



## City of Albertville Council Agenda

January 3, 2012

(TUESDAY)

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. Approve the December 19, 2011 regular City Council minutes as presented (pgs. 1-9)
- B. Acknowledgement of the Monday, December 19, 2011 Joint Powers Water Board meeting – majority of Council members were present as the meeting was held in the East Conference Room at the Albertville City Hall
- C. Authorize the **Tuesday, January 3, 2011** payment of the claims that includes electronic payments **513, 514, 530-537 EFT** and check numbers **30566 to 30596** as presented (pgs. 11-15)
- D. Approve **Resolution No. 2012-001** Acknowledging the Appointments for the Various Offices for the 2012 Calendar Year (pgs. 17-21)
- E. Acknowledge the City Engineer's Project Status Report (pgs. 23-24)
- F. Adopt the 2011 Pay Equity Compliance Report (pgs. 25-27)

- G. Accept the Personnel Committee's recommendation to establish a Public Works and Parks Maintenance II position with a 2012 wage range from \$44,952 to \$50,860 and to approve moving Ryan Zachman to Step 4 (\$49,619) on that schedule effective at the start of the next payroll period. (pg. 29)
- H. Accept the Personnel Committee's recommendation to establish a pay range of \$42,812 to \$48,437 for the Water, Waste Water Treatment Operator and to approve moving Gerald Gerads to Step 3 (\$46,104) on that schedule effective at the start of the next payroll period. (pg. 30)
- I. Acknowledge receipt of the December 28, 2011 Personnel Committee Minutes. (pgs. 31-36)

**7. DEPARTMENT BUSINESS**

**A. City Council**

**B. Fire Department**

**C. Public Works Department**

**D. Utilities Department (WWTP)**

**E. Building Department**

**F. Finance Department**

**G. City Clerk**

**H. Planning and Zoning**

**I. Engineering**

- 1). Amend the Professional Service Contract amount with SRF Consulting from \$419,536 to \$451,536 for the final design of the I-94 Westbound Collector-Distributor Road (pg. 36)

**J. Legal**

**K. Administration**

**8. ANNOUNCEMENTS and or UPCOMING MEETINGS**

**JANUARY 2012**

- 9 6:00 p.m. STMA Ice Arena Board meeting
- 10 7:00 p.m. Planning and Zoning Commission meeting (cancelled)
- 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
- 27-28 all day Leadership Conference for Experienced Officials  
 (pg. 33 Conference is put on by the League of Mn Cities)
- 30 6:00 p.m. Joint cities of Albertville & St. Michael and STMA School  
 Board mtg. (Albertville City Hall)
- 31 11:30 a.m. I-94 West Chamber of Commerce-State of the Cities Address  
 (pg. 31 held at the St. Michael City Hall)

January 2012						
Su	M	Tu	W	Th	F	Sa
1			4	5	6	7
8			11	12	13	14
15			18	19	20	21
22		24	25	26	27	28
29						

**FEBRUARY 2012**

- 6 7:00 p.m. City Council meeting
- 13 6:00 p.m. STMA Ice Arena Board meeting
- 14 7:00 p.m. Planning and Zoning Commission meeting (cancelled)
- 20 all day President's Day observed – City offices closed
- 21 7:00 p.m. City Council meeting
- 27 6:30 p.m. Joint Powers Water Board meeting

February 2012						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

26		28	29			
----	--	----	----	--	--	--

- 9. **CLOSED MEETING TO DISCUSS CITY CLERK POSITION**
- 10. **TEMPORILY ADJOURN TO A WORKSHOP ON 2012 STAFFING**
- 11. **RECONVENE MEETING**
  - A. **2012 STAFFING**
  - B. **OTHER BUSINESS**
- 12. **AJOURNMENT**

December 27, 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** regular City Council minutes as 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 is assigned to attend the regularly scheduled City Council meetings and various other workshops for the purpose of recording and documenting 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 19, 2011 regular City Council minutes



**ALBERTVILLE CITY COUNCIL**  
**December 19, 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 7:10 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

**Council members Absent:** none

**Staff members present were:** City Attorney Michael Couri, City Administrator Larry Kruse, Finance Director Tina Lannes, City Clerk Bridget Miller, and City Engineer Adam Nafstad

**Staff members Absent:** City Planner Alan Brixius

**RECOGNITION-PRESENTATION-INTRODUCTIONS**

No comments

**CITIZEN FORUM**

No comments

**AMENDMENTS TO THE AGENDA**

Mayor Meehan inquired if there were any amendments to the December 19, 2011 regular City Council Agenda, which Council member Vetsch added Albertville City Code Dumpster Cover Enforcement placed under City Council.

CMs Vetsch/Sorensen **motioned** to approve the Monday, December 19, 2011 agenda as amended adding item 7.A.1. City Council – Dumpster Cover Code Enforcement. 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). December 12, 2011 STMA Arena Board minutes
- B. Approve the December 5, 2011 Truth-in-Taxation notes and the December 5, 2011 regular City Council minutes as presented
- C. Authorize the Monday, December 19, 2011 Payment of Claims (bills) for check electronic payments **309 EFT – 318 EFT** and check numbers **30477to 30523** as presented and Authorize payment of all just claims received by December 31, 2011 (year-end closeout)
- D. Approve **Resolution No. 2011-039** setting the various fees for the 2012 calendar year
- 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

Council member Wagner pulled item 6.D. Resolution No. 2010-039 (should be Resolution No. 2011-039) a Resolution Setting the Various Fees for the 2012 Calendar Year, which will be discussed after the approval of the remaining Consent Agenda items.

Finance Director Lannes corrected the EFTs and check numbers that were included for payment, which were as follows: **503 EFT – 509 EFT** and check numbers **30525 to 30564**. The correct EFTs and check numbers will be noted in the motion.

CMs Wagner/Sorensen **motioned** to approve the Monday, December 19, 2011 Consent Agenda as pulling item no. 6.D. Approve Resolution No. 2010-039 (should be 2011-39) a resolution setting various fees for the 2012 calendar year; the remainder of items approved are, Acknowledge draft minutes of the various Commissions, Committees, and Boards, December 12, 2011 STMA Arena Board minutes, Approve the December 5, 2011 Truth-in-Taxation notes and the December 5, 2011 regular City Council minutes as presented, Authorize the Monday, December 19, 2011 Payment of Claims (bills) for check electronic payments **503 EFT – 509 EFT** and check numbers **30525 to 30564** as presented and Authorize payment of all just claims received by December 31, 2011 (year-end closeout), and 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. Council members Wagner, Sorensen, Vetsch, (Schommer) Hendrickson voted aye. Mayor Meehan voted nay. Motion carried.

*Approve Resolution No. 2010-039 (should be 2011-039) entitled a Resolution Setting the Various Fees for the 2012 Calendar Year*

Council member Wagner stated that in prior years the changes on the resolution were bolded. Wagner did not notice any bolding and wanted to know what, if any, changes there were to the fees.

Finance Director Lannes began with the Dog License fee, which was amended because vaccinations have increased to three (3) years. Staff accommodated the number of years a resident could get a dog license from the maximum of two (2) years to three (3) years. This is a minimal cost savings on the ordering of dog tags.

City Clerk Miller reported on another addition to the resolution under a pass through, which involved the collecting of a \$15.00 per individual Background Check fee that is payable to the Bureau of Criminal Apprehension (BCA) to conduct a background check on individuals applying for liquor or massage licenses. The fee was \$4.00 that the City would pay as it was a minimal amount. It was a few years ago the fee went up to \$15.00 per individual and the City has been paying the full amount. Staff is recommending the authorization and approval to charge the individual to compensate for the expense. Council member Wagner added this would be considered a pass through charge.

Council member Sorensen clarified it should be Resolution No. 2011-039 and not Resolution No. 2010-039 as recorded on the December 19, 2011 City Council-Consent Agenda. City Clerk Miller acknowledged the incorrect year that was listed on the December 19, 2011 Agenda and would make sure the correct number was on the Resolution being presented, discussed, and approved this evening.

CMs Sorensen/(Schommer) Hendrickson **motioned** to approve **Resolution No. 2011-039** entitled a Resolution Setting the Various fees for the 2012 Calendar Year as amended changing the title to reflect the appropriate year. Motion carried unanimously.

