



CITY COUNCIL WORK SESSION MEETING AGENDA

**AFTON CITY COUNCIL CHAMBERS
3033 St. Croix Trail South
Monday, May 16, 2016
At 1:30 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA – May 16, 2016 Council Work Session**
- 4. CITY COUNCIL BUSINESS**
 - A. Goals for 2016
 - B. The Valley Branch Watershed District's septic inspection program related to Kelles Creek water quality
 - C. 2016 Street Improvement Projects
 - D. Expanded Use of Planning Consultant
 - E. Interview Planning Commission Applicants
 - F. Creation of a Grant Application Subcommittee
 - G. DNR inter committee pre-planning session & DNR / NRGC Meeting
 - H. Comprehensive Plan Update Process
 - a. Natural Resources and Groundwater Committee Review the Natural Resources Portion of the Comprehensive Plan
 - b. Parks Committee Review the Parks Portion of the Comprehensive Plan
 - I. Discussion of the amount of detail to be provided in the City Council meeting minutes
- 5. ADJOURN**

A quorum of the City Council or Other Commissions may be present to receive information at, but not limited to, any of the following meetings: Planning Commission; the Public Works Committee; Parks Committee; Design Review and Heritage Preservation Commission; Lower St. Croix Cable Commission; LSCWMO; MSCWMO; I-94 Corridor Coalition and the 5-City Mayor's Alliance.

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

Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 11, 2016
Re: 2016 Goals

Attached are three documents related to goals for 2016. One is the 2015 Downtown Improvements Project Goals, the second is 2015 Goals (other) and the third is Goals for 2016. For each of these, completed goals are shown in bold. The Goals for 2016 include updated Downtown Improvements Project Goals and goals that were not completed in 2015.

2015 Goals – Downtown Improvement Projects
(Completed goals are shown in bold)

Downtown Improvement Projects

- **Provide all information, coordination and communication necessary to obtain the MPCA permit for the Wastewater Collection and Treatment System by May 31, 2015**
- **Coordinate the information and efforts of the consultant engineers and the financial consultant to complete the development of a detailed funding plan for the downtown improvement projects prior to finalizing the special assessments for the projects.**
- **Obtain temporary financing for the interim period prior to a long term bond issue**
- **Complete acquisition of all required easements through negotiation by March 30. If any easements remain unresolved by March 10, bring those to the March 17 Council meeting for authorization of initiating the eminent domain process.**
- **Make final decisions about streetscaping and other design elements to ensure the design meets the City's needs and budget**
- Finalize construction plans for the portion of the downtown improvement projects to be completed in 2015.
- Advertise for bids for the portion of the downtown improvement projects to be completed in 2015
- Complete the acquisition of all required easements
- Finalize the special assessments for the downtown improvement projects and schedule and hold an assessment hearing
- Be prepared to award the bid for the Wastewater Treatment System upon obtaining the MPCA permit
- Award the bid for the downtown improvement projects
- **Finalize a sewer project assessment policy**
- **Finalize a sewer policy that outlines the standards for the connection of properties to the sewer system and outlines the funding source(s) for the operation of the sewer system**
- Manage construction of the downtown improvement projects in 2015 in a way that minimizes impacts to businesses and residents and ensures the project costs remain within the budgeted amount
- Conduct a Request for Proposals and select a firm to operate and maintain the Wastewater Collection and Treatment System

2015 Goals

(Completed goals are shown in bold)

Land Use Planning

Zoning Code

- **Determine whether to change policy to allow parcels in the Old Village to be buildable if they are made up of two 50' x 150' lots (15,000 square feet) vs. the required three 50' x 150' lots (22,500 square feet).**
- Develop a clear policy regarding impervious coverage flexibility across zoning districts and uses.
- Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface water management ordinances as appropriate
- Complete the recodification of Chapter 12 of the City Code

Manning Avenue Corridor:

