

# **SUPPLEMENTAL PACKET**

9.C.10

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

**Meeting Date April 16, 2019**

**Council Action Memo**

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: April 16, 2019

Re: Accounting Services Update - **Supplemental**

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Attached is an email and spreadsheet from Peggy Ahola, of Ahola, Mack and Associates, regarding a cost estimate for accounting services. There is one other firm that is going to provide a proposal, but I do not have a specific date by which we will receive it.

The cost estimate from Ahola, Mack and Associates is based on a spreadsheet of activities outlined by Tom Niedzwiecki. The total annual cost is \$38,840.

**City of Afton**  
**Breakdown of Accountant's Hours**

Description of Work Performed	Hours Spent			Total hours	Rate	Amount
	Per Month	Per Quarter	Year End			
Semi-monthly Payroll/Payroll Liabilities/Payroll Reports/W2s (includes setup of new employees,						
1 PERA Reports, direct deposit)	6.0	3.0	6.0	90	58.0	\$ 5,220
2 Vendor Bills (Code, Enter and Review)	6.0		1.0	73	58.0	\$ 4,234
3 Prepare Checks (Print, Stamp and Compile with	2.0			24	58.0	\$ 1,392
4 Enter Deposits	3.0			36	58.0	\$ 2,088
Bank Reconciliations, Transfers & Cash Flow						
5 Monitoring	3.0			36	58.0	\$ 2,088
6 Prepare Monthly Financial Reports.	5.0	1.0		64	124.0	\$ 7,936
Prepare Annual Unaudited Financial Reports (no						
7 footnotes, Fund Accounting only)			6.0	6	124.0	\$ 744
Prepare State Auditor Annual Reporting Form (after						
8 completion of Annual Audit)			3.0	3	124.0	\$ 372
9 Misc Requests, Research, Meetings, etc.	4.0	1.0	3.0	55	124.0	\$ 6,820
10 Building Surcharge Reports		1.0		4	124.0	\$ 496
11 Sales Tax Reports			1.0	1	124.0	\$ 124
12 Charitable Gaming Report			1.0	1	124.0	\$ 124
13 Debt Service Accounting	1.0	1.0	3.0	19	192.0	\$ 3,648
14 Initial Preparation of Budget Worksheet			2.0	2	124.0	\$ 248
Additional work re. Annual Budget/Levy (Billed for						
15 actual hours)	1.0		3.0	15	124.0	\$ 1,860
16 Attend Council meetings	0.5			6	192.0	\$ 1,152
17 Auditor Preparation (Billed for actual hours)	1.0		3.0	15	124.0	\$ 1,860
Total Hours per period	32.5	7.0	32.0			
Times number of periods	12	4	1			
Total Hours per Year (by period)	390.0	28.0	32.0			
Total Hours per Year (all periods)		457.0		450		\$ 40,406
Times Hourly Rate (average)		\$60.00				
Total Value of Accountant's Work		<u>\$27,000.00</u>				
Adjustment for payroll hours						
Semi-monthly Payroll/Payroll Liabilities/Payroll Reports/W2s (includes setup of new employees,						
PERA Reports, direct deposit)	(6.0)	(3.0)	(6.0)	-90	58.0	\$ (5,220)
Ahola Mack Estimate	4.50	1.5	3.0	63	58.0	<u>\$ 3,654</u>
						<u>\$38,840</u>

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City of Afton  
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# Meeting Date April, 2019

## Council Action Memo

To: Mayor Palmquist and City Council Members  
From: Ron Moorse, City Administrator  
Date: April 16, 2019  
Re: Firearms Ordinance - Supplemental

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Richard Bend and Council member Wroblewski met to review the draft firearms discharge ordinance that was prepared by staff for the April 16 Council meeting. They have condensed that draft ordinance into the attached revised draft ordinance. The attachment also includes an explanation for the revisions they made.

## Use/Discharge of Firearms

### Sec 14-1

Nothing contained in this section shall control the use of firearms for self defense which shall be solely controlled by applicable Minnesota statutes.

Firearm – definition – A “firearm” is defined as any gun from which any projectile is discharged or propelled by means of an explosion, excluding devices used exclusively for the firing of stud cartridges, explosive rivets, or similar industrial apparatus, instruments, or equipment used by construction personnel, licensed physicians or veterinarians in the course or scope of their professions.

It is unlawful for any person to discharge any firearm in Afton in any place or manner so as to endanger any person or property.

It is unlawful for any person to discharge a firearm on any parcel of less than 5 acres in size, in any city park, on any school property, or in any property located in an area zoned commercial or industrial.

