



City of Albertville Council Agenda

TUESDAY, January 22, 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. Certificate of Achievement for Excellence in Financial Reporting**
(Presented by Mayor Hendrickson to Finance Director Tina Lannes)
- 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 January 7, 2013 City Council regular meeting minutes as presented (pgs 4-11)**
 - B. Accept the January 14, 2013 STMA Ice Arena Board meeting minutes as presented (pgs 12-14)**
 - C. Authorize the January 22, 2013 payment of claims that includes as presented, except bills specifically pulled which are passed by separate motion. Claims listing has been provided to City Council as a separate document. The claims listing is available for public view at City Hall upon request. (pg 15)**
 - D. Adopt Resolution 2013-002 entitled a Resolution Appointing Corporate Authorized Signers for the City of Albertville for the Year 2013 (pgs 16-17)**
 - E. Approve the release of the LaBeaux State Letter of Credit No. 636 with the condition that the development is current with all fees and obligations owed to the City (pgs 18)**
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- 7. PUBLIC HEARINGS - None**

8. DEPARTMENT BUSINESS

A. City Council

- 1). **Committee Updates** (STMA Arena, Planning, JPWB, etc.)
- 2). **Appointment of City Council Members to Various Boards and Committees (pgs 19-22)**
(Motion to adopt Resolution 2013-003 entitled a Resolution Appointing City Council Members to Various Boards and Committees)

B. City Clerk

- 1). **Temporary On-Sale 3.2 Malt Liquor Licenses (pgs 23-25)**
(Motion to adopt Ordinance 2013-001 authorizing Temporary On-Sale 3.2 Malt Liquor Licenses to be issued to Clubs and Religious, Charitable, and Non-Profit Organizations)
- 2). **Set Public Hearing for February 19, 2013 at 7:00 p.m. regarding Fraser Steel Business Subsidy**
(Motion to set a Public Hearing for February 19, 2013 at 7:00 p.m. in the Albertville City Council Chambers regarding Fraser Steel Business Subsidy)

C. Public Works / Engineering

- 1). **Public Works Report (pg 26)**

D. Planning/Zoning

- 1). **MacKenzie Street Name Change (pgs 27-31)**
- 2). **Planning and Zoning Commission Vacancy (pgs 32-33)**

E. Finance

F. Building

G. Legal

H. Administration

- 1). **Administrator's Update (pgs 34-35)**
- 2). **L & D Purchase (pgs 36-38)**
- 3). **Draft Agenda for February 4, 2013 City Council Workshop (pg 39)**

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

- January 28 Joint Powers Water Board, 6:30 p.m.
Parks Committee, 7:30 p.m.
- February 4 City Council, 7:00p.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



ALBERTVILLE CITY COUNCIL
Monday, January 7, 2013

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 7:01 p.m.

2. ROLL CALL

Present: Mayor Hendrickson, Council members Sorensen, Vetsch and Wagner

Absent: None

Others Present: City Administrator/City Engineer/Public Works Director Adam Nafstad, City Attorney Michael Couri, City Clerk Kimberly Olson, Katie Turpin, Natalie Verness, Patti Schommer, Amy Johnson, Linda Hendrickson, Dale Hendrickson, Mark Schommer, Mark Barthel, Dianne Barthel, Mitch Peterson, Ryan Hendrickson, Rob Olson, Samara Postuma, Michael Potter, and Aaron Brom

3. RECOGNITIONS, PRESENTATIONS AND INTRODUCTIONS

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

Clerk Olson administered the Mayor's oath of office to Hendrickson and the Council member's oath of office to Sorensen and Vetsch. She congratulated them on their election to office.

B. Central Park Boardwalk Presentation

Zach Peterson, Boy Scout Troop #547, is in the process of reaching Eagle Scout and is interested in building a boardwalk heading into Central Park. Peterson gave a presentation on his proposal. He stated the boardwalk would be west of the Fire Station and would extend from the sidewalk into Central Park. He will construct pieces of the boardwalk from April to June and assembly would occur in July. He stated he would be making the boardwalk from scratch as the kits were too expensive. He met with managers of several improvement stores to discuss the project and he was able to negotiate a lower price for the lumber. Several local hardware stores may

be willing to donate the small parts needed to the project. Once assembly begins in the park, he will need volunteers and he is hoping to get donations from the local grocery stores to feed the volunteers during the assembly process.

Nafstad stated that staff will be working with Peterson to ensure the boardwalk is ADA compliant and that it sits on City property. He suggested a change in the recommended motion to state that the \$2,000 donation from the Albertville Lions Club will be released upon receipt of the materials. Peterson stated that the Lions donation will not cover the entire cost of the project, so he will be continuing to ask for donations from the community.

Vetsch asked about using composite materials and/or cedar. Nafstad stated that cedar would increase the project budget by about \$600 and composite would increase it by about \$3,300. Wagner felt the treated wood would be sufficient.

Vetsch asked if the boardwalk would at times have water coming over it. Nafstad replied even though there is some flooding, they will have it built up enough to keep it out of the flooded areas.

Hendrickson was concerned about volunteers possibly having an accident during the assembly of the boardwalk. Couri replied the City's insurance would cover volunteers.

Motioned by Sorensen, seconded by Vetsch, to release the \$2,000 donation received from the Albertville Lions Club after receipt of materials for the Zack Peterson Eagle Scout Project consisting of constructing a boardwalk between 57th St. NE and Central Park and to authorize the construction of the project on City property; conditioned on plan approvals by the Building and Public Works Departments. Ayes: Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

4. PUBLIC FORUM

There was no one present to speak.

5. APPROVAL OF THE AGENDA

Motioned by Wagner, seconded by Sorensen, to approve the agenda as presented. Ayes: Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. 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 17, 2012 regular City Council meeting minutes as presented
- 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

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

7. PUBLIC HEARINGS - None

8. DEPARTMENT BUSINESS

A. City Council

1). Declaration of City Council Vacancy and Appointment of City Council position

Hendrickson reported they must first declare the vacancy and can then discuss the appointment process.

Motioned by Hendrickson, seconded by Vetsch, to declare a vacancy on the City Council arising from Council member Hendrickson assuming the position of Mayor for the City of Albertville. Ayes: Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Couri reported the vacancy can be filled by appointment rather than special election because there is less than two years left of the term. He stated there is no set process to follow for the appointment and the Council can proceed as it sees fit. The only requirements are the appointment be made by a majority vote and the appointed candidate be 18 years of age and eligible to vote. There is no set time frame when the appointment should occur. In the case of a tie vote, the Mayor may make the appointment.

Hendrickson invited both individuals who submitted letters of interest to speak to the Council.

Rob Olson stated he ran for City Council in the last election and he continues to support the ideas he ran on in the fall. He stated he could bring a lot of good to the City and he has a lot of ambition. He will fight for the families of Albertville.

Mark Barthel stated the vote totals in the last election showed how close he was to being elected. He stated that he has previous Council experience and he feels that he can be fair on the topics that come before Council.

Wagner stated that he knows Olson from the Planning and Zoning Commission and he is an asset to the group. His knowledge of engineering and development has been very helpful. He can attest to his professionalism.