## **DEPARTMENT BUSINESS**

### **CITY COUNCIL**

#### *City Code – Dumpster Cover Code Enforcement*

Council member Vetsch wanted clarification of the 2005 Albertville City Code (ordinance) that applies towards construction projects that involve a roll-off dumpster. Vetsch was under the impression these dumpsters are supposed to be covered at night. Vetsch shared there are a couple of City buildings that are/were having repairs, which a roll-off dumpster was located on the site and after hours, the dumpsters were not covered up. Vetsch felt the City should be following the same regulations that it expects builders, construction crews, and residents to abide by with having roll-off dumpsters covered at night or when there is no activity.

City Administrator Kruse acknowledged the oversight of making sure the dumpsters were covered during various City facility construction projects. Kruse stated he would bring this to Building Official Sutherland's attention to get the dumpsters covered and monitor when future City facilities are having repairs or construction done.

**FIRE DEPARTMENT**

No comments

**PUBLIC WORKS-PARKS DEPARTMENT**

*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 Main Avenue NE*

Public Works-Parks Maintenance Department Supervisor Guimont opened up the potential of an expansion on the Albertville Lions Park Pavilion located off Main Avenue NE. Guimont shared that the Lions want to have additional hard surface for the annual Farmers Market. It would also be beneficial during the annual Friendly City Days as the Lions use the unpaved ground to grill pork chops and corn-on-the-cob.

Albertville Lions member LeRoy Berning was present to add that the Farmers Market has become popular and successful. There is not enough room under the main structure to house the number of people that sign up for the Farmers Market and having the hard surface would be appreciated. The wish is to construct a free deck near the area so that during the Farmers Market there could be music for the customers to listen to as they shop. There have been times when the people enjoyed taking time to sit down at a picnic table to relax and listen to the music.

As PW-PM Dept. Supervisor Guimont stated, having the hard surface for the Albertville Lions during Friendly City Days would be nice because of the uncertain weather conditions. There have been years when it has rained and the ground becomes soggy and muddy. Having the hard surface would be a safety precaution while working with the grills.

Council member (Schommer) Hendrickson had a concern with the cost and why it is being paid for by the Albertville Lions. (Schommer) Hendrickson added that she has attended the Farmers Market this past year and agrees to the need for additional hard surface for the vendors.

City Administrator Kruse wished to bring this request before the Council to discuss whether the City should allow the Albertville Lions to proceed or to hold off and have a Central (City) Park Vision Study be prepared. Kruse invited the Council to share what their vision of Central Park should or could potentially be.

The Council realized this is a discussion item, but upon hearing the reasoning behind the construction of the concrete slabs and the maintenance free deck they were in agreement to make a motion tonight. Council member (Schommer) Hendrickson had reservations about the concrete slabs; however, came to the conclusion that is it concrete, which would be easy to remove in the future for upgrading the site as well as the maintenance free deck that will be easy to remove from the site.

Mayor Meehan reiterated the concrete would be a good addition to the current Albertville Lions Pavilion area to allow for additional space during both Friendly City Days and the Farmers Market. The maintenance free deck would be a temporary structure for the Farmers Market with the plan for something more permanent in the future when and if a Central Park Vision Study can be prepared.

CMs Vetsch/(Schommer) Hendrickson **motioned** 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 at 5801 Main Avenue NE (at the corner of Main Avenue NE and 58<sup>th</sup> Street NE) within the Albertville city limits with the Albertville Lions providing financial support towards the construction of the concrete slabs and the 12" x 14' maintenance free Amphitheatre style deck. Motion carried unanimously.

#### Utilities DEPARTMENT

No comments

#### BUILDING DEPARTMENT

No comments

#### FINANCE DEPARTMENT

*Approve Resolution No. 2011-040 entitled a Resolution Adopting the 2012 Capital Improvement Plan (CIP)*

Finance Director Lannes reported staff prepared a resolution adopting the 2012 Capital Improvement Plan (CIP) that is reviewed and updated on an annual basis because it is a living document. This document serves the purpose of providing an orderly and efficient long-term plan for acquiring necessary buildings, land, major equipment, infrastructure, and other commodities of significant value that have a useful life of several years.

Council member Vetsch wanted clarification whether the Council will receive a copy of the CIP, which Finance Director Lannes confirmed that the Council received a copy of the 2012 Capital

Improvement Plan (CIP) at the December 5, 2011 Workshop Session. The 2012 CIP was a lengthy document compared to the 11" x 17" document that was distributed in prior years.

Lannes went on to explain staff didn't include the lengthy document in the packet to reduce the amount of paper being used. Lannes concluded that this document is an opportunity for optimal decision-making by proposers, users, and evaluators of capital projects and their funding.

CMs (Schommer) Hendrickson/Sorensen **motioned** to approve **Resolution No. 2011-040** entitled a Resolution Adopting the 2012 Capital Improvement Plan (CIP). Mayor Meehan, Council members (Schommer) Hendrickson, Sorensen, and Wagner voted aye. Council member Vetsch voted nay. Motion carried.

*Approve **Resolution No. 2011-041** entitled a Resolution Adopting the City of Albertville, MN 2011 Fund Balance Policy (GASB 54)*

Finance Director Lannes reported that included in the packet is Resolution No. 2011-041 adopting the City of Albertville's 2011 Fund Balance Policy (GASB 54). Lannes explained that GASB stands for the Governmental Accounting Standards Board. It is the GASB's role to establish and improve standards of reporting for U.S. State and Local governments. This style of reporting is recognized as the official source of Generally Accepted Accounting Principles (GAAP) for state and local governments.

Lannes continued by stating that GASB found significant variations in how standards are applied, leading to significant divergence in practice. There is a widespread confusion about terminology used in documents. The terminology is mismatched between what governments are reporting about fund balance and what users of financial statements actually need. It was the Governmental Accounting Standards Boards (GASB) that met and issued Statement 54 in March 2009.

Albertville has been working towards presenting and implementing the GASB 54, which is included in Resolution No. 2011-041.

CMs Wagner/Sorensen **motioned** to approve **Resolution No. 2011-041** 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**

*Authorize staff to prepare a 2012 NAC Vision Study and Goal Setting Report*

City Administrator Kruse asked the Council if they were interested in authorizing staff in preparing a 2012 NAC Vision Study and Goal Setting Report at a cost not to exceed \$6,200.

CMs (Schommer) Hendrickson/Wagner **motioned** to authorize staff to prepare a 2012 NAC Vision Study and Goal Setting Report at a cost not to exceed \$6,200, which will be presented to the City Council at a future meeting. Motion carried unanimously.

**ENGINEERING**

No comments

**LEGAL**

No comments

**ADMINISTRATION**

No comments

**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	5 <sup>CC</sup>	6	7	8	9	10
11	12 <sup>CC</sup>	13 <sup>PZ</sup>	14	15	16	17
18	19 <sup>CC</sup>	20	21	22	23	24
25	26 <sup>H</sup>	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)

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

**ADJOURNMENT**

Mayor Meehan adjourned the regular City Council meeting at 7:27 p.m. The Council took a five (5) minute recess then regrouped in the East Conference Room to conduct the 2011 Annual Performance Reviews for the City Attorney, City Engineer, and City Administrator.

---

Bridget Miller, City Clerk (recording secretary)



December 27, 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 **Tuesday, January 3, 2011** payment of the claims that includes electronic payments **513, 514, 530-537 EFT** and check numbers **30566 to 30596** as presented except the bills specifically pulled, which are passed by separate motion.