On lots of five acres or more, firearms may not be discharged:

1. Except by the landowner and his/her immediate family in residence on the property or in the presence of the landowner or lessee of the land, or with the written permission of the landowner or lessee of the land. The person authorized to hunt/shoot must have in their possession the written permission which must include the full name, address, phone number and signature of the landowner or lessee as well as the full name of the person given permission to hunt or shoot.
2. Within 1000 feet of any residence or accessory building on a parcel under separate ownership from the parcel on which the firearm is discharged.
3. Before 0900 am or after one-half hour before sunset, except when hunting game or non-game animals in compliance with MN statutes.

No firearm shall be discharged in a manner reasonably expected to cause a projectile to cross the boundary of a parcel not under common ownership with the parcel from which the projectile is fired.

No discharge of a firearm firing a single projectile shall take place except in locations having in place natural or manmade ground contours, berms, steel plate with sand trap, fiber containment profile or other device designed to reasonably ensure that any projectile fired from the firearm type used is contained within the property boundaries.

No shells containing buck shot may be discharged in Afton.

The number of rounds discharged from a firearm on a parcel, or on two or more parcels of land under common ownership, shall not exceed (20-50, a choice somewhere within this range seem reasonable) rounds per day. With the exception of hunting, firearms shall not be discharged on a parcel, or two or more parcels of land under common ownership, on more than one day per calendar week.

It is unlawful to discharge a firearm while under the influence of alcohol or a controlled substance.

Individuals discharging firearms must be adults or under the direct supervision of a responsible adult. It is unlawful to discharge a firearm across or within the right of way of any public roadway or highway.

Ron,

Our former Mayor, Richard Bend, was gracious enough to spend three hours with me parsing through the material you compiled. These are the items we thought would be the best ideas for the CC and Mayor to take under consideration. We both agreed that public input is important even though we anticipate that there will be strong and divergent views expressed. In terms of figuring out what would be appropriate for our city, in terms of brokering reasonable compromises where they can be achieved, and in terms of hearing from folks with expertise, experience or concerns regarding this issue, the public input would in our opinion help the CC and Mayor work out - in transparency - the best ordinance and help us all figure out what are the most important and overriding considerations and hopefully draft a good ordinance that reflects those considerations.

In our ordinances under 12-134 GUN RANGE is a use NOT ALLOWED ANYWHERE in our city. It is undefined in our definition section. Wikipedia defines a shooting, firing, gun range as a specialized facility designed for firearms qualification, training, and practice. Leaving it undefined is fine by us right now. Then we don't have to deal with private vs commercial and what exactly we would define as target shooting or a target range which is not something we have to get into and could cause more problems.

Richard and I specifically did not use the terms target shooting or target range in our ordinance language. We stuck with language that only spoke to the discharge of firearms and stayed away from "target shooting" language.

We both also agree that our noise ordinance is problematic and needs to be revamped. It is really unenforceable in our view but on this firearms ordinance issue we are only dealing with this firearms noise situation and we felt that limiting the number of rounds and/or duration and/or number of days a week were the best ways to limit people and prevent them from running their own private ranges and creating disturbances, noise problems and becoming a nuisance to their neighbors and other residents. We decided that 20-50 rounds (to be determined by the CC and Mayor) and one day per calendar week (Sun – Sat) might be a decent compromise. It is also clearly measurable and enforceable in terms of folks being able to record such things easily. This would allow people to sight in their firearms, to clean and check their operation, and do some minimal target shooting. If people feel the need to target shoot there are private indoor and outdoor target ranges in existence and available for exactly that purpose.

This prohibition on use of buckshot allows for bird shot but nothing larger.

The 1000-foot setback from any residence or accessory building on a lot separate from the one shooting from - as well as the provision that states the firearm projectile should not reasonably be expected to cross the boundary line - create some measure of safety and places responsibility on the person to check the downrange buildings and parcel boundaries. It would provide clarity and a measurable way for people to determine whether their parcel is one in which a firearm can be legally and safely discharged.

If the setbacks, boundary lines, and safe backstops are not present on the parcel it is one in which the discharge of firearms is not allowed. This may eliminate a number of 5-acre rural residential lots from the group of such parcels where discharge of firearms would be allowed but again this would be a safety issue and for good reason.

Obviously we would want Fritz to review this and let us know if this is all legit and enforceable for the most part – and if the language is right.

Lucia

AFTON CODE

**ARTICLE I. IN GENERAL**

**Sec. 14-1. Use, discharge of weapons.**

Within the city, it shall be unlawful for any person to discharge out of doors upon the land of another, including all land owned by the City, any firearm, such firearm to include rifle, shotgun, pistol, or device capable of propelling metal pellets by air, spring, CO2, or other means, without having in his possession, written permission from the owner or tenant of such land to discharge such firearm thereon.

