



City of Albertville Council Agenda

Monday, January 7, 2013

City Council Chambers

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. Citizens wishing to address the Council regarding specific agenda items, other than public hearings are invited to do so under Public Forum and are asked to fill out a "Request to Speak Card". Presentations are limited to five (5) minutes.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE – ROLL CALL

3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS

A. Oath of Office for Jillian Hendrickson, Larry Sorensen and John Vetsch

B. Central Park Boardwalk Presentation – Zach Peterson (pg 4)

(Motion to release \$2,000.00 donation received from the Albertville Lions for the Zack Peterson Eagle Scout Project, which consists of constructing a boardwalk between 57th Street NE and Central Park, and authorizing the construction of the project on city property; conditioned on plan approvals of the building and public works departments.)

4. PUBLIC 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. Accept the December 17, 2012 regular City Council meeting minutes as presented (pgs 5-13)

B. Authorize **Monday, January 7, 2013** payment of the claims that includes as presented except the bills specifically pulled, which are passed by separate motion. Claims listing have been provided to Council as a separate document. The claims listing are available for public view at City Hall upon request (pg 14)

7. PUBLIC HEARINGS - None

8. DEPARTMENT BUSINESS

A. City Council

- 1). Declaration of City Council Vacancy and Appointment of City Council position (pgs 15-16)**
(Motion to declare a vacancy on the City Council arising from Council woman Jillian Hendrickson assuming the position of Mayor of the City of Albertville.)
- 2). Appoint 2013 City Officials and Consultants (pgs 17-19)**
(Motion to adopt Approve Resolution 2013-001 designating city officials and consulting firms for 2013 (pgs)

B. Finance

- 1). Wright County Assessment Services (pgs 20-25)**
(Motion to approve the Wright County Assessment Services Agreement for 2014-2015.)

C. Building

- 1). 2012 Year End Report (pgs 26-27)**

D. City Clerk

- 1). Set City Council Workshop for February 4, 2013**
(Motion to set a City Council workshop meeting on February 4, 2013 immediately following the regular City Council meeting.)
- 2). Committee Appointments**
(Committee appointments will remain standing until new appointments are made by the full City Council.)
- 3). Discussion of Temporary 3.2 Liquor Licenses**

E. Public Works/Engineering

F. Planning/Zoning

G. Legal

H. Administration

- 1). City Administrator Update (pgs 28-29)**

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

- January 8 Planning and Zoning Commission – CANCELED
- January 14 STMA Ice Arena Board, 6:00 p.m.
- January 21 Martin Luther King Jr. Day, City Offices Closed
- January 22 City Council, 7:00 p.m.
- January 28 Joint Powers Water Board, 6:30 p.m.
Parks Committee, 7:30 p.m.
- February 4 City Council, 7:00 p.m.
- February 11 STMA Ice Arena Board, 6:00 p.m.
- February 12 Planning and Zoning Commission, 7:00 p.m.
- February 18 Presidents’ Day, City Offices Closed
- February 19 City Council, 7:00 p.m.
- February 25 Joint Powers Water Board, 6:30 p.m.
Parks Committee, 7:30 p.m.

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

10. ADJOURNMENT

January 4, 2013

SUBJECT: Public Works – Zack Peterson, Central Park Boardwalk

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

MOTION TO: Release \$2,000.00 donation received from the Albertville Lions for the Zack Peterson Eagle Scout Project, which consists of constructing a boardwalk between 57th Street NE and Central Park, and authorizing the construction of the project on city property; conditioned on plan approvals of the building and public works departments.

BACKGROUND: Zack Peterson, of St. Michael, is working towards his Eagle Scout merit award and would like to construct a boardwalk through the wetland on the west side of the Fire Hall, and between 57th Street NE and Central Park. Zack has presented his project to the Parks Commission and the Lion's Club has donated \$2,000 to assist with the construction of the project, which the city has received.

Zack will present his project to the City Council at the January 7th meeting and is seeking approval for 1) city approval to construct the boardwalk on public land, and 2) authorization to release the donated funds to purchase materials for the project.

In general, the project consists of constructing an elevated boardwalk, approximately 180-feet in length, and 6-feet in width. The boardwalk will need to be placed on city property and accepted as part of the city's infrastructure. If authorized, city staff will review and assist with the design of the structure. Specifically, Mr. Peterson's plans will need to be compliant with ADA and building code standards.

POLICY/PRACTICES CONSIDERATIONS: It is City Policy for all public improvements and project transactions to be approved by the Mayor and City Council.

FINANCIAL CONSIDERATIONS: There is no city funding assistance designated at this time. The \$2,000 Albertville Lion's donation was accepted by the city in October, 2012, (Res. 2012-041), for the purpose of this project.

LEGAL CONSIDERATIONS: The Mayor and Council possess the authority to authorize municipal improvements.

