



## City of Albertville Council Agenda

December 19, 2011

7:00 PM

**PUBLIC COMMENTS** -The City of Albertville welcomes and encourages public input on issues listed on the agenda or of general community interest. Advertised public hearings are scheduled as such so that the public is afforded an opportunity to speak. Citizens wishing to address the Mayor and Council regarding specific agenda items, other than public hearings should indicate so and will be afforded an opportunity during the discussion of said item, Council willing and time permitting. Citizens wishing to speak on matters not listed on the agenda (or items on the agenda that did not include an opportunity to speak) are always afforded the opportunity to do so under the heading "Citizens Addressing the Council", usually scheduled at the beginning and end of the agenda. Presentations are limited to five (5) minutes. In any case, citizens are asked to complete a 'Request to Speak Card'.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE – ROLL CALL**
3. **RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS**
4. **CITIZENS OPEN FORUM -- (time reserved 5 minutes)**
5. **AMENDMENTS TO THE AGENDA**
6. **CONSENT AGENDA**

All items under the Consent Agenda are considered to be routine by the City staff and will be enacted by one motion. In the event an item is pulled it will be discussed in the order it is listed on the Consent agenda following the approval of the remaining Consent items. These items will be approved by a separate motion.

- A. Acknowledge draft minutes of the various Commissions, Committees, and Boards
  - 1). December 12, 2011 STMA Arena Board minutes (pgs. 1-7)
- B. Approve the December 5, 2011 Truth-in-Taxation notes and the December 5, 2011 regular City Council minutes as presented (pgs. 9-22)
- C. Authorize the Monday, December 19, 2011 Payment of Claims (bills) for check electronic payments **309 EFT – 318 EFT** and check numbers **30477 to 30523** as presented and Authorize payment of all just claims received by December 31, 2011 (year-end closeout) (pgs. 23-30)
- D. Approve **Resolution No. 2010-039** setting the various fees for the 2012 calendar year (pgs. 31-46)

- E. Acknowledge the Letter of Interest from Robert Olson and recommend re-appointment to the Planning and Zoning Commission for a three-year term that will take effect January 1, 2012 (pgs. 47-48)

**7. DEPARTMENT BUSINESS**

**A. City Council**

**B. Fire Department**

**C. Public Works Department**

- 1). Discussion of the construction of two (2) 16' x 20' concrete slabs and a 12' x 14' maintenance free deck at Lions Park Pavilion located off of Main Avenue NE (pg. 49)

**D. Utilities Department (WWTP)**

**E. Building Department**

**F. Finance Department**

- 1). Approve **Resolution No. 2011-040** entitled a Resolution Adopting the 2012 Capital Improvement Plan (CIP) (pgs.51-52, CIP will be available for viewing)
- 2). Approve **Resolution No. 2011-041** entitled a Resolution Adopting the City of Albertville, MN 2011 Fund Balance Policy (pgs. 53-56)

**G. City Clerk**

**H. Planning and Zoning**

- 1). Authorize staff to prepare a 2012 NAC Vision Study and Goal Setting Report (pg. 57)

**I. Engineering**

**J. Legal**

**K. Administration**

8. ANNOUNCEMENTS and or UPCOMING MEETINGS

December 2011

26 all day Christmas Day observed – City offices closed

December 11						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	cc 5	6	7	8	9	10
11	cc 12	PZ 13	14	15	16	17
18	cc 19	20	21	22	23	24
25	H 26	27	28	29	30	31

JANUARY 2012 \*\*\*\*\*

- 2 all day New Year’s Day observed – City offices closed
- 3 7:00 p.m. City Council meeting
- 9 6:00 p.m. STMA Ice Arena Board meeting
- 10 7:00 p.m. Planning and Zoning Commission meeting
- 16 all day Martin Luther King, Jr. Day observed – City offices closed
- 17 7:00 p.m. City Council meeting
- 23 6:30 p.m. Joint Powers Water Board meeting
- 30 6:00 p.m. Joint cities of Albertville & St. Michael and STMA School Board mtg. (Albertville City Hall)
- 31 11:30 a.m. State of the Cities Address (St. Michael City Hall)  
see attachment for additional information pg.59

January-12						
Su	M	Tu	W	Th	F	Sa
1	H 2	cc 3	4	5	6	7
8	cc 9	PZ 10	11	12	13	14
15	H 16	cc 17	18	19	20	21
22	H 23	24	25	26	27	28
29	30	31				

9. ADJOURNMENT (Council will take a 5 minute recess prior to going into a Workshop)



## STMA ARENA BOARD MINUTES

Monday, December 12, 2011

6:00 p.m.

**Present:** Chairman Dan Wagner, and STMA Arena Board members Larry Sorensen, Gayle Weber, Jerry Zachman, Jeff Lindquist and Kevin Kasel. Also present were STMA Ice Arena Manager Grant Fitch and Albertville City Administrator Larry Kruse.

### **Absent:**

The meeting was called to order at 6:00 p.m. by Chairman Wagner

### **CONSENT AGENDA**

**Motion by Zachman/Wagner** to approve the Consent Agenda with the exception of a) Minutes and d) bills which were pulled by Sorensen. Motion carried unanimously.

- a. ~~Approve the minutes from the November 14, 2011 STMA Arena Board Meeting (pg 1-4)~~
- b. Accept the Arena Manager's written report (Fitch will not be able to attend the meeting.) (pg 5)
- c. Award roof repair bid to Ebert construction in the amount of \$174,400. (pg 6-7)
- d. ~~Approve payment of the bills as presented in the amount of \$24,293.76 and the November finance report.(pg 8-9)~~
- e. Table Youth Hockey request to have the STMA Arena Board install a pay-as-you warm heating system, pending additional cost benefit information. (pg 10-11)

### **PULLED CONSENT ITEMS**

### **MINUTES**

**Motion by Weber/Kasel** to approve the November 14, 2011 minutes as presented with the addition of Tammy Tupper's name added to the minutes. Motion carried unanimously.

### **PAYMENT OF CLAIMS**

Motion by Sorensen/Kasel to approve the payment of the bills as presented in the amount of \$24,293.75, with Sorensen noting that two months of electric bills are included in the monthly report due to bill due date issues. Motion carried unanimously.

### **AGENDA**

**Motion by Wagner/Weber** to approve the agenda as presented. Motion carried unanimously.

### **2012 CALENDAR YEAR BUDGET**

Finance Director Lannes presented 2012 budget with ice-in all year and a second budget with ice-out for two summer months.

Staff reported that operating the entire year of 2011 worked very well and that assuming 2012 had the same number of hours, that would be a good choice. Lannes reported that a \$10 per hour increase in the rate was included. Last year the same \$10 rate was recommended and the Board decided not to increase rates. The Board discussed the budget options at length and was unsure

## STMA ARENA BOARD MINUTES

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about adopting an increase now versus later. Staff reported that last year when the rate increase was brought forward in late summer, it was negatively received because groups had already relied on the established rates.

The proposed budget includes four months of a full-time assistant position starting in September, however, the Board would need to review and approve expanding a part-time position to a full-time at that time.

There was a consensus to adopt the ice-in all year budget in the amount of \$337,383 of revenue and expenses of \$361,428. The proposed budget provides covering all expenses and approximately 50% of depreciation. The Board said they may want to reconsider the rate increase in the early spring when the audited financial statement is presented.

There was some discussion by Scott Berning regarding a local group that may start a new summer program which may decrease STMA rental hours. The proposed program would split hours between Monticello and Albertville, whereas Albertville had all the hours in 2011. That being an unknown and out of the Board's control, the Board passed the following motion.

**Motion by Weber/Sorensen** to adopt the ice-in full year budget in the amount of \$337,383 of revenue and expenses of \$361,428 as presented, and to review the September 2012 ice rates in early spring . The proposed budget provides covering all expenses and approximately 50% of depreciation. Motion carried unanimously.

### PUBLIC COMMENT

None

### ARENA MANAGER'S REPORT

Day to day operation is going fine. No major repairs at this time.

The Sound system was installed Thursday October 27th. A big thank you to the School Board and Jay Zajicek. Open skating had 32 people show up on Sunday, November 6th. Hopefully numbers will continue to increase with Hockey season starting. High School Boys JV/Varsity officially starts their season Monday, November 14th. High School Girls JV/Varsity started their season Monday, October 31st

### OLD BUSINESS

#### **Second Sheet Layout Planning – Parking**

City Administrator Kruse presented the Board with two layouts drawn by Architect Paul Youngquist showing Option A with 166 parking spaces and Option D showing 183 spaces. Both options would not require purchase of additional land. Kruse reported that the Albertville City Engineer was more cautious with getting approval for encroachment into the wetland. He suggested the maximum number at around 130. Engineer Nafstad recommended the following three actions:

M:\Public Data\City Council\Council Packet information\2011\12 19 2011\12 19 2011 Consent-STMA Arena Board 12-12-2011 Minutes.doc

Agenda Item No. **6.A.1.**  
Meeting Date December 19, 2011

# STMA ARENA BOARD MINUTES

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- 1) Approach the Technical Evaluation Committee regarding the proposed parking concepts.
- 2) Visit with the Albertville Council about their desire to deviate from their policy of a 30 foot wetland buffer. Albertville Waste Treatment Sewer Plant Permit currently requires a 30 foot buffer and the City has in the past held itself to the same standard as private development.
- 3) Explore if Fire Code Access can be eliminated.

The Board asked staff to investigate maximizing the parking in the buffer and wetland. Further suggested that Option A parking could be expanded to the south similar to option D.

Chairman Wagner said the City of Albertville is exploring what they can do to facilitate the additional parking and consideration of the L & D site. He said funds are limited, but options are being explored and will bring it back to the Arena Board as more information evolves.

## ADJOURN

**Motion by Weber/Kasel** to adjourn the meeting at 6:45 p.m. Motion carried unanimously.

**Attest:**

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Larry Kruse, Recording Secretary



STMA Board, Front Row- Jerry Zachman, Gayle Weber, Back Row  
Jeff Lindquist, Dan Wagner, Larry Sorensen and Kevin Kasel

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<b>STMA ARENA 2011 PROPOSED OPERATIONS BUDGET</b>						
		<b>2010 Actual</b>	<b>2011 Budget</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	
<b>Income</b>		<b>12/31/10</b>		<b>12/07/11</b>		
	Ice Rental	\$243,861.59	\$268,000.00	\$223,040.45	\$285,183.00	17,183.00
	Concessions	\$27,626.96	\$28,000.00	\$26,091.01	\$28,000.00	0.00
	Other Revenues (Advertising)	\$24,118.70	\$12,000.00	\$11,427.20	\$12,000.00	0.00
	Vending	\$1,281.62	\$1,200.00	\$1,190.58	\$1,200.00	0.00
	Open Skate/Hockey, etc	\$9,096.15	\$10,000.00	\$14,041.86	\$10,000.00	0.00
	Interest Revenue	\$2,022.00	\$150.00	\$0.00	\$1,000.00	850.00
<b>Total Income</b>		<b>\$308,007.02</b>	<b>\$319,350.00</b>	<b>\$275,791.10</b>	<b>\$337,383.00</b>	<b>18,033.00</b>
<b>Expenses</b>						
	Salaries, wages, taxes & Benefits	\$102,488.80	\$114,041.95	\$85,225.37	\$115,318.53	1,276.58
	Supplies (Office, misc)	\$1,078.03	\$2,000.00	\$1,023.84	\$1,500.00	(500.00)
	Supplies (Concession)	\$14,064.97	\$14,500.00	\$9,852.28	\$14,500.00	0.00
	Fuel, Misc	\$2,156.60	\$2,300.00	\$1,517.35	\$2,300.00	0.00
	Professional Services	\$7,916.32	\$6,100.00	\$10,567.75	\$8,800.00	2,700.00
	Sales Tax		\$3,600.00	\$1,748.25	\$3,600.00	0.00
	Telephone	\$749.21	\$800.00	\$812.80	\$1,350.00	550.00
	Electric	\$58,231.77	\$60,000.00	\$70,875.00	\$82,000.00	22,000.00
	Gas	\$7,915.35	\$12,000.00	\$4,527.12	\$9,000.00	(3,000.00)
	Water	\$14,013.68	\$16,000.00	\$12,744.51	\$16,500.00	500.00
	Refuse	\$1,433.08	\$1,500.00	\$1,193.16	\$1,500.00	0.00
	Insurance	\$7,649.00	\$9,000.00	\$10,849.00	\$15,000.00	6,000.00 new appraised value higher
	Administration	\$10,800.00	\$10,800.00	\$9,900.00	\$11,059.20	259.20
	Misc.	\$2,810.37	\$3,000.00	\$1,549.86	\$3,000.00	0.00
	Depreciation	\$40,129.21	\$46,649.00	\$46,649.00	\$41,000.00	(6,649.00)
	Zamboni Replacement	\$0.00	\$0.00	\$0.00	\$0.00	0.00
	Repair Maintenance -- Machinery	\$7,577.30	\$10,000.00	\$5,547.21	\$10,000.00	0.00
	Repair Maintenance -- Building	\$30,915.07	\$30,000.00	\$20,099.74	\$25,000.00	(5,000.00)
<b>Total Operating Expenses</b>		<b>\$309,928.76</b>	<b>\$342,290.95</b>	<b>\$294,682.24</b>	<b>\$361,427.73</b>	<b>19,136.78</b>
<b>Net Income/Loss</b>		<b>(\$1,921.74)</b>	<b>(\$22,940.95)</b>	<b>(\$18,891.14)</b>	<b>(\$24,044.73)</b>	
<b>April Loan Payment (City of Albertville)</b>		<b>\$26,651.57</b>	<b>\$25,664.47</b>	<b>\$25,664.47</b>		
<b>Net Income/Loss after debt payment to Albertville</b>		<b>(\$28,573.31)</b>	<b>(\$48,605.42)</b>	<b>(\$44,555.61)</b>	<b>(\$24,044.73)</b>	
<b>Assistant Manager 4 months for 2011</b>						

