



City of Albertville Council Agenda

Monday, July 16, 2012
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. Proclamation for Chas Betts (pg 1)
- 4. CITIZENS OPEN FORUM – (time reserved 5 minutes)**
- 5. AMENDMENTS TO THE AGENDA**

6. CONSENT AGENDA

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

- A. Approve the July 2, 2012 regular City Council minutes as presented (pgs 2-11)
- B. Authorize the Monday, July 16, 2012 payment of the claims that includes electronic payments 1270 EFT - 1282 EFT and check numbers 31139 to 31180 as presented (pgs 12-18)
- C. Approve Payment No. 2 for I-94 project to Eureka Construction in the amount of \$1,097,229.93

7. PUBLIC HEARINGS -

- A. Fraser Steel Business Subsidy (pg 19)

8. DEPARTMENT BUSINESS

A. City Council

- 1) Committee Reports
 - a. Ad Hoc Committee
 - b. Ice Arena Committee

B. Finance

- 1) Mid Year Assessments for Delinquent Accounts – Resolution 2012-033 Certifying Delinquent Utility Accounts and Invoices to Wright County for Collection with Property Taxes (pgs 20-22)
- 2) Fire Dept. Back Pay

C. City Clerk

D. Public Works Director/City Engineer

- 1) I-94 Oral Update with Project Picture Presentation
- 2) Pavement Striping/Marking Quotes (To be handed out at meeting)

E. Planning/Zoning

- 1) Center Cut Meats Sign – Resolution 2012-034 Approving a Signage Area and Height Variance for a New Freestanding Monument Sign Located at 11646 Barthel Industrial Drive within the Albertville City Limits (pgs 23-33)
- 2) Zoning Amendment for I-1 and I-2, Ordinance 2012-002 Amending Section 4600.5 (I-1 Limited Industrial District) and Section 4700 (I-2 General Industrial District) of Appendix A (Zoning Ordinance) of the 2005 Albertville Municipal City Code, Relating to Maximum Sit Coverage (pgs 34-36)
- 3) **Urban Chickens (*Please bring your materials from the previous meeting.*)

F. Legal

- 1) 152 Club Promissory Note (pgs 37-41)
- 2) 152 Club SAC/WAC Charges (pgs 42-44)
- 3) City Administrator Search (pgs 45-47)

G. Administration

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

- July 23, 2012 Joint Powers Water Board Meeting @ 6:30 P.M.
- August 6, 2012 City Council Meeting @ 7:00 P.M.
- August 13, 2012 STMA Ice Arena Meeting @ 6:00 P.M.
- August 14, 2012 Primary Election Day
- August 15, 2012 Planning Commission Meeting @ 7:00 P.M.

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

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

10. ADJOURNMENT



**PROCLAMATION OF
SUPPORT AND RECOGNITION
OF CHAS BETTS**

WHEREAS, Chas Betts began wrestling in first grade and continued on through his education eventually winning the State Championship his senior year at St. Michael-Albertville High School to be followed by a National Title in Greco-Roman wrestling; and

WHEREAS, Chas continued to hone his skills throughout his college years as a member of the Minnesota Storm;

WHEREAS, Chas has won gold, silver and bronze medals at a number of prestigious competitions worldwide; and

WHEREAS, Chas has demonstrated his hard work and skill by qualifying on April 21 for the 2012 Olympic Games in London, England; and

WHEREAS, the City Council wishes to support Chas and recognize his achievements; and

NOW THEREFORE BE IT RESOLVED the City Council of the City of Albertville does hereby proclaim July 21, 2012 as

Chas Betts Day

AND FURTHER RESOLVE, to invite all residents of our community and peers to attend a send off for Chas on Saturday, July 21 from 3:30 p.m. to 5:30 p.m. at Neighbor's Eatery and Saloon located at 5772 Main Ave. NE to wish him well and show our support,

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Albertville, Minnesota to be affixed on this 16th day of July, 2012.

Mark Meehan, Mayor



ALBERTVILLE CITY COUNCIL
Monday, July 2, 2012
DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Pro-tem John Vetsch called the regular City Council meeting to order at 7:01 p.m.

2. ROLL CALL

Present: Mayor Pro-tem John Vetsch, Council members Jillian Hendrickson, Larry Sorensen, and Dan Wagner

Absent: Mayor Mark Meehan

Others Present: Interim City Administrator Robert Thistle, Finance Director Tina Lannes, City Attorney Michael Couri, City Planner Alan Brixius, Public Works Director/City Engineer Adam Nafstad, and Samara Postuma

3. RECOGNITIONS, PRESENTATIONS AND INTRODUCTIONS

Pam Betts stated that her son, Chas Betts, has qualified in wrestling for the 2012 Summer Olympics in London, England. She stated they are having a send off for him on Saturday, July 21 from 3:30-5:30 p.m. at Neighbor's. She invited the Mayor to wish him well on his trip. Lannes stated they would place a proclamation for her son on the next agenda.

4. CITIZENS OPEN FORUM

Pete Wagner, 10690 50th St. NE, stated he received a letter from Brixius regarding a violation of the setback from the curb for his recreational vehicle. He stated that it appears motor vehicles are allowed within that setback and asked the Council to look at amending the setback from the curb. He stated it appears recreational vehicles setbacks for the rear and side yard are less. He stated that he has spoken with Brixius to find a more suitable area for storage of the recreational vehicle.

Vetsch inquired what the difference is if multiple cars are parked in a driveway and extend all the way to the curb versus a recreational vehicle. Brixius reported the ordinance is intended to encompass the boulevard and to keep site lines intact. Motor vehicles are not allowed to park in the right of way or boulevard either. Mr. Wagner is in the current situation because a complaint was registered with the City and Brixius is looking for direction from the Council regarding enforcement of the ordinance. Brixius stated there are several ways the Council could proceed. They could look at changing the ordinance or they could waive enforcement of the ordinance on Mr. Wagner's property until he can complete an appropriate storage area on a side or rear lot.

Council discussed the fairness of enforcing one situation but not all the other instances within in the City. Brixius stated that other cities do not allow structures or private property in the right of way and the right of way usually extends 15 (fifteen) feet into the property. Some cities do allow shade trees, but that is it.

Council inquired about townhome developments and private streets. Brixius stated those developments do not generally have direct access to public streets. Council discussed the costs and personnel required to enforce compliance across the entire city. Thistle explained the difference between passive and active code enforcement. He stated the cost and time to pursue an active enforcement policy would be great.

Brixius suggested working towards compliance by the end of August and that allows staff to inform the complainant they are making progress with the homeowner.

Motion by Wagner, seconded by Hendrickson, to suspend enforcement of setback limits for the recreational vehicle located at 10690 50th St. NE until September 1, 2012 to allow the homeowner time to complete an appropriate storage area on his property for the vehicle. Ayes: Vetsch, Hendrickson, Sorensen, and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

5. APPROVAL OF THE AGENDA

Sorensen added discussion of recorded City Council minutes under City Council. He also would like to add City Administrator process and budget impact discussion under Administration.

Nafstad added discussion of 11800 Lachman Ave. NE informational update under Public Works. There is also a revised Request for Council Action for the City Administrator process.

Motion by Hendrickson, seconded by Sorensen, 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. Approve the June 18, 2012 regular City Council minutes as presented
- B. Approve the June 18, 2012 workshop minutes as presented
- C. Authorize the Monday, July 2, 2012 payment of the claims that includes electronic payments 1242 EFT- 1251 EFT and check numbers 31102 to 31138 as presented
- D. Approve Resolution 2012-030 Appointment of Election Judges
- E. Approve Resolution 2012-031 Appointment of Absentee Ballot Board

Couri requested a change be made to Item 6A. He would like the minutes of June 18, 2012 to reflect that both public hearings for the TIF District and the Business Subsidy for Fraser Steel were continued to the July 2, 2012 meeting.

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

7. PUBLIC HEARINGS

A. Fraser Steel Business Subsidy and Establishment of Tax Increment Financing District No. 14 Hearings Continued

Tammy Omdal with Northland Strategies was present at the meeting. She stated there were two public hearings carried over to this meeting and they would like to continue the business subsidy public hearing to the Council's next meeting. Couri explained they have been receiving information from Fraser Steel and they could present a completed Developer's Agreement outlining the business subsidy to the Council at the next meeting. Couri stated they would discuss only Tax Increment Financing District No. 14 this evening.

Motion by Sorensen, seconded by Hendrickson, to continue the business subsidy public hearing for Fraser Steel to the July 16, 2012 City Council meeting. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Omdal reported that Fraser Steel is requesting public assistance to expand its facility. Previously the City Council decertified Tax Increment Financing District No. 13 and this will be the new district. Fraser Steel is proposing a 25,000 square foot expansion. They will be requesting pay as you go assistance from the Tax Increment Financing District as well as assistance from the Revolving Loan Fund in the future.

Omdal reported the TIF District will generate about \$35,000 per year or \$340,000 plus over nine (9) years. The Developer is seeking reimbursement of approximately \$310,000 of costs including outstanding special assessments (\$160,000) with the balance for site improvements and other TIF eligible expenses. This would not be an upfront payment, but Fraser Steel would be reimbursed after nine (9) years after the increment is collected. The City would retain 10 (ten) percent of that to cover City administrative costs and the remainder will be available to Fraser Steel after they prove up the costs.

The Development Agreement that will be available at the next meeting will detail the specifics of the agreement with Fraser Steel. However, Omdal reported the TIF District is not specific to Fraser Steel but is a means to assist with the development.

Vetsch opened the public hearing.

Omdal read a letter from Thomas Baxter Stephenson, President and COO of Fraser Steel, outlining his intent for the project and recognizing staff and consultants.

There were no other comments.

Motion by Hendrickson, seconded by Wagner, to close the public hearing. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Motion by Hendrickson, seconded by Sorensen, to adopt Resolution 2012-032 Modifying Municipal Development District No. 1 and Modifying the Development Program and Establishing Tax Increment Financing (Economic Development) District No. 14, and Approving a Tax Increment Financing Plan. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

8. DEPARTMENT BUSINESS

A. City Council

Sorensen would like Council feedback on directing staff on how to proceed with the type of minutes. He stated that with the minutes now being recorded, he had anticipated more detail in who said what.