Department/Responsible Person: Public Works/Tim Guimont, Adam Nafstad

Submitted Through: Adam Nafstad

Supplemental Information: Zack Peterson Presentation on 1/7/13



**ALBERTVILLE CITY COUNCIL
Monday, December 17, 2012**

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Acting Mayor Vetsch called the regular City Council meeting to order at 7:05 p.m.

2. ROLL CALL

Present: Acting Mayor John Vetsch, Council members Jillian Hendrickson, Larry Sorensen, and Dan Wagner.

Absent: Mayor Mark Meehan

Others Present: Interim City Administrator Robert Thistle, City Engineer/Public Works Director Adam Nafstad, Finance Director Tina Lannes, City Planner Alan Brixius, City Attorney Michael Couri, City Clerk Kimberly Olson, Michael Potter, Rachel Potter, Amy Potter, Heidi Potter, Diane Vinge, Mark Barthel, Joe Fisher, and Samara Postuma

3. RECOGNITIONS, PRESENTATIONS AND INTRODUCTIONS

A. Oath of Office to Michael Potter, Wright County Commissioner Elect

Couri gave the oath of office to Potter and congratulated him on his election to the Wright County Board.

B. Recognize Mark Meehan for service to the City of Albertville

Meehan was not present at the meeting.

4. CITIZENS OPEN FORUM

There was no one present to speak.

5. APPROVAL OF THE AGENDA

Hendrickson had one change and added recognition of Interim City Administrator as 7B after public hearings.

Lannes added Software Upgrade for Waste Water Treatment Plant and Ice Arena Capital Contributions as Items 4 and 5 under Finance.

Motioned by Sorensen, seconded by Hendrickson, to approve the agenda as amended. Ayes: Vetsch, Hendrickson, Sorensen, and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

6. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by 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. Accept the December 3, 2012 Truth-in-Taxation meeting minutes as presented
- B. Accept the December 3, 2012 regular City Council meeting minutes as presented
- C. Accept the December 3, 2012 workshop City Council meeting minutes as presented
- D. Authorize the **Monday, December 17, 2012** payment of the claims that includes as presented except the bills specifically pulled, which are passed by separate motion. Claims listing have been provided to Council as a separate document. The claims listing are available for public view at City Hall upon request
- E. Authorize the payment of all just claims received by December 31, 2012, which would be the year-end closeout of payments of claims
- F. Approve Resolution No. 2012-053 entitled a Resolution Establishing the 2013 City Observed Holidays
- G. Approve Resolution No. 2012-054 setting the 2013 City Council Regular Meeting Dates

Motioned by Hendrickson, seconded by Sorensen, to accept the consent agenda as presented. Ayes: Vetsch, Hendrickson, Sorensen, and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

7. PUBLIC HEARINGS - None

7B. Recognition of Interim City Administrator Robert Thistle

Nafstad wished to recognize Thistle for his work, his guidance, and the experience he has brought to the City of Albertville. He stated it has been a pleasure to work with and learn from Thistle the last six months.

Hendrickson presented a certificate of appreciation to Thistle for his professional services and leadership to the City of Albertville.

Thistle stated it was his pleasure to work with the City Council and staff. He thanked staff for their patience and for bringing him up to speed for many of the projects and work to be completed. He complimented the Council on their working relationships and felt they will have a successful year ahead of them.

Vetsch stated the Council has really appreciated his time and efforts over the last six months.

8. DEPARTMENT BUSINESS

A. Finance

1). Approve 2013 Fee Schedules

Lannes reported that many of the fees have stayed the same for 2013 and are reflected in the first resolution. The second resolution adds a dollar to the base rate for water for the next five years and the third resolution adds a dollar to the base rate for sewer for the next five years.

Sorensen clarified that these water and sewer rates would go to the Council each year for review and Hendrickson stated they could be changed if a future Council decides to change them.

Motioned by Wagner, seconded by Hendrickson, to approve Resolution No. 2012-055 entitled a Resolution Setting Fees for Various Services or Violation Fines within the Albertville city limits. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Motioned by Hendrickson, seconded by Sorensen, to approve Resolution 2012-056 entitled Resolution Setting 2013 Water Utility Rates and 2014-2017 Water Utility Base Rates. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Motioned by Hendrickson, seconded by Sorensen, to approve Resolution 2012-057 entitled Resolution Setting 2013 Sewer Utility Rates and 2014-2017 Sewer Utility Base Rates. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

2). 2013A providing for the issuance and sale of general obligation sewer revenue crossover refunding bonds, 2013A \$2,510,000

Lannes reported these were refunding bonds for a current bond for sewer improvements and Paul Donna was present at the meeting to review the bids.

Donna reported they received two bids. There was a big difference in the interest rates of the two bids. They received an exceptional rate of 1.68% true interest cost from UMB Bank out of Kansas City, Missouri.

Donna reported they applied for a credit rating prior to bidding for the bonds. Lannes, Nafstad and Thistle had a conference call with Moody's Investor Services and they reassigned the City's "Aa3" credit rating. They did have some highlights for receiving this rating and they were: stable financial operations, significant alternate liquidity, sound wealth indices, location, employment base, and improving development trends. They also noticed some challenges such as taxpayer concentration. Thistle added that Moody's also noted the debt service and City owned parcels should be higher priorities.