**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)**

**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

### January 3, 2012

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	000513E	12/21/2011	<b>WATSON COMPANY</b>		
E	810-00000-252	Food/Concessions For Resale	\$845.84	807214	STMA Arena Concession food, cups
<b>Total WATSON COMPANY</b>			\$845.84		
<b>Paid Chk# 000514E 12/21/2011 WRIGHT-HENNEPIN COOP ELECTRIC</b>					
E	101-43160-381	Electric Utilities	\$559.08	00001001631	Lights
E	101-45100-381	Electric Utilities	\$277.22	00001001631	Parks
E	601-49450-381	Electric Utilities	\$92.22	00001001631	Lift Stations
<b>Total WRIGHT-HENNEPIN COOP ELECTRIC</b>			\$928.52		
<b>Paid Chk# 030566 12/21/2011 CRYSTEEL TRUCK EQUIPMENT</b>					
E	101-43100-404	Repair/Maint - Machinery/Equip	\$392.45	FP145046	2 9' 2 Formed cutting edge
<b>Total CRYSTEEL TRUCK EQUIPMENT</b>			\$392.45		
<b>Paid Chk# 030567 12/21/2011 XCEL ENERGY</b>					
E	810-00000-381	Electric Utilities	\$5,744.48	5158733154	STMA Arena Electricity
<b>Total XCEL ENERGY</b>			\$5,744.48		
<b>Paid Chk# 000531E 12/27/2011 BOLTON &amp; MENK, INC</b>					
E	101-43100-303	Engineering Fees	\$787.50	0142983	2010 Street Imp
E	101-43100-303	Engineering Fees	\$2,625.00	0142987	2011 Street Imp
E	101-41710-303	Engineering Fees	\$105.00	0143737	Dominium DevTown Homes 10/1 - 10/14/11
E	101-43100-303	Engineering Fees	\$315.00	0143757	2010 Street Imp
E	101-43100-303	Engineering Fees	\$2,677.50	0143762	2011 Street Imp
E	101-41710-303	Engineering Fees	\$52.50	0143763	Border States Elec 10/1 - 10/28/11
E	101-42400-303	Engineering Fees	\$465.00	0143768	greenhaven, pond, shed
<b>Total BOLTON &amp; MENK, INC</b>			\$7,027.50		
<b>Paid Chk# 000532E 12/27/2011 WRIGHT COUNTY AUD/TREASURER</b>					
R	101-00000-34950	Other Revenues	\$1,271.36	AP000265142	Court Fees 86 Nov 11 Fines/Fees 8600046387
<b>Total WRIGHT COUNTY AUD/TREASURER</b>			\$1,271.36		
<b>Paid Chk# 000533E 12/27/2011 RAPIT PRINTING</b>					
E	101-41100-300	Professional Svcs (GENERAL)	\$822.02	107460	4 page newsletter 2011 volume 4
<b>Total RAPIT PRINTING</b>			\$822.02		
<b>Paid Chk# 000534E 12/27/2011 MAGIC WATER</b>					
E	101-42000-404	Repair/Maint - Machinery/Equip	\$106.28	18136BS	FD water
<b>Total MAGIC WATER</b>			\$106.28		
<b>Paid Chk# 000535E 12/27/2011 MVTL LABORATORIES, INC</b>					
E	601-49450-218	Testing Expenses	\$101.40	581867	Testing Expense (CBOD-5)
E	601-49450-218	Testing Expenses	\$125.40	582726	Testing Expense (CBOD-5)
<b>Total MVTL LABORATORIES, INC</b>			\$226.80		
<b>Paid Chk# 000536E 12/27/2011 GRAINGER</b>					
E	601-49450-404	Repair/Maint - Machinery/Equip	\$187.20	9700881577	V belt
<b>Total GRAINGER</b>			\$187.20		
<b>Paid Chk# 000537E 12/27/2011 S &amp; T OFFICE PRODUCTS</b>					
E	101-42400-200	Office Supplies (GENERAL)	\$58.53	010y1772	envelopes, folders
E	101-42000-200	Office Supplies (GENERAL)	\$17.16	010y1914	folders
<b>Total S &amp; T OFFICE PRODUCTS</b>			\$75.69		

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	030568	12/27/2011	<b>ALL STAR CHEMICAL CORP</b>		
E 101-42000-200	Office Supplies (GENERAL)		\$462.66	19446	vehicle was & wax FD
	<b>Total ALL STAR CHEMICAL CORP</b>		<b>\$462.66</b>		
Paid Chk#	030569	12/27/2011	<b>AMERICAN TEST CENTER</b>		
E 101-42000-404	Repair/Maint - Machinery/Equip		\$1,135.00	2113501	FD Annual Ladder Testing
E 101-45100-404	Repair/Maint - Machinery/Equip		\$435.00	2113502	bucket truck test annual
E 101-43100-405	Repair/Maint - Buildings		\$250.00	2113502	lift truck tested annual
	<b>Total AMERICAN TEST CENTER</b>		<b>\$1,820.00</b>		
Paid Chk#	030570	12/27/2011	<b>ARAMARK UNIFORM SERVICES</b>		
E 101-41940-405	Repair/Maint - Buildings		\$54.06	629-7387067	CH Mops, mats, towels
	<b>Total ARAMARK UNIFORM SERVICES</b>		<b>\$54.06</b>		
Paid Chk#	030571	12/27/2011	<b>BUSINESS FORMS &amp; ACCOUNTING</b>		
E 101-41400-200	Office Supplies (GENERAL)		\$233.52	45242	W2 & envelopes, 1099 & envelopes
	<b>Total BUSINESS FORMS &amp; ACCOUNTING</b>		<b>\$233.52</b>		
Paid Chk#	030572	12/27/2011	<b>CARLSON BUILDING SERVICES, INC</b>		
E 601-49450-210	Operating Supplies (GENERAL)		\$12.78	38440	Can liners
E 101-41940-210	Operating Supplies (GENERAL)		\$12.78	38440	Can liners
E 101-43100-215	Shop Supplies		\$12.77	38440	Can liners
E 101-42000-200	Office Supplies (GENERAL)		\$12.77	38440	Can liners
E 602-49400-210	Operating Supplies (GENERAL)		\$12.78	38440	Can liners
E 602-49400-210	Operating Supplies (GENERAL)		\$34.20	38699	tp, twls, soap, etc
E 601-49450-210	Operating Supplies (GENERAL)		\$34.20	38699	tp, twls, soap, etc
E 101-43100-215	Shop Supplies		\$34.20	38699	tp, twls, soap, etc
E 101-42000-200	Office Supplies (GENERAL)		\$34.20	38699	tp, twls, soap, etc
E 101-41940-210	Operating Supplies (GENERAL)		\$34.21	38699	tp, twls, soap, etc
	<b>Total CARLSON BUILDING SERVICES, INC</b>		<b>\$234.89</b>		
Paid Chk#	030573	12/27/2011	<b>EMERGENCY APPARATUS MNTC</b>		
E 101-42000-404	Repair/Maint - Machinery/Equip		\$631.29	59343	Repair Engine 11
	<b>Total EMERGENCY APPARATUS MNTC</b>		<b>\$631.29</b>		
Paid Chk#	030574	12/27/2011	<b>FEHN COMPANIES, INC</b>		
E 604-49960-406	R/M - Collection System		\$1,600.00	25588	ditch cleaning
	<b>Total FEHN COMPANIES, INC</b>		<b>\$1,600.00</b>		
Paid Chk#	030575	12/27/2011	<b>FRONTLINE PLUS FIRE &amp; RESCUE</b>		
E 101-42000-583	Capital - Hose		\$1,981.74	11285	fire hose
	<b>Total FRONTLINE PLUS FIRE &amp; RESCUE</b>		<b>\$1,981.74</b>		
Paid Chk#	030576	12/27/2011	<b>HENRYS WATERWORKS, INC</b>		
E 602-49400-407	R/M - Water Mains		\$461.38	15517	water main repairs
	<b>Total HENRYS WATERWORKS, INC</b>		<b>\$461.38</b>		
Paid Chk#	030577	12/27/2011	<b>HIPSAG INSPECTIONS INC</b>		
R 101-00000-32000	Licenses and Permits		\$64.00	120811	electrical inspections
	<b>Total HIPSAG INSPECTIONS INC</b>		<b>\$64.00</b>		
Paid Chk#	030578	12/27/2011	<b>M &amp; T FIRE AND SAFETY</b>		
E 101-42000-404	Repair/Maint - Machinery/Equip		\$821.91	93643	traffic cones for all FD truck
	<b>Total M &amp; T FIRE AND SAFETY</b>		<b>\$821.91</b>		
Paid Chk#	030579	12/27/2011	<b>MIDWEST SAFETY COUNSELORS, INC</b>		
E 101-42000-310	Other Professional Services		\$282.42	649199	MSA Calibration Gas
	<b>Total MIDWEST SAFETY COUNSELORS,</b>		<b>\$282.42</b>		
Paid Chk#	030580	12/27/2011	<b>MUNICIPAL EMERGENCY SER. INC.</b>		
E 101-42000-404	Repair/Maint - Machinery/Equip		\$795.00	00280852_snv	Air compressor service
E 101-42000-580	Capital - Other Equipment		\$1,055.91	00281793_snv	SCBA flow test
	<b>Total MUNICIPAL EMERGENCY SER. INC.</b>		<b>\$1,850.91</b>		
Paid Chk#	030581	12/27/2011	<b>NORTH MEMORIAL URGENT CARE</b>		
E 101-42000-305	Medical - Physicals		\$176.00	498059001211	physical new FF
	<b>Total NORTH MEMORIAL URGENT CARE</b>		<b>\$176.00</b>		

		Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>				
Paid Chk#	030582	12/27/2011	<b>PITNEY BOWES - EASYPERMIT POST</b>	
E	601-49450-413	Office Equipment Rental	\$124.23	15176927877 Postage & Supplies
E	101-41400-413	Office Equipment Rental	\$344.47	15176927877 Postage & Supplies
E	602-49400-413	Office Equipment Rental	\$56.47	15176927877 Postage & Supplies
E	604-49960-413	Office Equipment Rental	\$39.53	15176927877 Postage & Supplies
<b>Total</b>		<b>PITNEY BOWES - EASYPERMIT POST</b>	<b>\$564.70</b>	
Paid Chk#	030583	12/27/2011	<b>SAFETY TRAIN</b>	
E	101-45100-208	Training and Instruction	\$300.00	110511 safety train/Annual fee
E	601-49450-208	Training and Instruction	\$300.00	110511 safety train/Annual fee
E	101-43100-208	Training and Instruction	\$300.00	110511 safety train/Annual fee
E	602-49400-208	Training and Instruction	\$300.00	110511 safety train/Annual fee
<b>Total</b>		<b>SAFETY TRAIN</b>	<b>\$1,200.00</b>	
Paid Chk#	030584	12/27/2011	<b>SPORT SYSTEMS UNLIMITED CORP</b>	
E	810-00000-405	Repair/Maint - Buildings	\$212.50	0034371-IN STMA Arena Rink Board Repair Z-doors
<b>Total</b>		<b>SPORT SYSTEMS UNLIMITED CORP</b>	<b>\$212.50</b>	
Paid Chk#	030585	12/27/2011	<b>STEP SAVER INC</b>	
E	810-00000-405	Repair/Maint - Buildings	\$165.09	54799 Bulk Salt
<b>Total</b>		<b>STEP SAVER INC</b>	<b>\$165.09</b>	
Paid Chk#	030586	12/27/2011	<b>SUN PRESS &amp; NEWSPAPERS</b>	
E	101-41100-300	Professional Svcs (GENERAL)	\$83.60	1352448 ordinance 2011 1083559
<b>Total</b>		<b>SUN PRESS &amp; NEWSPAPERS</b>	<b>\$83.60</b>	
Paid Chk#	030587	12/27/2011	<b>SURPLUS SERVICES</b>	
E	101-43100-215	Shop Supplies	\$12.00	20032985 misc equip
E	101-43100-215	Shop Supplies	\$150.00	9552 mitten sets, boots, tamper
<b>Total</b>		<b>SURPLUS SERVICES</b>	<b>\$162.00</b>	
Paid Chk#	030588	12/27/2011	<b>SWEENEY CONTROLS COMPANY</b>	
E	601-49450-404	Repair/Maint - Machinery/Equip	\$4,168.13	STDINV09578 up grade screen to PV (lift station)
<b>Total</b>		<b>SWEENEY CONTROLS COMPANY</b>	<b>\$4,168.13</b>	
Paid Chk#	030589	12/27/2011	<b>USA BLUE BOOK</b>	
E	601-49450-210	Operating Supplies (GENERAL)	\$158.49	547988 form breaker, valve, wire staff
<b>Total</b>		<b>USA BLUE BOOK</b>	<b>\$158.49</b>	
Paid Chk#	000530E	01/03/2012	<b>PRINCIPAL LIFE INSURANCE CO</b>	
E	101-41300-131	Employer Paid Health	\$85.15	100866210000 Emp Life, Dental, Stdis
G	101-21710	Other Deductions	\$274.62	100866210000 Emp Port.
E	101-41400-131	Employer Paid Health	(\$1.58)	100866210000 Emp Life, Dental, Stdis
E	101-41500-131	Employer Paid Health	\$141.23	100866210000 Emp Life, Dental, Stdis
E	101-42400-130	Employer Paid Ins (GENERAL)	\$0.00	100866210000 Emp Life, Dental, Stdis
E	101-45100-130	Employer Paid Ins (GENERAL)	\$196.39	100866210000 Emp Life, Dental, Stdis
E	601-49450-130	Employer Paid Ins (GENERAL)	\$193.37	100866210000 Emp Life, Dental, Stdis
E	602-49400-130	Employer Paid Ins (GENERAL)	\$193.35	100866210000 Emp Life, Dental, Stdis
E	810-00000-130	Employer Paid Ins (GENERAL)	\$129.78	100866210000 Emp Life, Dental, Stdis
E	101-43100-130	Employer Paid Ins (GENERAL)	\$197.75	100866210000 Emp Life, Dental, Stdis
<b>Total</b>		<b>PRINCIPAL LIFE INSURANCE CO</b>	<b>\$1,410.06</b>	
Paid Chk#	030590	1/3/2012	<b>BANYON DATA SYSTEMS</b>	
E	101-42000-310	Other Professional Services	\$1,409.47	00147347 Annual support
E	604-49660-300	Professional Svcs (GENERAL)	\$1,409.46	00147347 Annual support
E	601-49450-300	Professional Svcs (GENERAL)	\$1,409.47	00147347 Annual support
E	101-41400-300	Professional Svcs (GENERAL)	\$1,409.47	00147347 Annual support
E	602-49400-300	Professional Svcs (GENERAL)	\$1,409.47	00147347 Annual support
<b>Total</b>		<b>BANYON DATA SYSTEMS</b>	<b>\$7,047.34</b>	
Paid Chk#	030591	1/3/2012	<b>BEAUDRY, JUDY</b>	
G	101-22900	Rental Deposit Escrow	\$100.00	Refund Damage Deposit Refund -12/18/11 CH
<b>Total</b>		<b>BEAUDRY, JUDY</b>	<b>\$100.00</b>	

	Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>			
Paid Chk# 030592	1/3/2012	CARLSON BUILDING SERVICES, INC	
E 101-42000-405	Repair/Maint - Buildings	\$133.59 38490	January monthly cleaning FD
E 101-41940-405	Repair/Maint - Buildings	\$422.16 38490	January monthly cleaning City Hall
<b>Total</b>		<b>CARLSON BUILDING SERVICES, INC</b>	<b>\$555.75</b>
Paid Chk# 030593	1/3/2012	MINNESOTA ICE ARENA MGRS ASSOC	
E 810-00000-433	Dues and Subscriptions	\$145.00 1951	STMA Arena 2012 annual membership renewal fee
<b>Total</b>		<b>MINNESOTA ICE ARENA MGRS ASSOC</b>	<b>\$145.00</b>
Paid Chk# 030594	1/3/2012	SCR, INC - ST. CLOUD	
E 810-00000-405	Repair/Maint - Buildings	\$583.33 242371	Jan 12 Maint agreement 9 of 12
<b>Total</b>		<b>SCR, INC - ST. CLOUD</b>	<b>\$583.33</b>
Paid Chk# 030595	1/3/2012	SENTRY SYSTEMS, INC.	
E 101-43100-405	Repair/Maint - Buildings	\$31.27 649199	PW Alarm
E 101-42000-405	Repair/Maint - Buildings	\$4.22 649199	Daily test FD
E 101-42000-405	Repair/Maint - Buildings	\$20.25 649199	FD Alarm
<b>Total</b>		<b>SENTRY SYSTEMS, INC.</b>	<b>\$55.74</b>
Paid Chk# 030596	1/3/2012	WRIGHT COUNTY EDP	
E 101-41100-433	Dues and Subscriptions	\$1,729.40 December	2012 Annual Membership dues
<b>Total</b>		<b>WRIGHT COUNTY EDP</b>	<b>\$1,729.40</b>

Fund Summary

<b>10100 Premier Bank</b>	
101 GENERAL FUND	\$26,394.50
601 SEWER FUND	\$6,906.89
602 WATER FUND	\$2,467.65
604 STORM WATER	\$3,048.99
810 STMA ARENA	\$7,826.02
	<b>\$46,644.05</b>



December 29, 2011

**SUBJECT: CONSENT AGENDA - CITY COUNCIL – 2012 APPOINTMENTS**

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

**Motion to approve Resolution No. 2012-001** entitled a Resolution Making Appointments to Certain Offices and Positions within the City of Albertville for the Year 2012 and Re-scheduling City Council meetings that Conflict with Legal Holidays or the 2012 General Election, 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:** Every year the Mayor reviews and discusses the various appointments to certain offices and positions held for the upcoming year with Council members. Staff informs the Mayor what Council dates that need to be re-scheduled because of the conflict with legal holidays or elections, which is included in the Resolution that is presented. Staff wanted to include the Economic Development Authority to the list of appointments.