Lannes stated that in discussion with staff, they had talked about summarized minutes versus verbatim minutes. Thistle stated he would like to take some time to talk with staff. Lannes stated that even though the recorded minutes are not on the website, the public could request the audio version as it is public information. Hendrickson stated she is not opposed to either way. Thistle stated he was originally concerned that the City Council meetings were not recorded at all. He will speak with staff and follow up at a later date.

B. Finance

There were no items.

C. City Clerk

Lannes asked for direction on sending out a newsletter in the current format for July or if Council would like to see a newsletter mailed out in October in a new, updated format. Council inquired about cost to mail out the newsletter. Council felt the October issue of the newsletter is important and felt it is okay to wait until then for it to be improved and sent out.

D. Public Works Director/City Engineer

1) Sweeper Purchase for Bobcat

Nafstad reported the cost of the sweeper is \$3,004.47. He stated the new sweeper will pick up the materials rather than pushing them. It is in line with Public Works expenditures for the year.

Motion by Wagner, seconded by Sorensen, to approve the purchase. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

2) I-94 Update

Nafstad stated the project is progressing well. He stated staff has been in touch with Heidi's Market and have made headway in visibility.

3) Mosquito Control Quotes

Staff contacted a professional mosquito control company to provide a quote. The company recommended eight treatments through the Labor Day holiday as well as 50 briquettes in local ponds and wetland areas. Nafstad stated that mosquito population also depends on the temperature and amount of rainfall. Staff contacted the surrounding communities and it does not appear they treat for mosquitoes. The cost would not exceed \$12,554 for the recommended treatments. This item is not included in the budget.

Hendrickson felt that it would defeat the purpose if surrounding cities do not spray. She also inquired if it would be an option to just do the briquettes. Nafstad stated the briquettes control the larvae and spraying targets the adult population. Hendrickson asked if there was anything they could do to be more proactive with the City's response to residents. Nafstad stated he could refer residents to resources for their properties and believes there are some links on local agency websites to help residents.

Thistle stated that if this is a growing issue of concern, there should be some comprehensive discussion between the County and area cities to ensure safety of the treatments and competitive pricing for treatments.

Council decided to take no action on the item.

4) MacIver Ave. NE Seal Coat

Nafstad reported this is a jointly owned and maintained street with the Cities of Albertville and Otsego. The City portion to sealcoat the street will be \$11,553.

Motion by Sorensen, seconded by Hendrickson, to approve seal coating and related work of MacIver Ave. NE between 63rd St. NE and 70th St. NE per the City of Otsego 2012 Maintenance Project and to reimburse the City of Otsego for Albertville's portion of the project costs. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

5) Revised Search Firm Proposals

Nafstad reported there are two revised proposals for the Council to review. Staff requested the revised proposals to proceed with the selection of a new City Administrator in a phased approach. Nafstad reviewed the two options from Brimeyer Fursman llc and Springsted Incorporated.

Sorensen asked if these are the only options left to the Council. Nafstad stated Phase I would include meetings with Council members to determine their expectations and characteristics they are seeking for the new City Administrator. Vetsch stated he came away from the last meeting with the idea that a firm was needed to help define the role(s) Council expects for the new City Administrator. Nafstad said the Council is not committed to this process and could direct the Ad Hoc Committee to proceed instead. Thistle stated hiring of a firm is to assist the Council in defining the expectations for the new City Administrator and can assist in helping with an in house succession or a full executive search outside. He stated that hiring a firm does not influence either option at this time. He stated that through the process there may be other items that may arise. He felt the key issue at this time is to have a clear understanding for the new City Administrator.

Wagner stated he is hesitant to spend unbudgeted dollars on this effort considering the views of the Council. Hendrickson felt it was intended as a way for the Council to work together. He felt that minds are made up and he doesn't know if they could get past that. Vetsch inquired if a facilitator is needed or if this is something they could work without. Wagner replied that he felt they will not reach a unanimous vote and the comment he gets from the public is to stop spending money on this. Sorensen stated he also received those comments and he wants to see if there is a way to proceed internally. Couri replied that staffing levels are lean and it would be hard to pull someone to do the legwork. If they do not want to spend the dollars, it will require a good amount of time from several

Council members. He added that hiring an outside firm could be the best shot at achieving some resolution rather than pursuing it internally with a divided Council. Hendrickson wanted a way for the Council to share the things they want out of a City Administrator, but if the Council feels hiring a firm will not lead anywhere she would rather not spend the dollars either. She also felt hiring a firm was a way to show the community the thought that has gone into the decision. Vetsch felt hiring a firm is the way to go.

Nafstad stated some of the deliverables that will come out of hiring a firm would be the facilitation itself, an updated job description and a current position profile.

Motion by Vetsch, seconded by Hendrickson, to accept the Springsted proposal for Phase I for the Development of a Job Description and Position Profile for the City Administrator in the amount of \$1,500.00.

Sorensen stated that he will not vote for it as it is a non budgeted item. Hendrickson replied that this is an attempt to work together to come up with a real protocol for how they are to deal with this and if the Council is not in support of it, she will not be either.

***Ayes: Vetsch and Hendrickson. Nays: Sorensen and Wagner. Absent: Meehan.
MOTION FAILED.***

Vetsch noted that no more non budgeted items should be acted upon.

Hendrickson would like the Ad Hoc Committee to meet after the regular meeting. Sorensen would like to follow through with proceeding with the development of a job description and position analysis internally.

Motion made by Sorensen, seconded by Hendrickson, to direct the Ad Hoc Committee to proceed with developing a job description based upon Council input for a permanent City Administrator.

Vetsch inquired about the time frame for this. Sorensen replied he did not have a time frame as long as it ensures they hire the right person. With that being said, it could be next year or two months.

***Ayes: Hendrickson, Sorensen and Wagner. Nays: Vetsch. Absent: Meehan.
MOTION DECLARED CARRIED.***

Couri clarified that the Ad Hoc Committee could meet after the meeting but not a quorum of the Council.

6) 11800 Lachman Ave. NE

Nafstad reported this is the property the Ice Arena would look at purchasing is it expanded for another sheet of ice. The owners are actively marketing the land. He stated the difference between the asking price and the appraisal is significant.

E. Planning/Zoning

1) 152 Club Expansion Request for Assistance

Brixius reported they have received a permit for the expansion of the 152 Club for additional seating and ADA compliant restrooms. The additional area will generate SAC/WAC charges and also will require installing sprinklers into the building. The owner wishes to use the Revolving Loan Fund for assistance. A hydrant would need to be relocated at the City's expense.

Vetsch inquired if there will be enough funds in the Revolving Loan Fund after this for the Fraser Steel item they were previously discussing. Couri replied there will be money for both but it would end up zeroing out the fund. Vetsch inquired if they could regain the money by special assessment. Couri stated he anticipated creating the loan agreement in that fashion.

Motion by Sorensen, seconded by Hendrickson, to prepare the loan agreement with the 152 Club. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

2) Urban Chickens

Brixius had prepared a large amount of materials for Council. However, Chad Dahlheimer was not present at the meeting and Brixius suggested Council may want to table the item so that Mr. Dahlheimer can advocate his case.

Vetsch inquired if the size of lots influences keeping of chickens. Brixius replied only the agriculture district could have chickens.

Brixius stated he is not a proponent of urban chickens having dealt with the issue in other cities. His suggestion to Council would be to remove rabbit hutches and coops from the domestic animal definition and expand the farm animal definition to include ducks and geese.

F. Legal

1) Attorney Update

Couri updated the Council on the status of the Mattress Depot. There is not any identifiable way to enforce the Building and Zoning Code unless sprinklers are installed.

A letter has been sent to Wright County regarding the 6 (six) tax forfeit properties and Couri does not foresee any problems.

Couri reported he spoke with Dominion and they would only proceed with the Karston Cove 3rd Addition workforce housing if they received federal tax credits. Therefore, federal law would not allow Dominion to prohibit Section 8 housing in its development.

2) Revolving Loan

Couri reported that he has modified the Revolving Loan Fund Policy to allow for installation of sprinkling systems and it does not determine between retail, commercial or industrial businesses. He put a 10 (ten) year limit on loans for sprinkling systems but any major building expansions are usually a 20 (twenty) year loan. Vetsch felt that 20 (twenty) years is a long time to have money tied up. Couri replied that usually if there is a loan from the State, it is a 20 (twenty) year loan and the original loan for Fraser Steel was for 20 (twenty) years. Lannes clarified that it is up to twenty years that a loan can be constructed, but it could be less if the Council wished.

Motion by Hendrickson, seconded by Sorensen, to modify the Revolving Loan Fund Policy to allow the 152 Club to qualify for a loan for a sprinkling system. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

G. Administration

Sorensen was concerned with the costs associated with the dismissal and replacement of the City Administrator and he would like staff to provide figures on those costs during budget discussions.

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

July 4, 2012	City Office Closed (Holiday)
July 9, 2012	Arena Board Meeting @ 6:00 P.M.
July 10, 2012	Planning Commission Meeting @ 7:00 P.M.
July 16, 2012	City Council Meeting @ 7:00 P.M.

July 23, 2012

Joint Powers Board Meeting @ 6:30 P.M.

10. ADJOURNMENT

Motion by Hendrickson, seconded by Sorensen, to adjourn the meeting at 9:02 p.m. Ayes: Vetsch, Hendrickson, Sorensen and Wagner. Nays: None. Absent: Meehan. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

DRAFT

July 12, 2012

SUBJECT: CONSENT - FINANCE DEPARTMENT – PAYMENT OF BILLS

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

MOTION TO: Authorize the **Monday, July 16, 2012** payment of the claims that includes check numbers **1270 EFT – 1282 EFT and** checks numbered **31139 to 31180** as presented except the bills specifically pulled, which are passed by separate motion.