(Code 1982, § 707.101)

(Ord 1997-48, 1/15/02)

(Ord 04-2016, 4/19/16)

**State law references**—Authority to regulate discharge of firearms, M.S.A. § 471.633 and M.S.A. Hunting Restrictions and Requirements, § 97B.

**Sec. 14-2. Curfew for minors.**

(a) No minor under the age of 16 years shall loiter, idle or be in or upon the public streets, highways, roads, alleys, parks, playgrounds or other public grounds, public places and public buildings, places of amusement, entertainment, or refreshment, vacant lots or other unsupervised places between the hours of 10:00 p.m. and 5:00 a.m., of the following day; provided, however, that this section shall not apply to such minor when accompanied by his parent, guardian or other person having the care and custody of the minor or when the minor is upon some necessary errand by permission or direction of his parents, guardian or other adult person having the care and custody of the minor. Such permission shall be in writing and signed by such parent, guardian or other adult person having the care and custody of the minor.

(b) No parent, guardian or other adult person having the care and custody of a minor under the age of 16 years of age shall permit such minor to loiter, idle or be in or upon the public streets, highways, roads, alley, parks, playgrounds or other public grounds, public places and public buildings, places of amusement, entertainment or refreshment, vacant lots or other unsupervised places between the hours of 10:00 p.m. and 5:00 a.m. of the following day; provided however, that this that this section shall not apply to such minor when accompanied by his parent, guardian or other person having the care and custody of the minor or When the minor is upon some necessary errand by permission or direction of his parents, guardian or other adult person having the care and custody of the minor. or when the minor is upon some necessary errand by permission or direction of his parents, guardian or other adult person having the care and custody of the minor.

(Code 1982, § 708)

(c) No person operating or in charge of any place of amusement, entertainment or refreshment shall permit any minor under the age of 16 years of age to remain in such place during the hours prohibited by subsection (a) of this section; provided, however, that the provisions of this that this section shall not apply to such minor when accompanied by his parent, guardian or other person having the care and custody of the minor or when the minor is upon some necessary errand by permission or direction of his parents, guardian or other adult person having the care and custody of the minor.

(Code 1982, § 708)

**ARTICLE II. FALSE ALARMS AND UNAUTHORIZED BURNS**

**Sec. 14-3. Purpose.**

The purpose of this ordinance is to encourage security, fire or medical alarm users and alarm businesses (including, but not limited to, sales, installation, and/or monitoring) to maintain the operational reliability and the proper use of alarm systems so as to limit unnecessary police, fire and emergency medical responses to false alarms and alarm malfunctions.

This ordinance governs burglary, robbery, intrusion, fire, and medical emergency false alarms, provides for service fees for excessive false alarms, and unauthorized burns, and provides for assessing such service fees to the property taxes in lieu of issuance of citations.

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City of Afton  
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# Meeting Date April 16, 2019

## Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: March 14, 2019

Re: Work Session Agenda Items - **Supplemental**

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The following is a list of topics to be discussed at an upcoming Council work session.

1. Snow Plowing Contract
2. City Septic Inspection Program
3. River Road Sewer Line Replacement Planning
4. Denmark Township 60<sup>th</sup> St. Maintenance Agreement and Paving of 60<sup>th</sup> Street
5. Review of Key Financial Topics
  - a. Explanation of Downtown Improvement Funding Gap and the Plan for Addressing it
  - b. Funding of River Road Sewer Line Replacements
  - c. Review and Explanation of Street Improvement Funding Spreadsheet
  - d. Review of Special Activities Fund –( Funding for Future Needs On a Smaller Scale)
6. Accounting Services

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## Meeting Date April 16, 2019

### Council Action Memo

To: Mayor Palmquist and City Council Members  
From: Ron Moorese, City Administrator  
Date: April 16, 2019  
Re: River Road Sewer Line Replacement

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At the River Road Neighborhood Meeting held on April 15, 2019, the Council discussed the timing of the replacement of the deteriorated sanitary sewer lines on River Road. The cost of the replacement is estimated at \$350,000. The timing of the replacement is related to the timing of determining the final amount of funding to be received for the Downtown Improvement Project, because the funding for the sewer lines will be coordinated with the funding necessary to close out the Downtown Improvement Project, which involves paying off the temporary bonds that were used to provide cash flow for the project.

The Council discussed planning for the sewer line replacement to occur in 2020, with a possibility of the fall of 2019. The Council directed staff to add the River Road sewer line replacement project to the April 16 meeting agenda to enable the Council to take action regarding the timing of the project.

**COUNCIL ACTION REQUESTED:**

**Motion regarding the timing of the replacement of the sewer lines on River Road.**