**KEY ISSUES:**

- Re-scheduling the following meetings because of the conflict of a legal holiday:
  - Martin Luther King Day - Monday, January 16, 2012 to Tuesday, January 17, 2012;
  - President's Day - Monday, February 20, 2012 to Tuesday, February 21, 2012;
  - Labor Day - Monday, September 3, 2012 to Tuesday, September 4, 2012; and,
  - General Election – Tuesday, November 6, 2012 to Wednesday, November 7, 2012

**FINANCIAL CONSIDERATIONS:** There are no financial considerations as it relates to the City Council approval of the Resolution setting the 2012 Appointments and re-scheduling City Council meetings that conflict with legal holidays or the general election.

**LEGAL ISSUES:** In accordance with Council practices, the Mayor, Council, and staff members have the ability to amend Resolutions prior to Council approval.

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

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

**Attachments:** Resolution No. 2012-001

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

**RESOLUTION NO. 2012-001**

**A RESOLUTION MAKING APPOINTMENTS TO  
CERTAIN OFFICES AND POSITIONS WITHIN THE  
CITY OF ALBERTVILLE FOR THE YEAR 2012  
AND RE-SCHEDULING CITY COUNCIL MEETINGS  
THAT CONFLICT WITH LEGAL HOLIDAYS**

**WHEREAS**, it has been the policy of the Albertville City Council to make annual appointments to fill certain offices and positions with the city government at the beginning of each year.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Albertville, Minnesota, establishes the following:

1. That the following persons are appointed by the City Council to the following offices and positions for the year 2009:

<b>ACTING MAYOR:</b>	John Vetsch
<b>ANIMAL CONTROL:</b>	Monticello Animal Control
<b>ASSISTANT WEED INSPECTOR:</b>	Public Works Supv. Tim Guimont
<b>BOND COUNSEL:</b>	Briggs & Morgan Kennedy & Graven
<b>CABLE TV BOARD:</b>	Acting Mayor
<b>CITY ATTORNEY:</b>	Couri, MacArthur & Ruppe, LPPL
<b>CITY ENGINEER:</b>	Bolton & Menk, Inc.

<b>CITY PLANNER:</b>	Northwest Associated Consultants
<b>CIVIL DEFENSE DIRECTOR:</b>	Fire Chief Tate Mills
<b>ECONOMIC DEVELOPMENT AUTHORITY (EDA):</b>	Mayor and all Council members
<b>FINANCIAL ADVISOR:</b>	Northland Securities Springsted, Inc.
<b>FIRE RELIEF ASSOCIATION REPRESENTATIVES:</b>	Assistant Fire Chief Jay Eull Dan Wagner City Administrator Larry Kruse
<b>FIRE DEPT. REPRESENTATIVE / PUBLIC SAFETY COMMITTEE:</b>	Larry Sorensen Jillian Hendrickson Mark Meehan, Alternate Fire Dept. Representative
<b>FAMILY- YOUTH COMMUNITY COOPERATIVE:</b>	Jillian Hendrickson Dan Wagner, Alternate
<b>JOINT POWERS WATER BOARD:</b>	Mark Meehan John Vetsch Dan Wagner, Alternate
<b>LIBRARY (St. Michael Library):</b>	Mark Meehan
<b>PARKS &amp; RECREATION COMMITTEE:</b>	Jillian Hendrickson Larry Sorensen Public Works Supv. Tim Guimont
<b>PERSONNEL COMMITTEE:</b>	Mark Meehan John Vetsch

**PLANNING COMMISSION:**

Dan Wagner  
Jillian Hendrickson, Alternate  
Jon Sutherland, Zoning Admin.

**PUBLIC WORKS COMMITTEE:**

Larry Sorensen  
John Vetsch  
Public Works Supv. Tim Guimont

**OFFICIAL NEWSPAPER:**

North Crow River News

**OFFICIAL DEPOSITORIES:**

Bank of Elk River  
Dain Rausher  
FTN Financial  
Highland Bank  
LMC 4M Fund  
Lake Community Bank  
Northland Securities  
Premier Bank  
Venture Bank  
Wachovia Securities

**OTSEGO CREEK AUTHORITY:**

John Vetsch  
Dan Wagner, Alternate  
Planning Commission Chair

**RULES OF PROCEDURE:**

Robert's Rules of Order

**STMA ICE ARENA BOARD:**

Dan Wagner  
Larry Sorensen  
John Vetsch, Alternate  
STMA Manager Grant Fitch

**TAX INCREMENT CONSULTANTS:**

Briggs & Morgan  
Kennedy & Graven

City of Albertville

County of Wright

**Resolution No. 2012-001**

Page 4

2. City staff and/or consultants will attend the council, boards, commissions, and committee meetings as directed by the City Council. Staff who is directed to attend meetings will be compensated based on the City's personnel policies or contractual agreements. Staff who is not directed to attend will not be compensated for their attendance.
  
3. Change City Council regular meeting dates conflicting with legal holidays as follows:  
  
Martin Luther King Day - Monday, January 16, 2012 to **Tuesday, January 17, 2012** beginning at 7:00 p.m.;  
  
President's Day - Monday, February 20, 2012 to **Tuesday, February 21, 2012** beginning at 7:00 p.m.;  
  
Labor Day - Monday, September 3, 2012 to **Tuesday, September 4, 2012** beginning at 7:00 p.m.; and,  
  
General Election – Tuesday, November 6, 2012 to **Wednesday, November 7, 2012** beginning at 7:00 p.m.
  
4. That such appointment shall take effect on the date thereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

Adopted this 3<sup>rd</sup> day of January 2012 by the City Council of the City of Albertville.

---

Mark Meehan, Mayor

---

Bridget Miller, City Clerk





# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

## MEMORANDUM

**Date:** December 27, 2011

**To:** The Honorable Mayor and City Council

**Cc:** Larry Kruse, Albertville City Administrator

**From:** Adam Nafstad, P.E., Albertville Engineer

**Subject:** Project Status Update

---

The following is a brief project status update as of December 28, 2011:

1. I-94 Westbound Collector Distributor Road

MnDOT is requiring that the profile of the CD road be revised to eliminate the need of the median barrier wall and to reduce the cross slope of the median between the CD road and mainline. SRF has submitted a request for a budget amendment to the professional service contract for design and staff will be seeking Council's approval. While the profile revision itself is fairly achievable, the extent of the plan revisions is rather significant given that the profile impacts almost all aspects of the design and plan. SRF is proposing to complete the revisions and re-submit the plans for approval by the end of January at a cost of \$32,000. The estimated construction savings by eliminating the barrier wall is expected to be in excess of \$200,000. Concurrent with the MnDOT required revisions, staff is working on: the Municipal Agreement with State, closing on the AT&T acquisition, coordination and scheduling of the relocation of the AT&T fiber lines, the Cash Flow Analysis for the PFA loan, and various State permits and certificates. Once the State has approved the final plans, staff will seek the Council's approval to advertize for bids. During the advertisement period, staff will conduct an informational open house. Upon receipt of bids an improvement hearing will be held and Council will determine whether or not to award the project for an early spring start.

2. 2011 Street Improvements

All work has been completed. Staff will be reviewing the work for any needed corrections.

3. CSAH 19 Traffic Signals

The flashing yellow left signal head improvements at CSAH 37 and 19 were installed on the 30<sup>th</sup> of November. Overall, the signal improvements have been received very well and staff will be monitoring the performance intersection.

4. Ditch No. 9 Improvements

Public Works is in the process of clearing trees and brush from the portion of the ditch located west of Kagan Avenue and in the southwest corner of the City. Staff has completed



Albertville Project Status Update

12/27/11

Page 2 of 2

the field survey of the ditch between Kagan and CSAH 18 in preparation for the design of ditch improvements.

5. 67<sup>th</sup> Street Ditch

Approximately 2,200 feet of ditch in the Northwest Commercial Park, between the Outlet Mall and Roden property, was cleaned early this month.

6. Miscellaneous Work Items In Progress

- Karston Cove 3<sup>rd</sup> Discussions
- 2010 Street Improvement Project Close-out
- STMA Arena Concepts
- Building Permit Reviews
- Towne Lakes Wetland Mitigation Acceptance
- Updating of Zoning and Building related applications
- 2012 Maps
- WWTP Permitting

I will be at your January 3<sup>rd</sup>, 2012, City Council meeting to discuss any questions concerning these and/or other projects taking place in town.