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)

Check No. 31150 CNA Surety -- Bond policy for treasurer of the Fire Relief Association, additional coverage annually – paid out of fire department donations account

Check No. 31154 Display Sales – purchase of decorations for city streets and parks used donation funds restricted for that purpose

Check No. 31174 SRF - I-94 Engineering services

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

Attachments: Check Register Detail



Check Detail Register

July 2012

		Check Amt	Invoice	Comment
10100 Premier Bank				
Paid Chk# 001270E 7/12/2012 FERRELLGAS				
E 810-00000-212	Motor Fuels	\$103.66	5000899307	ARENA fuel for Ice Arena
	Total FERRELLGAS	\$103.66		
Paid Chk# 001271E 7/12/2012 GOPHER STATE ONE-CALL				
E 602-49400-209	Locates	\$100.78	41908	UD (sewer) locate tickets
E 601-49450-209	Locates	\$100.77	41908	UD (water) locate tickets
	Total GOPHER STATE ONE-CALL	\$201.55		
Paid Chk# 001272E 7/12/2012 MVTL LABORATORIES, INC				
E 601-49450-218	Testing Expenses	\$222.40	609746	UD (water) chem serice, BOD/TSS,
E 601-49450-218	Testing Expenses	\$113.40	610280	UD (water) chem serice, BOD/TSS,
E 601-49450-218	Testing Expenses	\$113.40	611274	UD (water) chem serice, BOD/TSS,
	Total MVTL LABORATORIES, INC	\$449.20		
Paid Chk# 001273E 7/12/2012 N. A. C.				
E 101-41910-306	Planning Fees	\$75.95	20311	PubHouse 19 restaurant patio
G 101-22831	Woodside - Karston Cove	\$59.25	20311	Karston Cove LOC Agreement
E 101-41910-306	Planning Fees	\$130.35	20311	Fraser Steel TIF-plus discussion
E 101-41910-306	Planning Fees	\$484.80	20311	152 Club refinancing and expansion
E 101-41910-306	Planning Fees	\$326.65	20311	CenterCut Meats Variance-public
E 101-41910-306	Planning Fees	\$3,573.35	20311	Rev chicken ord, revise reports, tree
E 101-41910-306	Planning Fees	\$500.00	20312	bdg inquiry, wetland, noise complaint
E 101-41910-306	Planning Fees	\$125.00	20312	council-staff-planning meeting
E 101-41910-306	Planning Fees	\$415.10	20313	PubHouse 19 permit-issues
	Total N. A. C.	\$5,690.45		draft Planning agenda, reports,
Paid Chk# 001274E 7/12/2012 S & T OFFICE PRODUCTS				
E 101-42400-200	Office Supplies (GENERAL)	\$18.55	01PG5077	BD date/received stamp
E 101-41400-200	Office Supplies (GENERAL)	\$111.31	01PG5077	C Clerk office supplies, keyboard,
E 101-41410-300	Professional Svcs (GENERAL)	\$65.29	01PG5077	Elections office supplies, 3-ring alpha
E 101-41500-200	Office Supplies (GENERAL)	\$9.45	01PG5077	FinDp scanned stamp
E 101-42000-200	Office Supplies (GENERAL)	\$69.53	01PG5077	FD two (2) stapers w/staples
E 101-41910-200	Office Supplies (GENERAL)	\$43.20	01PG5077	CH wite-out tape (gen'l supplies)
E 101-41410-300	Professional Svcs (GENERAL)	\$1.06	01PG5288	Elections letter opener
E 101-42400-200	Office Supplies (GENERAL)	\$9.36	01PG5295	BD confidential stamp
	Total S & T OFFICE PRODUCTS	\$327.75		
Paid Chk# 001275E 7/12/2012 USA BLUE BOOK				
E 601-49450-210	Operating Supplies (GENERAL)	\$249.31	696402	UD (water) hazardous material chgs,
E 601-49450-210	Operating Supplies (GENERAL)	\$277.30	697338	UD (water) KIPkit-PVC teflon &
E 601-49450-210	Operating Supplies (GENERAL)	\$63.95	702104	UD (water) aluminum dust plug
	Total USA BLUE BOOK \$590.56			
Paid Chk# 001276E 7/12/2012 WRIGHT-HENNEPIN COOP ELECTRIC				
E 810-00000-381	Electric Utilities	\$29.87	5014270100-	ARENA monitoring fees
	Total WRIGHT-HENNEPIN COOP ELECTRIC \$29.87			

		Check Amt	Invoice	Comment
Paid Chk# 001277E	7/12/2012	WRIGHT COUNTY SHERIFFS PATROL		
E 101-42110-307	Police Contract Fees	\$43,737.00	Patrol-12-7	Sheriff Patrol Protection
	Total WRIGHT COUNTY SHERIFFS	\$43,737.00		
Paid Chk# 001278E	7/12/2012	WRIGHT COUNTY AUD/TREASURER		
E 101-41410-300	Professional Svcs (GENERAL)	\$185.00	06212012	Elections maintenance on equipment
	Total WRIGHT COUNTY AUD/TREASURER	\$185.00		
Paid Chk# 001279E	7/12/2012	WESTSIDE WHOLESALE TIRE		
E 101-43100-404	Repair/Maint - Machinery/Equip	\$300.33	683777	PW multi-trac mount tire carlisle
	Total WESTSIDE WHOLESALE TIRE	\$300.33		
Paid Chk# 001280E	7/12/2012	CITY OF ST. MICHAEL		
E 488-49000-303	Engineering Fees	\$12,252.50	07102012-1	I-94 (Engineering service on project)
	Total CITY OF ST. MICHAEL	\$12,252.50		
Paid Chk# 001281E	7/12/2012	BRAUN INTERTEC CORP		
E 488-49000-300	Professional Svcs (GENERAL)	\$6,883.50	353493	I-94 Proj (concrete, pavement, & soil
E 488-49000-300	Professional Svcs (GENERAL)	\$2,341.00	353494	I-94 (shoulder failer-pavement & soil
	Total BRAUN INTERTEC CORP	\$9,224.50		
Paid Chk# 001282E	7/12/2012	PRINCIPAL LIFE INSURANCE CO		
E 101-41300-131	Employer Paid Health	\$85.15	1008662-07-	Admin Life, Dental, Stdis
E 101-41750-130	Employer Paid Ins (GENERAL)	\$103.42	1008662-07-	PW-Eng Life, Dental, Stdis
E 101-42400-130	Employer Paid Ins (GENERAL)	\$267.10	1008662-07-	BD Life, Dental, Stdis
E 101-43100-130	Employer Paid Ins (GENERAL)	\$197.75	1008662-07-	PW Life, Dental, Stdis
E 101-45100-130	Employer Paid Ins (GENERAL)	\$196.39	1008662-07-	PD Life, Dental, Stdis
E 601-49450-130	Employer Paid Ins (GENERAL)	\$280.72	1008662-07-	UD (sewer) Life, Dental, Stdis
E 602-49400-130	Employer Paid Ins (GENERAL)	\$280.72	1008662-07-	UD (water) Life, Dental, Stdis
E 604-49660-130	Employer Paid Ins (GENERAL)	\$110.81	1008662-07-	UD (stormwater) Life, Dental, Stdis
E 101-41500-131	Employer Paid Health	\$208.81	1008662-07-	FinDep Life, Dental, Stdis
E 810-00000-130	Employer Paid Ins (GENERAL)	\$129.78	1008662-07-	ARENA Life, Dental, Stdis
	Total PRINCIPAL LIFE INSURANCE CO	\$1,858.65		
Paid Chk# 031139	7/16/2012	A-1 OUTDOOR POWER INC		
E 101-45100-404	Repair/Maint - Machinery/Equip	\$5.32	29943	PD syringe (stihl FS46)
	Total A-1 OUTDOOR POWER INC	\$5.32		
Paid Chk# 031140	7/16/2012	ALLIED WASTE		
E 101-43200-308	Recycling Contract Fee	\$6,401.35	899-002086982	Recycling Contract
	Total ALLIED WASTE	\$6,401.35		
Paid Chk# 031141	7/16/2012	APPOLLO SYSTEMS - COMMERCIAL D		
E 101-45100-405	Repair/Maint - Buildings	\$20.31	163225	PD monthly security monitoring serve
	Total APPOLLO SYSTEMS -	\$20.31		

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 031142 7/16/2012 ARAMARK UNIFORM SERVICES					
E 101-45100-417		Uniform Rentals	\$11.36	629-7515410	PD weekly uniform rental
E 101-43100-417		Uniform Rentals	\$11.35	629-7515410	PW weekly uniform rental
E 602-49400-417		Uniform Rentals	\$11.35	629-7515410	UD weekly uniform rental
E 601-49450-417		Uniform Rentals	\$11.36	629-7515410	UD (water) weekly uniform rental
E 101-43100-417		Uniform Rentals	\$11.36	629-7520299	PW weekly uniform rental
E 101-45100-417		Uniform Rentals	\$11.35	629-7520299	PD weekly uniform rental
E 601-49450-417		Uniform Rentals	\$11.35	629-7520299	UD (water) weekly uniform rental
E 602-49400-417		Uniform Rentals	\$11.36	629-7520299	UD (sewer) weekly uniform rental
E 601-49450-417		Uniform Rentals	\$11.80	629-7525098	UD (water) weekly uniform rental
E 602-49400-417		Uniform Rentals	\$11.79	629-7525098	UD (sewer) weekly uniform rental
E 101-45100-417		Uniform Rentals	\$11.79	629-7525098	PD weekly uniform rental
E 101-43100-417		Uniform Rentals	\$11.80	629-7525098	PW weekly uniform rental
E 101-41940-405		Repair/Maint - Buildings	\$50.80	629-7525099	CH rental of rugs/mop heads/dish
E 101-42000-405		Repair/Maint - Buildings	\$12.83	629-7525100	FH rental of rugs/mop heads/dust rage
E 602-49400-417		Uniform Rentals	\$14.49	629-7530019	UD (sewer) weekly uniform rental
E 601-49450-417		Uniform Rentals	\$14.48	629-7530019	UD (water) weekly uniform rental
E 101-45100-417		Uniform Rentals	\$14.49	629-7530019	PD weekly uniform rental
E 101-43100-417		Uniform Rentals	\$14.48	629-7530019	PW weekly uniform rental
E 601-49450-417		Uniform Rentals	\$11.36	629-7534819	UD (water) weekly uniform rental
E 602-49400-417		Uniform Rentals	\$11.35	629-7534819	UD (sewer) weekly uniform rental
E 101-43100-417		Uniform Rentals	\$11.36	629-7534819	PW weekly uniform rental
E 101-45100-417		Uniform Rentals	\$11.35	629-7534819	PD weekly uniform rental
E 101-41940-405		Repair/Maint - Buildings	\$49.78	629-7534820	CH mop head, towels, rugs, etc.
Total ARAMARK UNIFORM SERVICES			\$354.79		
Paid Chk# 031143 7/16/2012 BANYON DATA SYSTEMS					
E 601-49450-300		Professional Srvs (GENERAL)	\$98.84	00147960	UD (water) WINUB meter device
E 602-49400-300		Professional Srvs (GENERAL)	\$98.84	00147960	UD (sewer) WINUB meter device
Total BANYON DATA SYSTEMS			\$197.68		
Paid Chk# 031144 7/16/2012 CAIN, MIKE					
R 602-00000-99999		UNALLOCATED UTILITY	\$53.60	4190-04-	UB refund on credit balance (final acct)
Total CAIN, MIKE			\$53.60		
Paid Chk# 031145 7/16/2012 CCP INDUSTRIES INC					
E 810-00000-405		Repair/Maint - Buildings	\$63.72	IN00920953	ARENA airworks, vineyard, fuel
Total CCP INDUSTRIES INC			\$63.72		
Paid Chk# 031146 7/16/2012 GENEX FLEETCARD					
E 602-49400-212		Motor Fuels	\$629.84	61364CL	UD (sewer) motor fuel
E 101-43100-212		Motor Fuels	\$441.52	61364CL	PW motor fuel
E 101-45100-212		Motor Fuels	\$441.51	61364CL	PD motor fuel
E 601-49450-212		Motor Fuels	\$629.85	61364CL	UD (water) motor fuel
Total GENEX FLEETCARD			\$2,142.72		
Paid Chk# 031147 7/16/2012 CENTERPOINT ENERGY					
E 101-41940-383		Gas Utilities	\$14.87	5361503-5/0712	CH 5975 Main Ave gas serv
E 810-00000-383		Gas Utilities	\$49.97	5390131-0/0712	ARENA 5998 Lachman Av gas
E 601-49450-383		Gas Utilities	\$32.42	5407574-2/0712	UD (water) 11728 63rd St gas
E 101-43100-383		Gas Utilities	\$54.98	5421442-4/0712	PW 11822 63rd St gas serv
E 101-41940-383		Gas Utilities	\$190.33	6759983-9/0712	CH 5959 Main Ave gas serv
Total CENTERPOINT ENERGY			\$342.57		
Paid Chk# 031148 7/16/2012 CENTURYLINK - NC					
E 101-41940-321		Telephone	\$15.28	320294435-0712	CH-dept long distance phone
Total CENTURYLINK - NC			\$15.28		
Paid Chk# 031149 7/16/2012 CITY OF MONTICELLO					
E 101-42700-309		Animal Control Contract	\$144.28	0012916	Monthly Animal Control Service
Total CITY OF MONTICELLO			\$144.28		
Paid Chk# 031150 7/16/2012 CNA SURETY					
E 101-42050-437		Misc. Donations	\$255.00	060169738940-	FD Fire Relief Association bond
Total CNA SURETY			\$255.00		