- **Planning Commission meet with Woodbury planning staff regarding Woodbury's land use plans, and particularly as they relate to the Manning Avenue corridor.**
- **Planning Commission hold a meeting with the owners of properties that directly abut Manning Avenue to obtain their input regarding future land use along Manning Avenue.**
- **Planning Commission review and revise land use options for the Manning Avenue Corridor based on public input received (Recommended no revisions necessary)**
- **Planning Commission develop a preliminary draft report regarding land use options along Manning Avenue (Recommended no land use revisions necessary)**

Other Long Term Planning

- Begin the process of identifying a consultant to assist with the upcoming Comprehensive Plan update
- Identify other areas of the City in addition to the Manning Avenue Corridor for which it would be advantageous to conduct long term planning

Natural Resources Inventory:

- Update the City's Natural Resources Inventory to ensure it is practical and useful for planning activities related to land use and the protection of natural resources.

Groundwater Management:

- **Appoint a minimum of five members to the Natural Resources and Groundwater Committee**
- **Ensure effective involvement with local and regional groundwater organizations to ensure Afton's interests regarding the protection of groundwater are represented and protected.**
 - **Washington County Groundwater Consortium**
 - **Washington County Municipal Water Coalition**
 - **DNR**
 - **Met Council**

High Speed Internet Access:

- Expand high speed internet access to a broader portion or all of the rural area.

Gateway Corridor:

- Effectively impact decisions regarding the location of the easternmost park and ride facility and the design of the easternmost transit station.

Administrative:

- Prepare a plan and proposal for the use of paperless office/document management technology
- **Complete the process for the adoption of the 2012 Park Plan**
- Designate Mt. Hope Cemetery Road as a minimum maintenance road
- Develop a multi-year maintenance/improvement plan for the City facilities

Goals for 2016

(Completed Goals are shown in bold)

Downtown Improvement Projects

- Facilitate the completion of the Section 106 process in an effective and timely manner
 - **Complete the Phase II investigation and final report by May 1**
 - Present results of the Phase II investigation in a consultation meeting with Tribal governments to obtain their sign-off on the project and the 106 process in mid-May
 - Coordinate with the MPCA to have its documentation of findings and final determination regarding the 106 process complete within two weeks of the tribal sign-off
- Work with the City's consultants and the MPCA to prepare a timeline for completion of the Section 106 process that convinces the County to authorize the advertisement for bids by May 1
- Provide all information, coordination and communication necessary to obtain the Public Facilities Authority certification of the Wastewater Collection and Treatment System by June 30, 2016
- Coordinate the information and efforts of the consultant engineers, the financial consultant and the City Accountant to update the detailed funding plan for the downtown improvement projects, based on the bids received, prior to finalizing the special assessments for the projects
- Based on a projected construction date, determine the most effective staging plan for construction
- Finalize the special assessments for the downtown improvement projects, schedule an assessment hearing, provide individual property notices for the assessment hearing and hold the assessment hearing
- Work with the City Attorney to complete the eminent domain process for the acquisition of the remaining required easements in a way that results in acquisition costs at or near the City's final offers
- Advertise for bids for the remainder of the downtown improvement projects
- Award the bid for the Wastewater Treatment System
- Award the bid for the remainder of the downtown improvement projects
- Manage construction of the downtown improvement projects in 2016 in a way that minimizes impacts to businesses and residents and ensures the project costs remain within the budgeted amount
- Conduct a Request for Proposals and select a firm to operate and maintain the Wastewater Collection and Treatment System

Groundwater Management:

- Ensure effective involvement with local and regional groundwater organizations to ensure Afton's interests regarding the protection of groundwater are represented and protected.
 - Washington County Groundwater Consortium
 - Washington County Municipal Water Coalition
 - DNR
 - Met Council

Land Use Planning

Zoning Code

- Develop a clear policy regarding impervious coverage flexibility across zoning districts and uses.
- Finalize an ordinance amendment regarding the size of accessory buildings 20 acres or larger, including addressing facilities for uses allowed with a conditional use permit, i.e. private and commercial riding stables
- Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface water management ordinances as appropriate
- Complete the recodification of Chapter 12 of the City Code

Comprehensive Plan Update

- Begin to identify key issues and policies to address and review through the Comprehensive Plan update process
- Begin the process of identifying a consultant to assist with the upcoming Comprehensive Plan update

Natural Resources Inventory:

- Update the City's Natural Resources Inventory to ensure it is practical and useful for planning activities related to land use and the protection of natural resources.