Wagner asked if the number of bonds that Albertville has is normal. Donna stated that it is not unusual. Even though Moody's noted the high debt service, they realize the economic climate and also the City's need for infrastructure improvements.

Motioned by Sorensen, seconded by Hendrickson, to adopt Resolution No. 2012-058 entitled a Resolution awarding the sale of General Obligation Sewer Revenue Crossover Refunding Bonds; Series 2013A. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

3). 5 Year Capital Improvement Plan

Lannes explained this is done every year and shows what they have planned and what is coming in the next years. This is a constantly changing document.

Nafstad reported the document demonstrates the needs of the City. One of the goals staff would like to see is to have this document reflect the annual budget, so they can begin to establish a financing plan for the projects and assign completion dates.

Motioned by Hendrickson, seconded by Wagner, to approve Resolution 2012-059 entitled a Resolution Accepting the Capital Improvement Plan (CIP). Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

4). Software Upgrade for Waste Water Treatment Plant

The software used at the plant needs to be upgraded and the City has an opportunity to get a 20% discount on the software if it is purchased in 2012. The

quote is for just under \$7,000 and would go up significantly if they wait until 2013. Since the amount is over \$5,000, staff will need Council approval to move forward with the purchase. Lannes reported there is money available in the treatment plant capital fund.

Motioned by Sorensen, seconded by Hendrickson, to approve the purchase of the software upgrade for the Waste Water Treatment Plant. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

5). Ice Arena Capital Contributions

Lannes reported that both St. Michael and the STMA School District will be contributing \$10,000 to capital funding for the Ice Arena. She stated that there is money in the budget for Albertville to contribute if Council decides to do so.

Lannes stated that no funds have been contributed by any entity for capital repairs/replacement. Vetsch asked if the Ice Arena budget is funding depreciation and Lannes replied they began two years ago. The \$10,000 is specifically for capital and will not go towards operations.

Sorensen stated that no funds have been put in place for building repairs or for replacement of the Zamboni. The other option is to wait until that repair or replacement is needed and pay the entire one third of the cost up front. Sorensen stated that in no way could these funds be used for a second sheet of ice.

Motioned by Sorensen, seconded by Hendrickson, to contribute \$10,000 to the STMA Ice Arena capital fund. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Thistle stated that Albertville has been charged with both the management and financial management as the Arena manager reports directly to the Administrator and Lannes does the budget. Thistle suggested that the Ice Arena manager begin operating the same as other department heads in terms of purchasing and hiring policies as City Hall.

Sorensen would like to discuss this further and was concerned that the Ice Arena has a much smaller budget, so the same purchasing guidelines mean a bigger percentage of the Ice Arena budget.

B. Planning/Zoning

1). Ashley Furniture Comprehensive Sign Plan

A comprehensive sign plan for Ashley Furniture was approved in 2002 for a north wall sign and nameplate sign, south wall sign and a ground sign. Due to

the now completed WB C-D I-94 ramp, they have more traffic and visibility. Ashley Furniture is requesting an amendment to the comprehensive sign plan that will allow them to move the north wall sign to the east wall, put up an expanded new north wall sign and add a manual changeable copy sign on the east wall. The Planning Commission reviewed this request at their last meeting and imposed conditions that would require Ashley Furniture to obtain the necessary permits for the signs, the signs be placed where indicated on the permits and no other signs be installed without the City's approval.

Motioned by Hendrickson, seconded by Wagner, to adopt Resolution 2012-060 approving the Ashley Furniture Comprehensive Sign Plan. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

2). Central Park Master Plan

Brixius reported that he and the Parks Committee have come up with a conceptual master plan for Central Park. There is nothing in the immediate budgets or Capital Improvement Plan for the master plan, but it serves as a guide for the future and will consist of many small projects instead of one large project.

The Albertville Lions will provide a train caboose for the park and will fund a rendition of the old train depot. An Eagle Scout has also indicated interest in building a boardwalk within the park. The master plan allows these civic organizations to help develop the park.

Brixius stated the master plan takes into account a second sheet of ice at the STMA Ice Arena. There is an area that still allows space for Friendly City Days on the east side of the park. The plan establishes a park entrance off of Main Ave. NE. Splash pads were identified in several areas of the park. There are multiple entrances to the park and there will be a walking trail to connect the entrances. It will also be important to make sure the playground equipment is current and well maintained.

Brixius reported the other portion of the master plan relates to the City owned property north of the waste water treatment plant. This concept looks at more baseball/softball fields, soccer fields and possibly lacrosse fields. The compost site would need to be moved to the north. A trail would run along MacIver as well as around Hunter's Lake that could possibly go to the Weishar memorial area. There could be a significantly sized playground. This plan does not commit the City to any specific timetable or expenditures. It is to capture the vision for the area.