## Mayor and Council Communication

December 29, 2011

**SUBJECT: CONSENT - FINANCE DEPARTMENT – PAY EQUITY REPORTING**

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

**MOTION TO** adopt the 2011 Pay Equity Compliance Report.

**BACKGROUND:** Pursuant to Minnesota State Statute 471.991 to 471.999 the City of Albertville must submit a Pay Equity Compliance Report every three (3) years. The basic function of the report compares the wages and salaries of females to insure they are comparable to that of the males. The enclosed report shows that Albertville is in compliance.

Enclosed is a copy of the completed Pay Equity Implementation Report; compliance report and Predicted Pay Graph. Also enclosed is a Resolution Adopting the Pay Equity Final Report, which has been put on the consent agenda.

In 2004, we completed a salary survey and updated the schedule to reflect market wages in the area. Prior to the next Pay Equity Report in 2014, I may be asking the council to consider hiring a consultant to review employees Job Points to insure they reflect the many changes we have recently made.

**POLICY/PRACTICES CONSIDERATIONS:** It is the City's policy to review and approve pay equity reporting.

**LEGAL CONSIDERATIONS:** The City is required to submit a pay equity compliance report pursuant to Minnesota State Statute.

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

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

**Attachments:** Pay Equity Report

**Compliance Report**

Jurisdiction: Albertville  
 5959 Main Avenue N.E.  
 PO Box 9  
 Albertville MN 55301

Report Year: 2012  
 Case: 1 - 2011 DATA (Shared (Jur and MMB))

Contact: Tina Lannes Phone: (763) 497-3384 E-Mail: tlannes@ci.albertville.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

**I. GENERAL JOB CLASS INFORMATION**

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	4	0	10
# Employees	7	4	0	11
Avg. Max Monthly Pay per employee	5,339.02	4,575.76		5,061.47

**II. STATISTICAL ANALYSIS TEST**

**A. Underpayment Ratio = 88.89 \***

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	1
b. # Below Predicted Pay	4	3
c. TOTAL	6	4
d. % Below Predicted Pay (b divided by c = d)	66.67	75.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

Degrees of Freedom (DF) = 9	Value of T = 1.138
-----------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = (\$2)
- b. Avg. diff. in pay from predicted pay for female jobs = (\$94)

**III. SALARY RANGE TEST = 100.00 (Result is A divided by B)**

- A. Avg. # of years to max salary for male jobs = 5.00
- B. Avg. # of years to max salary for female jobs = 5.00

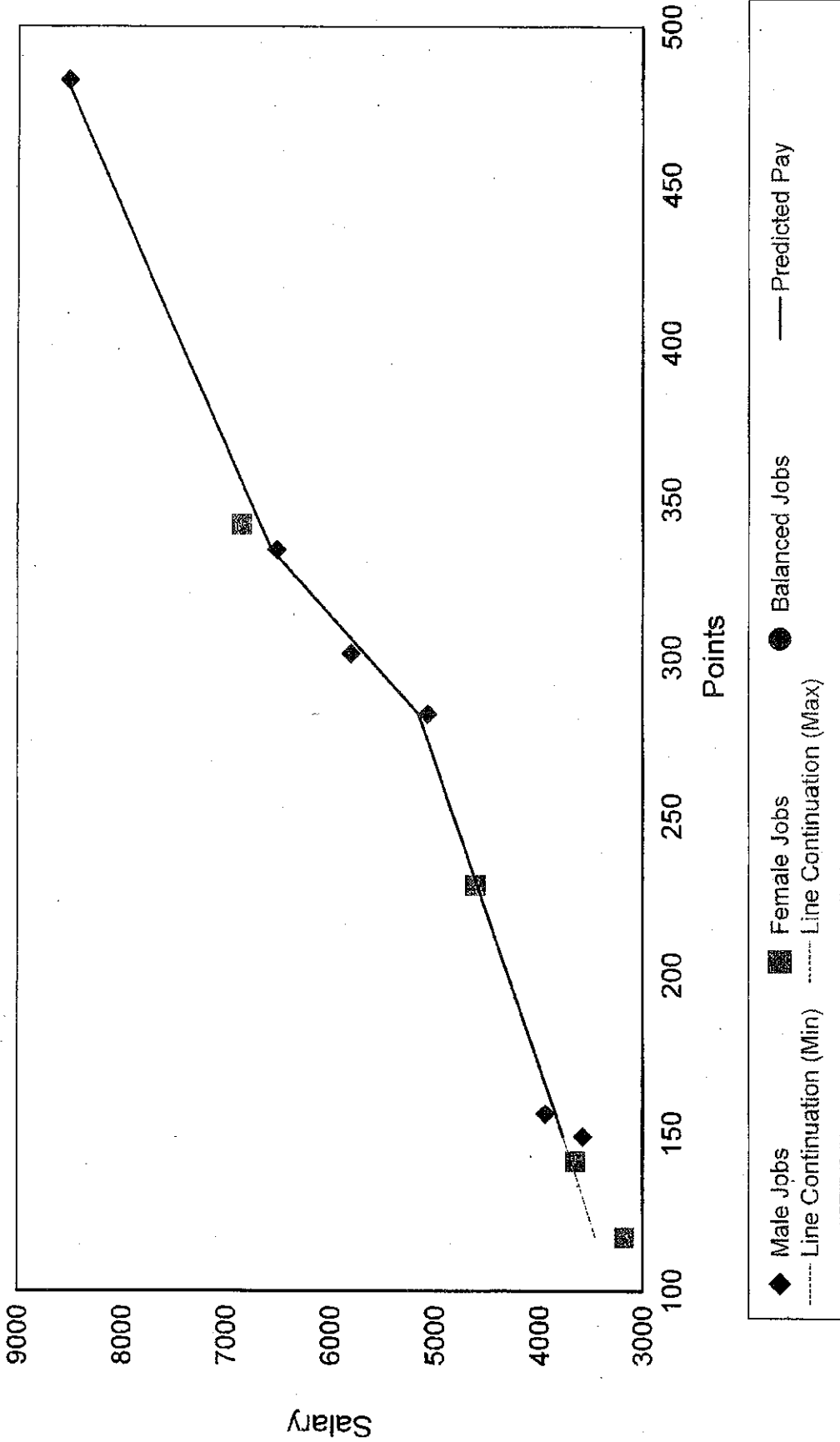
**IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)**

- A. % of male classes receiving ESP 0.00 \*
- B. % of female classes receiving ESP 0.00

\*(If 20% or less, test result will be 0.00)

Predicted Pay Report for Albertville

Case: 2011 DATA





December 29, 2011

**SUBJECT: CONSENT – PUBLIC WORKS AND PARK MAINTENANCE II**

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

**MOTION TO:** establish a Public Works and Parks Maintenance II position with a 2012 wage range from \$44,952 to \$50,860 and to approve moving Ryan Zachman to Step 4 (\$49,619) on that schedule effective at the start of the next payroll period.

**BACKGROUND:**

City Administrator Kruse presented a recommendation to the Personnel Committee to create a Public Works and Parks Maintenance II position, which would include all of the duties of the Maintenance I position, plus more complex mechanic responsibilities. Kruse presented a draft job description detailing the added responsibilities. Kruse said, with the hiring of Ryan Zachman, he is now maintaining all Fire Department Trucks, STMA Arena Zamboni and all City fleet of equipment and vehicles. Further Zachman is in charge of overseeing building mechanical systems. Kruse said this is a cost effective action having a skilled mechanic on staff versus using outside service providers.

**FINANCIAL CONSIDERATIONS:**

The additional \$1,182.00 cost of this job reclassification can be accommodated within the 2012 budget.

**LEGAL ISSUES:** The City Council has the authority to establish job positions and various classifications of employment, and to reassign employees to those positions.

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

December 29, 2011

**SUBJECT:** CONSENT – WATER, WASTE WATER TREATMENT OPERATION PAY RANGE

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

**MOTION TO:** adopt a pay range of \$42,812 to \$48,437 for the Water, Waste Water Treatment Operator and to approve moving Gerald Gerads to Step 3 (\$46,104) on that schedule effective at the start of the next payroll period.

**BACKGROUND:**

City Administrator Kruse presented a recommendation to change the Water, Waste Water Treatment Operator pay schedule to align it with the Public Works and Parks Maintenance I position. Kruse stated the required licenses and technical expertise required for the job needs to be recognized.

