



**NOTE TIME CHANGE:**  
Regular City Council Meeting 6:30 p.m.  
Tuesday, January 20, 2026  
**LOCATION CHANGE:**  
Afton Lakeland School Library

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**Please note new meeting venue and start time - 6:30 pm Afton-Lakeland Elementary School Library**

**REGULAR CITY COUNCIL MEETING MINUTES**

**City Council Present: Mayor Craggs, Council Member Wagner, Council Member Martin, Council Member Rivers & Council Member Millard**

**City Staff Present: City Clerk Michelle Elsner, Zoning Consultant Emily Herold, & Public Works, People Service Craig Billerbeck**

**City Staff Via Zoom: City Engineer Erik Henningsgard, Financial Consultant Amanda Watson & City Attorney Dave Snyder**

**1. CALL TO ORDER – 6:45**

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT AGENDA** – Council Member Rivers motioned to adopt the agenda, seconded by council member Millard all ayes motion carried.

**4. CONSENT AGENDA** – Mayor Craggs requested to pull item 4A 4E & 4H and Council Member Millard requested to pull 4D-2, 4D-2, 4D-6.

Council Member Millard motioned to approve items 4B, 4C, 4D-1, 4, 5, 7, 8 and items 4F and 4G. Seconded by Council Member Rivers, all ayes motion carried.

A. Approve December 16, 2025 City Council Meeting Minutes – Clarification of the Levy numbers were noted

B. Monthly List of Claims

C. Approve Holiday Station store Liquor License

D. Agency Reports

1. Law Enforcement Report

2. Fire Department Report – The discussion here was shortening the length of the report from the fire department down to the financial highlights, the finance committee and operations report and the summary of runs.

3. Financial Report – ABDO – Council Member Millard spoke to our consultant costs rising and is there anything we can do to mitigate that or lower those costs?

4. Zoning Report – MSA Professionals

5. Engineering Report – Erik Henningsgard – SEH Engineering

6. Public Works/Water Department Report – People Service – Council Member Millard was concerned over the water usage in 2025 vs. 2026 due to the LSCVFD flooding the skating rink at Afton Lakeland School.

7. Animal Control Report – Companion Animal Control

8. Building Permit Report – Rum River Construction Consultants

E. Resolution 2026-01 Annual Appointments for 2026 – Noted that Council Member Rivers is also on the personnel committee

F. Resolution. 2026-02 - Implementing Water Conservation Procedure Pursuant to Ordinance

G. Resolution 2026-03 - 2026 City Fee Schedule

H. Resolution 2026-04 – Approving an Interim Use Permit for the Bungalow Inn – Mayor Craggs wanted to confirm that the building official is on board to assist with the due dates on the on the outstanding code violations and noted a due date of April 1, 2026.

Council Member Millard motioned to approve the items that were pulled for discussion. Second, by Council Member Rivers, all ayes motion carried.

**5. OPEN FORUM** (Public Comments, Presentations and Petitions)

**PLEASE KEEP COMMENTS TO NO MORE THAN 5 MINUTES**

**Nancy Millard 16051 Quality Court** – The planning commission meetings have been very informative. Per state statute you do not have to be a resident to be on the planning commission. The planning commission needs to approve all capital improvements, especially in the case of a city hall. She also spoke to the criteria for a variance for the planning commission.

**Tim Wirth 16160 4<sup>th</sup> St N.** – Tim spoke to the reward for the arson; Tim was going to do research on the possibility of taking donations or something to bump up the award amount since this is the last year the reward can be offered. Tim will be back to the February meeting to discuss the possible reward increase.

**6. PUBLIC HEARING** (Discussion and Action by the City Council will follow each Public Hearing after closing)

**7. NEW CITY BUSINESS**

A. Discussion and Action on Sage Impact Software. Amanda and Geniene from Abdo spoke to the Sage Impact Software and the fact that QuickBooks does not always work well for governmental accounting. There will be a \$12,500.00 set up fee and a \$500.00 a month for maintenance fees. Council Member Martin motioned to approve the use of the software. Seconded by Council Member Wagner all ayes motion carried.

B. Discussion and Action on Annual Financial Audit for 2025 – Mayor Craggs will get a couple of proposals from firms and this will be revisited next month.

C. Discussion and Action on 2026 Task Order for Planning Assistance - There was some discussion regarding if MSA's role would be changing with the addition of the planning commission and what that might look like. Mayor Craggs made a motion to accept the task order with the addition of assistance to the planning commission. Second, by council member Millard, all ayes motion carried.

D. Discussion and Action RFQ for Architect for new City Hall – Erik Henningsgard spoke to the RFQ (Request for Qualifications) will not include any costs for the services, that will be presented after a firm is selected. Council Member Millard spoke to keeping this process efficient and costs low. Possibly some preliminary recommendations for types of building to be considered. The council would like the RFQ to be distributed at the end of February and the date for response will be the end of March.

E. Discussion and Action on Security Camera Quote – Council Member Martin is going to give a reference for another company to work with. After more quotes have been submitted the council will go into executive session per a posting to discuss the needs can be more openly discussed at that time.

**8. OLD CITY BUSINESS**

A. Discussion on the Water Rate Study, Capital Improvements Program and the Next Steps Staff is working to get the CIP in place so that the water rate study can be completed and it can be captured as far as where water rates need to be to have a long-term financial picture. Public works spoke to their part in assisting with this process.

B. Discussion on the Planning Commission's Organizational Efforts and the Next Steps – Staff spoke to the process of the planning commission so far and where in the process of solidifying their roll with zoning is going to be. The meetings will be the first Tuesday of the month at 6:30 to match the council schedule. There has been some brief discussion about a citizen advisory committee for input in city hall building. Council Member Rivers spoke to making sure the definition of a citizen advisory committee is clearly defined so they have clear direction.

C. Discussion on Facility Maintenance – Council Member Martin spoke to what he feels needs to be done at our city building locations as far as paint, maintenance etc.... He is suggesting a workshop to decide on how to proceed with the items that need to be undertaken before we move into the new building.

**9. CITY STAFF REPORTS** Michelle spoke to the council and the planning commission to be mindful of conversations and public group involvement so as not to have to defend the open meeting laws.

**10. CITY COUNCIL AND MAYOR REPORTS**

**11. ADJOURN – Council Member Rivers motioned to adjourn at 8:41 PM seconded by Council member Martin, all ayes motion carried.**