Hendrickson inquired why there was not residential housing included. Brixius replied that could be changed in the future and he was trying to identify a vision for a larger community park. If they should move to a residential design, they

would allow the developer to determine the design. Brixius also stated that the waste water treatment plant will need improvements to meet guidelines and they don't know yet how that may impact the design of the park area.

Vetsch had concerns about baseballs landing in the splash pad area in the Central Park master plan. He also inquired who will fund the boardwalk in Central Park. Brixius stated sometimes the Eagles will ask for contributions or the City may provide the materials. Vetsch stated they may want to look at composite materials for the board in Central Park. Brixius felt the boardwalk design should go through the Parks Committee for review.

Motioned by Sorensen, seconded by Hendrickson, to approve the Central Park Master Plan. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

3). Reappointment or appointment of two (2) Planning and Zoning Commissioners for terms to expire December 31, 2015

Brixius reported two appointments to the Planning and Zoning Commission are up at the end of the year. Both members have expressed interest in serving another term. Brixius felt they were both very good candidates and show up at all meetings.

Wagner agreed and felt the two commissioners bring different aspects to the commission and are valuable members.

Motioned by Wagner, seconded by Sorensen, to reappoint Brian Totman and Natalya Lindberg to a three (3) year term expiring December 31, 2015. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

4). L & D Trucking Letter

Brixius stated that he and the owner of the building have been working with a possible tenant to fill the building but the tenant has now found a different location. The building's owner, Diane Vinge, has inquired if the City would be interested in purchasing the property at a price of \$675,000. She would be willing to negotiate an agreement where the City could pay over time. This land purchase is not in the budget or in the capital improvement plan and would require a funding source.

Vinge stated she does not want to carry the building anymore and she is motivated to sell the building. She envisions the parcel being used for additional parking especially if another sheet of ice is added. She can see the parcel being a retail area or a ballfield. She stated it is a very busy corner.

Couri reported if the City were to enter into a contract for deed, they are limited to a five year agreement by law. There is a lease purchase option the City could further research. This option cannot have a multiple year agreement but must be for one year at a time. If the City looks into purchasing the land, they must identify what use the land will have.

Thistle stated Council must identify what they will do with the property and must also look at the City's current obligations and competing demand for resources. The City would be obligated for the amount of the purchase and will be taking that money away from other demands. He also thought a lease purchase would go against the City as debt service.

Hendrickson stated that she felt it is worth looking into but does not want to use a lot of City resources. Nafstad stated they could identify needs for the property as well as financing possibilities. Wagner did not want to spend a lot of money looking into this. Nafstad stated they will not need to have a formal study conducted and is something staff can complete.

Couri stated they may want to run this by the STMA Ice Arena Board. Sorensen stated that when the issue was before the Board earlier, the price was too high. He wasn't sure that there would be a different opinion from the Board unless there is some turnover in members on the Board. Wagner agreed.

Sorensen stated it would be hard for the City to purchase land without knowing what kind of use should be there.

Council directed staff to conduct an informal study on need for the property and financing options.

C. Legal

1). Attorney Report

Couri reported the Knechtl property needs to get their own appraisal and establish their own proposed assessment for the I-94 project. The appeal is now waiting in court for a scheduling conference.

D. City Council

E. City Clerk

F. Public Works Director/City Engineer

G. Administration

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

December 25	Christmas Day, City Offices Closed
January 1	New Year's Day, City Offices Closed
January 7	City Council Meeting, 7:00 p.m.
January 8	Planning and Zoning Commission Meeting, 7:00 p.m.
January 14	STMA Ice Arena Board Meeting, 6:00 p.m.
January 21	Martin Luther King, Jr. Day, City Offices Closed
January 22	City Council Meeting, 7:00 p.m.
January 28	Joint Powers Water Board Meeting, 6:30 p.m. Parks Committee Meeting, 7:30 p.m.

10. ADJOURN MEETING

Motioned by Sorensen, seconded by Wagner, to adjourn the meeting at 8:31 p.m. Ayes: Vetsch, Hendrickson, Sorensen, and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

January 3, 2013

SUBJECT: CONSENT (Finance) – PAYMENT OF BILLS

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

MOTION TO: Authorize the **Monday, January 7, 2013** payment of the claims that includes as presented except the bills specifically pulled, which are passed by separate motion. Claims listing have been provided to Council as a separate document. The claims listing are available for public view at City Hall upon request.

BACKGROUND: The City processes 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) and key issues will be presented in the claims listing document.

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 to dispute the billing.

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

Submitted through: Adam Nafstad

Attachment: List of Claims

January 4, 2013

SUBJECT: DECLARATION OF CITY COUNCIL VACANCY AND APPOINTMENT OF CITY COUNCIL POSITION

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

MOTION TO: Declare a vacancy on the City Council arising from Council member Jillian Hendrickson assuming the position of Mayor of the City of Albertville.

BACKGROUND: This past November City Council woman Jillian Hendrickson was elected Mayor of the City of Albertville. Pursuant to Attorney General's opinion dated December 27, 1977, Ms. Hendrickson's City Council position will be vacated by operation of law at such time as she is sworn in as Mayor of the City Council. Prior to filling the position, the City Council must declare the position vacant. The requested motion will formally make this declaration.