Hendrickson felt both candidates are great people. She stated that Olson's work on the Planning and Zoning Commission and his professional background being different from that of the current Council are reasons why she felt Olson would be a good asset to the City Council. She also mentioned that Olson has shown an extensive interest in serving on the Council.

Sorensen felt that both are good candidates, but he felt that Barthel should fill the vacancy due to the number of votes he received. Sorensen stated that he was on the other side of the coin flip in the last election and he cannot look past that. Vetsch stated the people spoke during the election with their votes.

Hendrickson stated that it is an appointed seat and does not have to rely on election results. She stated that if there were an election between the two today, they do not know the results would be the same.

Hendrickson inquired if the Council would like to vote tonight. Sorensen stated that he would like to vote tonight, so they can have a full Council at the next meeting. He added that no matter what way the vote goes, he will be ultimately supportive of whoever is selected.

Motioned by Hendrickson, seconded by Wagner, to appoint Rob Olson to fill the City Council vacancy.

Sorensen stated that he would be voting against the motion based on principal and vote totals and it is in no way against Olson.

Ayes: Hendrickson and Wagner. Nays: Sorensen and Vetsch. Absent: None. MOTION FAILED.

Couri stated that due to the tie vote, the Mayor can make the appointment.

Hendrickson appointed Rob Olson to fill the City Council vacancy.

Couri stated that Olson can be sworn in tonight and assume the position immediately.

Clerk Olson administered the oath of office to Rob Olson.

2). Appoint 2013 City Officials and Consultants

Hendrickson stated that Vetsch was interested in continuing his role as Acting Mayor.

Motioned by Hendrickson, seconded by Sorensen, to adopt Resolution No. 2013-001 designating city officials and consulting firms for 2013. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

B. Finance

1). Wright County Assessment Services

Nafstad stated the City has previously used Wright County to conduct property appraisals and the agreement is the same as in years past. There are no increases to fees. The contract begins in 2013 for appraisals in 2014 and 2015.

Motioned by Wagner, seconded by Sorensen, to approve the Wright County Assessment Services Agreement for 2014-2015. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

C. Building

1). 2012 Year End Report

Nafstad stated the report is a summary of permit activity, rental inspections and 2013 goals and objectives for the department. He stated single family construction and home improvements have increased and commercial activity is about the same as the previous year. He stated since combining services with the City of St. Michael, things have gone well and he has enjoyed working with Building Official Paul Heins.

Heins stated things have been going well and is impressed with the open communications with city staff. He stated the rental licensing was new to him as St. Michael does not have this program and they will continue to work on the program. Several goals for the coming year are updating handouts and the website, organizing open permits, ADA transition plan for City owned properties

and develop a coordination plan for fire related inspections and code enforcement.

Hendrickson asked if there are specific timelines for ADA compliance. Heins responded that mostly it is for City owned properties and allows for the City to have a plan in place. Wagner asked how the ADA compliance affects commercial properties. Nafstad replied that it affects new applications or permits for commercial properties.

Wagner asked Heins if he has enough time to fill Albertville's needs. Heins replied he does. However, it varies daily on the percent of the time he works for Albertville. Overall, it averages to be about 40% of his time that is dedicated to serving Albertville.

Wagner asked if he reviews all the plans. Heins replied he has some assistance but he tries to do the majority of the plan reviews.

Hendrickson stated that she has heard positive feedback and she appreciates Heins' work.

D. City Clerk

1). Set City Council Workshop for February 4, 2013

Clerk Olson stated the workshop would focus on goal setting and priorities for 2013. She inquired about the possibility of beginning the workshop at 6:00 p.m. prior to the regular City Council meeting and continuing after the regular meeting if needed. Council indicated they would be able to meet at 6:00 p.m.

Motioned by Wagner, seconded by Hendrickson, to set a City Council workshop for February 4, 2013 at 6:00 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). Committee Appointments

Clerk Olson reported that all committee and board appointments will remain standing until new appointments are made at the next Council meeting.

3). Discussion of Temporary 3.2 Malt Liquor Licenses

Clerk Olson reported that in previous years one of the local restaurants had been issued temporary 3.2 malt liquor licenses to serve beer in the park for the local broomball teams as a fundraising means. She stated that according to the City Code as written, those licenses may only be issued to groups that meet the State's definition of a "bona fide club". The Statute defines a club as an

incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes, for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans' organization, which has more than 30 members, has rented or owned building space for its members and is directed by a board or similar body. No profit shall be from the sale of beverages to the members. She stated that restaurants and individuals do not qualify under the current language.

Clerk Olson stated staff is looking for direction on whether to continue issuing the licenses and if so, they will need to bring an ordinance change to Council at the next meeting.

Vetsch inquired if groups would have insurance. Clerk Olson replied they would need insurance. Couri stated it would be a technical change to the ordinance so the City Code will match what they have been doing. He stated that it is a change that should be made if the City is going to issue licenses to others besides clubs.

Vetsch would be in favor of the ordinance. Council agreed and directed staff to move forward with the ordinance change.

Vetsch stated that he had been contacted by a member of a broomball team and was told this is the first year they have had to pay a \$100 deposit. He was concerned that the league has rented the rink for several weeks and if there were damage, it would be difficult to tell where it originated as there are users during the week. Nafstad stated he would look into it.

Vetsch would like to see staff work on allowing the Annual Fire Department party to be back at the Fire Hall. Couri replied they would need to contact the insurance carrier for an additional rider and Clerk Olson stated they would apply for a consumption and display license.

E. Public Works Director/City Engineer

F. Planning and Zoning

G. Legal

H. Administration

Hendrickson recognized Wright County Commissioner Potter in the audience. Potter stated that he would like to meet with the Council to identify Albertville projects that could be partnered with the County. Nafstad invited Potter to attend the February 4, 2013 workshop. Sorensen added they would dedicate the first part of this meeting to identifying these projects.

1). City Administrator Update

Nafstad thanked the Council for giving him the opportunity to serve as the City Administrator and he is looking forward to working with both Council and staff.

Nafstad reported the Wright County Economic Development Authority will be holding their annual meeting on January 18th from 7:30-9:30 a.m. Hendrickson stated that both she and Nafstad will be at the State of the Cities in St. Michael the morning of January 22nd.

Nafstad updated the Council on the status of Heidi's Market. He stated the gas station and convenience side of the business has closed, but the liquor store remains open at this time.

Vetsch inquired about the L & D Trucking proposal. Nafstad replied they will be bringing a report to Council at the next meeting.

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

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 8:15 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None.
MOTION DECLARED CARRIED.*

Respectfully submitted,

Kimberly A. Olson, City Clerk

ST. MICHAEL-ALBERTVILLE ARENA BOARD MINUTES

January 14, 2013

6:00 p.m.

Present: Chairman Jeff Lindquist and Members Larry Sorensen, Dan Wagner, Gayle Weber, Chris Schumm, and Kevin Kasel. Also present were: Arena Manager Grant Fitch; City of Albertville Finance Director Tina Lannes and City of Albertville City Administrator/Engineer/Public Works Director Adam Nafstad, Also present were several members from the Youth Hockey Association. The meeting was called to order at 6:03 p.m. by Chairman Lindquist.

