



CITY COUNCIL WORK SESSION AGENDA

**Monday, May 1, 2023
4:30 PM**

The May 1, 2023 City Council Work Session meeting will be held in-person

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA** – May 1, 2023 Council Work Session
- 4. CITY COUNCIL BUSINESS**
 - A. Fee Schedule Updates
 - B. Exterior Storage Ordinance Updates
 - C. City Administrator Performance Evaluation (**Closed Session**)
 - D. Storm Damage Cleanup Update
 - E. Flood Update
 - F. City Administrator Updates
- 5. ADJOURN**

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

Meeting Date May 1, 2023

Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: April 26, 2023

Re: Fee Schedule Updates

Stensland Inspections, the City's contracted building official, is requesting the Council consider an increase to the current flat fee for inspections. Also, the City's sewer ordinance includes several fees and charges that need to be added to the City's Fee Schedule.

Flat Fee Building Inspection Fees

While the fees for building projects such as remodels, additions and new homes are based on a percentage of the value of the improvements, a number of smaller project permits have flat fees. These include permits for windows, siding, roofing, and plumbing connections. The flat fee for all of these projects has been \$110 for many years. The Building Inspector receives \$77 of this fee, which is 70%.

The fee for these permits in other cities ranges from \$60 to \$250, depending on the city and the type of inspection, with roofing and siding tending to have the higher fees. Attached is information regarding the flat fees charged by other small cities. Stensland Inspections is requesting the Council consider increasing the flat fee to \$185 to address the difference between the Afton flat fee and the flat fees of other cities, and to enable the fee to remain in place for multiple years without needing to be adjusted.

Surcharge Fee for Illegal Connections to Sewer System

The Sewer ordinance includes the following two prohibitions regarding discharging stormwater, groundwater, etc. into the municipal sewer system (LSTS).

- No person shall discharge or cause to be discharged directly or indirectly any stormwater, groundwater, roof runoff, subsurface drainage, waste from on-site disposal systems, unpolluted cooling or processing water to the LSTS except as permitted by the City.
- No person shall connect a sump pump to the LSTS. Unlawful connections shall be subject to penalty, per city's fee schedule.

The discharge of stormwater, groundwater, etc. into the municipal sanitary sewer system, including the connection of a sump pump to the sanitary sewer system, can add hundreds or thousands of gallons of water to the system which causes the large lift station to pump much more water than it normally would to the wastewater treatment system, and causes the wastewater treatment system to pump and treat much more wastewater than it would normally treat. This causes more wear and tear on the pumps and requires more management of the dosing of the wastewater into the treatment system. It also results in more energy usage for the pumps. Other cities surveyed charge a surcharge fee of \$100 per month. Because Afton's sewer service area is small, the relative impact of an illegal connection could be significantly larger. Staff recommends a surcharge fee of at least \$100 per month and up to \$200 per month.

Remedy for Non-Compliance with Requirement to Connect to the Municipal Wastewater Collection and Treatment System

The sewer ordinance also requires all properties in the VHS District to be connected to the municipal sanitary sewer system by December 31, 2024, and indicates that “If no action or remedy is made regarding making a required connection to the LSTS, the City will make that connection to the LSTS and shall assess the cost of connection to benefitting properties.”

Because the city has incurred costs related to the construction of the wastewater collection and treatment system and is incurring costs for the management and operation of the system, it is important that all properties get connected to the system to pay their share of the system costs. The properties that are connected to the system pay monthly fees to cover the operation costs and to also enable funding for repairs and replacement of equipment. A property that is not connected to the system by December 31, 2024 should be required to pay a penalty fee that is at least similar to the monthly fee it would be paying if it was connected. If the property continues to delay the connection, the City will need to make the connection and assess the cost to the property.

Sewer Connection Charge.