			Check Amt	Invoice	Comment
Paid Chk# 031151	7/16/2012	COMDATA			
E 101-42000-212	Motor Fuels		\$313.41	XS29507012012	FD motor fuel
E 101-45100-212	Motor Fuels		\$87.44	XS29507012012	PD motor fuel
		Total COMDATA	\$400.85		
Paid Chk# 031152	7/16/2012	DASCOM			
E 101-41940-405	Repair/Maint - Buildings		\$210.00	S002771	CH repair touch pad in Chamber
		Total DASCOM	\$210.00		
Paid Chk# 031153	7/16/2012	DEHMER FIRE PROTECTION			
E 101-43100-404	Repair/Maint - Machinery/Equip		\$112.22	6539	PW annual inspection of fire equipment
E 601-49450-404	Repair/Maint - Machinery/Equip		\$112.22	6539	UD (water) annual inspection of fire
		Total DEHMER FIRE PROTECTION	\$224.44		
Paid Chk# 031154	7/16/2012	DISPLAY SALES			
R 101-00000-36200	Donations		\$3,924.45	INV0085680	PW-PD decorations for city streets-funds
		Total DISPLAY SALES	\$3,924.45		
Paid Chk# 031155	7/16/2012	DJS TOTAL HOME CARE CENTER-CH			
E 101-43100-226	Sign Repair Materials		\$11.15	62450-1	PW sign repair pieces
E 101-45100-404	Repair/Maint - Machinery/Equip		\$2.13	62460-1	PD key yard tractor IH2
E 101-45100-210	Operating Supplies (GENERAL)		\$29.91	62635-1	PD ryl oil sld ext neut gal
E 101-41940-405	Repair/Maint - Buildings		\$25.56	62656-1	CH furn filter-flour bulbs
E 101-45100-210	Operating Supplies (GENERAL)		\$32.04	62667-1	PD mineral sprills 120 oz.
E 101-45100-210	Operating Supplies (GENERAL)		\$21.83	62733-1	PD hex nuts-ss; flat washers-ss;
E 601-49450-210	Operating Supplies (GENERAL)		\$14.95	62889-1	UD (water) trimmer line
E 601-49450-210	Operating Supplies (GENERAL)		\$25.38	62912-1	UD (water) pipe thrd sealand, lthr
E 602-49400-210	Operating Supplies (GENERAL)		\$26.71	62916-1	UD (sewer) threaded LF viv ball
E 101-41940-405	Repair/Maint - Buildings		\$2.13	62974-1	CH key cut (Admin)
		Total DJS TOTAL HOME CARE CENTER-CH	\$191.59		
Paid Chk# 031156	7/16/2012	DJS TOTAL HOME CARE CTR-ARENA			
E 810-00000-406	Repair/Maint - Buildings		\$11.90	62586	ARENA parts to repair office
E 810-00000-406	Repair/Maint - Buildings		(\$4.57)	62588	ARENA return parts not needed
E 810-00000-405	Repair/Maint - Buildings		(\$7.33)	62604	ARENA return parts not needed for
E 810-00000-405	Repair/Maint - Buildings		\$4.99	62682	ARENA correct parts for repair
		Total DJS TOTAL HOME CARE CTR-ARENA	\$4.99		
Paid Chk# 031157	7/16/2012	ENDE SEPTIC SERVICE LLC			
E 101-43100-405	Repair/Maint - Buildings		\$300.00	9633	PW clean waste traps & floor drains at
E 101-42000-405	Repair/Maint - Buildings		\$100.00	9633	FD clean waste trap - flammable pump
		Total ENDE SEPTIC SERVICE LLC	\$400.00		
Paid Chk# 031158	7/16/2012	FEDERATED CO-OPS, INC.			
E 101-45100-210	Operating Supplies (GENERAL)		\$70.57	F43803	PD slike three 2.5 gal
E 101-45100-210	Operating Supplies (GENERAL)		\$72.73	F43804	PD quincept 64 oz, diplomat 1 qt.
E 101-45100-210	Operating Supplies (GENERAL)		\$352.02	F43955	PD blend (fertilizer)
E 601-49450-210	Operating Supplies (GENERAL)		\$161.70	F43967	UD (water) buccaneer plus-strike three
		Total FEDERATED CO-OPS, INC.	\$657.02		
Paid Chk# 031159	7/16/2012	FEHN COMPANIES, INC			
E 604-49860-406	R/M - Collection System		\$4,596.00	26107	UD (storm sewer) repair sewer
		Total FEHN COMPANIES, INC	\$4,596.00		
Paid Chk# 031160	7/16/2012	HASSAN SAND & GRAVEL, INC.			
E 101-45100-530	Capital - Improvements		\$235.68	86052	PD red limestone-3/4" minus
E 101-45100-530	Capital - Improvements		\$137.59	86536	PD crushed granite-3/4" minus
		Total HASSAN SAND & GRAVEL, INC.	\$373.25		
Paid Chk# 031161	7/16/2012	JOINT POWERS BOARD			
E 602-49400-372	JP Dist		\$66,939.20	072012	Joint Water portion of fees collected
E 602-49400-374	JP Dist Pen		\$1,212.48	072012	Joint Water portion of fees collected
E 602-49400-371	JPDIST COMBO		\$1,852.66	072012	Joint Water portion of fees collected
E 602-49400-376	JP Fed Wtr Test		\$1,329.78	072012	Joint Water portion of fees collected
E 602-49400-377	JP Fed Wtr Test Pen		\$43.04	072012	Joint Water portion of fees collected
E 602-49400-375	JP Access		\$28.00	072012	Joint Water portion of fees collected
		Total JOINT POWERS BOARD	\$71,405.15		