Minn. Stat. 412.02 sets out the process for filling a vacancy on the City Council. If the vacancy occurs with less than two years remaining on the term, the City Council shall fill the vacancy by appointment and the appointed Council member shall serve until a successor is chosen in the next election and properly qualified for office. Because there is less than two years remaining in the vacant position, the Council must fill the vacancy by appointment rather than by special election.

Appointment is made initially by majority vote of those Council members present at a quorum of the City Council. While Minn. Stat. 415.15 states that no resigning member of a city council shall participate in a vote of the council to choose a person to replace the resigning member, the December 27, 1977 Attorney General's opinion makes clear that a Council member with time remaining on his/her unexpired term who is elected Mayor does not resign his/her seat when he/she assumes the Mayor's position, but rather vacates it as a matter of law. Since Mayor Hendrickson did not resign her Council position, she may participate in the vote to fill the vacancy. Further, pursuant to Minn. Stat. 412.02, in the case of a tie vote by the City Council to fill the position, the Mayor shall then appoint a person to fill the vacant Council position.

The law is silent on how the City Council should choose the person to fill the vacancy. The only legal requirements are that the appointed Council member must be a resident of the City, at least 18 years of age, and qualified to vote. The City Council is not required to advertise for the position, nor interview for the position, nor appoint one of the unsuccessful candidates in the prior election, although it may choose to do any or all of the above if it sees fit. The statute is silent on when the appointment must occur.

KEY ISSUES:

- The Council must declare a vacancy before it fills the vacant Council seat.
- The appointment is made by majority vote of the City Council.
- The Mayor makes the appointment in the event of a tie vote.
- The Council is free to choose the person to be appointed in any way it chooses.

POLICY/PRACTICES CONSIDERATIONS: The City Council is free to choose as a matter of policy what method, if any, to employ in choosing whom to appoint to the Council.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATIONS: As noted above, there is no prescribed legal procedure to follow except that a vacancy must be declared, and the appointed person must be a resident of Albertville, at least 18 years of age, and eligible to vote.

Department/Responsible Person: Mike Couri, City Attorney

Submitted Through: Adam Nafstad

Attachments: None

December 31, 2012

SUBJECT: CONSENT AGENDA – APPOINT 2013 OFFICIALS AND CONSULTANTS

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

MOTION TO: Approve Resolution 2013-001 designating officials and consulting firms for 2013.

BACKGROUND: At the first meeting of the year, the City Council must designate city officials, the official newspaper for City legal publications and the official depositories. The City Council at this time also appoints consultants and City Council members to various boards and committees. Due to the vacancy that will occur when Council member Hendrickson takes her seat as Mayor, staff is suggesting that appointments to the various boards and committees take place after the vacant seat is filled.

KEY ISSUES:

- An Acting Mayor should be appointed at this meeting.
- All consultants have expressed interest to continue their service.
- The North Crow River News has expressed interest in serving as the City's official newspaper for 2013.
- Staff recommends the depositories stay the same as the previous year and would include:
 - Bank of Elk River
 - Dain Rausher
 - FTN Financial
 - LMC 4m Fund
 - Lake Community Bank
 - Northland Securities
 - Premier Bank
 - Venture Bank
 - Wachovia Securities

FINANCIAL CONSIDERATIONS: There are no financial considerations.

LEGAL ISSUES: The Mayor and City Council have the authority to review and approve appointments and designations.

Department/Responsible Person: Kimberly A. Olson, City Clerk

Reviewed by: Adam Nafstad, City Administrator

Attachments: Resolution No. 2013-001

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

RESOLUTION NO. 2013-001

**A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER,
OFFICIAL DEPOSITORIES AND CITY CONSULTANTS**

WHEREAS, it has been the policy of the Albertville City Council to make annual designations and appointments at the beginning of each year, and;

WHEREAS, the City Council of Albertville, Minnesota, establishes the following are appointed and designated for the year 2013:

ACTING MAYOR:	_____
ANIMAL CONTROL:	Monticello Animal Control
ASSISTANT WEEK INSPECTOR:	Public Works Supv., Tim Guimont
BOND COUNSEL:	Briggs & Morgan Kennedy & Graven
BUILDING OFFICIAL	Paul Heins
CITY ATTORNEY:	Couri & Ruppe, P.L.L.P.
CITY ENGINEER:	Adam Nafstad, P.E.
CITY PLANNER:	Northwest Associated Consultants
CONSULTING ENGINEER:	Bolton & Menk, Inc.

FINANCIAL ADVISOR:	Northland Securities Springsted, Inc.
OFFICIAL NEWSPAPER:	North Crow River News
OFFICIAL DEPOSITORIES:	Bank of Elk River Dain Rausher FTN Financial LMC 4M Fund Lake Community Bank Northland Securities Premier Bank Venture Bank Wachovia Securities
TAX INCREMENT CONSULTANTS:	Briggs & Morgan Kennedy & Graven

NOW, THEREFORE, BE IT RESOLVED, that such appointments and designations 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 7th day of January, 2013 by the City Council of the City of Albertville.