**FINANCIAL CONSIDERATIONS:**

The additional \$2,028.00 cost of this range modification can be accommodated within the 2012 Utility Budget.

**LEGAL ISSUES:** The City Council has the authority to set pay ranges and to assign employees pay steps with the schedule.

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



**ALBERTVILLE PERSONNEL COMMITTEE**  
**3:00 p.m. DECEMBER 28, 2011**  
**MINUTES**

**ALBERTVILLE CITY HALL**

**3:00 PM**

**PRESENT:** Mayor Mark Meehan, Council members John Vetsch, City Administrator Larry Kruse and Finance Director Tina Lannes

City Administrator Kruse stated the Personnel Meeting is a follow-up to a number of City Council and Personnel meeting discussions where a number of personnel changes are being considered for 2012. Kruse prefaced the meeting by saying that all of the proposed personnel changes can be accommodated within the 2012 budget.

**Public Works Director and City Engineer**

Mayor Meehan and Council member Vetsch discussed hiring a full-time City Engineer. Staff presented a cost/benefit analysis detailing how the position could be structured within the existing budget. Staff reviewed 2011 engineering costs and determined which engineering activities could be completed by a staff engineer rather than a consulting engineer. Kruse stated that having a staff engineer will not eliminate the need for a consulting engineer, however those numbers can be greatly reduced to more than off-set the cost of the position. The numbers indicate having a full-time City Engineer can be accomplished within the current budget assuming capital projects are billed for the engineer's time.

<b>Full Time Staff Public Works Director/City Engineer (2011 example)</b>	
<b>Consultant Cost Savings</b>	
Reduce Engineering PW	\$10,000
Reduce Engineering General	\$49,000
MSA/LGU Admin Engineering and Staff Mtg Reduced	\$20,000
Private Projects Billing	\$20,000
I-94 Bill Out	\$102,000
Plan Check revenue stays with city	\$1,500
<b>Total</b>	<b>\$202,500</b>
<b>Expenses</b>	
Salary and Benefits	\$116,002
Operation/Office Expenditures	\$20,590
<b>Total Additions</b>	<b>\$136,592</b>
<b>Excess of Savings over Expenses</b>	<b>\$65,908</b>

## **City of Albertville**

Personnel Committee Minutes, December 28, 2011

Page 2 of 6

Council member Vetsch spoke in favor of adding the City Engineer saying he understands the benefits and the numbers indicate it is a good deal. Vetsch requested to see a further breakdown of the MSA/LGU Admin Engineering and Staff Meeting expense that will be eliminated or minimized by establishment of the position.

Mayor Meehan spoke in favor of adding the position saying the upcoming I-94 project cost savings can be significant, and our list of future projects on our five year plan shows that a City Engineer will be busy for years to come.

Although Meehan and Vetsch spoke in favor of establishment of the position, they said this is a decision the entire Council needs to coalesce around together. Meehan and Vetsch said the decision to seek a City Staff Engineer does not in any way mean the City is displeased with Bolton and Menk's services. The Committee requested a simplified financial worksheet detailing the cost/benefit to be shared with the Council next Tuesday evening with hopes the Council will consider a motion to establish the Public Works Director/City Engineer position and direct staff to try and negotiate a contract with consulting engineer Adam Nafstad to assume those duties.

### **Administrative Clerk II Accounting Position**

Mayor Meehan and Council Member Vetsch discussed the addition of a part-time 32 hour per week accounting position to assist the Finance Department with accounts payable, accounts receivable, payroll, utility billing, and daily accounting and to further segregate financial duties as suggested by the City's Auditors. City Clerk Bridget Miller has expressed interest in the position. Meehan and Vetsch spoke favorable towards the addition. The committee recommended staff present information to the City Council with a recommendation to pass a motion to create the position of Administrative Clerk II Accounting Position at 32 hours per week and offer it internally, subject to six month probation.

### **Administrative Clerk II (Front Desk Position)**

City Administrator Kruse recommended the front desk position be reinstated to a full-time position. Kruse expressed the difficulty having two people job-share the one position saying it lacks continuity. Kruse said there has always been ample full-time work to justify the position. The position not only serves the Building Official, but also the Fire Department, Utilities and Public Works. The proposed City Engineer would also need the support of this position.

Both Mayor Meehan and Council Member Vetsch expressed concerns about reinstating the position to full-time at this time.

After hearing Mayor Meehan and Council Member Vetsch's thoughts about wanting to limit employee costs, Kruse suggested maintaining the position as temporary through the first quarter and then to reevaluate it, with hopes the position can be restored from its current 60% of full-time rate as a Building Technician to the lower scale of the Administrative Clerk II at full-time.

**City of Albertville**

Personnel Committee Minutes, December 28, 2011

Page 3 of 6

**City Administrator/City Clerk**

The Committee discussed transferring the duties of the City Clerk to the City Administrator, with the possible reassignment of the City Clerk to an accounting position discussed above. Kruse advised the Committee that the City does need a full-time City Clerk, as the job description and duties of the City Clerk are extensive and very much needed. Kruse said he is a Certified Municipal Clerk and suggested that he could temporarily fill the duties for a short time while the City seeks a replacement.

The Committee agreed to recommend the Council temporarily move to amend the City Administrator's job description to include the duties and responsibilities of the City Clerk and seek to replace the position sometime after the first quarter of 2012 assuming the City Council goes along with establishment of the accounting position discussed earlier.

**Public Works and Parks Maintenance II**

City Administrator Kruse presented a recommendation to create a Public Works and Parks Maintenance II position, which would include all of the duties of the Maintenance I position, plus more complex mechanic responsibilities. Kruse said, with the hiring of Ryan Zachman, he is now maintaining all Fire Department trucks, STMA Arena Zamboni and all City fleet of equipment and vehicles. Further Zachman is in charge of overseeing building mechanical systems. Kruse said this is a cost effective action having a skilled mechanic on staff versus sending the equipment out to service providers. Below is the current Maintenance I and the proposed Maintenance II position.

2012 Proposed Public Works and Parks Maintenance II					
Start	Step 1	Step 2	Step 3	Step 4	Step 5
21.61	22.15	22.71	23.27	<b>23.86</b>	24.45
44,951.96	46,075.76	47,227.65	48,408.35	<b>49,618.55</b>	50,859.02

2012 Current Public Works and Parks Maintenance I					
20.58	21.10	21.62	22.16	22.72	<b>23.29</b>
42,811.39	43,881.68	44,978.72	46,103.19	47,255.77	<b>48,437.16</b>

The Committee supported establishment of the Maintenance II position and will recommend the Council consider the change on Tuesday.

**City of Albertville**

Personnel Committee Minutes, December 28, 2011

Page 4 of 6

**Water, Waste Water Treatment Operator**

City Administrator Kruse presented a recommendation to change the WWTO pay schedule to align it with the Public Works and Parks Maintenance I position. Kruse stated the required licenses and technical expertise required for the job needs to be recognized.

2012 Current Water, Wastewater Operator					
<u>Start</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
18.73	19.20	19.68	20.17	20.67	<b>21.19</b>
38,956.24	39,930.14	40,928.40	41,951.61	43,000.40	<b>44,075.41</b>

Proposed 2012 Water, Wastewater Operator					
<u>Start</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
20.58	21.10	21.62	<b>22.16</b>	22.72	23.29
42,811.39	43,881.68	44,978.72	<b>46,103.19</b>	47,255.77	48,437.16

The Personnel Committee agreed with the suggested rate change and will recommend it at Tuesday Council meeting.

**Finance Director**

City Administrator Kruse recommended the Finance Committee consider increasing the Finance Director from step 4 in 2012 to step 5 as outlined on the schedule below. The Finance Director has been with the City almost 8 years and is on step four of a five step schedule.

<u>Start</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
35.80	36.69	37.61	38.55	<b>39.52</b>	40.50
74,462.00	76,323.55	78,231.64	80,187.43	<b>82,192.12</b>	84,246.92

The Committee stated the Finance Director Lannes is a valued employee! Meehan and Vetsch said they support her, however expressed concerns about public opinion on granting an additional step at this time especially when the City may be adding a part-time position in that department. The Commission stated they would like to get input from the rest of the Council on this matter.

**Building Official and Planning and Zoning Administrator** (currently 75% @ \$58,656)

City Administrator Kruse was asked to bring back some options for the Personnel Committee as they consider reinstating some Building Department Hours and changing the Organizational Chart by adding a Public Works Director/City Engineer.