Mayor and Council Communication – July 16, 2012
Finance – Payment of Claims

			Check Amt	Invoice	Comment
Paid Chk# 031162	7/16/2012	MCFOA			
E 101-41400-433	Dues and Subscriptions		\$35.00	2012-Kolson	Clerk annual membership fee
	Total MCFOA		\$35.00		
Paid Chk# 031163	7/16/2012	MES - MIDAM			
E 101-42000-404	Repair/Maint - Machinery/Equip		\$105.19	00320982-SNV	FD bottle witch, inlet switch
	Total MES - MIDAM		\$105.19		
Paid Chk# 031164	7/16/2012	MINNESOTA PCA			
E 101-43100-208	Training and Instruction		\$55.00	Aug 14-16	PW T.Guimont Class C test
E 101-43100-208	Training and Instruction		\$300.00	Aug14-16 2012	PW T.Guimont Wastwater conf
	Total MINNESOTA PCA		\$355.00		
Paid Chk# 031165	7/16/2012	MINNESOTA COPY SYSTEMS			
E 601-49450-413	Office Equipment Rental		\$69.71	92015	UD (water) monthly lease-copier
E 604-49680-413	Office Equipment Rental		\$25.35	92015	UD (stormwater) monthly lease-copier
E 101-41400-413	Office Equipment Rental		\$190.10	92015	CH monthly lease-copier maintenance
E 602-49400-413	Office Equipment Rental		\$31.68	92015	UD (sewer) monthly lease-copier
	Total MINNESOTA COPY SYSTEMS		\$316.84		
Paid Chk# 031166	7/16/2012	MINNESOTA SECRETARY OF STATE			
E 101-42400-433	Dues and Subscriptions		\$120.00	2012-Sschwalbe	BD Notary Public fee
	Total MINNESOTA SECRETARY OF		\$120.00		
Paid Chk# 031167	7/16/2012	MN DEPT OF TRANSPORTATION			
E 468-49000-300	Professional Svcs (GENERAL)		\$118.13	P00000391	I-94 Job Cost Transfers
	Total MN DEPT OF TRANSPORTATION		\$118.13		
Paid Chk# 031168	7/16/2012	NEXTERA COMMUNICATIONS			
E 602-49400-321	Telephone		\$27.29	94666-0712	UD (sewer) phone serv-long dist
E 101-42400-321	Telephone		\$181.96	94666-0712	BD phone serv-long dist
E 101-41940-321	Telephone		\$545.88	94666-0712	CH phone serv-long dist
E 101-43100-321	Telephone		\$63.69	94666-0712	PW phone serv-long dist
E 101-42000-321	Telephone		\$63.69	94666-0712	FD phone serv-long dist
E 601-49450-321	Telephone		\$27.29	94666-0712	UD (water) phone serv-long dist
	Total NEXTERA COMMUNICATIONS		\$909.80		
Paid Chk# 031169	7/16/2012	NORTHLAND SECURITIES			
E 101-41000-300	Professional Svcs (GENERAL)		\$1,120.00	2933	TIF No. 14 (Fraser Steel)
	Total NORTHLAND SECURITIES		\$1,120.00		
Paid Chk# 031170	7/16/2012	REDS PORTABLE TOILETS			
E 101-45100-404	Repair/Maint - Machinery/Equip		\$1,556.27	12877	PW rental of portable biffs for parks
E 101-45100-404	Repair/Maint - Machinery/Equip		\$240.47	12877	Friendly City Days weekend-add'l biffs
	Total REDS PORTABLE TOILETS		\$1,796.74		
Paid Chk# 031171	7/16/2012	SCHARBER & SONS			
E 101-45100-404	Repair/Maint - Machinery/Equip		\$87.93	01 1101237	PD parts for repair JDeere wheel, spacer, bushing, quick
					lock
E 101-45100-404	Repair/Maint - Machinery/Equip		\$4.16	01 1101764	PD parts for repair JDeere nozzle fy
	Total SCHARBER & SONS		\$92.09		
Paid Chk# 031172	7/16/2012	SCR, INC - ST. CLOUD			
E 810-00000-406	Repair/Maint - Buildings		\$583.33	250385	ARENA blanket maint-July 2012
	Total SCR, INC - ST. CLOUD		\$583.33		
Paid Chk# 031173	7/16/2012	SOMETHING CUSTOM			
E 101-43100-228	Sign Repair Materials		\$585.00	062612	PW repair signage in parks, compost
	Total SOMETHING CUSTOM		\$585.00		
Paid Chk# 031174	7/16/2012	SRF CONSULTING GROUP, INC			
E 468-49000-303	Engineering Fees		\$23,806.36	06796.01-2	I-94 WBCD (Eng.Services)
	Total SRF CONSULTING GROUP, INC		\$23,806.36		

Mayor and Council Communication – July 16, 2012
Finance – Payment of Claims

			Check Amt	Invoice	Comment
Paid Chk# 031175	7/16/2012	SUN PRESS & NEWSPAPERS			
E 101-41100-351	Legal Notices Publishing		\$76.28	1386883	CenterCuts Public Hearing Notice-sign
E 101-41100-351	Legal Notices Publishing		\$67.80	1386884	Public Hearing Notice-Zoning Text
	Total SUN PRESS & NEWSPAPERS		\$144.08		
Paid Chk# 031176	7/16/2012	T-MOBILE - 828941579			
E 101-41500-323	Cell Phones		\$55.76	828941579-0712	FinDir cellular serv
E 101-41750-323	Cell Phones		\$59.31	828941579-0712	55PW-Eng cellular serv
E 101-41400-323	Cell Phones		\$60.44	828941579-0712	wireless access point
E 101-42000-321	Telephone		\$76.24	828941579-0712	FD Asst chief-other cellular serv
	Total T-MOBILE - 828941579		\$251.75		
Paid Chk# 031177	7/16/2012	T-MOBILE - ACCOUNT 828939188			
E 101-42400-323	Cell Phones		\$48.51	828939188-0712	BD phone serv-cellular
E 101-43100-323	Cell Phones		\$48.52	828939188-0712	PW phone serv-cellular
E 101-42000-321	Telephone		\$48.51	828939188-0712	FD phone serv-cellular
E 101-45100-323	Cell Phones		\$48.51	828939188-0712	PD phone serv-cellular
E 601-49450-323	Cell Phones		\$48.51	828939188-0712	UD (water) phone serv-cellular
E 602-49400-323	Cell Phones		\$48.51	828939188-0712	UD (sewer) phone serv-cellular
	Total T-MOBILE - ACCOUNT 828939188		\$291.07		
Paid Chk# 031178	7/16/2012	VETSCH, CHARLES & KAREN			
R 601-00000-99999	UNALLOCATED UTILITY		\$550.00	070912 Ref	UD refund on overpayment of utility bill
	Total VETSCH, CHARLES & KAREN		\$550.00		
Paid Chk# 031179	7/16/2012	WASTE MANAGEMENT			
E 101-45100-384	Refuse/Garbage Disposal		\$100.49	6247808-1593-9	PD refuse service (parks)
E 101-43100-384	Refuse/Garbage Disposal		\$77.30	6247808-1593-9	PW refuse service
E 601-49450-384	Refuse/Garbage Disposal		\$81.00	6247808-1593-9	UD (sewer) refuse service
	Total WASTE MANAGEMENT		\$258.79		
Paid Chk# 031180	7/16/2012	XCEL ENERGY			
E 101-41940-381	Electric Utilities		\$1,552.65	331189199	City Offices electricity
E 101-45100-381	Electric Utilities		\$195.93	331189199	PD parking lot & other lighting
E 101-42000-381	Electric Utilities		\$235.23	331189199	FD facility electricity
E 101-43100-381	Electric Utilities		\$290.09	331189199	PW facility electricity
E 601-49450-381	Electric Utilities		\$4,630.35	331189199	UD treatment plant electricity
E 101-43160-381	Electric Utilities		\$347.23	331189199	PW-street lighting
E 101-45100-381	Electric Utilities		\$4.45	331218825	PD Oakside Park (Kantor Court)
E 101-43160-381	Electric Utilities		\$5,284.67	331229497	PW main street lighting
	Total XCEL ENERGY		\$12,540.60		
	10100 Premier Bank		\$211,295.15		

Fund Summary

10100 Premier Bank	
101 GENERAL FUND	\$79,468.90
488 CSAH 19 RAMPS/ 94 Project	\$45,401.49
601 SEWER FUND	\$7,963.82
602 WATER FUND	\$72,763.46
604 STORM WATER	\$4,732.16
810 STMA ARENA	\$965.32
	\$211,295.15

Memo

To: Albertville City Council
From: Mike Couri
Date: July 12, 2012
Re: Fraser Steel TIF Postponement.

City staff met with Baxter Stevenson today to finalize the details of the Fraser Steel TIF. At that meeting Baxter informed us that Fraser will need to delay the addition to the building until next May in order to avoid winter construction since some of the needed building materials are backlogged 12 weeks. Because of that delay, it would push their project into winter construction and they do not want to incur those additional cost. Fraser will work with its contractors and the City over the winter to get its building plans finalized. It will then submit them to the City for site plan review and building inspection plan review so that materials can be ordered early next year, allowing construction to begin in May.

The delay will impact the timing of the TIF District. To date, the TIF District has been established by the City but not certified to the County. Certification starts the "clock" for collection of tax increment for the limited nine-year period. Had we certified it to the County, we would have lost one year of tax increment collection, since the building will be delayed for one year.

At this point we believe the City can accommodate Fraser's timeline change with no loss of tax increment revenue to Fraser. By delaying certification we should be able to collect tax increment for the entire time allowed by law. The City's TIF counsel is checking on the legal specifics of implementing this change and will provide the City with the necessary procedures to delay the implementation of the TIF District until early next year. City Staff and TIF consultants will finalize the necessary TIF documents that are currently in process and then place everything on hold until November, when we will meet with Baxter again to prepare for final approvals sometime after the first of the year.

July 16, 2012

SUBJECT: FINANCE DEPARTMENT – APPROVAL OF THE 2012 FIRST QUARTER CERTIFICATION OF UNCOLLECTED UTILITY BILLS AND INVOICES

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

MOTION: Approve Resolution No. 2012-033 entitled a Resolution Certifying the 2012 First Quarter of Uncollected Utility Bills and invoices to Wright County for Collection with Real Estate Taxes.

BACKGROUND: On an annual basis, it is the City's procedure to send notification to residents, developers, and other business owners that there are outstanding utility bills or invoices, allowing them sufficient time to pay such fees owed to the City. If such outstanding debt has not been paid before November 15, 2012 the City has the ability to certify such outstanding debt to the appropriate property that would be collected with the Real Estate Taxes. Due to the foreclosures the past two years, the City has added a mid-year assessment of outstanding receivables.

KEY ISSUES: The key issue regarding the outstanding debt is allowing the City to certify it to the property taxes ensuring collection.

POLICY CONSIDERATIONS: It is the City's policy to review and authorize staff to certify uncollected utility bills and outstanding invoices to Wright County for Collection with Real Estate Taxes.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of Certification list, which would be updated as payments are received up until July 12, 2012.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to authorize staff to certify pursuant to Minnesota State Law, which requires uncollected utility bills and invoices are paid in a timely manner, generally within 120 days unless one party determines to dispute the billing.

Submitted through:

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

Attachments: Draft Resolution 2012-033

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

RESOLUTION NO. 2012-033

**A RESOLUTION CERTIFYING UNCOLLECTED
UTILITY BILLS AND INVOICES TO WRIGHT COUNTY FOR
COLLECTION WITH REAL ESTATE TAXES**

WHEREAS, the City Council is desirous of collecting all charges for the use of the wastewater treatment facility, the storm water system, water department, and charges for services invoiced; and

WHEREAS, the City Council has determined that some sewer, storm water, water accounts remain uncollected and delinquent.

Exhibit A attached

NOW, THEREFORE, BE IT RESOLVED the City Council of Albertville, Wright County, Minnesota, hereby directs the Finance Director to certify all uncollected invoices, sewer, storm water, and water, accounts that have not been paid to the City on Thursday, July 12, 2012, to the Wright County Auditor for collection with real estate taxes.

BE IT FURTHER RESOLVED, the City Council hereby orders that delinquent accounts certified to the tax rolls will be assessed a ten percent (10%) interest charge by the City upon certification and the total assessment will be collectible along with the 2013 taxes.

Adopted by the City Council of the City of Albertville this 16th day of July 2012.