Jillian Hendrickson, Mayor

Kimberly A. Olson, City Clerk

January 3, 2013

SUBJECT: FINANCE –WRIGHT COUNTY ASSESSMENT SERVICES AGREEMENT FOR 2014-2015

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

MOTION TO: Approve the Wright County Assessment Services Agreement for 2014-2015.

BACKGROUND: Wright County Assessor's office has been providing Albertville with assessment services dating back to pre-1992. Wright County provides experienced assessors and has provided consistency in the valuation of properties.

The Wright County Assessor's office is not proposing an increase in fees for their services. The rates will remain the same at \$10.50 per parcel and \$25.00 for each new construction \$499,999.00 or less. There will be an additional fee of \$100.00 for each new construction over \$500,000.00.

The agreement will begin in 2013 as the Assessor's office prepares for the 2014 year and will end June 30, 2015.

KEY ISSUES:

- Wright County Assessor's Office has experienced assessors who specialize in both residential and commercial properties.
- The County Assessor is able to provide consistent assessment values across multiple jurisdictions.

POLICY CONSIDERATIONS: It is the City's policy to evaluate and consider contracts on a case by case basis, seeking the best value for the City.

FINANCIAL CONSIDERATIONS: The City has budgeted \$28,500 for these assessment services.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve agreements that the City enters into pursuant to Minnesota State Law.

Department/Responsible Person: Tina Lannes, Finance Director

Submitted through: Adam Nafstad

Attachments: Wright County Assessment Services Agreement for 2014-2015

ASSESSMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Wright, a political subdivision of the State of Minnesota, hereinafter referred to as the "County" and the City of Albertville a political subdivision of the State of Minnesota, hereinafter referred to as "City/Township";

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances the provision of the Minnesota Statutes, Sections 273.072 and 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said City/Township desires the County to perform certain assessments on behalf of said City/Township; and

WHEREAS, the County is willing to cooperate with said City/Township by completing the assessment in a proper manner;

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the 2014 and 2015 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, work space, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. The County agrees to indemnify and hold harmless the City/Township and all of its agents and employees against any and all claims, demands, actions or causes of action arising out of or by reason of the performance of work provided for herein to be performed by the County. It is further agreed that any and all full time employees of the County engaged in the performance of any work or services required or provided for herein shall be considered employees of the County only and not of the City/Township and that any and all claims that may arise under the Workman's Compensation Act of the State of Minnesota and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees shall be the sole obligation and responsibility of the County.

5. This Agreement shall commence on January 2, 2013 and shall terminate on June 30, 2015. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to so extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice to the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2015.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of \$10.50 per parcel for the 2014 and 2015 assessment. In addition, there will be an additional fee of \$25.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$499,999.00 or less. There will also be an additional fee of \$100.00 per parcel for each new construction commercial/industrial building permit with an estimated construction cost of \$500,000.00 or more. These additional fees shall be only applicable in those cities which issue their own building permits.

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

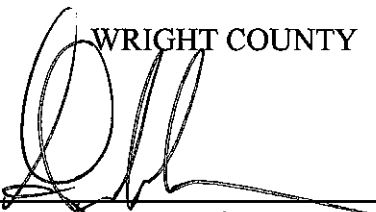
To City: City of Albertville
 5959 Main Ave NE, PO Box 9
 Albertville, MN 55301

To County: Gregory A. Kramber, Wright County Assessor
 Wright County Government Center
 10 2nd Street NW, Room 240
 Buffalo, MN 55313

8. The Agreement may be amended or modified only by written agreement signed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officers and delivered on its behalf, this 12 day of Dec, 2012.

Dated: 12/12/2012

By 

Gregory A. Kramber
Wright County Assessor

City of Albertville

Dated: _____

By _____

Dated: _____

By _____

EXHIBIT A

During the term of this Agreement, the County shall:

1. Physically inspect and revalue real property, as required by law.
2. Physically inspect and value all new construction, additions and renovation
3. Conduct valuation reviews prior to Board of Review.
4. Attend Board of Review. Per Board request, make all necessary review appraisals.
5. Keep updated field card file - current values, homestead and classification data.
6. Print, mail and post valuation notices.
7. Respond to taxpayers regarding assessment or appraisal problems or inquiries periodically.
8. Make divisions and combinations periodically.
9. Administer the abatement process pursuant to Minn.Stat. § 375.192.
10. Make appraisals for, testify or negotiate all District Court or Tax Court filings.
11. Post values from appraisal cards to assessment rolls.
12. Adjust estimated market values on those properties not physically inspected as needed and per sales analysis.