The Sewer Ordinance establishes a Sewer Connection Charge whereby a onetime connection fee will be collected from new properties to cover the costs related to capital investments in the sewer system (LSTS). New properties include any properties connected to the LSTS that were not originally assessed for the construction, including those newly created lots through lot split or subdivision. At this time, staff recommends the sewer connection charge be set at the original assessment amount plus annual inflation-based increases. The sewer connection charge is a one-time fee, and is not to be assessed over time.

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Meeting Date May 1, 2023

Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: April 26, 2023

Re: Exterior Storage Ordinance Updates

The Council has discussed several topics related to exterior storage, including the use of shipping containers for storage, regulations for parking recreational vehicles, the definition of an unoccupied trailer, and parking of pick-ups with trailers in the VHS District, and the definition of Recreational Vehicle.

Use of Shipping Containers for Storage

The Council has directed that shipping containers can be used for storage, but only on a temporary basis. The Council also has discussed that, if shipping containers are not allowed as permanent storage the City should not use a shipping container for its public works salt-sand storage. Staff has recommended that the current shipping container being used at the public works garage to store salt-sand, is the best storage option and should be allowed to continue. The following is proposed language regarding the use of shipping containers for storage.

Shipping containers are allowed for residential temporary storage and shall meet all requirements for accessory buildings, but cannot remain on a property for more than 180 days, unless it is demonstrated that the storage is necessary due to the timing of the construction of a permanent building to which the stored items are to be moved. In which case the shipping container can remain for up to an additional 180 days.

Shipping containers can be used for storage related to a public works maintenance use in conjunction with a public works maintenance building.

Revisions to the Current Exterior Storage Ordinance Language

The following is an outline of the proposed revisions to current code language.

Exterior Storage General

- Laundry drying and recreational equipment, construction and landscaping materials and equipment currently (within a period of 3 ±2 months, which may be extended to coincide with the timing of a building permit.) being used on the premises...
- off-street parking of licensed passenger automobiles, pick-up trucks, recreational vehicles, boats and unoccupied trailers **not occupied as living quarters** are permissible if stored more than ten feet from any property line, except as regulated by Subsection (B) of this section.

- **Off-street parking of recreational vehicles is allowed if stored more than 10 feet from any property line and if stored behind the front building line of the principal structure.**

Exterior Storage on Residential Premises in the VHS-C and VHS-R

- only one of the following items may be stored on any residential premises: Recreational vehicle, boat, ~~unoccupied~~ trailer **not occupied as living quarters** or similar item. Such an item may not be more than 25 feet in length and shall be stored behind the front building line of the principal structure at least ten feet from each lot line.
- **A pick-up truck with a trailer is not allowed to be stored, unless the trailer is detached and located behind the front building line of the principal structure and at least ten feet from each property line.**

Current Ordinance with Revisions

The following is the current exterior storage code language with deletions shown with strikeouts and additions shown as bold and underlined.

Sec. 12-194. Exterior storage.

A. In all zoning districts except for the uses permitted in the MS District, only personal property of the property owner or tenant shall be stored on the premises. Such property shall be stored within a building or fully screened so as not to be visible from adjoining properties and public places and streets, except for the following: Laundry drying and recreational equipment, construction and landscaping materials and equipment currently (within a period of ~~3~~ 12 months, which may be extended to coincide with the timing of a building permit.) being used on the premises, agricultural equipment and materials if these are used or intended for use on the premises; off-street parking of licensed passenger automobiles, pick-up trucks, ~~recreational vehicles~~, boats and ~~unoccupied~~ trailers **not occupied as living quarters** are permissible if stored more than ten feet from any property line, except as regulated by Subsection (B) of this section. **Off-street parking of recreational vehicles is allowed if stored more than 10 feet from any property line and if stored behind the front building line of the principal structure.** Existing uses shall comply with this provision within 12 months following enactment of the ordinance from which this article was derived.