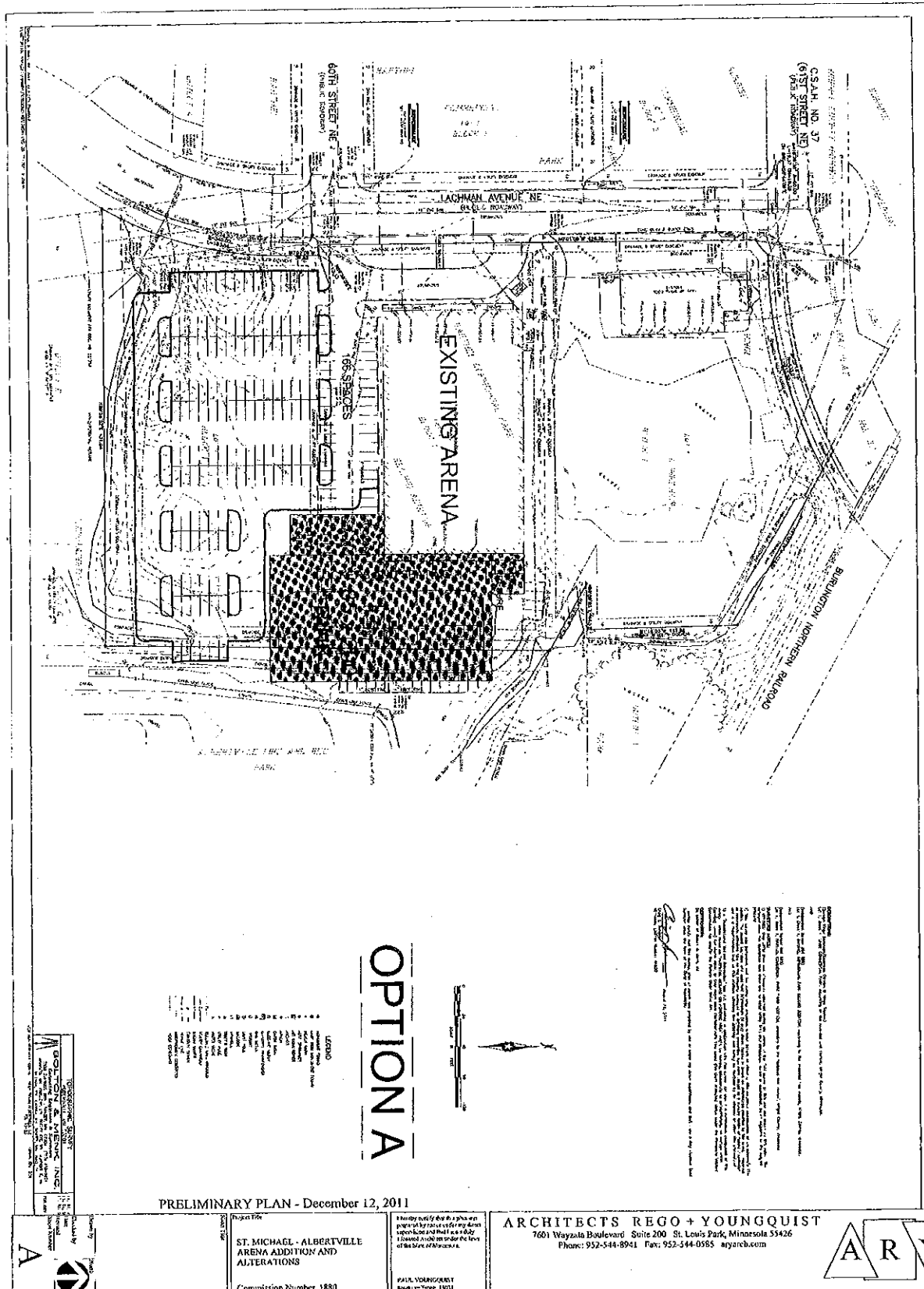
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<b>STMA ARENA 2012 PROPOSED OPERATIONS BUDGET (No Summer Ice)</b>						
	2010 Actual 12/31/10	2011 Budget	2011 Actual 12/07/11	2012 Budget		
<b>Income</b>						
Ice Rental	\$243,861.59	\$268,000.00	\$223,040.45	\$264,933.00	(3,067.00)	
Concessions	\$27,626.96	\$28,000.00	\$26,091.01	\$26,500.00	(1,500.00)	
Other Revenues (Advertising)	\$24,118.70	\$12,000.00	\$11,427.20	\$12,000.00	0.00	
Vending	\$1,281.62	\$1,200.00	\$1,190.58	\$1,100.00	(100.00)	
Open Skate/Hockey, etc	\$9,096.15	\$10,000.00	\$14,041.86	\$10,000.00	0.00	
Interest Revenue	\$2,022.00	\$150.00	\$0.00	\$1,000.00	850.00	
<b>Total Income</b>	<b>\$308,007.02</b>	<b>\$319,350.00</b>	<b>\$275,791.10</b>	<b>\$315,533.00</b>	<b>(3,817.00)</b>	
<b>Expenses</b>						
Salaries, wages, taxes & Benefits	\$102,488.80	\$114,041.95	\$85,225.37	\$114,310.53	266.58	
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Professional Services	\$7,916.32	\$6,100.00	\$10,567.75	\$8,800.00	2,700.00	engineer 8,000
Sales Tax		\$3,600.00	\$1,748.25	\$3,500.00	(100.00)	
Telephone	\$749.21	\$800.00	\$812.80	\$1,350.00	550.00	
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<b>Net Income/Loss</b>	<b>(\$1,921.74)</b>	<b>(\$22,940.95)</b>	<b>(\$18,891.14)</b>	<b>(\$29,886.73)</b>		
April Loan Payment (City of Albertville)	\$26,651.57	\$25,664.47	\$25,664.47			
<b>Net Income/Loss after debt payment to Albertville</b>	<b>(\$28,573.31)</b>	<b>(\$48,605.42)</b>	<b>(\$44,555.61)</b>	<b>(\$29,886.73)</b>		
Assistant Manager 4 months for 2011						

STMA ARENA BOARD MINUTES

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December 12, 2011

**SUBJECT:** CONSENT (CITY CLERK) - CITY COUNCIL MINUTES

**RECOMMENDATION:** It is respectfully requested that the Mayor and Council consider the following:

**MOTION TO** approve the **Monday, December 5, 2011** Truth-in-Taxation meeting notes; **Monday, December 5, 2011** regular City Council minutes; and, **Monday, December 5, 2011** City Council Workshop notes; presented, which a final copy will be printed and signed; the signed copy will be scanned; the electronic scanned version will be kept on file in the office of the City Clerk and serve as the official record.

**BACKGROUND:** City staff attends the regularly scheduled City Council meetings and various other workshops to record and document any action that takes place or motions that are made during such meetings. The minutes are presented for Council to review and amend the content as they see necessary. Staff will amend the presented minutes to incorporate the corrections made by the Council.

**KEY ISSUES:**

- Council members and staff have the opportunity to make necessary corrections to the documented minutes.
- Approve the minutes as prepared by City staff with no amendments.
- Minutes are permanent records of the City's documents.

**LEGAL ISSUES:** In accordance with Council and Auditing practices, the Mayor, Council, and staff members have the ability to amend minutes, which requires a consensus of the City Council.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Administration/Bridget Miller, City Clerk

**Attachments:** Monday, December 5, 2011 Truth-in-Taxation meeting notes and Monday, December 5, 2011 regular City Council minutes





**ALBERTVILLE CITY COUNCIL**

**December 5, 2011**

**Truth-in-Taxation**

**MINUTES**

**ALBERTVILLE CITY HALL**

**6:15 PM**

**CALL TO ORDER**

Mayor Meehan called the Albertville Truth-in-Taxation Public Hearing to order at 6:17 p.m.

**ROLL CALL**

**Council members present were:** Mayor Mark Meehan, Council members Larry Sorensen, Dan Wagner, John Vetsch, and Jillian (Schommer) Hendrickson

**Staff member present were:** City Administrator Larry Kruse, City Clerk Bridget Miller, and Finance Director Tina Lannes

**PUBLIC HEARING ON TRUTH-IN-TAXATION**

Finance Director Lannes gave an overview of the 2010 Budget that was set at \$2,979,997 for 2011. The first 2011 Preliminary Budget amount was \$3,146,321, which was a 5.58% budget increase. Lannes explained this was due to a levy increase of 11.90% because of the loss of State Aid, increased Debt Service for CSAH 19, Street Maintenance increase, and SAC Fund repayment.

Lannes went over a few key points that are related to the increase/decreases in Revenues:

- Loss of Market Value Credit in the amount of \$113,170
- Decrease in Building Permit Revenue/Fees \$90,000
- Decrease in Administrative fees \$16,378
- Decrease in Fire Aid \$9,000
- Decrease in Interest and Service Charges Revenue \$12,000
- Decrease in Rentals of City Buildings \$3,000

Lannes stated that the 2011 Approved Preliminary Budget amount of \$3,053,009 was a .48% Operations Budget decrease, which resulted in a Tax Levy increase of 5.32%.

Next, Lannes reported how the 2011 Budget Expenditures were increased and or decreased to balance the budget.

- Increase in Street Maintenance of \$60,000
- Decrease in Building Dept. Budget by \$94,621 (retaining the Permit Tech at ½ time and changing the Bldg Official to ¾ time)
- Decrease in City Clerk Budget by \$19,000 (changing the Clerk to ¾ time)
- Increase in Capital Reserves amount was \$40,691
- Add New Branch Library Debt Service of \$23,665
- Overall Debt Service Increase of \$122,180
- Increase Sewer Access Charges (SAC) loan repayment amount of \$50,000

Lannes demonstrated how the Total Tax Levy has decreased over the past several years beginning with 2006 at 15.4% and the current year 2011 at 5.32%.

<u>Year</u>	<u>Total Levy</u>
2006	15.4 % (Full PW Bldg)
2007	13.1 % (Phase in City Hall)
2008	13.4 % (Phase in City Hall)
2009	4.6 % (CH Full, Phase in CSAH 19 1 time \$)
2010	4.5% (CSAH 19 1 time \$)
2011	5.32% (CSAH 19 Full move recycling to UB)

Lannes brought to the Council's attention that the City of Albertville has been decreasing its operations budget for the last few years. The levy increases are due to loss of state aid and increasing debt service. The total Tax Levy for 2009 decreased from 2008 due to a Debt Service Bond being completed. The decrease in Tax Levy for 2010 is due to the use of \$97,500 of Municipal State Aid (MSA) to offset the CSAH 19 Debt Service Levy coming on. This was a one-time only option for the City to use.

Lannes reminded the Council that the Minnesota Legislature repealed the Homestead Market Value Credit (the HMVC homestead credit), and replaced it with a new Homestead Market Value Exclusion (HMVE).

Lannes displayed an example for the Council to get a visual attempt to address other changes between 2011 and 2012.

	Payable 2011	Payable 2012
Properties:		
1,000 homes @ \$100,000	\$1,000,000	\$ 717,600
1,000 homes @ \$200,000	2,000,000	1,807,600
Non-homestead properties	3,000,000	3,000,000
Total NTC	\$6,000,000	\$5,525,200

**PUBLIC COMMENT**

Mayor Meehan opened the meeting up for public comment.

Todd Zachman of 5584 Lambert Avenue NE shared that he recently received his proposed property tax statement where it appears the City's portion went up. Zachman was asked to display the tax statement for the Council to review.

Council member Sorensen shared his comments on the proposed property tax statement, which the taxes were reasonable. Sorensen brought up the asterisk next to the STMA School proposed taxes that states there is a possible change because of the recently passed STMA School Levy.

Council member Wagner confirmed that his statement had the same language on his. It was about this point that Finance Director Lannes observed the Zachman Property Tax Statement, which was for taxes payable this year. Zachman was encouraged to look through his mail as he should have received a statement for 2012 Proposed Property Taxes. Lannes did offer to contact the Wright County Assessor's Office to get an additional copy if Zachman was unable to locate his.

Meehan asked if there were any other members present to discuss their property taxes. There were no other property owners present.

**OTHER BUSINESS**

Council member Vetsch asked City Administrator Kruse if there was a Library Agreement that was finalized.