Election of Officers

Traditionally the board has rotated the chairperson role annually and has done so among the three governmental entities that makes up the board. In 2011 Dan Wagner was chairperson (Albertville), 2012 Jeff Lindquist was chairperson (STMA ISD #885) so in 2013 it would be St. Michael's turn, but after some discussion off the record the board agreed that Jeff Lindquist should continue to be Chairperson for 2013 and then St. Michael will take the role in 2014. Members Kasel/Weber **moved** to appoint Jeff Lindquist for the STMA Arena Board Chairperson for 2013. All voted aye. Members Kasel/Sorensen **moved** to appoint Chris Schumm as the STMA Arena Board Vice Chairperson. All voted aye.

Set Agenda

Member Wagner added an item to the agenda under New Business called internet connection. Members Wagner/Schumm **moved** to set the agenda as amended. All voted aye.

Approval of Minutes

Members Weber/Sorensen **moved** to approve the minutes of the November 13, 2012 Board Meeting. All voted aye.

Finance Reports

Lannes mentioned the final unaudited financials will be presented in February and the audited financials should be presented in May. Lannes wanted to point out that the largest number that is not reflected in the actual to date amounts was depreciation. Lindquist had a question on professional services being over budget. Lannes mentioned to the board that she would have to double check but part of the overage has to do with the roof, ARY, but she would verify the detail and email the board members on the amount along with noting it in the financial report for February. The other over budget item that was questioned by Lindquist was refuse. The garbage container is filling more quickly and additional pickups are needed during October – March. There is not space for a larger container. Sorensen asked if there were recycling containers over at the Arena. Fitch mentioned they do have containers and should maybe look into getting more containers from Allied Waste. Members Schumm/Kasel **moved** to approve the November/December 2012 list of claims in the amount of \$33,993.75 and the December Financial Report as presented. All voted aye.

Arena Manager's Report

Fitch gave the board an end of year report mentioning that the biggest item was the roof repair/replacement completed back in April and the Zamboni repairs. Fitch also updated the board on replacing options and quotes for a new Zamboni discussing the difference between getting a battery operated machine and a propane operated machine. Fitch mentioned looking forward to find a replacement plan. Wagner asked what the lifespan is of the average Zamboni. Fitch explained that with our machine being 11 years old this is about the time you start to see major repairs and plan for replacement. He is hoping we can get another 5 years out of the machine.

Fitch updated the board that the rental hours are at 244 which is at our peak and that the ice will be removed on April 1, 2013 until June 8, 2013 and that this should be planned for every other year.

Fitch and Nafstad explained to the board that the exterior lights have been ordered due to the necessity of public safety.

Fitch addressed the issue about the internet connection being down. Lannes explained that the antenna control box is going down in the cold temperatures and we are adding a heat core to the control box to try and keep the system up. Lannes further explained that the main issue with the connections is the antennas purchased five years ago are no longer being made and parts are hard to come by on the secondary market. The City is looking at a permanent solution for all city buildings. Wagner asked if the permanent solution will be brought to the Albertville Council. Nafstad stated that staff would bring it back to Albertville Council and that in the past we have received quotes to hardwire the buildings together for communications. Nafstad continued to mention that we are nearing that point where we will have to do something and that we have been struggling with communication not only with the Arena, but also the fire hall so we will be looking at options soon.

Old Business

Lannes explained that the STMA Arena received the \$10,000 requested by the City of St. Michael and the City of Albertville for Capital Improvements/replacement funds to be dedicated for those items and shall not be used for operations or a second sheet of ice. Both cities at year end had the funds available for 2012 and contributed the \$10,000 each. The 2013 contribution will depend on what is available at year end for both cities again, but they plan on placing the contribution amount annually in their budgets starting 2014. Kasel requested that this fund is currently not being shown on the financial report and it should be listed starting next financial report and going forward. Lannes confirmed that this will be done. Weber asked if the money from the school should be transferred. Lannes stated yes it should be.

Nafstad told the board that Jeff King, from Ballard King, will be in town this Thursday for meetings with Grant, Youth Hockey, School Athletic Director and Staff representing the board (City Administrators and the School) to interview so they can update the second sheet feasibility study. Sorensen asked when we can expect completion. Lannes hopes to have a timeline for the study on Thursday, January 17, 2013 and update the board next meeting.

Nafstad provided an oral update on the new arena roof leaking. There is a meeting set up to determine what the issue is and how to correct the problem. Since little is known right now, staff will provide the Board with another update at the next meeting.

New Business

Youth Hockey presented to board with a proposal to take over the advertising in the Arena. They have set up a committee and met with Grant and Franklin Advertising. The proposal states that youth hockey would take over the advertising, work with the existing renewals at Franklin and then take over fully after 2015 (Franklin would be paid for the contracts already in place that have renewals). The Youth Hockey Association would be responsible for all billing/collection and work with management at the arena for maintenance, addition and removal of advertising. Their proposal is in year one the association pays the arena \$11,000, in year two \$13,000 and year three and beyond \$15,000 (based on

one sheet of ice). The board directed staff to work with youth hockey and Franklin advertising on the switch pending the agreements and contracts.

Tupper asked about rental of the arena for when the ice is out for events. Fitch said it is not an issue and it has been done in the past.

Lannes presented the first draft budget for 2013 looking for board direction. Lannes pointed out some key changes first being the 4 months of an Assistant Manager position is in the draft 2013 budget again, along with a \$10 per hour rate increase effective September 1, 2013 along with removal of ice for two months. Other items noted were the wages included a 2% COLA increase. Also, items that may have slight changes such as refuse and electric. Xcel was granted by the commission to impose a 12% increase in rates for 2013. The remainder of the budget is staying consistent with a goal of covering half of depreciation and no other capital investments in the budget. Kasel was concerned that the actual ice rental revenues were only at \$217,237.40 compared to the budgeted \$285,183. Lannes explained that there are receivables out for December in the amount of just under \$30,000 and that the budgeted number included a \$10 per hour increase for September of 2012 that was not implemented. Lindquist asked what the cost is for the assistant manager in this budget. Lannes explained it was about \$6,000. Kasel requested that we look at adjusting the refuse to reflect more of the budgeted number becoming more accurate. The rate increase needs to be on the May or June agenda because a final decision has to be determined before youth hockey sends out their sign up documents in July. Wagner requested to also see other arena rates around the area. Fitch stated he would get those for the next meeting. Sorensen was wondering when the rates had to be determined by because the past three years it was too late to change rates because youth hockey had already sent out their mailings. The board requested Lannes to find out the deadline for rate increases from youth hockey. Lindquist stated the board shall plan on having their first discussion on the rates in May of 2013 and take action in June of 2013. Kasel also requested for the next meeting that Lannes provide the total impact of a full year of a \$10 per hour increase and assistant manager position so they have an idea the budget impact for 2014 if the board does move forward with the rate increase and the hiring of a full time assistant arena manager position. Lannes said she would provide this information at the next meeting with the updated draft budget.