January 4, 2013

SUBJECT: BUILDING DEPARTMENT – 2012 YEAR-END REPORT

Permit Activity

A total of 391 permits were issued in 2012. The total valuation of this work is approximately \$4,669,000, and associated permit fees paid is approximately \$199,315 (includes utility access fees). In 2012, there were 12 new single family permits, one (1) new commercial permit, and 42 commercial addition/remodel permits.

Attached is the 2012 Permit Activity Summary, which tabulates the total permit activity for 2012 and 2011.

The 2012 Permit Log is on file and available at City Hall.

Rental Inspections

Rental licensing and inspections are ongoing. To date, the City has 160 licensed rental properties. In 2012, approximately 300 rental inspections were completed. Rental properties are inspected biennially. The building department is working to develop a program/schedule to distribute these inspections more uniformly throughout the year.

2013 Department Objectives

- Website Updates for permit forms, fees, and various building department information and links
- Update handouts to reflect 2012 code revisions
- Review and update files pertaining to current commercial classifications
- Review and organize open and ongoing permits for further action
- Review current American Disabilities Act (ADA) transition plan for municipal properties
- Coordination plan for fire related inspections and code enforcement between AFD and the building department

Department/Responsible Person: Building Department/Paul Heins, Sue Schwalbe

Submitted Through: Adam Nafstad

Attachments: 2012 Permit Activity Summary

2012 PERMIT ACTIVITY SUMMARY

2012	<i>Single Family</i>	<i>MultiFamily</i>	<i>Additions/Remodels</i>	<i>Deck/porch</i>	<i>Fireplace</i>	<i>Finish Basement</i>	<i>NEW Commercial/Institutional</i>	<i>Commercial Addition/Remodel</i>	<i>Commercial Sign</i>	<i>Sign, Temporary</i>	<i>Siding/Reroof</i>	<i>Mechanical/Plumbing/Gas</i>	<i>Garage/Shed</i>	<i>Pool</i>	<i>Right of Way</i>	<i>Other</i>	Total	<i>Value of Single/Multi Family</i>	<i>Value Commercial/Institutional</i>	<i>Value Comm. Heating/Plumbing</i>	Total Valuation (all permits)
January	0	0	3	0	0	2	0	2	3	5	1	4	0	0	2	0	22	\$ -	\$ 11,543.00		\$ 71,443.00
February	1	0	1	0	0	1	0	4	1	6	1	6	0	0	0	0	21	\$ 220,000.00	\$ 8,600.00	\$ 400.00	\$ 241,041.00
March	1	0	5	1	0	3	0	3	2	4	5	6	0	0	0	0	30	\$ 130,000.00	\$ 402,280.00	\$ 5,600.00	\$ 650,390.58
April	1	0	3	7	0	3	0	3	2	4	6	5	0	0	0	0	34	\$ 199,740.00	\$ 4,900.00	\$ 1,750.00	\$ 332,584.00
May	2	0	8	7	0	1	0	4	1	5	2	6	0	3	2	0	41	\$ 480,000.00	\$ 27,800.00	\$ -	\$ 651,772.00
June	0	0	6	9	0	5	0	5	0	2	6	2	0	2	1	1	39	\$ -	\$ 17,000.00	\$ 6,750.00	\$ 181,156.00
July	2	0	4	6	0	3	0	2	2	3	3	6	0	1	0	0	32	\$ 366,820.00	\$ 136,200.00	\$ -	\$ 599,115.00
August	2	0	9	6	1	1	0	11	6	7	6	5	0	0	2	0	56	\$ 450,000.00	\$ 222,925.00	\$ 38,440.00	\$ 851,038.70
September	1	0	6	3	0	0	0	1	1	8	5	8	0	0	0	0	33	\$ 202,296.00	\$ 7,500.00	\$ -	\$ 280,006.00
October	1	0	5	2	1	0	0	4	1	2	8	13	0	0	0	0	37	\$ 380,000.00	\$ 3,600.00	\$ 4,390.00	\$ 440,152.87
November	1	0	4	1	0	1	0	3	2	5	4	9	0	0	1	2	33	\$ 177,420.00	\$ 30,500.00	\$ 1,000.00	\$ 310,008.67
December	0	0	1	0	1	1	1	0	4	1	1	3	0	0	0	0	13		\$ 20,200.00		\$ 60,314.00
TOTAL	12	0	55	42	3	21	1	42	25	52	48	73	0	6	8	3	391	\$ 2,606,276.00	\$ 893,048.00	\$ 58,330.00	\$ 4,669,021.82
2011																					
January	0	0	3	0	0	2	0	2	1	0	1	1	0	0	0	0	10	\$ -	\$ 80,500.00	\$ -	\$ 115,756.00
February	0	0	0	0	0	2	0	8	4	0	0	6	0	0	0	0	20	\$ -	\$ 353,024.00	\$ 13,245.00	\$ 383,669.00
March	0	0	2	0	0	1	0	5	1	0	3	7	0	0	0	0	19	\$ -	\$ 45,500.00	\$ 36,000.00	\$ 120,550.00
April	0	0	13	3	0	0	0	9	4	0	0	4	0	0	0	0	33	\$ -	\$ 286,465.00	\$ 53,673.00	\$ 426,211.00
May	0	0	5	5	0	2	0	5	2	0	3	5	0	2	0	1	30	\$ -	\$ 68,312.00	\$ 4,500.00	\$ 181,002.00
June	2	0	8	4	0	1	0	1	3	0	18	6	0	1	0	0	44	\$ 409,000.00	\$ 3,507.00	\$ 1,500.00	\$ 663,289.00
July	0	0	2	5	0	0	0	5	0	0	24	3	0	0	0	0	39	\$ -	\$ 159,000.00	\$ 18,000.00	\$ 474,565.00
August	0	0	5	6	1	1	1	2	4	0	24	6	0	0	0	0	50	\$ -	\$ 1,563,490.00	\$ -	\$ 1,880,538.00
September	1	0	8	4	0	4	0	4	2	0	27	8	0	0	1	0	59	\$ 230,000.00	\$ 244,000.00	\$ 5,000.00	\$ 760,260.59
October	1	0	2	3	0	1	0	4	4	0	19	8	0	0	0	0	42	\$ 280,000.00	\$ 60,000.00	\$ 11,800.00	\$ 581,522.68
November	0	0	1	3	0	2	0	4	0	0	11	6	0	0	2	0	29	\$ -	\$ 95,000.00	\$ 66,900.00	\$ 298,718.47
December	1	0	1	0	2	0	0	3	3	0	3	6	0	0	0	0	19	\$ 235,000.00	\$ 105,690.00	\$ 9,000.00	\$ 377,716.00
TOTAL	5	0	50	33	3	16	1	52	28	0	133	66	0	3	3	1	394	\$ 1,154,000.00	\$ 3,064,488.00	\$ 219,618.00	\$ 6,263,797.74