City Administrator Kruse shared that at the December 7, 2009 meeting there was a motion made as follows: CM Vetsch and seconded by CM Sorensen to approve the Joint Agreement between the City of Albertville and the City of St. Michael entitled an Agreement for Construction and Maintenance of a New Branch Library as on file in the Office of the City Clerk subject to obtaining a positive opinion from the City's Bond Council that the Agreement complies with State Statutes regarding Debt Obligations; further, conditioned on the City of St. Michael's approval of this Agreement; further, that the City of Albertville be given equal recognition as St. Michael in the name of the Library if any city's name is included in the library's name.

Kruse stated that Vetsch has been asking to see the signed agreement since the approval. Kruse reported that staff has been in contact with St. Michael in obtaining a copy. The version received was incorrect; therefore, City Attorney Couri reviewed the agreement and worked on including the comments the Albertville Council approved.

Kruse concluded that the Agreement has been reviewed by the City's Bond Council and City Attorney Couri, which meets the intentions of the Albertville City Council. The Agreement was

signed by the current Mayor (Mark Meehan). The three (3) signed copies will be mailed to the City of St. Michael for review and signatures. A fully executed copy will be returned for Albertville's records. Kruse reassured Council member Vetsch that a Principal and Interest spreadsheet has been included with the agreement.

**ADJOURN**

CMs Sorensen/Wagner **motioned** to adjourn the Monday, December 5, 2011 Truth-in-Taxation Public Hearing meeting at 6:41 p.m. Motion carried unanimously.

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Bridget Miller, City Clerk (recording secretary)



## ALBERTVILLE CITY COUNCIL

December 5, 2011

### MINUTES

ALBERTVILLE CITY HALL

7:00 PM

#### CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Meehan called the regular City Council meeting to order at 7:01 p.m. All individuals present said the Pledge of Allegiance.

#### ROLL CALL

**Council members present were:** Mayor Mark Meehan, Council members Larry Sorensen, Dan Wagner, John Vetsch, and Jillian (Schommer) Hendrickson

**Absent:** none

**Staff member present were:** City Planner Alan Brixius, City Administrator Larry Kruse, Finance Director Tina Lannes, City Clerk Bridget Miller, and City Engineer Adam Nafstad

**Absent:** City Attorney Michael Couri

#### RECOGNITION-PRESENTATION-INTRODUCTIONS

No comments

#### CITIZEN FORUM

Mayor Meehan stated LuAnn Daniels has requested to speak to the Council regarding an item that was not on the agenda.

LuAnn Daniels of 11295 53<sup>rd</sup> Street NE asked the Council if they would consider rezoning her property located at 5640 MacKenzie Avenue NE. Ms. Daniels explained that she is the owner of the site that houses a commercial building. When the structure was initially built in 1990, it was known as Long Haul Trucking. The business outgrew the location and relocated within Otsego off CSAH 17 near the Albertville border.

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Agenda Item No. **6.B.**  
Meeting Date December 19, 2011

Following Long Haul Trucking, other businesses have been housed on the site. Those businesses were: International Country Antiques, Franklin Outdoor Advertising, with the last tenant being Pro-Tech Marine.

In February 2010, Ms. Daniel's has brought potential buyers to the City researching what businesses would fit in the current zoning requirements. However, none of the businesses meet the City Code – Zoning requirements since it was amended in the mid-1990s from I-1 Light Industrial to B-3 Highway Business.

She has been approached by another business owner interested in an additional location for his trucking business. The main use of the site would be to service trucks either prior to hauling a load or following the hauling of a load. The name of the company is Brumm Trucking, which the owner has stated that 90% of the time the trucks with trailers are on the road hauling merchandise.

Ms. Daniels informed the City Council that allowing this business to utilize the site for the trucking business would benefit the City by bringing another company to Albertville. Brumm Trucking would offer jobs to individuals such as office staff and truck drivers that would be shopping at other businesses within Albertville for food, gas, and other supplies.

Meehan invited Anthony Brumm to share information related to the Brumm Trucking Company. Mr. Brumm stated he is from the Maple Grove area and would like to locate his business to Albertville. LuAnn Daniels' site would be appropriate for his needs as it was originally designed for a trucking company.

Mr. Brumm explained that he currently has six (6) trucks and six (6) trailers with the potential of adding a minimum of trucks and trailers. He reiterated that 90% of the trucks and trailers are off-site traveling to deliver whatever load they have. When the trucks or trailers are on-site would be to service for routine maintenance checks.

Council member Vetsch wanted to know from Mr. Brumm where he sees the business in approximately 5-6 years from now. Mr. Brumm was upfront and honest by responding he was not sure. When he began the business in 2009 he had two (2) trucks with two (2) trailers with little thought that the business would be this successful. Beginning in 2009 with two (2) trucks and within two (2) years tripling to six (6) trucks was an experience.

Council member Wagner turned to City Engineer Nafstad to find out what the status of MacKenzie Avenue NE was. Nafstad reported the road is designed as a 5-ton road that is in need of repair. It is the City's intention to repair the road, when is the unknown portion. MacKenzie services the residential development referred to as Greenhaven Estates. The City has sent notification to the property owners in 2008 letting them know that in five (5) years the City will be going out for Plans and Specs to upgrade 58<sup>th</sup> Street NE, which could include MacKenzie Avenue NE.

As of today, it is on the Capital Improvement Plan for the street improvement for 2013. At such time staff will advertise for bids, so the amount of the assessment for each property is hard to estimate taking the economic status into account. Included with the improvement will include connecting the homes to City sewer and water that needs to be calculated into the assessment amount.

Staff reminded the City Council that Pro-Tech Marine was approved for operation on the site through the development process of a Conditional Use Permit (CUP). The current owner and business has the option to complete a development application. On the application they would identify what they are applying for or are asking the Planning and Zoning Commission to consider and the City Council for final approval. It is the investment or risk as the Planning and Zoning Commission and or the City Council have the option to deny the application.

Mayor Meehan and Council member Wagner wanted to discuss this consideration further during the workshop that will be held following the regular City Council meeting this evening.

City Planner Brixius and City Administrator Kruse commented that staff has met with a number of individuals that are interested in the site. With each party that comes before the consultants, they share what the Council's intentions are for the site. Brixius and Kruse both noted staff takes into consideration the abutting Zachman property and how to accommodate that area.

Mayor Meehan concluded by informing Ms. Daniels and Mr. Brumm that the topic will be continued during the workshop that is being held later this evening. Mayor Meehan directed staff to contact Ms. Daniels to share the information that was brought up related to the 5640 MacKenzie Avenue NE site.

### AMENDMENTS TO THE AGENDA

Meehan noted there were no amendments to the December 5, 2011 agenda.

CMs Wagner/Sorensen **motioned** to approve the Monday, December 5, 2011 agenda as sent and presented. Motion carried unanimously.

### CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the City staff and will be enacted by one motion. In the event an item is pulled it will be discussed in the order it is listed on the Consent agenda following the approval of the remaining Consent items. These items will be approved by a separate motion.

- A. Acknowledge draft minutes of the various Commissions, Committees, and Boards
  - 1). October 24, 2011 Parks and Recreation Committee
- B. Approve the November 21, 2011 regular City Council minutes as presented

- C. Authorize the Monday, December 5, 2011 payment of the claims that includes electronic payments **309 EFT – 318 EFT** and check numbers **30477 to 30523**
- D. Approve **Resolution No. 2011-038** entitled a Resolution Establishing the 2012 City Observed Holidays
- E. Acknowledge the City Attorney's Report No. 33

Meehan looked to the Council to see if they wanted to pull any items off the Consent Agenda for further discussion. There were no comments from the Council.

CMs Sorensen/Wagner **motioned** to approve the Monday, December 5, 2011 Consent Agenda as presented, which included Acknowledge draft minutes of the various Commissions, Committees, and Boards - October 24, 2011 Parks and Recreation Committee; Approve the November 21, 2011 regular City Council minutes as presented; Authorize the Monday, December 5, 2011 payment of the claims that includes electronic payments **309 EFT – 318 EFT** and check numbers **30477 to 30523**; Approve **Resolution No. 2011-038** entitled a Resolution Establishing the 2012 City Observed Holidays; Acknowledge the City Attorney's Report No. 33. Motion carried unanimously.

## DEPARTMENT BUSINESS

### CITY COUNCIL

*Set a date for a workshop for City staff and Consultant annual reviews*

Mayor Meehan looked to the Council to set a date for the purpose of conducting the City staff and Consultant annual performance reviews. It was the consensus of the Council members to hold the workshop following the next regular Council meeting. A motion was made to confirm setting the date.

CMs Wagner/Sorensen **motioned** to set Monday, December 19, 2011 as a date for the purpose of a Workshop to Conduct the Annual Performance Review of City staff and Consultants beginning after the regularly scheduled City Council meeting. Motion carried unanimously.

### FIRE DEPARTMENT

No comments

### PUBLIC WORKS-PARKS DEPARTMENT

No comments

**Utilities DEPARTMENT**

No comments

**BUILDING DEPARTMENT**

No comments

**FINANCE DEPARTMENT**

*Approve Resolution No. 2011-036 entitled a Resolution Adopting the 2011 Tax Levy Collectible in 2012 and Resolution No. 2011-037 entitled a Resolution Adopting the 2012 Final Budget*

Finance Director Lannes presented the two (2) resolutions that are the Final 2011 Tax Levy and the Final 2012 Budget. Council member Vetsch wanted to know if the Miss Albertville scholarship is still in the budget, which Lannes stated whatever was previously discussed and set at the September Preliminary Budget is all included. In summary, yes the scholarship is included in the budget at this point.

CMs (Schommer) Hendrickson/Sorensen **motioned** to approve **Resolution No. 2011-036** entitled a Resolution Adopting the 2011 Final Tax Levy Collectible in 2012 as presented. Mayor Meehan, Council members (Schommer) Hendrickson, Sorensen, and Wagner voted aye. Council member Vetsch voted nay. Motion carried.

CMs (Schommer) Hendrickson/Sorensen **motioned** to approve **Resolution No. 2011-037** entitled a Resolution Adopting the 2012 Final Budget as presented. Mayor Meehan, Council members (Schommer) Hendrickson, Sorensen, and Wagner voted aye. Council member Vetsch voted nay. Motion carried.

**CITY CLERK**

No comments

**PLANNING**

No comments

**ENGINEERING**

No comments

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## LEGAL

No comments

## ADMINISTRATION

City Administrator Kruse wanted to update the City Council on the STMA Arena roof repair. ARY advertised for bids, received approximately five (5) bids, and will be presenting the results to the STMA Ice Arena Board at the December 12, 2011 meeting.

Council member Wagner went over the proposed STMA Ice Arena Expansion. Monday, December 12 is the next scheduled meeting and Wagner wants to make sure that he conveys the Council's intentions. There are currently 120 parking stalls to accommodate events at the STMA Ice Arena. It is noticed that the parking lot fills up fast during events with overflow parking at nearby property or along the roadside. With the expansion the total number of parking stalls will be 150, at a minimum with the potential of needing more.

Kruse shared that staff received authorization from the Council to obtain an appraisal for the L & D Trucking site that abuts the STMA Ice Arena facility. The cost of the appraisal was shared 50/50 with the property owner. Staff, along with the Council liaisons that sit on the STMA Arena Board, want to ensure having a solution for the future expansion of the second sheet of ice. Kruse and Wagner looked to the Council to get input as to leasing the L & D Trucking site for parking space.

Kruse reiterated the information needs to be brought before the STMA Arena Board for review, consideration, and recommendation to the three (3) entities involved. It is suggested that all three (3) parties agree to the leasing of the space. Kruse added that staff recently met with the City of St. Michael staff members sharing that St. Michael is not 100% in favor of purchasing or leasing the L & D Trucking property.

Wagner and Sorensen reminded the rest of the Council that at the last Joint meeting the three (3) parties came to the conclusion that there is a need now for more parking and with the expansion of the second sheet of ice. Both St. Michael and the STMA School Board members are not on board with the purchasing or leasing of the L & D Trucking site. It is noted that the two (2) parties feel there may be other opportunities available for a STMA Ice Arena. These two (2) entities believe the additional properties to build the STMA Ice Arena are not within the Albertville city limits.

Council member Wagner brought up the fact that he is the Chair of the STMA Arena Board and didn't have answers to questions as to how to proceed. Wagner would like to be able to provide the STMA Arena Board with an update. The Albertville Council views the STMA Ice Arena as an amenity; therefore, it appears that Albertville may have to be placed in the front or take the

lead at keeping the project moving forward of attaining the goal of the STMA Ice Arena Expansion.

**ANNOUNCEMENTS and or UPCOMING MEETINGS**

*Joint Powers Water Board notice of time change of 2012 and future meetings*

City Clerk Miller apologized for not including the insert for the Joint Powers Water Board notice related to the official change of the start time of the meetings for 2012 and beyond.

Council member Sorensen reminded the Council there is a workshop scheduled at 6:30 p.m. on Monday, December 12 that was dropped from the schedule. Council acknowledged that there is a meeting following the STMA Ice Arena Board meeting.