Sorensen mentioned again the professional services to make sure the information about the overage is provided to the board in relation to the budget.

Adjourn

Members Sorensen/Wagner **moved** to adjourn at 7:16 p.m. All voted aye.

Attest:

Tina Lannes, Finance Director

January 17, 2013

SUBJECT: CONSENT (Finance) – PAYMENT OF BILLS

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

MOTION TO: Authorize the **Tuesday, January 22, 2013** payment of the claims that includes as presented except the bills specifically pulled, which are passed by separate motion. The claims listing has been provided to Council as a separate document. The claims listing is 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, City Administrator

Attachment: List of Claims (under separate cover)

January 17, 2013

SUBJECT: CONSENT- 2013 CORPORATE AUTHORIZED SIGNERS

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

MOTION TO: Approve **Resolution No. 2013-002** entitled a Resolution Making Appointments to Corporate Authorized Signers for the City of Albertville for the Year 2013.

BACKGROUND: In 2011 and 2012, the City Council appointed Corporate Authorized signers for the City of Albertville. Due to the change in elected offices, audit practices require the City to update the Corporate Authorized Signers for 2013.

KEY ISSUES: It is the City's policy to review, appoint, and approve Resolutions that have been prepared and submitted by the staff.

PRACTICES/POLICIES CONSIDERATIONS: Past practice has been to authorize the Mayor, Acting Mayor, City Administrator, Finance Director, and City Clerk as corporate signers for the City of Albertville. This ensures that should key staff be indisposed, there are others who can sign/act on the City's behalf, if needed.

FINANCIAL CONSIDERATIONS: There are no financial considerations relating to authorization of corporate signers.

LEGAL ISSUES: In accordance with Council procedures, the Mayor and Council possess the authority to approve the resolution.

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

Submitted through: Adam Nafstad, City Administrator

Attachments: Resolution No. 2013-002

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

RESOLUTION NO. 2013-002

**A RESOLUTION APPOINTING
CORPORATE AUTHORIZED SIGNERS FOR THE
CITY OF ALBERTVILLE FOR 2013**

WHEREAS, it is the policy of the Albertville City Council to make annual appointments to assign individuals as corporate authorized signers for the city government at the beginning of each year, and;

WHEREAS, these individuals are authorized to invest for the city during the year in the best interest of the city, and;

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

1. The following persons are appointed by the City Council to serve as the corporate authorized signers for the year 2013:

MAYOR:	Jillian Hendrickson
ACTING MAYOR:	John Vetsch
CITY ADMINISTRATOR:	Adam Nafstad
FINANCE DIRECTOR:	Tina Lannes
CITY CLERK:	Kimberly Olson

2. 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 22nd day of January, 2013 by the City Council of the City of Albertville.

Jillian Hendrickson, Mayor

Kimberly A. Olson, City Clerk

January 15, 2013

SUBJECT: CONSENT – LA BEAUX STATION LETTER OF CREDIT RELEASE

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

MOTION TO: Approve the release of the LaBeaux Station Letter of Credit No. 636 with the following condition:

- Development is current with all fees and obligations owed to the City.

BACKGROUND: Jon Dolphin, President of 21st Century Bank and current Developer/Owner of the LaBeaux Station properties, has requested a release of the Letter of Credit (LOC) held by the City. The LOC is currently in the amount of \$1,500 and is held as warranty security for the sidewalk along 57th Street NE per the amendments to development agreement.

The project has surpassed the 2-year anniversary of the warranty period and staff is not aware of any deficiencies or needed repairs. Assuming the Developer is current with all fees owed to the City, it is recommended that the LOC be released in full. A release of the LOC is consistent with the amendments to the development contract.

KEY ISSUES:

- Amount of existing LOC is \$1,500.
- A release of the LOC is consistent with development contracts.
- Upon release of the LOC, the City will be responsible for the dedicated municipal improvements.

POLICY CONSIDERATIONS: It is City policy to have all letter of credit reductions and releases approved by the City Council.

FINANCIAL CONSIDERATIONS: There are no financial implications for this request

LEGAL CONSIDERATIONS: The City has the legal authority under the Development Agreement to release the letter of credit upon completion of the required improvements or deny requests for reduction or release if the required improvements are found unacceptable.

Department/Responsible Person: Public Works/Adam Nafstad

Submitted Through: Adam Nafstad, City Administrator/PWD

Attachments: None

January 16, 2013

SUBJECT: CITY COUNCIL - APPOINTMENT OF CITY COUNCIL MEMBERS TO VARIOUS BOARDS AND COMMITTEES

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

MOTION TO: Approve Resolution 2013-003 entitled a Resolution Appointing City Council Members to Various Committees and Boards

BACKGROUND: At the beginning of the year, the City Council must appoint City Council Members to various boards and committees. At the first meeting of the year, the City Council appointed consultants and City officials. The remaining boards and committees must now be appointed as well. Attached is a listing of those boards and committees and the Council Members interested in serving on each.

KEY ISSUES:

- The Albertville and Otsego Fire Board is a new board that was created as part of the five (5) year fire contract with the City of Otsego. Members of the Otsego City Council and staff will also sit on this board.
- Alternates are appointed to the boards and committees to serve in the absence of the appointed Council Member. Staff appointments are also made to the boards and committees.

FINANCIAL CONSIDERATIONS: There are no financial considerations.

LEGAL ISSUES: The Mayor and City Council have the authority to appoint council members and staff to various boards and committees of the City.

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

Reviewed by: Adam Nafstad, City Administrator

Attachments: Resolution No. 2013-003

**Mayor and Council Communication – January 22, 2013
BOARD AND COMMITTEE APPOINTMENTS**

Note: Highlighted appointments represent changes from 2012

Committee/Board	2012 Appointments	2013 Appointments (DRAFT)
Cable TV Board	Acting Mayor – John Vetsch	John Vetsch
Civil Defense Director	Fire Chief Tate Mills	Fire Chief
Economic Development Authority (EDA)	Mayor and all Council members	Mayor and all Council members
Fire Board – Albertville & Otsego	New in 2013	Larry Sorensen Rob Olson Fire Chief Finance Director City Administrator
Fire Relief Association Representatives	Asst. Fire Chief – Jay Eull Dan Wagner City Administrator	Asst. Fire Chief Dan Wagner City Administrator
FYCC	Jillian Hendrickson Alternate – Dan Wagner	Rob Olson Alternate – Dan Wagner
Joint Powers Water Board	Mark Meehan John Vetsch Alternate – Dan Wagner	Jillian Hendrickson John Vetsch Alternate – Dan Wagner
Library	Mark Meehan	Jillian Hendrickson
Otsego Creek Authority	John Vetsch Alternate – Dan Wagner Planning Commission Rep.	John Vetsch Alternate – Dan Wagner Planning Commission Rep.
Parks & Recreation Committee	Jillian Hendrickson Larry Sorensen PW Supv. Tim Guimont	John Vetsch Larry Sorensen Public Works Supervisor
Personnel Committee	Jillian Hendrickson John Vetsch	Jillian Hendrickson Rob Olson
Planning Commission	Dan Wagner Alternate – Jillian Hendrickson	Dan Wagner Alternate – Rob Olson
Public Safety Committee	Larry Sorensen Jillian Hendrickson Fire Dept. Representative Alternate – Mark Meehan	Larry Sorensen Jillian Hendrickson Fire Dept. Representative Alternate – Dan Wagner
Public Works Committee	Larry Sorensen John Vetsch PW Supv. Tim Guimont City Administrator	Larry Sorensen John Vetsch Public Works Supervisor City Administrator
STMA Ice Arena Board	Dan Wagner Larry Sorensen Alternate – John Vetsch Arena Manager – Grant Fitch	Dan Wagner Larry Sorensen Alternate – John Vetsch Arena Manager