GENERAL ADMINISTRATION

February Council Workshop: Staff would like to hold a workshop in February to establish and discuss 2013 Council goals and objectives. Items will likely include: code enforcement, city properties, economic development, project priorities, public communications, etc.

I-94 WB CD ROAD: Council will be asked to approve partial payment #7 at the second meeting in January. Post construction documentation and reporting continue. The City has received a number of compliments regarding the improved access from various residents and businesses.

Wright County Economic Development Partnership: 2013 Member Investor Dues are \$1,794.30. Unless Council desires otherwise, we will renew our membership with the Partnership. Albertville has been an active member for several years. "The Partnership strengthens and promotes Wright County and member investors through building relationships between communities and businesses, working as advocates, and supporting the greater County development a sustainable economic profile...."

Website: Weekly design meeting will continue until the three (3) implementation phases are complete. It is our goal to complete the three phases by the end of March. Comments and suggestions are always welcome.

Fraser Steel: Fraser Steel has indicated that they will be constructing their 25,000 SF building expansion this spring. Staff will be coordinating the application and TIF schedules with Fraser Steel.

STMA Arena 2nd Sheet Feasibility Update: Ballard King will be in town on January 17 conducting interviews with various staff regarding the 2nd Sheet Feasibility Update authorized by the Arena Board. Those meeting with the consultant include the arena manager, High School AD, Youth Hockey representatives, Steve Bot, Dr. Behle, Tina and me.

Arena: We have been experiencing communication issues with the arena recently, likely related to the antennas again. Over the past few weeks we have lost network communications multiple times (7 or more). When we lose network connection, the arena does not have phone, internet, or concession POS capabilities. Card services do work through a land line; however, point of sale is not documented. Tina is researching the issue with the vendor.

L&D Property: At the second meeting in January, staff will present the Council with their findings/opinions regarding the proposal the City received to purchase the L&D property.

Federated Co-op: Staff has been in discussions with Federated Co-ops regarding a potential expansion to their existing site and will be meeting with them later this month.

Tom Cloutier (Shoppes at Prairie Run): Mr. Cloutier has expressed great frustration to me regarding his business dealings with the City. In general, I think Mr. Cloutier believes the city does not respond in a timely manner and has too many requirements/standards? Most recently, Mr. Cloutier was upset about the release of an escrow deposit held as security for building code related issues. I will be discussing the issue with staff and working with Tom in an attempt to resolve.

Economic Development Outline: Staff is working to develop an Economic Development Outline to serve as the primary tool for sale of city owned properties. A draft Outline will likely be presented at the upcoming workshop.

Street Renaming: Staff is reviewing the potential of renaming Mackenzie Avenue to that of MacIver Avenue to improve the continuity of addressing along the road. An ordinance to rename the street will be presented for Council consideration at the second meeting in January.

Upcoming Events:

- January 3, 2013 – Legislative Forum in Buffalo at the Discovery Center (7:00 PM)
- January 22, 2013 – Annual State of the Cities, hosted by the I94 West Chamber and to be held at St. Michael City Hall at 11:30 a.m. The Mayor and administrators from Albertville, Dayton, Hanover, Otsego, Rogers and St. Michael will be providing annual recaps and updates.

Attachments: (None)