**December 2011**

- 12 6:00 p.m. STMA Ice Arena Board meeting
- 13 7:00 p.m. Planning and Zoning Commission meeting (cancelled)
- 19 7:00 p.m. City Council meeting
- 26 all day Christmas Day observed -- City offices closed
- 27 6:30 p.m. Joint Powers Water Board meeting

December-11						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	CC 5	6	7	8	9	10
11	Ice 12	PZ 13	14	15	16	17
18	CC 19	20	21	22	23	24
25	H 26	27	28	29	30	31

**JANUARY 2012** \* \* \* \* \*

- 2 all day New Year's Day observed -- City offices closed
- 3 7:00 p.m. City Council meeting
- 9 6:00 p.m. STMA Ice Arena Board meeting
- 10 7:00 p.m. Planning and Zoning Commission meeting
- 16 all day Martin Luther King, Jr. Day observed -- City offices closed
- 17 7:00 p.m. City Council meeting
- 23 6:30 p.m. Joint Powers Water Board meeting
- 23 6:30 p.m. Parks and Recreation Committee meeting

January-12						
Su	M	Tu	W	Th	F	Sa
1	H 2	cc 3	4	5	6	7
8	Ice 9	PZ 10	11	12	13	14
15	H 16	cc 17	18	19	20	21
22	JP 23	24	25	26	27	28
29	30	31				

**ADJOURN THE REGULAR CITY COUNCIL MEETING TO GO INTO A WORKSHOP FOR THE PURPOSE OF DISCUSSION OF THE NAC VISIONING STUDY AND DISCUSS 2012 GOAL SETTING PROCESS**

CMs Sorensen/(Schommer) Hendrickson **motioned** to adjourn the regular Monday, December 5, 2011 City Council meeting at 7:55 p.m. for the purpose of going into a Workshop Session to discuss the NAC Visioning Study and 2012 Goal Setting Process. Motion carried unanimously.

**ADJOURNMENT**

Mayor Meehan adjourned the meeting at 9:13 p.m.

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Bridget Miller, City Clerk (recording secretary)

December 13, 2011

**SUBJECT: CONSENT - FINANCE DEPARTMENT – PAYMENT OF BILLS**

**RECOMMENDATION:** It is respectfully requested that the Mayor and Council consider the following:

**MOTION TO** authorizing the **Monday, December 19, 2011** payment of the claims that includes electronic payments **309 EFT – 318 EFT** and check numbers **30477 to 30523** as presented except the bills specifically pulled, which are passed by separate motion and authorize payment of all just claims received by December 31, 2010 (year-end closeout).

**BACKGROUND:** The City process's claims on a semi-monthly basis. The bills are approved through their respective departments and administration and passed onto the City Council for approval.

**KEY ISSUES:**

**Account codes starting with 810 are STMA Arena Expenses/Vendors (bolded)**

- |                 |  |
|-----------------|--|
| Check No. 30480 | Ancom Communications – 5 pagers for City Employees who are helping with fire calls |
| Check No. 30492 | Fannie May – Refund for a rental license, but the property was not in Albertville  |
| Check No. 30508 | Omann Brothers - \$17,450 of this check is sidewalk removal/replace on Kalland     |

**POLICY/PRACTICES CONSIDERATIONS:** It is the City's policy to review and approve payables on a semi-monthly basis.

**FINANCIAL CONSIDERATIONS:** City staff has reviewed and recommends approval of payments presented.

**LEGAL CONSIDERATIONS:** The Mayor and Council have the authority to approve all bills pursuant to Minnesota State Law, which requires all bills to be paid in a timely manner, generally within 30 days unless one party determines disputes the billing.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Finance/Tina Lannes, Finance Director

**Attachments:** Check Register Detail



## Check Detail Register

### December 19, 2011

		Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>				
Paid Chk#	000503E	12/14/2011	FASTENAL COMPANY	
E	101-41940-404	Repair/Maint - Machinery/Equip	\$384.43	MNTC480644 12 CerMt1HalBulb
		<b>Total FASTENAL COMPANY</b>	\$384.43	
Paid Chk#	000504E	12/14/2011	FERRELLGAS	
E	810-00000-212	Motor Fuels	\$111.14	5000552743 STMA Arena 1054093277 fuel
E	810-00000-212	Motor Fuels	\$145.34	5000552743 STMA Arena 1054943072
		<b>Total FERRELLGAS</b>	\$256.48	
Paid Chk#	000505E	12/14/2011	MONTICELLO ANIMAL CONTROL	
E	101-42700-309	Animal Control Contract	\$135.00	598 November animal pickup charges
		<b>Total MONTICELLO ANIMAL CONTROL</b>	\$135.00	
Paid Chk#	000506E	12/14/2011	S & T OFFICE PRODUCTS	
E	101-41400-200	Office Supplies (GENERAL)	\$223.10	01OX4376 ink cartridges, desk calendars, pens post it notes
E	810-00000-200	Office Supplies (GENERAL)	\$83.35	01OX4376 STMA arena toner
E	101-41400-200	Office Supplies (GENERAL)	\$14.93	01OX4438 scissors (3)
E	101-41400-200	Office Supplies (GENERAL)	\$10.84	01OX4593 pen refills, mechanical pencils (6)
		<b>Total S &amp; T OFFICE PRODUCTS</b>	\$332.22	
Paid Chk#	000507E	12/14/2011	WRIGHT COUNTY SHERIFFS PATROL	
E	101-42110-307	Police Contract Fees	\$43,070.00	Patrol-11-12 Sheriff Patrol Billing for the Month of December 2011
		<b>Total WRIGHT COUNTY SHERIFFS PATROL</b>	\$43,070.00	
Paid Chk#	000508E	12/14/2011	WRIGHT-HENNEPIN COOP ELECTRIC	
E	810-00000-381	Electric Utilities	\$29.87	05014270100-STMA Arena Fire Panel Monitoring
		<b>Total WRIGHT-HENNEPIN COOP ELECTRIC</b>	\$29.87	
Paid Chk#	000509E	12/14/2011	MVTL LABORATORIES, INC	
E	601-49450-218	Testing Expenses	\$101.40	580033 Testing Chemicals
E	601-49450-218	Testing Expenses	\$101.40	580835 Testing Chemicals
E	601-49450-218	Testing Expenses	\$406.00	580952 Testing Chemicals
		<b>Total MVTL LABORATORIES, INC</b>	\$608.80	
Paid Chk#	030525	12/19/2011	10,000 LAKES CHAPTER	
E	101-42400-433	Dues and Subscriptions	\$85.00	2012 2012 Membership dues J Sutherland
		<b>Total 10,000 LAKES CHAPTER</b>	\$85.00	
Paid Chk#	030526	12/19/2011	ALLIED WASTE	
E	605-43200-308	Recycling Contract Fee	\$6,346.44	0899001948304 11/01 - 11/30/11 Recycling Service
		<b>Total ALLIED WASTE</b>	\$6,346.44	

**Mayor and Council Communication –December 14, 2011**  
**Finance – Payment of Claims**

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	030527	12/19/2011	<b>APPOLLO SYSTEMS - COMMERCIAL D</b>		
E	101-45100-405	Repair/Maint - Buildings	\$20.31	160578	5801 Landers Ave Monthly Security Services
<b>Total APPOLLO SYSTEMS - COMMERCIAL D</b>			<b>\$20.31</b>		
Paid Chk#	030528	12/19/2011	<b>ARAMARK UNIFORM SERVICES</b>		
E	101-41940-405	Repair/Maint - Buildings	\$50.21	629-7377224	CH mops, towels, mats
E	101-45100-417	Uniform Rentals	\$9.85	629-7377230	Uniforms Pks
E	602-49400-417	Uniform Rentals	\$9.86	629-7377230	Uniforms Swr
E	601-49450-417	Uniform Rentals	\$9.86	629-7377230	Uniforms Wtr
E	101-43100-417	Uniform Rentals	\$9.86	629-7377230	Uniforms PW
E	602-49400-417	Uniform Rentals	\$12.34	629-7382130	Uniforms Swr
E	601-49450-417	Uniform Rentals	\$12.34	629-7382130	Uniforms Wtr
E	101-43100-417	Uniform Rentals	\$12.34	629-7382130	Uniforms PW
E	101-45100-417	Uniform Rentals	\$12.35	629-7382130	Uniforms Pks
<b>Total ARAMARK UNIFORM SERVICES</b>			<b>\$139.01</b>		
Paid Chk#	030529	12/19/2011	<b>CARD SERVICES</b>		
E	810-00000-252	Food/Concessions For Resale	\$18.55	M13350218	STMA Arena - Coborns
<b>Total CARD SERVICES</b>			<b>\$18.55</b>		
Paid Chk#	030530	12/19/2011	<b>CARLSON BUILDING SERVICES, INC</b>		
E	602-49400-210	Operating Supplies (GENERAL)	\$30.13	38433	TP/Betco Deep Blue/Dish Soap
E	101-42000-200	Office Supplies (GENERAL)	\$30.14	38433	TP/Betco Deep Blue/Dish Soap
E	101-43100-215	Shop Supplies	\$30.14	38433	TP/Betco Deep Blue/Dish Soap
E	101-41940-210	Operating Supplies (GENERAL)	\$30.13	38433	TP/Betco Deep Blue/Dish Soap
E	601-49450-210	Operating Supplies (GENERAL)	\$30.13	38433	TP/Betco Deep Blue/Dish Soap
<b>Total CARLSON BUILDING SERVICES, INC</b>			<b>\$150.67</b>		
Paid Chk#	030531	12/19/2011	<b>CENEX FLEETCARD</b>		
E	101-43100-212	Motor Fuels	\$240.03	54393CL	Fuel
E	101-45100-212	Motor Fuels	\$240.03	54393CL	Fuel
E	602-49400-212	Motor Fuels	\$125.45	54393CL	Fuel
E	601-49450-212	Motor Fuels	\$125.46	54393CL	Fuel
<b>Total CENEX FLEETCARD</b>			<b>\$730.97</b>		
Paid Chk#	030532	12/19/2011	<b>CENTER POINT ENERGY</b>		
E	810-00000-383	Gas Utilities	\$550.71	2390131-0-12-STMA Arena Gas	
E	101-41940-383	Gas Utilities	\$93.11	5361503-5 12-5975 Main Avenue NE	
E	601-49450-383	Gas Utilities	\$226.43	5407574-2-12-11728 63rd Street NE	
E	101-43100-383	Gas Utilities	\$345.74	5421442-4-12-11822 63rd Street NE	
E	101-41940-383	Gas Utilities	\$704.26	6759963-9-12-5959 Main Avenue NE	
E	101-41940-383	Gas Utilities	\$77.12	800000144255	5954 Main Avenue NE
E	101-45100-383	Gas Utilities	\$12.11	800000144255	5801 Lander Avenue NE
E	101-42000-383	Gas Utilities	\$324.39	800000144255	11350 57th Street NE
<b>Total CENTER POINT ENERGY</b>			<b>\$2,333.87</b>		
Paid Chk#	030533	12/19/2011	<b>CENTURYLINK - NC</b>		
E	101-41940-321	Telephone	\$17.20	320297435-12-	Long Distance
<b>Total CENTURYLINK - NC</b>			<b>\$17.20</b>		
Paid Chk#	030534	12/19/2011	<b>CHARTER COMMUNICATIONS</b>		
E	810-00000-321	Telephone	\$75.88	STMA Arena	STMA Arena Telephone
<b>Total CHARTER COMMUNICATIONS</b>			<b>\$75.88</b>		