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

RESOLUTION NO. 2013-003

**A RESOLUTION APPOINTING CITY COUNCIL MEMBERS TO
VARIOUS BOARDS AND COMMITTEES**

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

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

Cable TV Board	John Vetsch
Civil Defense Director	Fire Chief
Economic Development Authority (EDA)	Mayor and all Council members
Fire Board – Albertville & Otsego	Larry Sorensen Rob Olson Fire Chief Finance Director City Administrator
Fire Relief Association Representatives	Asst. Fire Chief Dan Wagner City Administrator
FYCC	Rob Olson Alternate – Dan Wagner
Joint Powers Water Board	Jillian Hendrickson John Vetsch Alternate – Dan Wagner
Library	Jillian Hendrickson
Otsego Creek Authority	John Vetsch Alternate – Dan Wagner Planning Commission Rep

Parks & Recreation Committee	John Vetsch Larry Sorensen Public Works Supervisor
Personnel Committee	Jillian Hendrickson Rob Olson
Planning Commission	Dan Wagner Alternate – Rob Olson
Public Safety Committee	Larry Sorensen Jillian Hendrickson Fire Dept. Representative Alternate – Dan Wagner
Public Works Committee	Larry Sorensen John Vetsch Public Works Supervisor City Administrator
STMA Ice Arena Board	Dan Wagner Larry Sorensen Alternate – John Vetsch Arena Manager

NOW, THEREFORE, BE IT RESOLVED, that such appointments 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 22nd day of January, 2013 by the City Council of the City of Albertville.

Jillian Hendrickson, Mayor

Kimberly A. Olson, City Clerk

January 17, 2013

SUBJECT: CITY CLERK - TEMPORARY ON-SALE 3.2 MALT LIQUOR LICENSES

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

MOTION TO: Adopt Ordinance 2013-001 authorizing Temporary On-Sale 3.2 Malt Liquor Licenses to be issued to Clubs and Religious, Charitable, and Non-Profit Organizations.

BACKGROUND: The City Code currently only allows temporary on-sale 3.2 malt liquor licenses to be issued to "bona fide clubs". This is defined by Minnesota State Statute 340A.101 Subd. 7 as:

"Club" is an incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes, for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans' organization, which:

- (1) has more than 30 members;
- (2) has owned or rented a building or space in a building for more than one year that is suitable and adequate for the accommodation of its members;
- (3) is directed by a board of directors, executive committee, or other similar body chosen by the members at a meeting held for that purpose. No member, officer, agent, or employee shall receive any profit from the distribution or sale of beverages to the members of the club, or their guests, beyond a reasonable salary or wages fixed and voted each year by the governing body.

Staff has found that licenses of this type have been issued for the last several years to local, for-profit restaurants to serve 3.2 malt liquor in the City parks. However, restaurants and individuals do not qualify for temporary on-sale 3.2 malt liquor licenses by definition in the City Code.

Minnesota State Statute 340A.403 Subd. 2 limits issuance of temporary on-sale 3.2 malt liquor licenses by cities to only the following groups:

Subd. 2. Temporary licenses.

- (a) A club or charitable, religious, or nonprofit organization may be issued a temporary on-sale license for the sale of 3.2 percent malt liquor.
- (b) The temporary license may authorize the sale of 3.2 percent malt liquor in any school or school buildings.
- (c) Temporary licenses are subject to the terms set by the issuing county or city.

The City was approached by a local broomball group who has expressed interest in obtaining a temporary on-sale 3.2 malt liquor license. Proceeds would fund their tournament expenses. At this time, with the way the City Code is written, the City may not issue a license to them as they do not fit the definition of a “bona fide club”. The City Attorney has outlined several options for the group:

1. A group such as the Lions applies for the permit. Because the Lions already have an organization-wide dramshop insurance policy, the insurance requirement will already be satisfied.
2. A local restaurant with a liquor license can apply for a caterer's license from the State, which would allow them to serve in the park, provided they also served some prepared food. Current dram shop insurance would cover them in this situation. However, there is the expense of the caterer’s license and State Health Department licensing fee.
3. Some other charitable group applies for the permit. However, if they do not have an organization-wide dramshop policy, they will need to purchase a dramshop policy, and that will likely cost several hundred dollars, if one is even available.

Staff has contacted the broom ball group with this information and they are currently working with local clubs to see if one will host the event, thereby qualifying them under the State’s definition.

KEY ISSUES:

- The current language in the City Code is more restrictive than what is allowed by Minnesota State Statute.
- If the City is to continue issuance of these licenses, the City Code should be amended to add charitable, religious and non-profit groups to the list of organizations that can receive these licenses.
- At the last City Council meeting, Council directed staff to develop language amending the City Code as set out in ordinance 2013-001 and to find a way for these groups to continue their events.
- Other local charitable, religious and non-profit organizations have inquired about temporary on-sale 3.2 malt liquor licenses.

POLICY/PRACTICES CONSIDERATIONS: The City in the past has approved of and supported these community events. The Mayor and City Council have the power to amend the City’s Code.

FINANCIAL CONSIDERATIONS: There is a very small daily fee for the licenses and does not have a significant impact on the City’s budget.

LEGAL CONSIDERATIONS: The City should be consistent with the City Code in issuance of these licenses.

Department/Responsible Person: Kim Olson, City Clerk

Submitted Through: Adam Nafstad, City Administrator

Attachments: Ordinance 2013-001

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

ORDINANCE NO.: 2013-001

**AN ORDINANCE AUTHORIZING THE
ISSUANCE OF TEMPORARY ON-SALE 3.2
MALT LIQUOR LICENSES TO CLUBS, AND
RELIGIOUS, CHARITABLE AND NON-PROFIT
ORGANIZATIONS**

The City Council of the City of Albertville, Minnesota hereby ordains:

Section 1. Title 4 Chapter 1, Section 4.D.1. of the Albertville City Code is hereby amended to read as follows:

D. Temporary 3.2 Percent Malt Liquor On-Sale Licenses:

1. Limited License: Notwithstanding other licensing requirements for 3.2 percent malt liquor, the city council, upon proper application, may, in its discretion, grant limited licenses to sell 3.2 percent malt liquor on-sale to bona fide clubs which meet the definition of Minnesota statutes section 340A.101, subdivision 7, and to charitable, religious or non-profit organizations.