High Speed Internet Access:

- Expand high speed internet access community-wide

Gateway Corridor:

- Effectively impact decisions regarding the location of the easternmost park and ride facility and the design of the easternmost transit station.

Administrative:

- Prepare a plan and proposal for tracking software that can be used to track a broad range of activities
- Prepare a plan and proposal for the use of paperless office/document management technology
- **Complete the process for the adoption of the 2012 Park Plan**
- Designate Mt. Hope Cemetery Road as a minimum maintenance road
- Develop a multi-year maintenance/improvement plan for the City facilities

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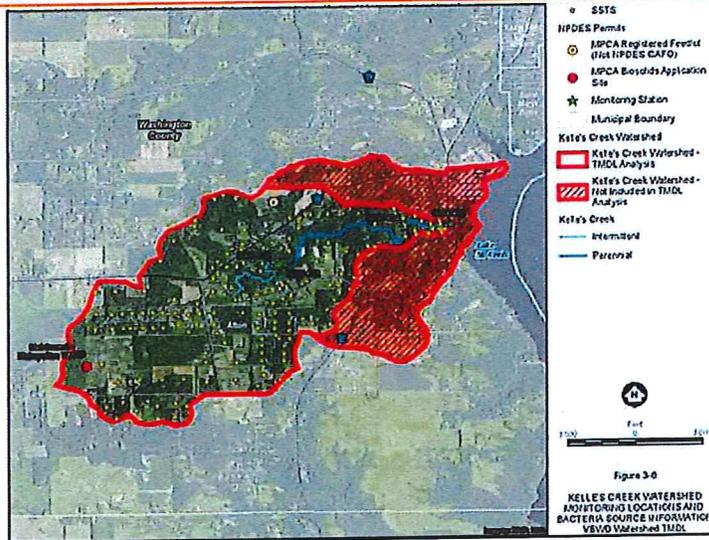
Meeting Date May 16, 2016

Council Memo

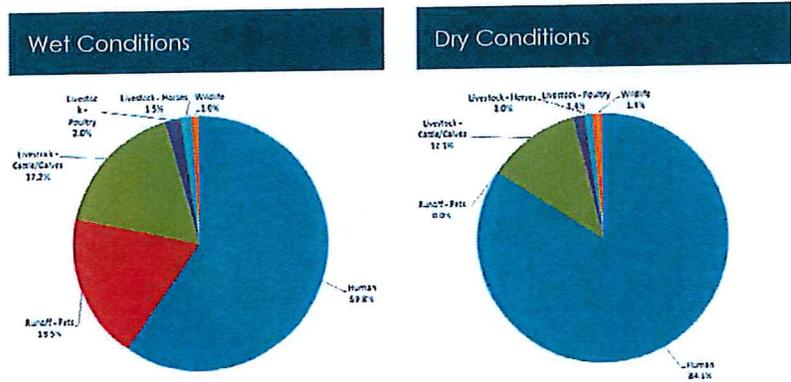
To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 11, 2016
Re: The Valley Branch Watershed District's septic inspection program related to Kelles Creek water quality

At the March 15, 2016 Council meeting, The Valley Branch Watershed District (VBWD) presented information regarding a program to inspect septic systems in the watershed of Kelles Creek as part of addressing the elevated levels of bacteria in Kelles Creek. The program includes the incentive of paying up to \$5,000 toward the cost of replacing non-compliant septic systems. As part of the Council's discussion of this program, it was suggested that it would be beneficial to accelerate and expand the program to address the water quality issue. The VBWD representative indicated the extent of the program is limited by grant funding available. The Council directed that the program be further discussed at a work session. Representatives of the VBWD and Washington County Public Health will attend the work session.