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	030535	12/19/2011			CITIBUSINESS CARD
E 810-00000-404	Repair/Maint - Machinery/Equip		\$238.31		Blower and a table
	Total CITIBUSINESS CARD		\$238.31		
Paid Chk#	030536	12/19/2011			CITY OF MONTICELLO
E 101-42700-309	Animal Control Contract		\$577.13	0012049	October 2011 Animal Control
	Total CITY OF MONTICELLO		\$577.13		
Paid Chk#	030537	12/19/2011			CITY OF ST. MICHAEL
E 101-41000-300	Professional Svcs (GENERAL)		\$17,894.20	Dec 11	Library Debt pmt Albertville portion 2011
E 101-41000-300	Professional Svcs (GENERAL)		\$10,872.67	Dec 11	Library Debt pmt Albertville portion 2010
E 604-49960-300	Professional Svcs (GENERAL)		\$10,000.00	December 12	Annual Pond Payment
	Total CITY OF ST. MICHAEL		\$38,766.87		
Paid Chk#	030538	12/19/2011			COMDATA
E 101-42000-212	Motor Fuels		\$309.51	XS29512012011	fuel
	Total COMDATA		\$309.51		
Paid Chk#	030539	12/19/2011			CRYSTEEL MANUFACTURING INC
E 101-43100-404	Repair/Maint - Machinery/Equip		\$392.45	FP145046	9' 2 RT Formed Cutting Edge (2)
	Total CRYSTEEL MANUFACTURING INC		\$392.45		
Paid Chk#	030540	12/19/2011			CTM SERVICES, INC
E 810-00000-300	Professional Svcs (GENERAL)		\$893.15	1623	STMA Arena Zamboni annual emissions test fuel system
	Total CTM SERVICES, INC		\$893.15		
Paid Chk#	030541	12/19/2011			DEHMER FIRE PROTECTION
E 810-00000-405	Repair/Maint - Buildings		\$52.00	5876	STMA Arena 8 Ansul fire extinguishers serviced
	Total DEHMER FIRE PROTECTION		\$52.00		
Paid Chk#	030542	12/19/2011			DJS TOTAL HOME CARE CENTER
E 101-43100-400	Repair/Maint - Paved Rd		\$23.47	57166	Quickrete Concrete Mix 60, Mortar Mix 60 lb
E 601-49450-210	Operating Supplies (GENERAL)		\$32.00	57738	2 wheel grind, 4 Quickrete Sand Mix
E 101-45100-405	Repair/Maint - Buildings		\$12.89	57761	electric tape, bolts, 12-24 x 1 1/2 St Rd Machi
E 101-43100-215	Shop Supplies		\$13.88	57902	1 Ryl Ext Sat Ltx Qt
E 101-43100-215	Shop Supplies		\$17.91	57931	washers, hex nuts, tip leg rbbbr blk
E 101-41940-405	Repair/Maint - Buildings		\$22.41	58005	CFL Out Par Flood 26W
E 602-49400-210	Operating Supplies (GENERAL)		\$12.79	58023	Ace Rstp Spry Satblk 15 oz
E 101-43100-215	Shop Supplies		\$4.66	58054	Elec Tape, Bit Security T10 Torx
E 101-43100-215	Shop Supplies		\$1.86	58086	Hardware 50
E 101-41940-405	Repair/Maint - Buildings		\$14.94	58145	CFL 4 pin 19 W Bulgs
E 101-41940-405	Repair/Maint - Buildings		\$28.73	58147	3 pk Hlgn Bulbs, Socket Set
E 101-43100-215	Shop Supplies		\$106.86	58188	drill 1/2 " 19 V compact
E 101-42000-405	Repair/Maint - Buildings		\$5.97	58300	Fire Hall Filter - Furnace
E 101-41940-405	Repair/Maint - Buildings		\$12.99	58300	City Hall Hlgn Bulbs 3 pk
E 101-43100-215	Shop Supplies		\$26.91	58300	Caulk, carwax, fender washer
E 101-43100-215	Shop Supplies		\$17.06	58309	Ace Rstp Spry Satblk 15 oz
	Total DJS TOTAL HOME CARE CENTER		\$355.33		

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	030543	12/19/2011	DJS TOTAL HOME CARE CTR - FIRE		
E	101-42000-404	Repair/Maint - Machinery/Equip	\$17.43	57773	FD drill bit, phillips bit, lock nuts, 1/4-20 x 1/2 Ph Pa Machin
E	101-42000-404	Repair/Maint - Machinery/Equip	\$15.49	58001	FD flat washers, hex cap screw, drill bit coball
E	101-42000-404	Repair/Maint - Machinery/Equip	\$33.55	58002	FD lock nuts, U bolt
	<b>Total</b>	<b>DJS TOTAL HOME CARE CTR - FIRE</b>	<b>\$66.47</b>		
<b>Paid Chk# 030544 12/19/2011 DJS TOTAL HOME CARE CTR-ARENA</b>					
E	810-00000-200	Office Supplies (GENERAL)	\$30.27	057886	STMA Arena AA Battery 16 pk, cable ties, softsoap refill
E	810-00000-200	Office Supplies (GENERAL)	\$14.99	058032	STMA Arena Giv Drvr Goat Dble Palm-M
	<b>Total</b>	<b>DJS TOTAL HOME CARE CTR-ARENA</b>	<b>\$45.26</b>		
<b>Paid Chk# 030545 12/19/2011 EULLS MANUFACTURING CO., INC.</b>					
E	601-49450-406	R/M - Collection System	\$48.09	004268	5 27 x 2 Manhole rings
	<b>Total</b>	<b>EULLS MANUFACTURING CO., INC.</b>	<b>\$48.09</b>		
<b>Paid Chk# 030546 12/19/2011 GOPHER STATE ONE-CALL</b>					
E	602-49400-209	Locates	\$34.07	26550	Locate tickets
E	601-49450-209	Locates	\$34.08	26550	Locate tickets
	<b>Total</b>	<b>GOPHER STATE ONE-CALL</b>	<b>\$68.15</b>		
<b>Paid Chk# 030547 12/19/2011 HENRY'S WATERWORKS, INC</b>					
E	101-45100-405	Repair/Maint - Buildings	\$440.98	15490	1 no weap hole, 8 cast iron drop in valve box riser, shipping & handling
	<b>Total</b>	<b>HENRY'S WATERWORKS, INC</b>	<b>\$440.98</b>		
<b>Paid Chk# 030548 12/19/2011 ICMA</b>					
E	101-41300-433	Dues and Subscriptions	\$816.00	December	2012 annual membership dues for 2012 L Kruse
	<b>Total</b>	<b>ICMA</b>	<b>\$816.00</b>		
<b>Paid Chk# 030549 12/19/2011 JACKS OIL DIST., INC.</b>					
E	101-43100-212	Motor Fuels	\$1,126.26	3394	110 gal fuel
	<b>Total</b>	<b>JACKS OIL DIST., INC.</b>	<b>\$1,126.26</b>		
<b>Paid Chk# 030550 12/19/2011 JOINT POWERS BOARD</b>					
E	602-49400-377	JP Fed Wtr Test Pen	\$23.77	December 11	1 Fed Wtr Test Pen
E	602-49400-376	JP Fed Wtr Test	\$600.10	December 11	1 Fed Wtr Test
E	602-49400-374	JP Dist Pen	\$714.71	December 11	5 JP Dist Pen
E	602-49400-371	JPDIST COMBO	\$586.08	December 11	6 JP Dist II low
E	602-49400-375	JP Access	\$8.00	December 11	4 JP Access
E	602-49400-372	JP Dist	\$22,626.12	December 11	5 JP Dist
	<b>Total</b>	<b>JOINT POWERS BOARD</b>	<b>\$24,558.78</b>		
<b>Paid Chk# 030551 12/19/2011 MIDWEST PLAYSCAPES INC</b>					
E	101-45100-530	Capital - Improvements	\$1,742.06	4870	90 engineered wood fiber Villas park 10365 Kali Ave
	<b>Total</b>	<b>MIDWEST PLAYSCAPES INC</b>	<b>\$1,742.06</b>		

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	030552	12/19/2011	<b>NAPA AUTO PARTS</b>		
E 101-43100-215	Shop Supplies		\$17.15	669623	Safety Gloves
E 101-43100-404	Repair/Maint - Machinery/Equip		\$57.73	802608	hose end, rus tree, Hi Pwr II V-Belt
E 101-43100-404	Repair/Maint - Machinery/Equip		\$61.01	802630	Hyd Oil, fitting
E 101-43100-404	Repair/Maint - Machinery/Equip		(\$1.29)	802680	Credit warranty, fitting
E 101-43100-404	Repair/Maint - Machinery/Equip		\$47.52	802814	Napagold Oil Filter, fuel filter, oil filters
E 101-43100-404	Repair/Maint - Machinery/Equip		\$17.29	802815	Napagold Oil Filter, Oil Filter
E 101-43100-404	Repair/Maint - Machinery/Equip		\$66.13	802823	Hyd Oil
E 101-43100-404	Repair/Maint - Machinery/Equip		(\$55.56)	802846	Credit - return hyd oil
E 101-43100-404	Repair/Maint - Machinery/Equip		\$160.92	803539	oil filter, fuel filter, Napagold fuel
filters, Rus Tree					
	<b>Total</b>	<b>NAPA AUTO PARTS</b>	<b>\$370.90</b>		
Paid Chk#	030553	12/19/2011	<b>NEXTERA COMMUNICATIONS</b>		
E 101-41940-321	Telephone		\$547.50	57860294666	60% Phone/Data Network
E 601-49450-321	Telephone		\$27.38	57860294666	3% Phone/Data Network
E 101-42000-321	Telephone		\$63.88	57860294666	7% Phone/Data Network
E 101-43100-321	Telephone		\$63.88	57860294666	7% Phone/Data Network
E 101-42400-321	Telephone		\$182.50	57860294666	20% Phone/Data Network
E 602-49400-321	Telephone		\$27.38	57860294666	3% Phone/Data Network
	<b>Total</b>	<b>NEXTERA COMMUNICATIONS</b>	<b>\$912.52</b>		
Paid Chk#	030554	12/19/2011	<b>SAFETY TRAIN</b>		
E 101-45100-208	Training and Instruction		\$33.14	December	2 FA Books
E 602-49400-208	Training and Instruction		\$33.14	December	2 FA Books
	<b>Total</b>	<b>SAFETY TRAIN</b>	<b>\$66.28</b>		
Paid Chk#	030555	12/19/2011	<b>SCHINDLER ELEVATOR CORPORATION</b>		
E 101-41940-404	Repair/Maint - Machinery/Equip		\$582.24	8103061797	Yearly billing elevator service contract
	<b>Total</b>	<b>SCHINDLER ELEVATOR</b>	<b>\$582.24</b>		
Paid Chk#	030556	12/19/2011	<b>SHRED RIGHT-A ROHN INDUSTRIES</b>		
E 101-41400-300	Professional Svcs (GENERAL)		\$30.00	110701	11/21/11 document shredding
	<b>Total</b>	<b>SHRED RIGHT-A ROHN INDUSTRIES</b>	<b>\$30.00</b>		
Paid Chk#	030557	12/19/2011	<b>STERLING CODIFIERS, INC.</b>		
E 101-41400-300	Professional Svcs (GENERAL)		\$790.00	11236	Supplement #11, shipping & handling
	<b>Total</b>	<b>STERLING CODIFIERS, INC.</b>	<b>\$790.00</b>		
Paid Chk#	030558	12/19/2011	<b>SUN PRESS &amp; NEWSPAPERS</b>		
E 101-41100-351	Legal Notices Publishing		\$167.20	1081189	Ordinance 2011 invoice 1350157
	<b>Total</b>	<b>SUN PRESS &amp; NEWSPAPERS</b>	<b>\$167.20</b>		
Paid Chk#	030559	12/19/2011	<b>T &amp; S TRUCKING OF BUFFALO, INC</b>		
E 101-43100-227	Street Sweeping		\$648.00	465	9 hours sweeping leaves off streets 11/9/11
	<b>Total</b>	<b>T &amp; S TRUCKING OF BUFFALO, INC</b>	<b>\$648.00</b>		
Paid Chk#	030560	12/19/2011	<b>TITAN MACHINERY</b>		
E 101-43100-404	Repair/Maint - Machinery/Equip		\$84.55	10143100404	Converter
	<b>Total</b>	<b>TITAN MACHINERY</b>	<b>\$84.55</b>		

		Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>				
Paid Chk#	030561	12/19/2011	<b>T-MOBILE</b>	
E 602-49400-323	Nextel Radio Units	\$27.37	828939188 11-	Nextel Phones
E 101-42400-323	Nextel Radio Units	\$27.37	828939188 11-	Nextel Phones
E 101-43100-323	Nextel Radio Units	\$54.74	828939188 11-	Nextel Phones
E 101-45100-323	Nextel Radio Units	\$54.74	828939188 11-	Nextel Phones
E 601-49450-323	Nextel Radio Units	\$27.37	828939188 11-	Nextel Phones
E 101-42000-321	Telephone	\$54.71	828939188 11-	Nextel Phones FD
E 101-41300-321	Telephone	\$97.08	828941579	Nextel Phones
E 101-42000-321	Telephone	\$97.08	828941579	Nextel Phones FD
E 101-41500-323	Nextel Radio Units	\$97.08	828941579	Nextel Phones
		<b>Total T-MOBILE</b>	<b>\$537.54</b>	
Paid Chk#	030562	12/19/2011	<b>WASTE MANAGEMENT</b>	
E 101-43100-384	Refuse/Garbage Disposal	\$78.37	6053071-1593-7	PW Garbage
E 601-49450-384	Refuse/Garbage Disposal	\$75.58	6053071-1593-7	WWTF Garbage
E 101-45100-384	Refuse/Garbage Disposal	(\$70.11)	6053071-1593-7	Parks - Prorate auto rel 6 m proration
		<b>Total WASTE MANAGEMENT</b>	<b>\$83.84</b>	
Paid Chk#	030563	12/19/2011	<b>WRIGHT COUNTY HIGHWAY DEPT</b>	
E 101-49300-665	Cap. Proj.-Tansportation	\$16,026.84	234	Flashing Yellow Arrow Signal CSAH 19@CSAH 37 Installation & Maint.
		<b>Total WRIGHT COUNTY HIGHWAY DEPT</b>	<b>\$16,026.84</b>	
Paid Chk#	030564	12/19/2011	<b>XCEL ENERGY</b>	
E 601-49450-381	Electric Utilities	\$59.42	05014270100-5299	Kyler Avenue Unit Sewer
E 101-43160-381	Electric Utilities	\$25.58	5145796403	11830 51st Street NE
E 101-43160-381	Electric Utilities	\$35.83	5146897849	11750 Cty Road 37 Signal
E 101-42000-381	Electric Utilities	\$0.78	5146897849	Facility Charte 11350 57th St NE
E 101-41940-381	Electric Utilities	\$43.68	5146897849	Auto Protect Light
E 601-49450-381	Electric Utilities	\$42.46	5146897849	5900 Lyman Swr
E 101-43160-381	Electric Utilities	\$49.43	5146897849	5050 LaBeaux Signal
E 101-43160-381	Electric Utilities	\$112.81	5146897849	5050 LaBeaux Light
E 101-43160-381	Electric Utilities	\$128.47	5146897849	5300 LaBeaux Light
E 101-41940-381	Electric Utilities	\$1,517.05	5146897849	5959 Main Ave NE
E 601-49450-381	Electric Utilities	\$68.43	5146897849	5299 Kyler Ave Unit Sewer
E 101-43100-381	Electric Utilities	\$352.15	5146897849	11822 63rd PW
E 601-49450-381	Electric Utilities	\$347.00	5146897849	Sewer Lift Station
E 101-41940-381	Electric Utilities	\$35.53	5146897849	5964 Main Ave NE
E 601-49450-381	Electric Utilities	\$64.83	5146897849	Lift Station
E 101-45100-381	Electric Utilities	\$17.31	5146897849	Park Shelter
E 101-41940-381	Electric Utilities	\$45.19	5146897849	6002 Main Ave NE
E 101-45100-381	Electric Utilities	\$108.00	5146897849	Ballfield/Rink
E 101-41940-381	Electric Utilities	\$82.74	5146897849	5975 Main Avenue NE
E 101-43160-381	Electric Utilities	\$40.75	5146897849	5700 LaBeaux Signal
E 101-43160-381	Electric Utilities	\$40.00	5146897849	11060 61st Street NE
E 601-49450-381	Electric Utilities	\$4,039.43	5146897849	Sewage Plant
E 601-49450-381	Electric Utilities	\$45.46	5146897849	5900 Cty Rd 18 Swr
E 101-45100-381	Electric Utilities	\$15.29	5146897849	Picnic Shelter
E 101-42000-381	Electric Utilities	\$335.54	5146897849	11350 57th St NE
E 601-49450-381	Electric Utilities	\$41.40	5146897849	4940 Kaiser Swr
E 101-42000-381	Electric Utilities	\$2.33	5146897849-	Facility charge 11350 57th
E 101-41940-381	Electric Utilities	\$6.68	5146897849-	Auto Protect Light
E 101-43160-381	Electric Utilities	\$3.69	5155564108	5799 Lander Ave NE Fire Siren
E 101-43160-381	Electric Utilities	\$4.48	5164439116	10820 Kantar Ct NE Fire Siren
E 101-43160-381	Electric Utilities	\$5,433.91	5169010380	Street Lights
		<b>Total XCEL ENERGY</b>	<b>\$13,145.65</b>	
		<b>10100 Premier Bank</b>	<b>\$158,677.06</b>	

Fund Summary

<u>10100 Premier Bank</u>	
101 GENERAL FUND	\$109,249.80
601 SEWER FUND	\$5,965.95
602 WATER FUND	\$24,871.31
604 STORM WATER	\$10,000.00
605 Recycling Fund	\$6,346.44
810 STMA ARENA	\$2,243.56
	\$158,677.06

December 12, 2011

**SUBJECT:** CONSENT - FINANCE - 2012 VARIOUS FEE SCHEDULES FOR SERVICES

**RECOMMENDATION:** It is respectfully requested that the Mayor and City Council consider passing the following motion:

**MOTION TO:** approve **Resolution No. 2010-039** entitled a Resolution Setting Fees for Various Services or Violation Fines within the Albertville city limits.

**BACKGROUND:** The Albertville City Council sets the fees for various services and or violation fines at the last meeting of the year. These fees will take effect January 1, 2012.

**KEY ISSUES:**

- Add Recycling charge to the fee schedule so the City can charge it on the Utility Bills.
- Add Background Check charge to the fee schedule so the City can collect the fee for processing when there is a new owner or transfer of various licenses such as and not limited to liquor and therapeutic massage.
- Staff has reviewed fees and is recommending to not increase fees.

**POLICY/PRACTICES CONSIDERATIONS:** It is the policy of the Mayor and City Council to adopt or amend the Resolution setting fees.

**FINANCIAL CONSIDERATIONS:** There are financial considerations as it relates to approval of the Resolution setting fees for various services and/or violation fines in Albertville. The increases on fees are to cover City expenses.

**LEGAL ISSUES:** In accordance with Council procedures, the Mayor and Council possess the authority to set fees schedules for services.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Finance/Tina Lannes, Finance Director

**Attachments:** Resolution No. 2011-039

**CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO. 2011-036**

**RESOLUTION SETTING FEES  
FOR VARIOUS SERVICES or VIOLATIONS  
WITHIN THE ALBERTVILLE CITY LIMITS  
FOR THE 2012 CALENDAR YEAR**

**WHEREAS**, the Albertville City Council sets the following fees by resolution effective January 1, 2012 unless otherwise set by a separate resolution:

**Exhibit A - attached – 2012 Fee Schedule**

**Exhibit B – attached 2012 Rental Fee Schedule**

**Exhibit C – attached 2012 Violations of the City Liquor Ordinance**

**Exhibit D – attached 2012 Joint Powers Water Board Utility Rates**

**Exhibit E – attached 2012 City Resolution No. 2010-039 Utility Rates**

**Exhibit F – attached 2012 City Resolution No. 2010-038 Utility Rates**

**Exhibit G – attached 2012 City Resolution No. 2009-38 Stormwater Rates**

**Adopted by the City Council of the City of Albertville this 19<sup>th</sup> day of December 2011.**

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Mark Meehan, Mayor

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Bridget Miller, City Clerk

**EXHIBIT A**  
**2012 Fee Schedule**

Title	Chptr	Sec	Subject	Fees Set by Resolution/per Schedule
<i>License related fees:</i>				
3	1	3.B.1.	Dog License (altered) (pay up to 3-yrs.)	\$10 per dog, per year, plus sales tax
3	1	3.B.1.	Dog License (un-altered) (pay up to 3-yrs.)	\$15 per dog, per year, plus sales tax
3	1	3.B.1.	Dog License Replacement	\$5, plus sales tax
3	1	3.B.1.	Dog Kennel Permit	\$50 per household, per year, plus sales tax
3	1	3.B.3.	Dog Impoundment & redemption fee (in addition, all impoundment, transport and boarding fees incurred by the City must be paid)	1 <sup>st</sup> Impoundment \$50, plus Boarding fees 2 <sup>nd</sup> impoundment \$100, plus Boarding fees Subsequent impoundments \$200, plus Boarding fees
3	1	3.B.1.	Garbage Hauler License	\$150 per year
4	2	3.	Coin-Operated Amusement Device License (per location)	\$15 annually (per MN State Statute)
4	2	3.	Coin-Operated Amusement Device License (per device)	\$15 annually (per MN State Statute)
4	3	1	Bingo License	\$25 annually
4	5	7	Massage Enterprise License & Investigation	\$300
4	5	7	Message Therapist Individual License	\$50 annually
			Background Check (BCA)	\$15 per individual
			Compost Site	\$250 annual license for commercial vendors (Albertville materials)
10	5	5.C.2.c.	Advertising Device (billboard) License - Renewal	\$75 per billboard
3	1	3.B.3.	Vendor Transient Permit	\$10 per day, plus sales tax
3	1	3.B.3	Vendor Seasonal Permit	\$10 per day, plus sales tax

City of Albertville  
 County of Wright  
**Resolution No. 2011-039**  
 (2012 Fee Schedule)  
 Page 3

Title	Chptr	Sec	Subject	Fees Set by Resolution/per Schedule
<i>License related fees continued:</i>				
10	4	10	Rental Dwelling License and Inspection fee – Apartment complex	\$150 per bldg. + \$10 per unit, annually
10	4	10	Rental Dwelling License and Inspection fee – Single Family detached	\$100 annually
10	4	10	Rental Dwelling License and Inspection fee – Single Family attached	\$50.00 per bldg, plus \$50.00 per unit
3	1	3.B.3.	Peddler, Transient, Merchant (maximum 30 days)	\$50 1 <sup>st</sup> day, per individual, \$1.00 ea. add'l day, per individual
3	1	3.B.3.	Temporary Outdoor Seasonal Sales Permit (90 days maximum)	\$50 per event
<i>Copying – faxing – other miscellaneous fees:</i>				
			Administrative fees / Penalty	\$200 (up to \$200 per occurrence)
			Parking Fund	\$4,500 per stall
			Developer Fees	3.5%
3	1	3.B.3.	Special Assessment Search	\$20 per property
3	1	3.B.3.	PID and or Legal Description	\$10 per property
			Pop/water/beverage	Per vendor
3	1	3.B.3.	Copies (8 ½" x 11")	\$0.25, plus sales tax
3	1	3.B.3.	Lot Survey Copy (11" x 17")	\$1 per copy, plus sales tax
3	1	3.B.3.	Color Copies	\$0.30 per copy, plus sales tax
3	1	3.B.3.	Faxes	\$3 1 <sup>st</sup> page, \$0.25 ea. additional page
			City Hall Keycard-Fob	\$10, replacement or lost/damaged
3	1	3.B.3.	Maps – 2' x 3' wall, black & white	\$2 , plus sales tax
3	1	3.B.3.	Maps – 2' x 3' wall color	\$5 , plus sales tax
3	1	3.B.3.	Maps – 11" x 17" street, black & white	\$2 , plus sales tax
3	1	3.B.3.	Maps – 11" x 17" street, color	\$5 , plus sales tax
3	1	3.B.3.	Maps – 11" x 17" zoning, color	\$5 , plus sales tax

City of Albertville  
 County of Wright  
**Resolution No. 2011-039**  
 (2012 Fee Schedule)  
 Page 4

Title	Chptr	Sec	Subject	Fees Set by Resolution/per Schedule
<i>Copying – faxing – other misc. fees continued:</i>				
3	1	3.B.3.	Maps – 11” x 17” sub-division	\$5 , plus sales tax
			Business lists (mailing list)	DO NOT PROVIDE
			Resident lists (mailing list)	DO NOT PROVIDE
			Builders-Contractors lists (mailing list)	DO NOT PROVIDE
			Minutes/Agendas	
			Mailed	\$7 plus sales tax
			Electronic	\$5 plus sales tax
			Faxed	\$5 plus sales tax
			Picked up	\$3 plus sales tax
			Council/Planning Packets	
			Mailed	\$25 plus sales tax
			Electronic	\$20 plus sales tax
			Picked up	\$20 plus sales tax
3	1	3.B.3.	Comprehensive Plan	\$100 , plus sales tax
3	1	3.B.3.	Comprehensive Park Plan	\$75 , plus sales tax
3	1	3.B.3.	2005 Albertville Municipal City Code Book	\$300 , plus sales tax
3	1	3.B.3.	Standard Detail Plates	\$25 , plus sales tax
			Recycling Fee	Per contract
3	1	3.B.3.	Real Estate Annual Fee (include Parade of Homes)	\$50 per year
3	1	3.B.3.	Weed Elimination	\$100 minimum, equipment cost plus man hours
3	1	3.B.3.	Mowing	\$100 minimum, equipment cost plus man hours
3	1	3.B.3.	Snow plowing	\$100 minimum, equipment cost plus man hours
1	5	2.C.	Special meeting fee	\$150
3	1	2	Returned check fee	\$20 plus bank fees
3	1	3.B.3.	Special Assessment Deferment Income level	Federal Poverty Level
4	6	9	Cable System Franchise Application Fee	Per Appendix B-3 (\$500, plus City expenses)

City of Albertville  
 County of Wright  
**Resolution No. 2011-039**  
 (2012 Fee Schedule)  
 Page 5

Title	Chptr	Sec	Subject	Fees Set by Resolution/per Schedule
4	6	9	Gas System Franchise Fee	Per Appendix B-2
4	6	9	Electric System Franchise Fee	Per Appendix B-1
<i>Building and or Zoning related fees:</i>				
3	1	3.B.3.	Zoning Request (lot size, permitted use, etc.)	\$25 per property
3	1	3.B.3.	Temporary Sign Permit	\$35 per property (14 days max)
			Business sign permit fee	Per building permit fee schedule
			Advertising Device (Billboard) permit fee	Per building permit fee schedule
			Building maintenance and occupancy appeal fee	\$250 plus City expenses
			Swimming pool permit fee	Per building permit fee schedule
			Permit/Records – Duplicate	\$50 per hour
			Fireplace (existing residential)	Per building permit fee schedule
			Plumbing (existing residential)	Per building permit fee schedule
			Mechanical (existing residential)	Per building permit fee schedule
			Reroofing (existing residential)	\$125
<i>Sewer – water – stormwater- recycling related fees:</i>				
3	1	3.B.3.	Water Disconnect	\$35 plus tax, non-residential
3	1	3.B.3.	Water Re-connect	\$35 plus sales tax, non-residential
9	2	5	Water meter test	\$50 plus sales tax, non-residential
			Sewer tap fee	\$250
9	4	6	Private Sewage Disposal System Permit	\$100
9	4	8	Private Sewage Disposal System Inspection	\$100
			Water Availability Charge (for those who have city water available, but choose not to hook-up)	\$25 per year
9	2	10	Joint Powers monthly portion	<b>See Exhibit D Joint Powers Water Board Fee Schedule 2012</b>
9	2	10	City monthly portion	<b>See Exhibit F</b>
9	2 or 3.A.	10 8	City Sewer monthly rates	<b>See Exhibit F</b>