Section 2. This ordinance shall be effective upon its passage and publication.

Approved by the Albertville City Council this 22nd day of January, 2013.

Jillian Hendrickson, Mayor

ATTEST:

Kimberly A. Olson, City Clerk

January 17, 2013

SUBJECT: PUBLIC WORKS (STREETS AND PARKS) – GENERAL ACTIVITY UPDATE

Streets

The used “Hot box” we purchased last summer worked well. We were able to cover a lot of area and did several patches and repairs this fall. We trimmed all of the boulevard trees in the Towne Lakes development. This went well with no complaints. We rented a brush chipper to speed up the process. Snow Plowing has been a little slow, but the first storm was a big one. The plow pump went out on the 98 one ton, it has now been fixed.

Parks

Once again we had the ice rinks open by Christmas break. The inside of the warming house has been repainted and the rubber floor has been finished and made more permanent. The rink is swept and flooded daily during the work week, weather permitting. Before the snow came, we put new wood chips on the Winter Park trail and trimmed the trees that needed it in all the parks. We also added aglime to the little league infields at Winter and Oakside Parks.

Christmas Tree Pickup

Christmas tree pickup went well this year. Once again we had the help of a brush chipper and worker from Wright County Public Works.

Miscellaneous Maintenance Activities

We generally use this time of year to try and get caught up on building and equipment maintenance. Also, we continue to do the maintenance and repairs we are capable of for the Fire Department and STMA Ice Arena.

Christmas Decorations

The new Christmas decorations worked well. They were a lot lighter in weight which made them easier to put them up and take down. We plan to take the garland off, lighten up and replace the bulbs with LED bulbs on the 14 old decorations. A Lions member has expressed interest in adding more outlets for decorations on 57th Street NE. We are seeking quotes for this work and will discuss more with the Council in the future.

Also, there are four (4) older decorations that are in poor shape and of no value to the City. We have a resident (Dan Wirtz) who would like them, and unless the Council desires otherwise, we will give them to this person.

Department/Responsible Person: Public Works/Tim Guimont, Public Works Supervisor

Submitted Through: Adam Nafstad, City Administrator

Attachments: None



MEMORANDUM

TO: Adam Nafstad
FROM: Michelle Barness/Alan Brixius
DATE: December 19, 2012
RE: Albertville – Street Renaming Ordinance - MacKenzie Ave. NE, South of 60th St NE., to Maclver Ave. NE
FILE: 163.05 – 12.10

Background

The Cities of Albertville and Otsego share Maclver Avenue NE along Albertville’s eastern boundary. Maclver Avenue NE underwent improvements that resulted in an intersection alignment with MacKenzie Avenue NE to the south. City property owners have asked Albertville to consider renaming the stretch of MacKenzie Avenue NE south of County Road 37 and north of I-94 as Maclver Avenue NE in order to improve the continuity of addressing along the road. If the Council agrees with the renaming of MacKenzie Avenue NE the timing may be appropriate, before future land development along MacKenzie Avenue NE causes additional properties to take on a MacKenzie address only to have to change it later should street renaming proceed. Currently only one MacKenzie Avenue NE address would need to be changed in connection with the renaming process.

City Engineer Adam Nafstad requested that planning staff investigate the street renaming process. The following state statutes indicate that street renaming is appointed to the City Council and may be done through the creation of an ordinance:

2012 Minnesota Statutes

440.11 STREET NAME CHANGE; ORDINANCE.

The council of each home rule charter city of the second, third, or fourth class may by ordinance change the name of and rename any of the streets, lanes, avenues, public highways, parks, and public grounds of the city. Immediately after publication, the ordinance shall be recorded in the office of the county recorder of the county in which the city is located.

412.221 SPECIFIC POWERS OF COUNCIL.

Subd. 18. Street names, numbers.

The council shall have power by ordinance to name or rename the streets and public places of the city and to number or renumber the lots and blocks of the city, or any part thereof. It may make and record a consolidated plat of the city.

The decision to rename any street is a policy decision of the Council. Should the Council decide that renaming MacKenzie Avenue NE is appropriate we have attached a draft street renaming ordinance for MacKenzie Avenue NE. Please review the ordinance and provide advice as to whether to have the ordinance considered by the Council. If the City chooses to proceed, upon approval of the street renaming ordinance the City Clerk should file the street name change with the County Recorder, and all maps and plats will need to be adjusted to reflect the name change.

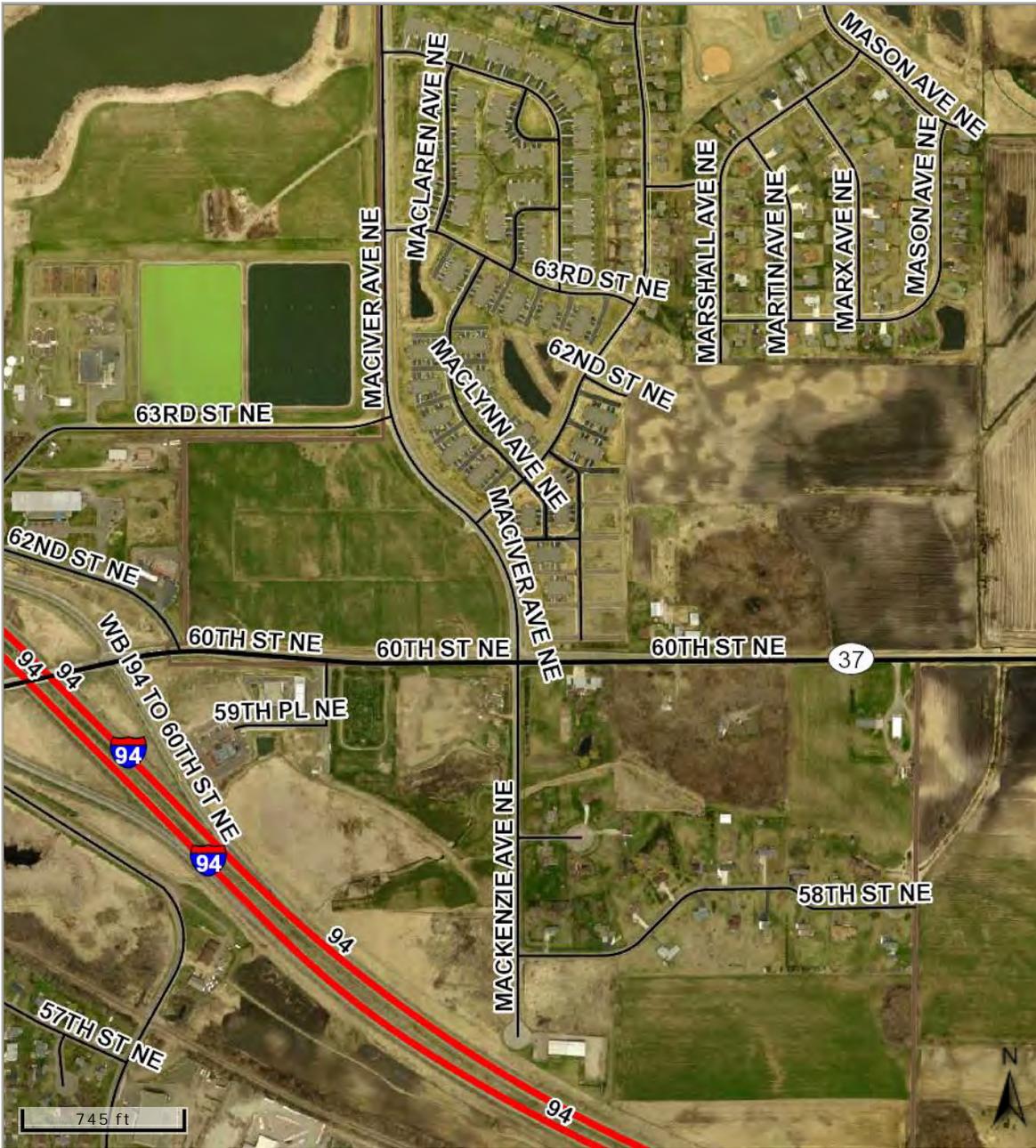
Cc:

Adam Nafstad

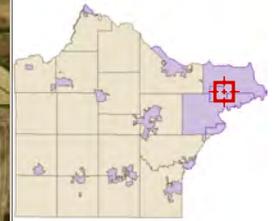
Kim Olson

Mike Couri

Sue Schwalbe



Overview



Legend

Roads

- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCCL

City/Township Limits

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

DRAFT ORDINANCE

**AN ORDINANCE RENAMING THE EXTENT OF MACKENZIE AVENUE NE
LOCATED SOUTH OF 60TH STREET NE, ORIGINALLY LAID OUT IN THE GREEN
HAVEN ESTATES PLAT, AS MACIVER AVENUE NE.**

THE CITY COUNCIL OF THE CITY OF ALBERTVILLE, MINNESOTA ORDAINS:

Section 1. The purpose of this ordinance is to rename certain streets in the City of Albertville and thereby establish a uniform system of names of such streets.

Section 2.

Subd. 1 For the purpose of this ordinance, the terms defined in this section shall have the meanings ascribed to them.

Subd. 2 Existing Street Name.

The term existing street name shall mean the name by which a street is designated on the plat of the City of Albertville prepared by the Minnesota Highway Department or the plat of any addition to the City, which shall be designated by placing in parenthesis.

Subd. 3 New Street Name.

The term new street name shall mean the name by which a street shall be known from and after the effective date of this ordinance.

Section 3.

Subd. 1 The following street in the City of Albertville, south of 60th Street NE/County Road 37 NE, is hereby renamed and shall hereafter be known by the new street name listed below:

Existing Street Name:

“MacKenzie Avenue NE”

New Street Name:

MacIver Avenue NE

Section 4. The City Clerk shall forward this ordinance to the Wright County Recorder with the request that they change all plat, county, and city mapping to reflect the street name change.

Section 5.

Subd. 1 All ordinances and resolutions of the City of Albertville previously enacted which refer to MacKenzie Avenue NE, located south of 60th St. NE, are hereby amended by substituting the appropriate new street name for the existing street name used therein.

Subd. 2 All plats the City of Albertville previously approved which refer to MacKenzie Avenue NE, located south of 60th St., are hereby amended by substituting the appropriate new street name for the existing street name used therein.

Subd. 3 Any proceeding for special assessments for improvements now pending before the City Council of the City of Albertville, including any petitions for such improvements now circulating, shall be prosecuted to their conclusion using the existing street name; provided, however, that the appropriate new street name shall be inserted in parenthesis after the existing street name.

Section 6. All streets newly platted or otherwise opened to public use after the effective date of this ordinance shall be named in accordance with the system established by this ordinance.

THIS AMENDMENT SHALL BE IN FULL FORCE AND EFFECTIVE IMMEDIATELY FOLLOWING ITS PASSAGE AND PUBLICATION.

Approved by the Albertville City Council this ____ day of _____, 2013.

Jillian Hendrickson, Mayor

Kimberly A. Olson, City Clerk

January 17, 2013

SUBJECT: PLANNING DEPARTMENT – SELECTION AND APPOINTMENT OF A NEW PLANNING AND ZONING COMMISSIONER TO FILL THE SEAT OF ROBERT OLSON

RECOMMENDATION: It is respectfully requested that the Mayor and City Council consider one of the following actions and direct staff:

1. Council compile a list of potential Planning and Zoning Commissioner candidates and select a person to fill the remaining Planning and Zoning Commission term of Robert Olson.
2. Council direct staff to advertise the vacated Planning and Zoning Commission seat. The applicants would be interviewed by Council and an appointment shall be made following interviews.

BACKGROUND: With the fall election of Jillian Hendrickson as Mayor, she vacated the remaining two years of her City Council position. On January 7, 2013, the City Council appointed Robert Olson to fill this vacated City Council position. With his acceptance of this Council position, Mr. Olson's Planning and Zoning Commission seat becomes vacated. Council is required to appoint a person to fill this vacated Planning and Zoning Commission position. The Council selection process may follow either of the following processes:

1. Council compiles a list of persons that they would consider for the Planning and Zoning Commission position. City staff would contact those parties to determine their interest in the position. Council would select a replacement Planning and Zoning Commissioner to fill the available position.
2. Council can direct staff to advertise the Planning and Zoning Commission position and solicit volunteers City-wide to fill the position. This process will involve advertising, interviewing interested candidates, and selection of a Planning and Zoning Commission member by Council.

KEY ISSUES:

1. Robert Olson's Planning and Zoning Commission term has two years remaining.
2. Option 1 may provide for a quicker appointment and less costs in advertising and City staff time.
3. Option 2 would be open to a broader range of potential candidates.

POLICY/PRACTICES CONSIDERATIONS: The appointment of Planning and Zoning Commissioners is the responsibility of the City Council. Both of the aforementioned processes are legal and viable ways of soliciting potential candidates. Past advertising has generated some interest in the City's advisory committee; however, generally the list of volunteers has been limited.

FINANCIAL CONSIDERATIONS: None

LEGAL CONSIDERATIONS: The Albertville City Code mandates a Planning and Zoning Commission consisting of five members. Planning and Zoning Commission vacancies during the term shall be filled by City Council appointment for the unexpired portion of the term.

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

Submitted through: Adam Nafstad, City Administrator

Attachments: None

GENERAL ADMINISTRATION

Fraser Steel: Plans for the site and building improvements will be going to the Planning Commission on February 12 and to the Council on February 19. Also, at the meeting on the 19th, Council will be asked to hold a public hearing regarding the business subsidy and be presented with the TIF development contract.

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.

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. We believe we have temporarily addressed the issue, but will need to research a permanent, more stable, fix, i.e. hardwire.

Arena Roof: Early this month the arena manager noticed, what appeared to be, numerous leaks throughout the arena. The roof is less than a year old and under warranty. We have contacted the Contractor, who has reviewed the site, and who believes the leaks are due to moisture or condensation. We have engaged our building official and architects, and will be meeting as group next week to further address the problem.