Kelle's Creek Total Maximum Daily Load (TMDL) Study (draft): Source Assessment



Kelle's Creek TMDL Study (draft): Bacteria Delivery Estimates



Non-compliant septic systems make-up 60-84% of bacteria load to Kelle's Creek



Clean Water Fund Grant: Scope

- Focus on septic systems in the Kelle's Creek watershed, upstream of Afton Village
- Conduct voluntary inspections of willing landowners' septic systems
- Coordinate and pay for investigations of septic system and determine compliance/non-compliance
- Connect property owners of non-compliant systems with potential funding sources
- Develop a memo summarizing the results of the program



Clean Water Fund Grant: Timeline



Clean Water Fund Grant:
Where are we at?

- Program documents are under review by:
 - VBWD attorney
 - Washington County Public Health and Environment Staff
 - VBWD Managers
- Begin developing Kelle's Creek Septic System Inspection program website



Next Steps:
2016

- Finalize program documents and website
- RFP for septic system inspectors
- Launch program in April 2016 - 2017
- Focus on education efforts
 - Mailing to Kelle's Creek residents about Septic System Inspection Pilot Program
 - Potential June 2016 workshop about groundwater and septic systems



Financial Assistance Programs

- Washington County (Existing Program)
 - Low-income grants
 - Low-interest loan programs
- VBWD Septic System Cost-Share Program
 - For noncompliant systems in the Kelle's Creek watershed ordered to be upgraded/replaced by the County:
 - 25% cost-share, up to \$5,000
 - No income limits



Questions and Discussion



City of Afton
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Afton, MN 55001

Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
 From: Ron Moorse, City Administrator
 Date: May 11, 2016
 Re: 2016 Street Improvement Projects

The Public Works Committee, working with the City Engineer and Tri-County, has identified the following list of priority street improvement needs for 2016.

1. Repairs to Afton Hills Drive from Stagecoach Trail to the Afton Hills Drive loop.
 - a. Large patch with skid loader: \$11,000
or
 - b. 1 inch overlay: \$50,000
2. Partial replacement of culvert on 30th Street: \$38,000
3. Crack Sealing (see map): Engineer will provide cost estimate (within budgeted amount of \$75,000 for crack sealing and seal coating)
4. Seal coating on Pately Bridge and 32nd Street: Engineer will provide cost estimate (within budgeted amount of \$75,000 for crack sealing and seal coating)
5. Reclamation of the full 2 miles of 15th Street: \$550,000
6. Replace six culverts on 15th Street in conjunction with the reclamation project: \$45,182
7. Replace and extend culvert to widen a substandard portion of 15th Street: \$8,600