B. In the VHS-R and VHS-C zoning districts, only one of the following items may be stored on any residential premises: Recreational vehicle, boat, ~~unoccupied~~ trailer **not occupied as living quarters** or similar item. Such an item may not be more than 25 feet in length and shall be stored behind the front building line of the principal structure at least ten feet from each lot line. **A pick-up truck with a trailer is not allowed to be stored, unless the trailer is detached and located behind the front building line of the principal structure and at least ten feet from each property line.**

Definition of Recreational Vehicle vs. other recreational equipment

The term “Recreational Vehicle” is used multiple times in the exterior storage ordinance and in other areas of the zoning code. The definition of recreational vehicle specifically is limited to any vehicle or structure designed and used for temporary, seasonal human living quarters. The zoning code does not have a definition for other recreational equipment such as snowmobiles, ATV’s, etc. These definitions can be found

in Chapter 22. Traffic and Vehicles of the City Code. These definitions should be included in the zoning code also, or at least referenced in the Definitions section of the zoning code.

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Meeting Date May 1, 2023

Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: April 26, 2023

Re: City Administrator Performance Evaluation

City Administrator Performance Evaluation forms have previously been provided to the Council members to guide the evaluation process. The evaluation form is also attached.

**PERFORMANCE APPRAISAL FORM
CITY OF AFTON**

CITY ADMINISTRATOR

EMPLOYEE NAME: Ron Moorse **DATE:** _____

PERIOD BEING APPRAISED: FROM: January 1, 2022 **TO:** December 31, 2022

APRAISER NAME

PART A — PERFORMANCE RATINGS — *(Rate the employee's performance as compared to the job expectations. Please give specific examples to illustrate the reason(s) for each rating.)*

BE / ME / EE = Below Expectations / Meets Expectations / Exceeds Expectations.

1. COMMUNICATION:

- Expresses ideas and concerns clearly, both verbally and in writing
- Prepares and delivers presentations effectively and persuasively.
- Keeps the City Council informed, closes communication loops, and respects the communication needs of the Council as a body, and as elected individuals.
- Written communications to the City Council, staff, citizens, intergovernmental bodies, other municipalities, the media, and the public is accomplished in an effective manner.
- Verbally presents information and data in a clear, concise and understandable manner and is able to match his presentation style to different audiences as appropriate to the material being disseminated.

BE _____

ME _____

EE _____

2. COMMITMENT TO SERVICE: Acts in a professional and business-like manner. Is open and helpful to other employees and the public. Avoids conflict of interest or appearance of such.

BE _____

ME _____

EE _____

3. SUPERVISION AND STAFF RELATIONS

- Effectively delegates and makes assignments to employees. Gives employees sufficient latitude, direction and support to effectively complete assignments.
- Motivates, guides, coaches and develops staff.
- Is accurate and fair in evaluations of performance.
- Provides timely, ongoing feedback (both positive and constructive).
- Creates a climate for success.
- Treats all staff with respect and dignity.

BE _____

ME _____

EE _____

4. BUDGET AND FINANCIAL MANAGEMENT

- Ensures the City's finances are effectively and prudently managed
- Demonstrates ability to plan and forecast annual and long range budgets

- Displays sound judgment regarding budgeting

BE _____
ME _____
EE _____

5. LEADERSHIP

- Effectively and efficiently carries out the goals and objectives of the City Council
- Demonstrates sound judgement and makes timely decisions within the scope of the job responsibilities

BE _____
ME _____
EE _____

6. KNOWLEDGE OF FIELD: Demonstrates a good understanding of and ability to apply current principles, practices, techniques and technology of the field. Learns and incorporates new ideas, trends, methods and approaches. Understands and uses appropriate public processes.

BE _____
ME _____
EE _____

PERSONAL CHARACTERISTICS

1. DECISION-MAKING: Analyzes reasonable alternatives, utilizes appropriate resources, and considers all pertinent facts and issues. Demonstrates sound judgment and makes timely decisions.

BE _____
ME _____
EE _____

2. INITIATIVE: Seeks opportunities to improve job performance; identifies ways to meet or exceed organizational goals and standards.