Title	Chptr	Sec	Subject	Fees Set by Resolution/per Schedule
2 or 3.A.	10 8		Stormwater Residential, Non-Residential, Golf Rates	<b>See Exhibit G</b>
2 or 3.A.	10 8		Stormwater Rates	Stormwater rate for pond not included that will be a separate resolution
			<b>Recycling</b>	<b>See Resolution No. 2010-036 per Recycling Contract</b>
<i>Fire related fees:</i>				
			Open Burning Nuisance Abatement fee	\$200
			Car Fires/Accidents (non-residential)	\$500 first hours \$200 per hour thereafter
3	5	1 & 2	False Alarms – 1 <sup>st</sup> and 2 <sup>nd</sup>	Free of charge
3	5	1 & 2	False Alarms – 3 <sup>rd</sup>	\$300.00
3	5	1 & 2	False Alarms – 4 <sup>th</sup>	\$400.00
3	5	1 & 2	False Alarms – 5 <sup>th</sup>	\$500.00
3	5	1 & 2	False Alarms – 6 <sup>th</sup>	\$600.00
3	5	1 & 2	False Alarms – 7 <sup>th</sup>	\$700.00
3	5	1 & 2	False Alarms – 8 <sup>th</sup>	\$800.00
3	5	1 & 2	False Alarms – 9 <sup>th</sup>	\$900.00
3	5	1 & 2	False Alarms – 10 <sup>th</sup>	\$1,000.00 etc.
			Fire Department Engine Type 1 & 2 (Wright county FCA uniform schedule billable calls)	\$400.00 per hour
			Fire Department Engine Type 3 – 7 (Wright county FCA uniform schedule billable calls)	\$150.00 per hour
			Fire Department Aerial Apparatus (Wright county FCA uniform schedule billable calls)	\$750.00 per hour
			Fire Department Tenders – All Types ((Wright county FCA uniform schedule billable calls)	\$300.00 per hour
			Fire Department Utility & Rescue – All Types (Wright county FCA uniform schedule billable calls)	\$400 per hour

Title	Chptr	Sec	Subject	Fees Set by Resolution/per Schedule
			Fire Department Boat/Water Ice Rescue (Wright county FCA uniform schedule billable calls)	\$150.00 per hour
			Fire Department Personnel Each (Wright county FCA uniform schedule billable calls)	\$20.00 per hour

**EXHIBIT B**  
**2012 Rental Fee Schedule**

<b>CENTRAL PARK SHELTER</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Private Business	Monday - Thursday	\$100 per day, plus sales tax	\$150 per day, plus sales tax
Private Business	Friday - Sunday	\$100 per day, plus sales tax	\$150 per day, plus sales tax
Civic Organizations or Non-Profit Groups	Same as Above	Once a month free then 50% off above rate	
Central Park Ballfield Fine (if no damage deposit) Administrative Fine \$200.00			
<b>CENTRAL PARK SHELTER</b>			
<b>LEAGUE OR OTHER TYPE OF RENTAL</b>		<b>RENTAL FEE</b>	
Central Park – Softball Leagues		\$125.00 per field, per day, plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park – Softball Tournaments		\$100.00 per field, per day, plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park – Broomball Leagues		\$75.00 per field, per day, plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park – Broomball Tournaments		\$100.00 per field, per day, plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park Ballfield Fine (if no damage deposit) Administrative Fine \$200.00			
Damage Deposit on all private and business rentals is \$100.00.			
Civic and non-profit organizations are required to clean the facility prior to leaving, leaving the area in the same or in a better condition than found.			

## EXHIBIT B

### 2012 Rental Fee Schedule

<b>CONFERENCE ROOM (SEATING FOR 8-12) {East or West}</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (2 Hr Min)</b>	<b>NON-RESIDENT (2 Hr Min)</b>
Private Business	Monday - Thursday	\$10 per hour plus sales tax	\$20 per hour plus sales tax
Private Business	Friday - Sunday	\$15 per hour plus sales tax	\$30 per hour plus sales tax
Civic Organizations or Non-Profit Groups	Sunday – Saturday	\$50 per hour setup – take down fee, plus tax	\$50 per hour setup – take down fee, plus tax
Civic Organizations or Non-Profit Groups	Same as Above	Once a month free then 50% off above rate	
<b>UPSTAIRS (SEATING FOR 12-50)</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (4 HRS)</b>	<b>NON-RESIDENT (4 HRS)</b>
Private Business	Monday - Thursday	\$50 per event plus sales tax	\$75 per event plus sales tax
Private Business	Friday - Sunday	\$100 per event plus sales tax	\$150 per day plus sales tax
Civic Organizations or Non-Profit Groups	Sunday – Saturday	\$50 per hour setup – take down fee, plus tax	\$50 per hour setup – take down fee, plus tax
Civic Organizations or Non-Profit Groups	Same as Above	Once a month free then 50% off above rate	
Damage Deposit on all private and business rentals is \$100.00.			
Civic and non-profit organizations are required to clean the facility prior to leaving, leaving the area in the same or in a better condition than found.			

## EXHIBIT B

### 2012 Rental Fee Schedule

<b>MULTI-PURPOSE ROOM OR COUNCIL CHAMBER (SEATING FOR 12-50)</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (4 HRS)</b>	<b>NON-RESIDENT (4 HRS)</b>
Private Business	Monday - Thursday	\$75 per event plus sales tax	\$110 per event plus sales tax
Private Business	Friday - Sunday	\$125 per event plus sales tax	\$200 per day plus sales tax
Civic Organizations or Non-Profit Groups	Sunday – Saturday	\$50 per hour setup – take down fee, plus tax	\$50 per hour setup – take down fee, plus tax
Civic Organizations or Non-Profit Groups	Same as Above	Once a month free then 50% off above rate	
<b>FULL COMMUNITY ROOM (SEATING FOR 50-100) {Council Chamber and Multi-purpose Room combined}</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (4 HRS)</b>	<b>NON-RESIDENT (4 HRS)</b>
Private Business	Monday - Thursday	\$125 per event plus sales tax	\$200 per event plus sales tax
Private Business	Friday - Sunday	\$200 per event plus sales tax	\$300 per event plus sales tax
Civic Organizations or Non-Profit Groups	Sunday – Saturday	\$50 per hour setup – take down fee, plus tax	\$50 per hour setup – take down fee, plus tax
Civic Organizations or Non-Profit Groups	Same as Above	Once a month free then 50% off above rate	
Kitchen	Same as Above	\$50 per event plus sales tax	\$75 per event plus sales tax
<b>OTHER AMENITIES</b>			
<b>RENTAL EQUIPMENT</b>		<b>RESIDENT</b>	<b>NON-RESIDENT</b>
AV Cart	Multi-purpose Room	\$10 plus sales tax	\$15 plus sales tax

## **EXHIBIT C**

### **2012 Liquor Violation Schedule**

1. Upon a finding that a licensee of any license granted pursuant to the City's Liquor Ordinance has failed to comply with any provision of that Ordinance or any applicable State law, or other regulation or ordinance relating to alcoholic beverages, the City Council pursuant to the enforcement provisions of the City's Liquor Ordinance may either suspend the license for a period of up to sixty (60) days, revoke any liquor license, or impose a civil fine on the licensee not to exceed \$2,000, for each violation.
  
2. The civil penalty and/or suspension and revocation imposed pursuant to the City's Liquor Ordinance may in the City Council's discretion be based on the following guidelines related to the licensees total number of violations at the specific location, at which the violation occurred, within the proceeding 24-month period as follows:  
  

First Violation:	\$ 500.00
Second Violation	\$1,000.00
Third Violation	\$1,500.00, plus two (2) day suspension of license
Fourth violation	\$2,000,00, plus a suspension of not less than five (5) days but no more than sixty (60) days or revocation as determined by the City Council
  
3. The above referenced schedule is non-binding and is only intended as a guide to the City Council for the imposition of appropriate sanctions pursuant to the City's Liquor Ordinance. The City Council in its discretion may depart from this schedule for any reason it deems appropriate.
  
4. Any suspension and/or revocation imposed by the City Council shall be pursuant to the relevant provisions of the City's Liquor Ordinance including any hearing requirements.
  
5. Nothing in this resolution is intended to prohibit the City, County or other authorized entity from seeking criminal prosecution for violations of the City's Liquor Ordinance or other laws related to alcoholic beverages.

## EXHIBIT D

### Joint Powers Water Board 2012 Water Utility Rates

Description	2011 Fee	2012 Fee	Comments	
<b>Supply Connection Fee (WAC)</b>	<b>\$2,001</b>	<b>\$2,001</b>	No increase.	
<b>JP Distribution Connection Fee</b>	<b>\$904</b>	<b>\$904</b>	No increase - unlikely to ever use this fee.	
<b>Water Rate: Residential</b>				
<b>Supply (BASE rate-no minimum)</b>	<b>\$3.41</b>	<b>\$3.56</b>	Increase of 4.2%. Average of the CCI and MCI (Construction Cost Index and Municipal Cost Index) Have not had an increase since 2009.	
<b>Supply 0-3500 gal</b>	<b>\$2.05</b>	<b>\$2.14</b>		
<b>Supply 3501-6500 gals</b>	<b>\$2.31</b>	<b>\$2.41</b>		
<b>Supply 6500-11500 gals</b>	<b>\$2.52</b>	<b>\$2.63</b>		
<b>Supply 11500-16500 gals</b>	<b>\$2.78</b>	<b>\$2.90</b>		
<b>Over 16500</b>	<b>\$3.10</b>	<b>\$3.23</b>		
<b>Water Rate: Distribution</b>				
<b>Base</b>	<b>\$1.05</b>	<b>\$1.09</b>	↓	
<b>Rate per 1,000 gal</b>	<b>0.86</b>	<b>\$0.90</b>		
<b>Water Rate: Commercial</b>				
<b>3/4 inch meter</b>	<b>\$3.41</b>	<b>\$3.56</b>		
<b>1 inch meter</b>	<b>\$5.46</b>	<b>\$5.69</b>		
<b>1.5 inch meter</b>	<b>\$10.24</b>	<b>\$10.67</b>		
<b>2 inch meter</b>	<b>\$40.97</b>	<b>\$42.69</b>		
<b>3 inch meter</b>	<b>\$85.35</b>	<b>\$88.94</b>		
<b>4 inch meter</b>	<b>\$95.01</b>	<b>\$99.00</b>		
<b>6 inch meter</b>	<b>\$120.18</b>	<b>\$125.23</b>		
<b>8 inch meter</b>	<b>\$132.20</b>	<b>\$137.76</b>		
<b>Commodity Rate, per 1,000 gallons</b>	<b>\$2.39</b>	<b>\$2.49</b>		
<b>Water Rate: Irrigation Only</b>				
<b>3/4 inch meter</b>	<b>\$3.41</b>	<b>\$3.56</b>		
<b>1 inch meter</b>	<b>\$5.46</b>	<b>\$5.69</b>		
<b>1.5 inch meter</b>	<b>\$10.24</b>	<b>\$10.67</b>		
<b>2 inch meter</b>	<b>\$40.97</b>	<b>\$42.69</b>		
<b>3 inch meter</b>	<b>\$85.35</b>	<b>\$88.94</b>		
<b>&gt;3 inch meter</b>	<b>Board analysis</b>	<b>Board analysis</b>		
<b>Commodity Rate, per 1,000 gallons</b>	<b>\$2.71</b>	<b>\$2.82</b>		
<b>Sprinkling Violations</b>	<b>\$75.00</b>	<b>\$75.00</b>	1st violation (following warning) EACH addn'l violation	
	<b>\$50.00</b>	<b>\$50.00</b>		

## **EXHIBIT E**

### **2012 Sewer Utility Rates**

**CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

#### **RESOLUTION NO. 2010-038**

#### **RESOLUTION SETTING SEWER UTILITY RATES**

**WHEREAS**, the Albertville City Council sets the Sewer Utility rates by resolution; and

**NOW, THEREFORE**, the City Council hereby sets the Sewer Utility Rates effective for bills sent in January 2011 as follows:

Monthly Rates

0-5,000 gallons	\$16.71
Over 5,000 gallon	\$3.90 per 1,000

**Adopted by the City Council of the City of Albertville this 20<sup>th</sup> day of December 2010.**

**EXHIBIT F**

**2012 Water Utility Rates**

**CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA  
RESOLUTION NO. 2010-039**

**RESOLUTION SETTING WATER UTILITY RATES**

**WHEREAS**, the Albertville City Council sets the Water Utility rates by resolution; and

**NOW, THEREFORE**, the City Council hereby sets the Water Utility Rates effective for bills sent in January 2011 as follows:

Monthly Rates

0-3,333 gallons	\$2.38
3,334-6,667 gallons	\$0.77 per 1,000 over 3,333
6,668-11,667 gallons	\$0.82 per 1,000 over 6,667
Over 11,668 gallons	\$0.84 per 1,000 over 11,668

**Adopted by the City Council of the City of Albertville this 20<sup>th</sup> day of December 2010.**

## **EXHIBIT G**

### **2012 Stormwater Rates**

**CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

#### **RESOLUTION NO. 2009-028**

#### **RESOLUTION SETTING STORMWATER UTILITY RATES**

**WHEREAS**, the Albertville City Council sets the Stormwater Utility rates by resolution; and

**WHEREAS**, the City has undertaken a storm water ponding improvement and has issued bonds to finance such improvement; and

**WHEREAS**, the City will repay the bonds in part from increased storm water rates;

**NOW, THEREFORE**, the City Council hereby sets the Stormwater Utility Rates effective for bills sent in September 2009 as follows:

Stormwater rates (bimonthly) for September 2009 (increase 2):

Stormwater 1 Residential	\$8.00 flat fee (increase of \$1.00)
Stormwater 2 Residential	\$11.12 flat fee (increase of \$1.39)
Stormwater 3 Residential	\$20.00 flat fee (increase of \$2.50)
Non-residential impervious 0-5%	\$12.58 per acre (increase of \$1.57)
Non-residential impervious 6-35%	\$23.70 per acre (increase of \$2.96)
Non-residential impervious 36-65%	\$33.32 per acre (increase of \$4.16)
Non-residential impervious 66-100%	\$59.96 per acre (increase of \$7.49)
Golf Course	\$2.00 per acre

**Adopted by the City Council of the City of Albertville this 3<sup>rd</sup> day of August 2009.**

December 12, 2011

**SUBJECT: CONSENT - PLANNING – RE-APPOINTMENT TO THE PLANNING AND ZONING COMMISSION**

**RECOMMENDATION:** It is respectfully requested that the Mayor and City Council consider the following:

**MOTION TO:** acknowledge the Letter of Interest from Robert Olson and recommendation re-appoint to the Planning and Zoning Commission for a three-year term that will begin January 1, 2012.