Mark Meehan, Mayor

Kimberly A. Olson, City Clerk

Exhibit A
FIRST QUARTER 2012 LIST OF
UNCOLLECTED UTILITY BILLS AND INVOICES

Property	PID	Balance	Type
5144 Kahl Ave. NE	101-071-003010	\$112.23	Delinquent Invoice
10205 52nd St. NE	101-071-003070	\$283.25	Delinquent Invoice
10433 62 nd St. NE	101-097-003090	\$112.23	Delinquent Invoice
6804 Lakeview Cir. NE	101-093-005040	\$113.12	Delinquent Invoice
10847 53rd St. NE	101-079-004030	\$245.57	Delinquent Utility
5479 Kagan Ave. NE	101-070-002020	\$285.59	Delinquent Utility
10236 Karston Ave. NE	101-053-002110	\$301.63	Delinquent Utility
5600 Lachman Ave. NE	101-066-003010	\$302.03	Delinquent Utility
10664 Kalland Dr. NE	101-040-003130	\$364.89	Delinquent Utility
5569 Kalenda Dr. NE	101-051-003100	\$598.59	Delinquent Utility
5447 54th Cir. NE	101-022-004020	\$720.46	Delinquent Utility



PLANNING REPORT

TO: Albertville Planning Commission
FROM: Michelle Barness, Planner / Alan Brixius, Principal
DATE: July 3, 2012
RE: Albertville – Center Cut Meat Sign Variance
NAC FILE: 163.05 – 12.06

BACKGROUND

Gary Lies, owner of Center Cut Meats, previously submitted a Sign Permit Application to the City for a painted roof sign for his business. City Ordinance does not permit painted roof signs and the permit was denied. However the City Council directed staff to work with Mr. Lies in exploring sign ordinance options in order to meet his business needs, especially given his unique location along Interstate 94 and Barthel Industrial Drive.

The subject property is located at 11646 Barthel Industrial Drive and is zoned B-3, Highway Commercial District. The lot contains a single occupancy commercial building (see Exhibit C), and currently has one freestanding pylon sign approximately 50 feet in height, as permitted by Section 10-7-8(3)(i) of the Sign Ordinance.

A new Sign Permit Application has been submitted on behalf of Mr. Lies, seeking approval to construct an additional ground sign along the frontage of the Center Cut Meats parcel. This second proposed ground sign is equal to 128 square feet in area, and 16 feet in height.

ANALYSIS

Section 10-7-8(3)(i) of the City Sign Ordinance (Chapter 7) describes permitted business signage for commercial lots having 100 feet in width immediately adjacent to and along Interstate 94, as in the subject property, and allows both one 50 foot tall freestanding pylon sign (already erected on the site) and an additional freestanding monument sign at the site entrance "not to exceed sixty (60) square feet in sign area or twelve feet (12') in height." As such, the applicant is allowed a second ground sign, as long as it also meets basic Ordinance requirements for Permitted Business Signs.

Center Cut Meats is requesting a variance from the 128 square foot sign area and 16 feet sign height for their second freestanding sign. The proposed sign exceeds the allowed 60 square foot area by 68 square feet. If this second sign was their sole sign, they would have been allowed a sign up to 232 square feet in area, based on the lot width standards listed in Section 10-7-8(3)(a). In addition, the four foot difference between required and proposed sign height is minimal, and should be considered in combination with the larger sign size, given that the subject site meets the requirements of a variance allowing the construction of the sign to proceed:

Section 10-7-9: VARIANCES: Where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the provisions of this chapter, the city council has the power to vary the requirements of this chapter in harmony with the general purpose and intent hereof, so that the public health, safety and general welfare may be secured and substantial justice done. When considering a variance, the city council shall make a finding of fact and grant approval based upon the following conditions:

- A. That the conditions involved are unique to the particular parcel of land or use involved.

Staff Response. The combination of an oddly shaped parcel in relation to the curve of the adjacent Barthel Industrial Drive, and a building structure that is set down below the road right-of-way, may make it difficult for business patrons to easily identify the entrance to the Center Cut Meats business. As such, a taller and larger sign would be appropriate in meeting basic business needs.

- B. That the purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the business involved.

Staff Response. The purpose of the variance is based on the need of the business applicant to simply become more visible to both local and highway traffic interested in accessing the site.

- C. That the alleged difficulty or hardship is caused by this chapter and has not been created by any persons presently having an interest in the parcel.

Staff Response. The parcel location and shape, and related sign needs which conflict with the Sign Regulation chapter, are not the responsibility of the business owner or permit applicant.

- D. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or interfere with the function of the sheriff's and fire departments of the city.

Staff Response. It does not appear that the proposed variation will impair an adequate supply of light and air to adjacent property, increase congestion of public streets, or interfere with the function of sheriff or fire departments.

RECOMMENDATION

Planning staff recommends that the Planning and Zoning Commission recommend approval to the City Council for Center Cut Meat's Building Permit Application to construct a second ground sign along the frontage of their property.

Planning staff also recommends approval of the variance request to construct a ground sign which is four feet (4') higher and sixty eight (68) square feet larger than the allowed signage height and area requirements in Section 10-7-8(3)(i)(2); based on the findings outlined in the body of this report, and because undue hardship will result if the variance is denied due to the existence of special conditions and circumstances which are peculiar to the land, structure or building involved.

Attached for reference:

- Exhibit A – Building Permit Application
- Exhibit B – Photographs of Proposed Sign
- Exhibit C – Site Location Map

cc: Bob Thistle
Adam Nafstad
Mike Couri
Tina Lannes
Kim Olson
Sue Schwalbe
Paul Heins
Gary Lies, Center Cut Meats, 11646 Barthel Industrial Drive



COMMERCIAL

BUILDING PERMIT APPLICATION

5959 Main Avenue

Albertville, MN 55301

Phone: 763-497-3384 Fax 763-497-3210

Date Received 06-14-12

Date Notified _____

Date Paid _____

Ck, Cash, CC _____

Permit # _____

Site Address: 11646 BAKETHEL RD. DR. NE

Business Name: CENTER CUT MEATS

The Applicant is: _____ Owner Contractor _____ Tenant _____

Legal Description: PID #

Addition 101500011225 Lot _____ Block _____

Owner: Name GARY GIES Address 15126 50TH ST. NW

City ANNANDALE St MN Zip 55302

Phone (H) _____ (W) 763-497-1660 (C) _____

Contractor: Company Name FISH + CARSON SIGNS License # 100709

Address 930 CYPRESS AVE City CORCORAN St MN Zip 55357

Contact Person MIKE FISHER

Phone: (W) 763-591-5800 (C) 612-743-2266 (Fax) 763-591-5835

Architect: Name N/A Address _____

City _____ St _____ Zip _____

Phone (W) _____ (C) _____ (Fax) _____

Type of Work: New Construction Residential Addition Alteration Finish Bsmt

New Construction Commercial Garage/Shed Reside/Reroof Fireplace

Tenant Finish Plbg Htg Deck

Description of Work: NEW SIGN 16' OUT GROUND

Size of Structure: Length _____ Width _____ Height _____

Total Square Footage: First Floor _____ Second Floor _____ Basement _____ Garage _____

Estimated Valuation of Work: _____

I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinances and Policy Requirements and are complete and accurate to the best of my knowledge.

I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and should be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the property. If the property fee owner is not the applicant, the applicant must provide written authorization by the owner to make application.

Applicants Signature: [Signature] Applicants Printed Name: MIKE FISHER Date: 6-14-12

BUILDING PERMIT FEES	
Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
S & W	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
TOTAL	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?
 Yes No

Fire Dept. Date Approved _____

City Engineer _____

City Planner _____

Public Works **RECEIVED**

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____

JUN 14 2012

Building Inspections

Exhibit A - Application

Received Stamp

06-17-12



City of Albertville
5959 Main Ave, P.O. Box 9
Albertville, MN 55301-0009
763-497-3384, ext 103 Fax: 763-497-3210

PERMANENT SIGN PERMIT APPLICATION

Please print or type all information. Complete all applicable items on both pages. **A Building Permit Application must accompany each Permanent Sign Permit Application.** Property Owners/Landlords Approval is required for Permanent Signs by signature below or letter of approval submitted with application.

Property Address: 11646 BARTHEL INDUSTRIAL DR. NE.
Applicant Name: MIKE FISHER Address: 9250 CTY RD. 19 COR. MN
Applicants Phone: 763-591-5800 612-743-2266
Applicant is (please check one) Owner Contractor Other

GARY LIES
Property Owner's Name
15125 50 ST. NW.
Street Address
ANNANDALE
City

Owners Signature * Required
763-497-1660
Phone Number
MN 55202
State Zip Code

FISH & CARTEAU SIGNS
Sign Contractor's Name
9250 CTY RD. 19 SUITE 4
Street Address
CORCORAN
City

763-591-5800 # MIKE
Telephone Number
MN 55357
State Zip Code

Class of Work: New Addition Alteration Repair Demolition

MUST INCLUDE A PICTURE OF SIGNAGE ON BUILDING WITH DIMENSIONS OR SURVEY WITH SIGN DRAWN ON IT TO SCALE FOR MONUMENT OR FREESTANDING SIGNAGE.

JUN 14 2012

Please Complete Page Two:

Building Inspections

Sign Types	Sign Faces	Sign Frames	Sign Supports	Class
Wall	Plastic	Plastic	Plastic	Business
Freestanding	Metal	Metal	Metal	Nameplate
Temporary	Aluminum	Aluminum	Aluminum	Advertising
Billboard	Steel	Steel	Steel	Directional
Monument	Plastic	Wood	Footings	Nameplate

Note: Please complete the following section

Illuminated
<input type="checkbox"/> Yes * See below
<input checked="" type="checkbox"/> No

Indicated by the terms listed above in the columns provided for each sign. If more columns are needed, use an additional form.

	Sample	Sign 1	Sign 2	Sign 3
Type	Wall	FREESTANDING		
Quantity	1	1		
Face	Plastic	ALUMINUM		
Frame	Plastic	ALUMINUM		
Support	Building	AL-STEEL		
Class	Business	BUSINESS		
Illuminated *	NO	NO		
Length	4 feet	8'		
Width	4 feet	16'		
Square Feet	16 square feet	128 SQ FT		

IF A WALL SIGN PLEASE PROVIDE THE FOLLOWING INFORMATION:


Wall area = _____ feet high x _____ feet wide = _____ square feet
Percent of Wall Coverage by sign: _____ (Sign area divided by wall area = percent of wall coverage)

Number of existing wall signs: _____ List square footage of each existing sign: _____
Total square feet of all existing wall signs: _____ square feet
Percentage of wall area covered by signs: _____ square feet

Illumination Requirements:

* Specification as to electricity needed & illumination calculations are required.
* Will the sign include an electronic changeable copy sign or reader board? Yes No If yes, please provide details to include: Source and Illumination Specifications.

