systems, because the answers to those questions will have a significant impact on overall costs, these questions also raise two questions specific to Afton:

1. Should GAC filtration systems be provided when wells exceed the health-based values for PFAS or when they have any trace of PFAS?
 2. Should GAC filtration systems be provided to all wells, to avoid a perception that those without treatment are being treated inequitably?
- E. Should the cost of oversizing a water treatment plant with PFAS filtration to serve future development be funded from the 3M settlement funds or by the future development?

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Afton, MN 55001

Meeting Date Dec. 4, 2019

Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: November 26, 2019

Re: Storage and Access of Meeting Videos

The video recordings of the Council and Planning Commission meetings are currently being stored and accessed electronically through Vimeo, a video storage and access platform. Council member Ross has reorganized the Vimeo plan under which Afton's recordings, along with those of other lower St. Croix valley cities were stored and accessed, so that Afton is fully in control of its own videos.

There are a number of questions to be addressed regarding the storage and access of the videos, such as how many years of meeting videos should be directly accessible on the City's website vs. being archived, and how is it best to archive the videos from a long term perspective. Please see the attached memo from Council member Ross with recommendations regarding these questions.

Vimeo
City of Afton, meeting video server
Tuesday, November 19, 2019

Vimeo is an Internet based video streaming service (similar to YouTube) that has been used by all five valley governments providing video streaming of meetings to the public. It was initially configured as a single joint account from which all cities would upload their meeting videos.

In the past year all cities except Afton have stopped using this joint account concept. Working with staff I have taken possession of this account and reconfigured it into a private account specific to Afton and no longer has any links to the other cities. Afton now has complete control over this site and the meeting video content.

This leaves Afton with 182 online videos dating back to 2013. I would recommend that we archive¹ all but the last 12 months of CC and PC meeting videos and then have a rolling archival policy that keeps only the last 12 months of video active.

1) "Archive" means that we change the individual video's attribute on the Vimeo server from "viewable" to "private" or "hidden". The video still resides on the Vimeo server but can only be accessed by the "Afton Team" made up of myself and staff. If requested, a team member can change the attribute of all or any videos back to viewable with a click of a button.

At some point the city will run out of storage room and will have to start deleting the videos. I recommend that the old videos be off loaded from Vimeo, stored on electronic media, and reside in the museum's new environmentally controlled artifact storage room. These videos would become a part of the museum's collection and be available to the public. We presently have a collection of old meetings on DVDs given to the museum about three (3) years ago.

**FYI - The cost of the Vimeo Pro version is \$199 per year which is set up to auto renew using the city's credit card.

Stan

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Council Memo

To: Mayor Palmquist and City Council Members

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Date: November 26, 2019

Re: Laserfiche Update and Goals

Attached is an email from Council member Ross with an update regarding the City's Laserfiche system and goals for 2020. In a meeting with Jenn LeMere of Cities Digital, the vendor for Laserfiche, she was able to partially fix a communication issue with the new complaint tracking workflow, but will not be able to provide a complete fix until a free upgrade to the Laserfiche software is done on December 9. Jenn also created a first iteration of a task management workflow that is not full-functioning but can be used by staff to determine the final workflow design.

Staff also discussed converting the City's paper forms to workflows. The first set of forms will be the zoning application forms. A key advantage of these workflows will be that the application materials are placed into the property file in the Laserfiche system as part of the application process. Another benefit, that would require the public portal option, is that an applicant, after first meeting with staff to discuss the application, can submit the application and all required materials on-line directly into the property file in Laserfiche. The workflow can be set up to accept the application as complete only after all required materials have been provided. The workflow also records the date on which the application is complete, which then can be used to track the 60 Day Rule for action on a zoning application.

While the training hours required for the development of these workflows expire at the end of the year, Jenn advised that, as long as there is a plan in place for developing specific workflows, the hours can carry over into 2020.

A very common request from residents, contractors, etc, is the ability to pay for permits, licenses, application fees, and utility fees electronically. This can be provided through the Public Portal addition to Laserfiche referenced above and an ecommerce package.

From: ward3

Sent: Tuesday, November 19, 2019 2:51 PM

To: Ron Moore <rmoorse@ci.afton.mn.us>; Jennifer LeMere <jennifer.lemere@citiesdigital.com>; Julie Yoho (City Clerk) <jyoho@ci.afton.mn.us>; Deb Meade <officeasst@ci.afton.mn.us>; mayor <mayor@ci.afton.mn.us>

Subject: Laserfiche

Ron, I would like us to meet with Jennifer LeMere this week Thursday (any time after 1:30) or next week (Monday through Wednesday). Here are my goals:

History:

- 1) In August 2016 the City Council approved the purchase of Laserfiche software and computer hardware upgrades for a cost of \$16,500.
- 2) In September 2017 the City Council approved payment to Cities Digital for a cost of \$16,175 to scan all property files.
- 3) Training was included with the initial purchase of which \$4493 remains and will expire in one (1) month.

Present Day:

- 1) All property files are now in an electronic format.
- 2) Staff can search on property files.
- 3) First Work Flow for complaint tracking is complete.

Remaining:

- 1) Confirm that the Complaint Work Flow is working by Wednesday next week.
- 2) Create the Work Flow projects to:
 - a. Create a task management Work Flow to track and tabulate requests made to the staff.
 - b. Convert all of our current paper forms to Work Flows.
- 3) Use the remaining training funds to complete 2a and 2b above.

2020 Goals:

- 1) Move ahead with a Public Portal addition to Laserfiche (~\$10k) and implement an eCommerce package on our web site.
- 2) The eCommerce package must allow the user to pay by credit card, set up recurring payments and bank transfers on line.
- 3) Staff can use this software to process payments for walk in customers.

Stan