**BACKGROUND:** In 2005, the Albertville Planning and Zoning Commission made a recommendation for the City Council to adopt Resolution No. 2005-013 entitled a Resolution Approving Policy that defines the Establishment, Composition, Purpose, Organization and Work Rules for the Albertville Planning and Zoning Commission. Within the regulations terms for Commission members were set.

**POLICY/PRACTICES CONSIDERATIONS:** The Mayor and City Council review applications or letters of interest from residents who wish to serve on the various Commissions, Committees, and Boards that represent the City of Albertville. The City Council approves or denies the appointments to fill the seats on the Commissions, Committees, and Boards.

**FINANCIAL CONSIDERATIONS:** Planning and Zoning Commission members are paid \$40.00 per month before taxes for attending the meeting(s).

**LEGAL CONSIDERATIONS:** The Mayor and City Council have the authority to appointment individuals to various Commissions, Committees, and Boards.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Planning/City Planner Alan Brixius

**Attachments:** Letter of Interest

Robert Olson  
6278 Kahler Dr NE  
Albertville, MN 55301

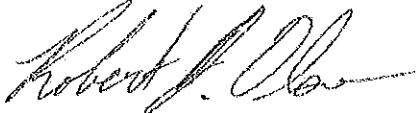
December 8, 2011

City of Albertville  
5959 Main Avenue NE  
P.O. Box 9  
Albertville, MN 55301

Dear Albertville City Council:

I have served as a Planning and Zoning member since January 2009 and my term expires at the end of 2011. I respectfully request to be reappointed for another 3 year term on the Planning and Zoning Commission. I am unable to be at the upcoming City Council Meeting, but if anyone has any questions from me, please feel free to contact me. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Olson", written in black ink.

Robert Olson

December 12, 2011

**SUBJECT: PUBLIC WORKS-PARKS MAINTENANCE - LIONS PARK DECK PROJECT**

**RECOMMENDATION:** It is respectfully requested that the Mayor and Council consider the following:

**MOTION TO:** approve the construction of two (2) 16' x 20' concrete slabs and a 12' x 14' maintenance free deck at Lions Park Pavilion located off of Main Avenue NE.

**BACKGROUND:** The Albertville Lions would like approval to install two (2) 16' x 20' concrete slabs one (1) on each side of the existing paved area along the west-side of the Lions Park Pavilion. This would finish up that area to the full width of the park shelter.

In addition to the two (2) concrete slabs, they would also like approval to construct a 12' x 14' maintenance free deck west of the paved area. The deck would be used for musical entertainment during farmers market and other events. The deck would be installed one step above the ground without railings. Next to the deck the Lions would like to construct a small storage area on the east side of the deck to be used for folding picnic tables and chairs. The storage area would act as a back drop for the entertainers.

**KEY ISSUES:**

- The Parks and Recreation Committee has reviewed and approved these projects.
- The Albertville Lions do not believe the deck or storage area would hinder anything with the annual Friendly City Days. In fact, it would provide some privacy for all parties cooking and preparing food during both friendly city days and farmers market.

**FINANCIAL CONSIDERATIONS:** The Albertville Lions would be paying for this project entirely.

**LEGAL ISSUES:** This project would be subject to all city building codes.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Tim Guimont Public Works supervisor.

**Attachments:** none



December 14, 2011

**SUBJECT: FINANCE DEPARTMENT – 5 YEAR CAPITAL IMPROVEMENT PLAN (CIP)**

**RECOMMENDATION:** It is respectfully requested that the Mayor and Council consider the following:

**MOTION TO** approve **Resolution 2011-040** entitled a Resolution Accepting the Capital Improvement Plan (CIP).

**BACKGROUND:** Annually, the Capital Improvement Plan (CIP) is reviewed and updated, as it is a living document. The purpose of the CIP is to provide an orderly and efficient long-term plan for acquiring necessary buildings, land, major equipment, infrastructure and other commodities of significant value which have a useful life of several years.

**KEY ISSUES:** To provide an opportunity for optimal decision-making by proposers, users and evaluators of capital projects and their funding.

**POLICY CONSIDERATIONS:** It is the City's policy to review and approve Capital Improvement Plans.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time.

**LEGAL CONSIDERATIONS:** There is not legal requirement to adopt a Capital Improvement Plan.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Finance/Tina Lannes, Finance Director

**Attachments:** Resolution 2011-040

**CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO. 2011-040**

**A RESOLUTION ACCEPTING THE  
CAPITAL IMPROVEMENT PLAN (CIP)**

**WHEREAS**, the Albertville City Council has reviewed its Capital Improvement Plan (CIP); and

**NOW, THEREFORE, BE IT RESOLVED** by the Albertville City Council that the following actions are implemented:

**Exhibit A – attached**

**2012 Capital Improvement Plan (CIP)**

Prepared by the Albertville Finance Director  
and Abdo, Eick & Meyers, LLP

**Adopted by the Albertville City Council this 19<sup>th</sup> day of December, 2011.**

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Mark Meehan, Mayor

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Bridget Miller City Clerk



## Mayor and Council Communication

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December 14, 2011

**SUBJECT:** FINANCE DEPARTMENT – GASB 54

**RECOMMENDATION:** It is respectfully requested that the Mayor and Council consider the following:

**MOTION TO** adopt **Resolution No. 2011-041** entitled a Resolution Adopting the 2011 Fund Balance Policy (GSAB 54).

**BACKGROUND:** The objective of GASB 54 is to enhance the usefulness of fund balance information and provide clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. The statement will be effective beginning the fiscal year ending December 31, 2011.

**POLICY CONSIDERATIONS:** It is the City's policy to review and approve fund balance policy.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time.

**LEGAL CONSIDERATIONS:** This is a mandatory requirement for all local governmental jurisdictions.

**Submitted through:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Finance/Tina Lannes, Finance Director

**Attachments:** Resolution No. 2011-041

**CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO. 2011-041**

**A RESOLUTION ADOPTING THE  
CITY OF ALBERTVILLE, MN  
2011 FUND BALANCE POLICY**

**I. PURPOSE**

The purpose of this policy is to establish specific guidelines the City of Albertville will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Albertville will use to classify fund balances into a categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

**II. CLASSIFICATION OF FUND BALANCE/PROCEDURES**

**1. Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

**2. Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

**3. Committed**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. **Assigned**

- Amounts that are constrained by the government’s intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the **Finance Director and/or City Administrator**.

5. **Unassigned**

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

*Examples of the desired level of unrestricted fund balance, when unrestricted fund balance may be spent down, and the policy for replenishing unrestricted fund balance. (Modify based on the specific policies of the organization.)*

- i. The City will maintain an unrestricted fund balance in the General fund of an amount not less than 35% of the next year’s budgeted expenditures of the General fund. (Note: The desired level of unrestricted fund balance can be expressed either as a minimum amount or as a range between a minimum and maximum amount). This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City’s fiscal year.
- ii. Unrestricted fund balance can be “spent down” if there is an anticipated budget shortfall in excess of \$120,000.
- iii. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by General Levy (funding source) within one year (period over which replenishment will occur).

III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific

circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

IV. MONITORING AND REPORTING

The **City Administrator** and **Finance Director** shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

Adopted this 19<sup>th</sup> day of December 2011 by the City Council of the City of Albertville.

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Mark Meehan, Mayor

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Bridget Miller, City Clerk

December 15, 2011

**SUBJECT: PLANNING – NORTHWEST CONSULTANT ASSOCIATES (NAC) VISIONING STUDY**

**RECOMMENDATION:** It is respectfully requested that the Mayor and Council consider the following:

**MOTION TO** authorize staff to prepare a 2012 NAC Visioning Study and Goal Setting Session Report at a cost not to exceed \$6,200.

**BACKGROUND:** At the January 18, 2011 Workshop, the City Planner Brixius reviewed the Albertville Comprehensive Plan that was prepared in 1995 with an amendment in 1996 when the Frankfort Township was dissolution. When the 1996 Comprehensive Plan was prepared and implemented Albertville was a fast-growing community and has since become pretty much built out and development has slowed down. Brixius included that there have been amendments to the Land Use Plan; however, these map changes only address specific geographic areas.

Both staff and the City Council recognize the Comprehensive Plan is a good tool for current and future planning. It was noted in January that the Albertville population in 2004 was 1,917 and in 2011 is approximately 6,500. The majority of residential property is layout with a significant amount of commercial land that remains vacant and large areas of industrially guided land. As Albertville approaches 2020, the City will become a mature community with small parcels left for development. As staff prepares for the future development of Albertville the City will need to outline what the intentions for land use, quality of development, utility needs, and transportation are going to be.

Staff took another approach towards accomplishing the task of updating the 1996 Comprehensive Plan, which is to authorize staff to prepare a 2012 NAC Vision Study and Goal Setting Report for further review of the Council. During the meeting, staff obtained the consensus of the Council to move forward with the 2012 NAC Vision Study and Goal Setting Report, which was a reasonable cost compared to the \$30,000-\$40,000 proposed for the update of the 1996 Comprehensive Plan.

**POLICY CONSIDERATIONS:** It is the Council's decision to review and authorize staff to prepare updates to the 2005 Albertville Municipal City Code, Comprehensive Plan, and the Comprehensive Park Plan.

**FINANCIAL CONSIDERATIONS:** The cost associated with the NAC Visioning Study and Goal Setting Report is \$6,200.

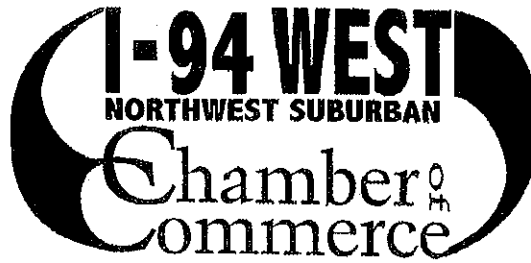
**LEGAL CONSIDERATIONS:** The City has the authority to amend various documents withing the city.

**Submitted by:** Larry R. Kruse, City Administrator

**Department/Responsible Person:** Planning/AI Brixius, City Planner

**Attachments:** none





November 28, 2011

Mr. Larry Kruse  
City of Albertville Administrator  
5959 Main Ave, P.O. Box 9  
Albertville, MN 55301

Dear Larry:

Every year, in January, the I-94 West Chamber of Commerce hosts the State of the Cities event in which the Mayor and City Administrator from each of the I-94 West Chamber communities (Albertville, Dayton, Hanover, Otsego, Rogers and St. Michael) are present for a question and answer time with the Chamber member businesses. This is a great way to kick off the New Year and a way to elevate the key issues that are of concern for elected officials and businesses.

In order to make this event a success we need your participation. We also encourage the participation of any Council members that are available. This year's State of the Cities event will be at the St. Michael City Hall, 11800 Town Center Drive NE, Suite 300, St. Michael, from 11:30 a.m. to 1:30 p.m. on January 31, 2011. Lunch will be served.

Please RSVP to the Chamber office at 763.428.2921 or via email to [rbaack@i94westchamber.org](mailto:rbaack@i94westchamber.org).

Thank you for your time and we look forward to seeing you January 31st. If you have any questions, please contact me at 763.428.2921.

Sincerely,

Rhonda Baack  
President

I-94 West Chamber of Commerce  
21370 John Milless Drive  
Rogers, MN 55374  
[rbaack@i94westchamber.org](mailto:rbaack@i94westchamber.org)