I hereby apply for a Sign Permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City; that I understand this is not a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.


Applicants Signature

6-14-12
Date

RECEIVED

JUN 14 2012

Building Official Signature

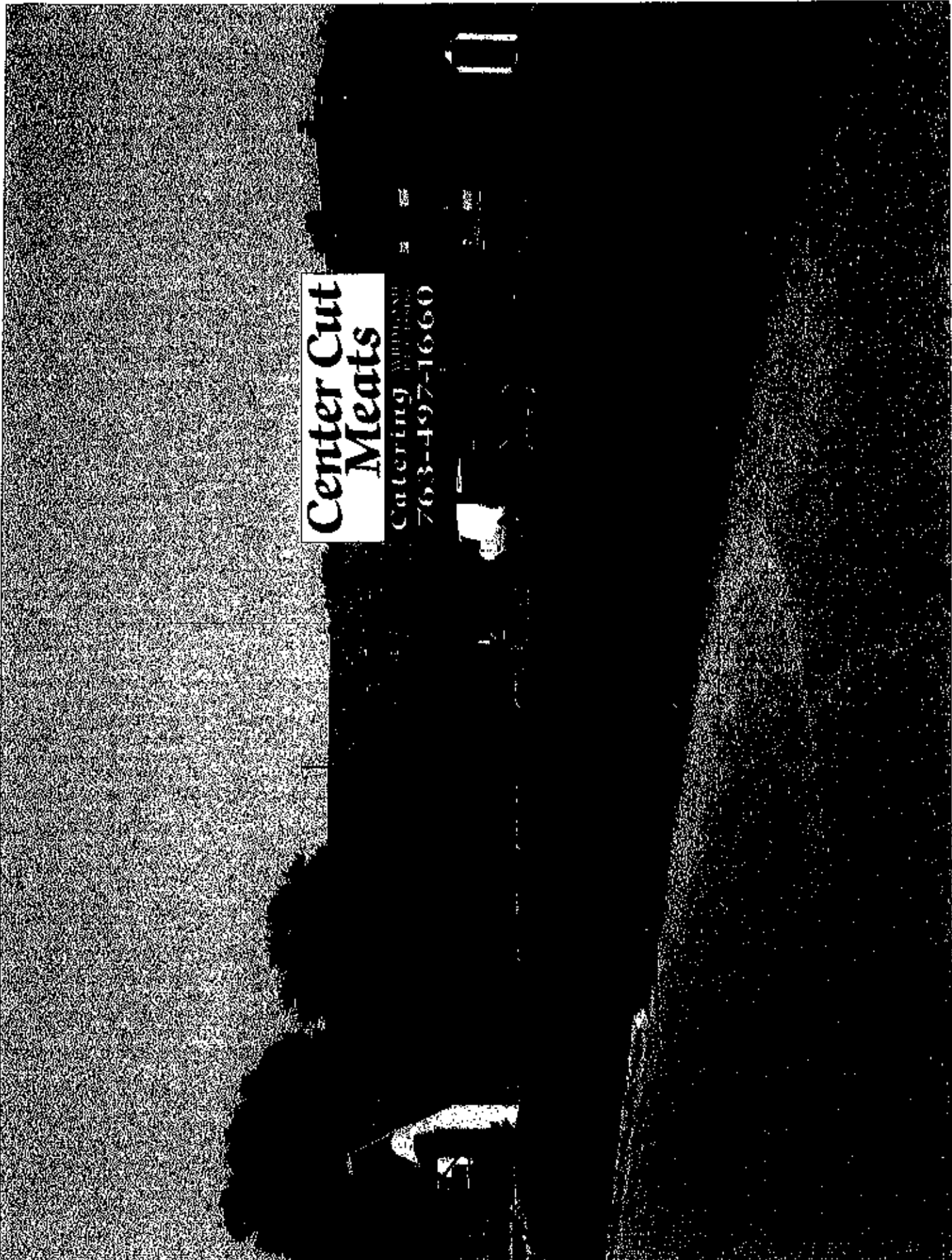
Date

Building Inspections

Special Approvals:
* Monument & Free Standing Signs
ONLY unless noted

	Date Routed	Approved
Building Official	_____	_____
Public Works Supervisor *	_____	_____
Wastewater Superintendent *	_____	_____
City Engineer *	_____	_____
Other	_____	_____

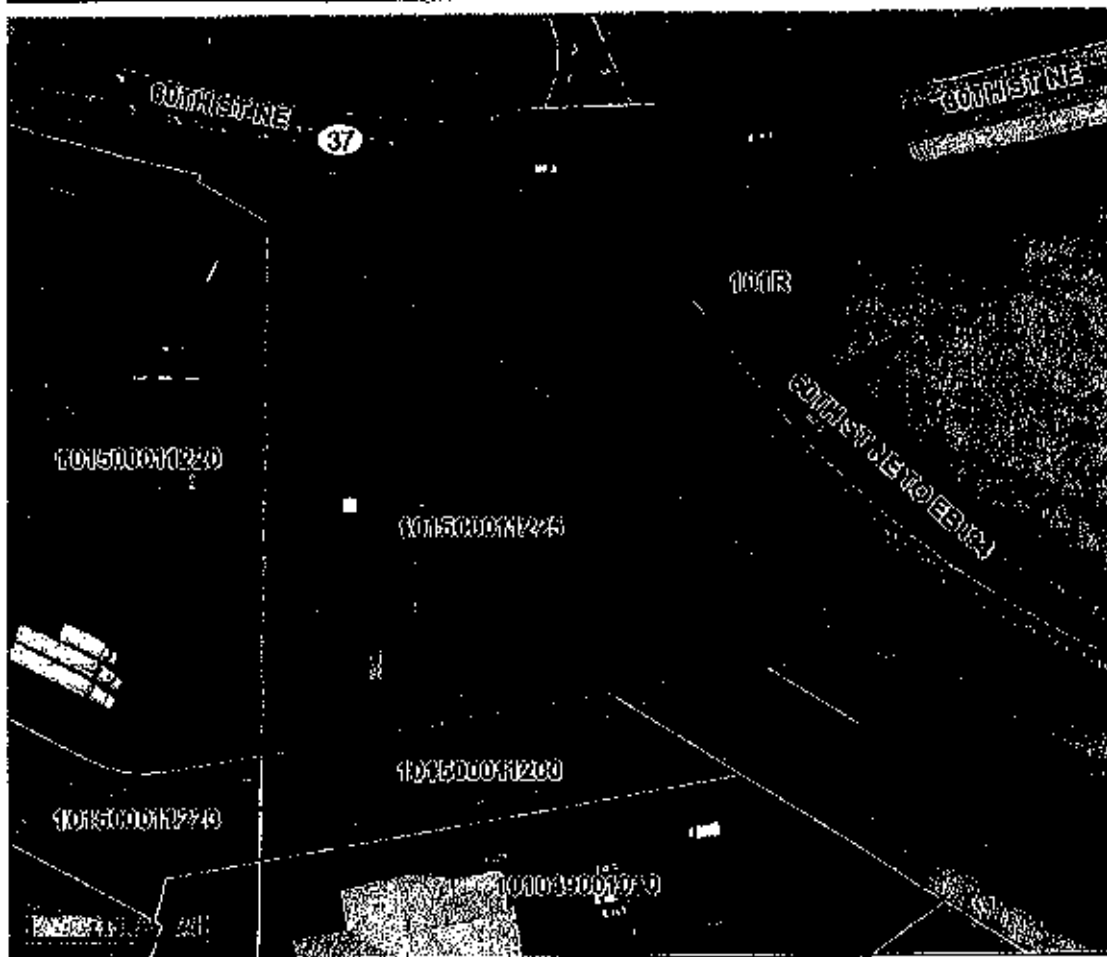




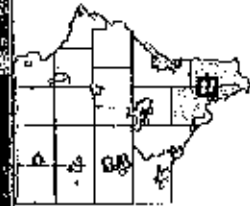
**Center Cut
Meats**

CATERING AND MORE
693-497-1660

Date Created: 6/14/2012



Overview



Legend

Roads

- CSAHCL
- - - CTYCL
- - - MUNICL
- - - PRIVATECL
- - - TWPCL

City/Township Limits

- c
- t
- Parcels

Parcel ID	101500011225	Alternate ID	n/a	Owner Address	n/a
Sec/Twp/Rng	1-120-24	Class	233 - COMM LAND & BLDGS		
Property Address	11646 BARTHEL INDUSTRIAL DR NE ALBERTVILLE	Acreage	n/a		

District n/a

Brief Tax Description Sect-01 Twp-120 Range-024 UNPLATTED LAND ALBERTVILLE 1 TH PRT OF NW1/4 OF NE1/4 DES COM SW COR OF LT1 BLK2 OF NW1/4 OF NE1/4 TH SLY 26FT TO NLY R/W LN OF RR TH SLY ALG NLY R/W LN 619.76FT TH NELY DEF96D57°L 232.95FT TH NWLY DEF83D03°L 5.54FT TH N DEF62D01°R 26.88FT TH NELY DEF79D09°01°R 59.94FT TH N DEF79D09°01°L 391.25FT TO NLY LN OF TH PRT OF 1-94 DES IN 6K297-9268 POB TH RET 5 ON LAST DES CRS 324.05FT TH ELY DEF100D50°59°L 395.81 FT TO NELY LN OF SD R/W IN BK297-926 TH NWLY ALG SD NELY LN 468.40FT TO POB

(Note: Not to be used on legal documents)

Last Data Upload: 6/14/2012 10:40:26 AM

RECEIVED



developed by
The Schneider Corporation
www.schneidercorp.com

JUN 14 2012

Building Inspections
12

Exhibit C - Site Location

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

RESOLUTION NO. 2012-034

**RESOLUTION APPROVING A SIGNAGE AREA AND HEIGHT
VARIANCE FOR A NEW FREESTANDING MONUMENT SIGN LOCATED AT
11646 BARTHEL INDUSTRIAL DRIVE
WITHIN THE ALBERTVILLE CITY LIMITS.**