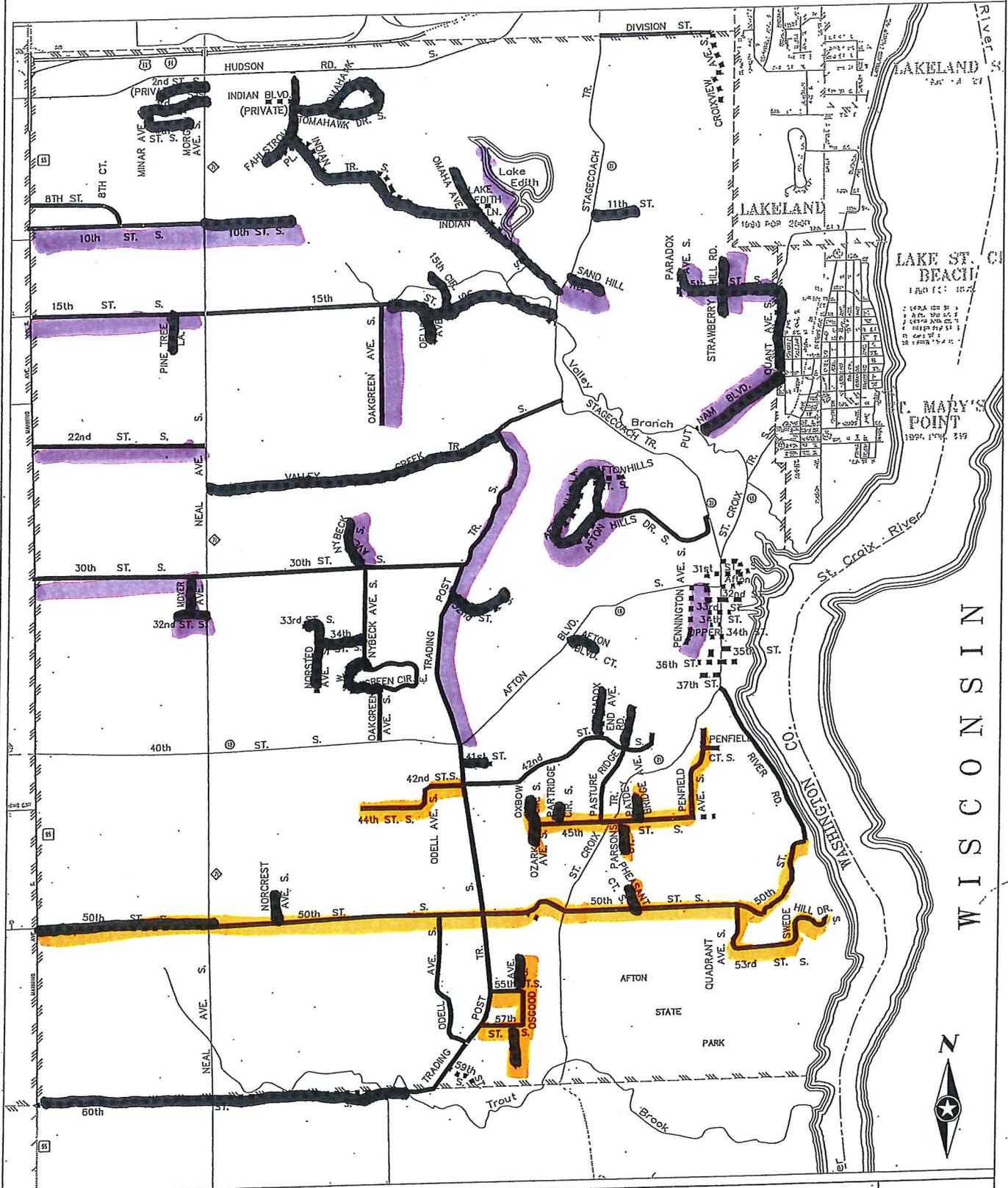
The 15th Street reclamation project would require the use of the current balance of \$489,000 in the Street Improvement Fund and approximately \$100,000 of the \$200,000 Street Improvement levy for 2016. The current funding plan for the downtown improvements project includes using the \$489,000 in the Street Improvement Fund to provide cash flow for the downtown project. While it may be possible to make the downtown project cash flow work without the \$489,000, Todd Hubmer of WSB is strongly suggesting that a decision regarding the use of the Street Improvement Fund balance be delayed until the City has more information about other funding sources, and ideally until after the City receives bids for the downtown project which will significantly clarify the project costs. There is a possibility that the amount of funding from the PFA could be increased substantially if a bonding bill is passed by the legislature. However, this has become less certain in recent days. The bonding bill is also important in relation to funding for the DNR grant.

2016 2015 Crack Seal

PLotted: 04-13-06 @ 9:30 AM

LEGEND

—— PRIMARY PLOW ROUTE ■■■■■ SECONDARY PLOW ROUTES



\\SEH\PROJECTS\AFTON\AFTON\030100\ACAD\FLOW ROUTES.DWG
DATE: 11-14-06 TIME: 9:33 am USER: JPAROTTI
XREFS:



PHONE: (651) 490-2000
3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110

FILE NO.
A-AFTON0301.00
DATE:
04/11/06

CITY STREET SNOW PLOW ROUTES AFTON, MINNESOTA

EXHIBIT
A

Tri County Services, Inc
 14235 80th Street South
 Hastings, MN 55033

Estimate

Date	Estimate #
4/21/2016	30 street

Name / Address
City of Afton

Project

Description	Qty	Rate	Total
extend culvert on 30 th street with steel 60 feet 84 inch	60	200.00	12,000.00
40 yards cement to seal culvert and gap	40	190.00	7,600.00
fill 750 tons	1	6,000.00	6,000.00
labor and equipment misc supply	1	10,000.00	10,000.00
<i>BLACK TOP</i>			<i>2,000.00</i>
this project is not done			<i>37,600</i>
Total			35,600.00

*2,000
 22,000*

Tri County Services, Inc

14235 80th Street South
Hastings, MN 55033

Estimate

Date	Estimate #
4/21/2016	ditch work

Name / Address
City of Afton

Project

Description	Qty	Rate	Total
culvert 5 these is for fill to build ditch bank out so road will not narrow in and there will be no cement pillers 480 yards fill 8 loads black dirt	1	8,600.00	8,600.00
right bye corner on stage coach i would fill fill in low spot	1	1,638.00	1,638.00
this project is not done		Total	\$10,238.00

Tri County Services, Inc

14235 80th Street South
Hastings, MN 55033

Estimate

Date	Estimate #
4/21/2016	culverts

Name / Address
City of Afton

Project

Description	Qty	Rate	Total
culvert 1 Neal going to east 60 foot x24 inch installed price	1	6,873.60	6,873.60
culvert 2 60x24 inches	1	6,873.60	6,873.60
culvert 3 60 foot x 24 inch	1	6,873.60	6,873.60
culvert 4 65 foot x36 inch	1	8,862.00	8,862.00
culvert 5 60foot x 30 inch	1	7,850.00	7,850.00
culvert 6 60 foot x 30 inch	1	7,850.00	7,850.00
this project is not done		Total	\$45,182.80

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Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: May 11, 2016
Re: Expanded Use of Planning Consultant

To assist with workload and to provide necessary expertise, the Council has authorized the use of a planning consultant to review all major subdivisions. Staff has also used a planning consultant to assist with the review some minor subdivisions to ensure all issues were identified and addressed. Depending on workload and complexity, it would be helpful if staff was authorized to use a planning consultant to review or assist with the review of land use applications other than major subdivisions, including minor subdivisions, variances and conditional use permits. The consultant's fees would be passed through to the applicant, and would be covered by the escrow deposit received with the application.

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Afton, MN 55001

Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: May 11, 2016
Re: Applicants for Planning Commission Vacancy

Two applications have been received for the current vacancy on the Planning Commission. The applications of the two candidates, Roger Bowman and Marc Porupsky, are attached. Staff is working to arrange for the candidates to attend the work session to provide an opportunity for the Council to meet them and ask them questions related to their interest in serving on the Planning Commission. Roger Bowman is available to attend the work session. At the time of writing this memo, staff had not connected with Marc Porupsky.

RECEIVED

MAR 16 2016

CITY OF AFTON

CITY OF AFTON
APPLICATION FOR APPOINTMENT TO A CITY
COMMITTEE OR COMMISSION

DATE 03/08/2016 PLEASE CHECK ONE: New Application Reappointment

NAME Roger M. Bowman

ADDRESS 13914 West Oakgreen Circle South AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE _____ CELL 651 303 9338 WORK _____

EMAIL ADDRESS rmb2702@gmail.com

YEARS AS AFTON RESIDENT 20.5 WARD # 3

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Planning Commission

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC
COMMITTEES, COMMISSIONS, PROJECTS: none

3. OTHER CITIZEN, PROFESSIONAL OR POLITICAL EXPERIENCE YOU FEEL IS
RELEVANT TO SERVING ON THIS COMMITTEE/COMMISSION:

Career experience includes banking, insurance, investments and real estate

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS
COMMITTEE/COMMISSION? To understand the laws and regulations of Afton, Washington County and

Minnesota as they effect the responsibilities of the Planning Commission. To make myself aware of all
available information to help in the consideration of each matter to come before the Planning Commission.

To remain unbiased in all matters brought to the Planning Commission.