BE _____
ME _____
EE _____

3. DEPENDABILITY: Accepts responsibility for completing assigned tasks; follows through on projects. Can be counted on. Exhibits good attendance and is punctual.

BE _____
ME _____
EE _____

4. TEAMWORK: Works and interacts effectively with others to accomplish group's over-all goals. Shares and solicits ideas for improvement in the operation.

BE _____
ME _____
EE _____

5. INTERPERSONAL RELATIONS

- Acts with honesty and integrity in all situations
- Treats others with respect and dignity
- Listens and communicates well with individuals and groups

BE _____

ME _____

EE _____

PART B — GOALS FOR NEXT REVIEW PERIOD (List goals for next review period along with timelines for review.)

1. Goal: _____

Timeline for review: _____

2. Goal: _____

Timeline for review: _____

3. Goal: _____

Timeline for review: _____

PART C — OVERALL PERFORMANCE RATING (The overall rating should be a summary of the employee's overall performance. General traits should be considered relative to their importance but more emphasis should be placed on performance of key responsibilities specific to an employee's position. Place a check mark in the area that best reflects the employee's overall performance. (Check one:

Below Expectations

Meets Expectations

Exceeds Expectations

EXPLANATION FOR OVERALL RATING: _____

EMPLOYEE'S COMMENTS:

I have read and have had an opportunity to discuss this performance appraisal with my supervisor. I understand that I have the right to prepare and submit additional comments on any areas of this evaluation. My signature does not necessarily mean that I agree with this rating.

City Administrator Signature: _____

Date: _____

Mayor/City Council Member: _____

Date: _____

City Administrator's Comments: _____

City of Afton
3033 St. Croix Trl, P.O. Box 219
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Meeting Date May 1, 2023

Council Action Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: April 26, 2023

Re: Storm Damage Cleanup

Please see the article below from the City Newsletter regarding volunteer assistance for storm damaged tree debris cleanup. Staff will provide an update regarding volunteer sign-ups at the work session. Staff will also provide an update regarding storm damage cleanup along County Roads and City roads and regarding the use of the no-cost tree debris site for residents only.

Seeking Volunteer Assistance for Storm Damaged Tree Debris Cleanup

Because there are residents who do not have the resources, or ability to clean up the tree debris from the April 1 snow storm, the City is partnering with Community Thread to try to coordinate volunteers to provide assistance to residents in need. The assistance includes cutting fallen branches and/or loading branches into a truck or trailer and/or hauling the tree debris to the nocost tree debris site at Belwin's Lucy Winton Bell Ballfields parking lot. Residents can volunteer for any or all of these tasks, depending on the tools, equipment and vehicles they can provide. Volunteers will need to bring their own work gear, equipment and vehicles. The first step is for people who are willing to volunteer to go to Community Thread's website by May 8 to sign up to volunteer. Go to www.communitythreadmn.org and look for "Volunteer Center". There is a drop down menu and it will say "Volunteer in the Community". You will find a form to complete called "Afton Storm Response". Please read this form carefully and complete it and submit it. If you are unable to complete the online form, you may call Community Thread at 651-439-7434. Please identify yourself as someone interested in volunteering for the Afton Storm Response and you will be directed accordingly. For homeowners needing assistance, if a sufficient number of people volunteer, Community Thread will try to connect volunteers to residents. Starting on May 10, residents in need of assistance can check the home page of the City's website under Storm Damage Update to see if volunteers are available. If so, information will be provided on the website regarding how to connect with Community Thread so they can try to connect residents with volunteers.

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Meeting Date May 1, 2023

Council Action Memo

To: Mayor Palmquist and Members of the City Council
From: Ron Moorse, City Administrator
Date: April 26, 2023
Re: Flood Update

Any new flood-related updates will be provided at the meeting.

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Council Memo

To: Mayor Palmquist and City Council Members

From: Ron Moorse, City Administrator

Date: April 26, 2023

Re: City Administrator Updates

The City Administrator will provide updates regarding any new information related to projects, needs, etc.