To-date in 2011, Albertville has processed 400 building permits and the volume of permit revenue is up 63% (\$116,440) over the \$71,500 that was budgeted. Regarding expenses, staff

**City of Albertville**

Personnel Committee Minutes, December 28, 2011

Page 5 of 6

expects to be slightly under budget for 2011. Kruse explained that budgeted 2011 building permit revenue was a fairly low target and that it is good to see that number exceeded.

Besides Building Official duties, the Department manages the City's Rental Housing Program, Vacant Housing Registration Program and he is the Planning and Zoning Administrator. Further, the BO assists the Fire Department with Fire Code Administration and assists with City Building Maintenance.

Council member Vetsch spoke strongly about maintaining Albertville Housing stock and that he supported the Building Official position to help accomplish that work. Both Meehan and Vetsch agreed the difficult economy and lack of new construction makes it difficult to expand hours and the budget. Both Meehan and Vetsch agreed with the need to improve BO performance in sign enforcement, zoning enforcement regarding elimination of junk and code violations, especially as it pertains to the increased number of single family rental units in town. The Committee stated they wanted to see improved reporting to Council to justify the Department's work. The Committee reviewed the Building Official's performance goals for 2012 and agreed with the plan that City Administrator Kruse has identified.

Kruse outlined three options. Option #1 and Option #2 involves a revised pay schedule that the Council might consider in light of pending organizational changes being discussed. The new/revised pay schedule sets the Building Official's wage range at the average of communities 7,000 to 15,000. Although the wage is less than the current BO's schedule, it might be a way to preserve the position during this economic downturn and challenging financial times.

The Building Official's full-time 2011 annual salary is \$78,208 and he has been at 75% throughout 2011 (\$58,656). The Committee reviewed the following options:

**Option #1**

To increase the Building Official and Planning and Zoning Administrator from 75% to 100% and adoption of the following **new/revised wage schedule**. (\$69,016)

**Option #2**

To increase the Building Official and Planning and Zoning Administrator from 75% to 85% of the current 2012 **revised pay schedule** (\$58,664).

(New/Revised) 2012 Building Official and Planning and Zoning Administrator					
Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$61,000	\$62,525	\$64,088	\$65,690	\$67,333	<b>\$69,016</b>

**Option #3**

To maintain the Building Official and Planning and Zoning Administrator at the current pay schedule at 75% of full-time status through April and re-evaluate at that time (\$60,063) or increase to 85% (\$68,072).

**City of Albertville**

Personnel Committee Minutes, December 28, 2011

Page 6 of 6

<u>Current</u>	<u>Start</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
38.50	33.15	33.98	34.82	35.70	36.59	37.50
80,084.99	68,945.51	70,669.15	72,435.88	74,246.77	76,102.94	78,005.52

After some discussion about finances, there was some consensus to recommend the Building Official at 75% of the Option #1 revised pay schedule (\$51,762) and re-evaluate in the April. The Committee said they want the full Council to discuss the level of service desired, and agreed that the Building Official needs to work on his performance plan that has been identified.

**Employee Evaluations**

The Committee reviewed employee evaluations and requested to call for a closed meeting on Monday to discuss the City Clerk's evaluation.

**Tuesday, Regular City Council Meeting**

The Committee requested a workshop following the Tuesday, January 3<sup>rd</sup> Council Meeting and to leave open the opportunity for the Council to take action on establishing the City Engineer's position and any of the above discussed personnel issues.

Adjourned 5:45 p.m.

December 28, 2011

**SUBJECT: ENGINEERING - I-94 WB CD ROAD FINAL DESIGN—SRF CONTRACT AMENDMENT**

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

**Motion** to amend the Professional Service Contract amount with SRF Consulting from \$419,536 to \$451,536 for the final design of the I-94 Westbound Collector-Distributor Road.

**BACKGROUND:** MnDOT is requesting that the profile of the WB CD Road be adjusted to 1) eliminate the need for a median barrier wall, which impedes sight distance, and 2) reduce the cross-slope of the median between the CD road and mainline to minimize the risk of vaulting.

SRF is proposing to complete the requested revisions for an amount not-to-exceed \$32,000. Work associated with the profile is rather extensive, as other portions of the plan need to be revised accordingly. Plan set sections that need to be revised or updated with the profile include, roadway plans, retaining wall plans, drainage plans, signage plans, cross-sections, typical sections, and quantity tabulations, together with extensive coordination with MnDOT. SRF proposes to complete and submit the revised plans to the State by late January.

For your information, this is the 4<sup>th</sup> amendment to the design contract which would amend the contract budget to \$451,536. A brief summary of the amendments is as follows:

Original Contract Amount	\$333,366
Amendment No. 1	\$35,700 (Relocation of DMS, Ramp Lighting, Signage, etc.)
Amendment No. 2	\$29,700 (Bid Documents, Design Memo, Spec Amendments)
Amendment No. 3	\$20,770 (Barrier Wall, Retaining Wall)
Amendment No. 4	<u>\$32,000</u> (Profile Revision-proposed)
Total Contract Amount	\$451,536

**KEY ISSUES:**

- The revised profile is required by Mn/DOT for plan approval.
- The additional cost associated with the additional work is \$32,000.

**FINANCIAL CONSIDERATIONS:** The costs associated with the contract amendment will be funded through the budgeted I-94 Capital Project Monies later to be reimbursed from bond proceeds, and ultimately paid via the bond levy or special assessment levy for the project.

**LEGAL CONSIDERATIONS:** The Mayor and Council have the authority to enter into contracts for professional services for local improvements.

**Submitted Through:** Larry Kruse, City Administrator

**Department/Responsible Person:** City Engineer/Adam Nafstad

**Attachments:** Verbal SRF Budget Extension Request

M:\Public Data\Requests for Council Actions (RCA)\2012\01 03 2011 Engineering SRF Contract Amendment I-94 Proj 12-2011 RCA.doc

Agenda Item No. **7.1.1.**  
Meeting Date January 3, 2012





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

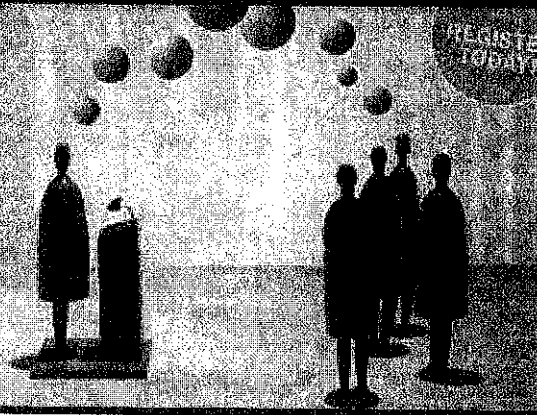
[rbaack@i94westchamber.org](mailto:rbaack@i94westchamber.org)





# SHARED LEADERSHIP

Partnering to Solve Real-World Problems



Like Us on  
Facebook  
Follow on  
Twitter

> Register  
now!

## Learn how to empower others to help achieve your city's goals

—Review the [agenda](#) and [event details](#)

Happy holidays from the League of Minnesota Cities! Are you looking to get the new year off to a good start? Join us for the 2012 Leadership Conference for Experienced Officials.

This two-day training will offer you practical ways to collaborate with others and enhance teamwork so your city can thrive. Join us to:

- **Assess the strengths and weaknesses** of your city's public engagement efforts
- **Identify strategies and tactics** that will involve the people in your community in constructing a better framework for public engagement
- **Embrace the new skills** needed to navigate the "new normal"—learn to rethink, reset and restructure
- **Recognize adaptive challenges** that require a new way of thinking, and how your city might approach them

Register now at [www.lmc.org/12EOC2](http://www.lmc.org/12EOC2)

*Be sure to reserve your hotel room by Jan. 6 to get the special room rate at the Embassy Suites Minneapolis Brooklyn Center!*

### Dates/Location

Jan. 27-28—  
Brooklyn Center

### Registration Fee

\$220  
(includes meals and materials—does not include lodging)

As part of your membership in the League of Minnesota Cities, you will receive occasional e-mails from us about our products and services; you can opt out of these e-mails by clicking the unsubscribe link below.

[Unsubscribe](#) [lkruise@ci.albertville.mn.us](mailto:lkruise@ci.albertville.mn.us) from e-mails about LMC products and services.

[Forward](#) this email to a friend

League of Minnesota Cities, 145 University Ave. W, Saint Paul, MN 55103-2044 | [www.lmc.org](http://www.lmc.org)