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.

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 be presented at the upcoming workshop.

Fire Department Inspection Program: The Fire Chief and I are reviewing the hourly rates for those members performing inspections and will provide a recommendation regarding rates at a future meeting for Council consideration.

FYCC Update: Ms. Greninger recently returned from her medical leave. Recent program attendance, including rink attendance, has been very good.

ENGINEERING/PUBLIC WORKS

2013 Street Projects: Public works is in the process of finalizing the 2013 project list for consideration at the upcoming workshop.

Ditch Cleaning: Public Works is working with Fehn Companies to clean the industrial park ditch between 53rd Street and to the east of Marlowe Avenue.

I-94 WB CD ROAD: Council will be asked to approve partial payment #7 at the first meeting in February.

Municipal State Aid Streets (MSAS): Staff recently completed the required annual certification of mileage. Albertville has 7.15 miles of local streets designated as MSAS, which is the maximum we are allowed based on our total miles of streets.

Watermain Breaks: To date, there have been three (3) watermain breaks this winter.

UPCOMING EVENTS

- January 22, 2013 – Annual State of the Cities, hosted by the I-94 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.
- April 29, 2013 - Joint Cities and School District Meeting

Attachments: (None)

Memorandum

To: Honorable Mayor and City Council Members

From: Adam Nafstad, City Administrator

Cc: City Attorney Couri
City Planner Brixius
Finance Director Lannes

RE: **L & D TRUCKING PARCEL**

January 14, 2013

At the December 17th meeting, the Council was informed that the owner of the L&D parcel, Ms. Diane Vinge, inquired as to whether the City would be interested in acquiring the property. Specific terms of a purchase were not discussed, but Ms. Vinge indicated she would be willing to sell the property for \$675,000, and that she would entertain a lease purchase or other such opportunity to allow the City to pay for the property over time.

As requested, the information below is intended to be a brief summary of the pros and cons associated with the acquisition of this parcel.

Pros (reasons to consider the purchase)

- The Primary benefit of the purchase is the additional parking opportunities for the STMA Ice Arena located adjacent to the L&D property. Current expansion concepts for a two-ice sheet arena allow for an estimated 170 parking stalls, without the purchase of the L&D site. The parking capacity of the existing arena site is 120 stalls. Depending on the seating capacity of a second sheet, approximately 200+ parking stalls will be required. One stall per four seats is recommended. It should be noted, that future opportunities for additional on-site parking will likely be limited. It is known that frequently arena uses utilize on-street parking, which is permitted. However, it has been brought to the City's attention that event parking often overflows onto the L&D property. Arena parking on the L&D site is not permitted by the City, nor does the City have the authority to do so without permission from L&D. The City will need to work with Ms. Vinge and the arena to address this issue.
- In general, the purchase of the L&D site would allow for greater flexibility with the layout and site design options associated with expansion to the arena. In concept, this may include improved fire access, drainage design, and parking configurations. In

addition, the added land may reduce impacts to the adjacent ball field and City park area.

- If the City were to purchase the property, the City may be able to facilitate a common lot line adjustment between the acquired parcel and Federated Co-op, creating more usable space for both parcels.
- The L&D site could be subdivided to accommodate additional arena parking and to accommodate a commercial property for resale.
- The additional property could serve as an extension to Central Park.
- The City could purchase this property under a lease-purchase agreement that would extend out ten (10) years or more. However, unless the lease holder were Ms. Vinge (i.e. she takes payments from the City over a long period of time), the City will likely pay an interest rate much higher than market rate as lenders are increasingly wary of entering into lease purchase agreements for properties that are not essential to the operation of a City (such as a fire hall or city hall).

Cons (reasons not to pursue purchase)

- Current arena expansion concepts indicate that the purchase is not necessary to accommodate a second sheet of ice. At this time, the preferred expansion concept does not include the L&D parcel.
- This property paid \$5,000 in City taxes in 2012 (\$21,700 total tax). Assuming no significant changes in 2013, acquisition by the City would result in a loss of \$5,000 in tax revenue annually. In addition, if the City were to purchase the land this year, the \$21,700 in taxes due this year would be prorated between the City and Ms. Vinge, effectively increasing the purchase price by the amount of real estate taxes the City would have to pay this year.
- The City can hold the L&D property as tax exempt property for eight (8) years without putting it to a public use (i.e. ice arena, park, etc.). After the 8-year period, the property would become taxable in the same manner it is taxed today unless it was put to a public use. If it did become taxable after the 8-year period, the city would be subject to the tax liability associated with the portion of land not used for public purpose. In 2012, the property taxes were \$21,700. If nothing changed, the City would pay this amount in taxes annually, although it would receive back approximately \$5,000 as the City's share of the taxes collected by the County.
- If the City purchased the property and rented it to a private entity (such as Don's Bus Garage), the City would lose its tax exemption on the property and would pay taxes of approximately \$21,700 annually.

1-14-13

- In addition to losing the current \$5,000 annual taxes the City receives from the property, a purchase of the property by the City and associated public use of the property would mean the City would forgo any future tax revenue that might otherwise be generated if the property redevelops at a higher commercial use. Redevelopment of the site at an assessed value of \$1.1 million would yield in excess of \$10,000 in taxes to the City annually.
- Additional debt burden associated with the purchase may impact the City's future bond rating.
- The County Assessor had the land valued at \$520,900 for taxes payable in 2013. The city had the property appraised last year at a value of \$442,000. Both of these values are significantly less than the \$675,000 negotiable asking price.
- Several Arena Board representatives have been firm in their statements that they do not want to purchase additional land. The property acquisition would likely fall exclusively to the City of Albertville.
- Regardless of price, the City would likely have to rely on local levy to pay for the property. Based on an assumed purchase price of \$675,000, over a 20-year term, the City would most certainly need to levy in excess of \$33,750, plus applicable interest and property taxes, annually.

While it is known that the purchase of the property allows added arena expansion and redevelopment opportunities, there are financial risks associated with the purchase and, unless additional taxes are levied, the purchase is not believed to be financially feasible for Albertville alone. Unless the City Council has other public use plans for this property, purchase of the L&D property appears to be premature without 1) adoption of an expansion plan for the ice arena that indicates that this property is required, and 2) a commitment from another entity that they will participate in the purchase of this property.

Memorandum

To: Honorable Mayor and City Council Members
From: Adam Nafstad, City Administrator
Cc: City Clerk Olson
Date: January 15, 2013
RE: **February 4th Workshop Agenda (DRAFT)**

A Council Workshop has been scheduled for 6:00 PM, February 6th, prior to the regularly scheduled City Council meeting. The general focus of the workshop will be to establish and discuss 2013 Council goals and objectives. Below is a draft list of potential agenda items:

1. 2013 Infrastructure Projects
2. Economic Development Outline
3. Priorities for Wright County
4. I-94 (Phase 2)
5. Salable City Properties
6. City Communications (website, newsletter, council meetings)
7. Code Enforcement

Please let me know if there are revisions you would like to see to the agenda. A final agenda will be distributed with the February 4th packet.