(Please attach additional sheets if more space is needed to comment further regarding your
interest or qualifications for this appointment.)

*** Please submit your application to ***

City of Afton
3033 St. Croix Trail South
PO Box 219
Afton, MN 55001

Or email: deputyclerk@ci.afton.mn.us or fax: (651) 436-1453

RECEIVED

APR 11 2016

CITY OF AFTON

CITY OF AFTON
APPLICATION FOR APPOINTMENT TO A CITY
COMMITTEE OR COMMISSION

DATE 4-8-2016 PLEASE CHECK ONE: New Application Reappointment

NAME Marc Porupsky

ADDRESS 14893 Afton Blvd Ct AFTON, MN 55001
(Provide P O Box if applicable)

HOME PHONE 651-501-9008 CELL 612-840-1764 WORK 612-840-1764

EMAIL ADDRESS marc@porupsky.net

YEARS AS AFTON RESIDENT 3 WARD # 1

1. COMMITTEE OR COMMISSION YOU ARE APPLYING FOR?

Planning Commission

2. CURRENT OR PREVIOUS PARTICIPATION ON AFTON CITY OR CIVIC

COMMITTEES, COMMISSIONS, PROJECTS: High Speed Internet Committee
Successfully participated on the HSIC which led to an agreement with Centurylink
and the City of Afton which will ultimately lead to internet access for all.
(Liaison to MN Office of Broadband and one of three active committee members.)

3. OTHER CITIZEN, PROFESSIONAL OR POLITICAL EXPERIENCE YOU FEEL IS
RELEVANT TO SERVING ON THIS COMMITTEE/COMMISSION:

Past board member of Minnesota Association of Health Underwriters
Past volunteer in local Woodbury BPOU for a political party
Managerial expertise for 20 years leading teams and managing projects

4. WHAT DO YOU SEE AS THE CRITICAL OBLIGATION FOR A MEMBER OF THIS
COMMITTEE/COMMISSION?

I believe that the Planning Commission must ensure that the charm and
character of our unique city is maintained. This should be done in a
manner that balances the needs of the residents with the over health
of the city. I believe that I could assist with this mandate.

(Please attach additional sheets if more space is needed to comment further regarding your
interest or qualifications for this appointment.)

*** Please submit your application to ***

City of Afton
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PO Box 219
Afton, MN 55001
Or email: deputyclerk@ci.afton.mn.us or fax: (651) 436-1453

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Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moore, City Administrator
Date: May 11, 2016
Re: Creation of a Grant Application Subcommittee

Mayor Bend has suggested that a Grant Application Subcommittee be formed to provide a structure and volunteers to monitor and research the broad range of grant funding opportunities that could be of benefit to the City and its various activities.

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Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 11, 2016
Re: Department of Natural Resources (DNR) inter committee pre-planning session & DNR /
NRGC Meeting

Mayor Bend has requested that the Council discuss a plan for a joint meeting between the Natural Resources and Groundwater Committee and a DNR Region 3 coordinator, and consideration of other city participants to be included in the meeting, which will cover DNR resources available to Afton for identifying and planning protection of high value natural resources and for establishing best practices for protecting water resources.

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Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorese, City Administrator
Date: May 11, 2016
Re: Comprehensive Plan Update Process

The process of updating the Comprehensive plan is beginning. The Planning Commission is reviewing the current Comprehensive Plan to identify items for review, clarification and/or updating. The Planning Commission is recommending that the Natural Resources and Groundwater Committee review the Natural Resources Portion of the Comprehensive Plan, and that the Parks Committee review the Parks portion of the Comprehensive Plan. Mayor Bend requested this recommendation be discussed at the work session.

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Meeting Date May 16, 2016

Council Memo

To: Honorable Mayor Bend and Members of the City Council
From: Ron Moorse, City Administrator
Date: May 11, 2016
Re: Council Meeting Minutes

A recent set of Council meeting minutes included less detail than had been normally provided. Several members of the Council indicated they preferred the minutes with reduced detail. The Council directed that the topic of the level of detail in Council meeting minutes be discussed at a work session.