WHEREAS, Gary Lies, owner of Center Cut Meats, located at 11646 Barthel Industrial Drive, has applied for a variance from the sixty (60) square foot in area and twelve (12) feet in height freestanding sign requirements in the B-3 Highway Commercial District in order to construct a business sign on the property to be legally described as follows:

Lot 1, Block 2, in the NW ¼ of the NE ¼ Sec 1 T120 R24 (Albertville), according to the plat thereof, Wright County, Minnesota. (11646 Barthel Industrial Drive NE)

WHEREAS, Mr. Lies has submitted the application for the sign variance along with a description and image of the sign design, and a locational map; and

WHEREAS, City Staff has reviewed the submitted application: the planning report, dated June 26, 2012 has been prepared by Northwest Associated Consultants that outlines the city staff findings and recommendations; and

WHEREAS, the Albertville Planning and Zoning Commission met and held a public hearing on July 10, 2012 to consider the sign area and height variance application; and

WHEREAS, upon review of the staff reports and hearing public testimony, the Planning and Zoning Commission closed the public hearing and recommended that the City Council approve the sign area and height variance for 11646 Barthel Industrial Drive NE. with the findings outlined in the June 26, 2012 planning report; and

WHEREAS, the Albertville City Council met on July 16, 2012 to consider the sign area and height variance application; and

WHEREAS, the Albertville City Council received the application, staff review documents, and the Planning Commission recommendation, and agrees with the findings and recommendation of the Planning Commission; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of Albertville, Minnesota hereby approves the sign application for 11646 Barthel Industrial Drive NE., subject to the attached Findings of Facts and Decision, with the attached conditions.

Findings of Fact: Based on review of the evidence received, the City Council now makes the following finding of fact and decision:

- A. The site is legally described as Lot 1, Block 2, in the NW ¼ of the NE ¼ Sec 1 T120 R24 (Albertville), according to the plat thereof, Wright County, Minnesota.
- B. The property owner has submitted an application requesting a variance from City Sign Regulations for permitted business sign area and height requirements for commercial lots, to accommodate a proposed freestanding monument sign.
- C. The planning report dated June 26, 2012 from Northwest Associated Consultants is incorporated herein.
- D. The following findings are made consistent with the city zoning ordinance in support of the requested variance.
 1. The proposed freestanding monument sign is a permitted business sign for commercial lots having one hundred feet (100') in width immediately adjacent to and along Interstate 94 within the B-3 zoning district.
 2. The lot is unique in that it consists of an oddly shaped parcel in relation to the curve of the adjacent Barthel Industrial Drive NE, and a building structure that is set down below the road right-of-way; two conditions which make a larger sign necessary for ensuring that patrons can easily identify the entrance to the Center Cut Meats business.
 3. The requested Variance is based on the need of the business applicant to become more visible to both local and highway traffic interested in accessing the site.
 4. The parcel location and shape, and related sign needs which conflict with the Sign Regulation chapter, are not the responsibility of the business owner or permit applicant.
 5. The proposed variance would not impair light or air to the adjoining lots, will not endanger public safety and will not diminish property values.

Decision: Based on the foregoing findings and applicable ordinances, the City Council **APPROVES** the variance from the required B-3 sign area and height for 11646 Barthel Industrial Drive NE., based on the application and plans received by the city on June 14, 2012 and above-mentioned findings-of-facts. City approval is subject to the following conditions;

1. The sign shall be constructed in accordance with the submitted plans. Total sign area not to exceed 128 sq.ft. and total sign height not to exceed 16 feet.
2. The sign must comply with the required sign setback requirements.

Adopted by the Albertville City Council this 16th day of July 2012.

Mark Meehan, Mayor

Kimberly A. Olson, City Clerk



PLANNING REPORT

TO: Albertville Planning Commission
FROM: Michelle Barness / Alan Brixius
DATE: July 3, 2012
RE: Albertville – Industrial District Amendment
FILE NO: 163.05 – 12.04

Within the I-1 and I-2 Zoning Districts, the City has established standards for maximum building coverage on a lot and maximum impervious coverage for a lot.

Fraser Steel will be pursuing a building expansion in August 2012. In preliminary meetings with Fraser Steel, it was revealed that they may exceed the I-1 District maximum building coverage of 30 percent.

In staff discussions, we raised the need for a maximum building coverage standard. Typically, building size on a parcel is dictated by setback, parking, and maximum impervious standards. The maximum building coverage is an artificial cap on development that staff feels serves no purpose and may actually interfere with in-place growth of local industries.

Staff is recommending the attached Zoning Ordinance amendment repealing the maximum building coverage from both the I-1 and I-2 Districts.

cc: Bob Thistle
Adam Nafstad
Mike Couri
Tina Lannes
Kim Olson
Sue Schwalbe
Paul Heins

CITY OF ALBERTVILLE
COUNTY OF WRIGHT
STATE OF MINNESOTA

ORDINANCE NO. 2012 - 002

AN ORDINANCE AMENDING SECTION 4600.5 (LOT REQUIREMENTS AND SETBACKS) OF CHAPTER 4600 (I-1 LIMITED INDUSTRIAL DISTRICT), AND SECTION 4700.6 (LOT REQUIREMENTS AND SETBACKS) OF CHAPTER 4700 (I-2 GENERAL INDUSTRIAL DISTRICT) OF APPENDIX A (ZONING ORDINANCE) OF THE 2005 ALBERTVILLE MUNICIPAL CITY CODE, RELATING TO MAXIMUM SITE COVERAGE REGULATIONS

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

Section 1. Section 4600.5.D (Maximum Site Coverage) of Chapter 4600 (I-1 Limited Industrial District) is hereby amended as follows:

4600.5 LOT REQUIREMENTS AND SETBACKS: The following minimum requirements shall be observed in an I-1 district, subject to additional requirements, exceptions and modifications set forth in this ordinance:

D. Maximum Site Coverage:

- ~~1. Building and Structures: Thirty percent (30%).~~
- ~~1.2. Hard Surface, Including Buildings: Eighty five percent (85%).~~

Section 2. Section 4700.6.D (Maximum Site Coverage) of Chapter 4700 (I-2 General Industrial District) is hereby amended as follows:

4700.6 LOT REQUIREMENTS AND SETBACKS: The following minimum requirements shall be observed in an I-2 district, subject to additional requirements, exceptions and modifications set forth in this ordinance:

D. Maximum Site Coverage:

- ~~1. Building and Structures: Fifty percent (50%).~~
- ~~1.2. Hard Surface, Including Buildings: Eighty five percent (85%).~~

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

Approved by the Albertville City Council this 16th day of July 2012.

Mark Meehan, Mayor

Kimberly A. Olson, City Clerk

July 16, 2012

SUBJECT: LEGAL – 152 CLUB PROMISSORY NOTE

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

MOTION: Approve **152 CLUB PROMISSORY NOTE**, and authorize disbursement of \$12,000 in loan proceeds to Deborah, Michael and Patricia Holm, with the proceeds to be disbursed upon completion of 50% of the building expansion.

BACKGROUND: The 152 Club is planning an expansion of its current bar/restaurant on Main Avenue NE. The expansion requires the installation of fire suppression sprinklers in the new addition. The 152 Club is requesting a \$12,000 loan from the City's revolving loan fund to help finance the sprinkler system. The revolving loan fund was established with money that was granted to the City in 1990 by the State of Minnesota for the purpose of making a \$120,000 loan to Fraser Steel. Under the terms of the grant, all principal and interest from the original Fraser Steel loan was required to be placed in a permanent revolving loan fund for economic development purposes. To date, only the 152 Club and Fraser Steel have expressed an interest in obtaining a loan from this fund. After factoring in the Fraser Steel loan, the City will have approximately \$12,000 in the revolving loan fund, all of which is proposed to be loaned to 152 Club. The proposed loans to the 152 Club and Fraser Steel will temporarily exhaust the revolving loan fund until sufficient loan payments are made to accumulate enough money to loan out to another business.

The loan is proposed to be secured and paid via special assessment of the principal and interest on the 152 Club property taxes. The special assessments will remain as a tax lien on the property, superior to all other liens.

KEY ISSUES:

- The proposed 152 Club loan represents the first significant loan from the revolving loan fund since the 1990 Fraser Steel loan which was fully paid back in 2010.
- The loan will be secured by special assessments on the 152 Club building and land.
- The loan is small enough that it is not considered a business subsidy under Minnesota Law and no business subsidy agreement is required.
- The loan will be for a term of 5 years and will bear interest at rate of 3.25% annually, provided however, that the interest rate shall be 3.00% annually so long as the 152 Club allows the City to initiate electronic debit from their bank account and continue to collect the monthly payments via electronic debit.

POLICY CONSIDERATIONS: The purpose of the revolving loan fund is to provide the City with an economic development tool to aid business expansion and job creation in the City. A recent change in the types of loans that may be permitted from the revolving loan fund qualifies loans for fire suppression sprinklers as eligible loans from the revolving loan fund.

FINANCIAL CONSIDERATIONS: Although the money in the revolving loan fund originally came from a grant from the State of Minnesota, it is a valuable asset of the City that should be lent out carefully. All payments made on the Note, including all interest, will go back into the revolving loan fund to be re-lent to other businesses in the future.

LEGAL CONSIDERATIONS: The City Council has the authority to loan money to private entities for economic development purposes.

Respectfully submitted,

Mike Couri
City Attorney

Department/Responsible Person: Legal/Mike Couri, City Attorney

Attachments:

152 Club Promissory Note

City of Albertville

152 CLUB PROMISSORY NOTE

\$12,000.00

Date: July _____, 2012

Deborah L. Holm, Michael R. Holm and Patricia Holm (collectively, the "Maker") promises to pay to the City of Albertville, a Minnesota municipal corporation or its assigns (the City and any assigns are hereinafter referred to as the "Holder"), at a place designated by Holder, the principal sum of Twelve Thousand Dollars (\$12,000.00). Interest shall accrue on the unpaid principal balance at a rate of 3.25% annually, commencing on the date of this Note, provided however, that the interest rate shall be 3.00% annually so long as the Maker allows the Holder to initiate electronic debit from Maker's bank account and continue to collect the monthly payments via electronic debit.

Maker agrees to allow the principal and interest accruing under said Note to be assessed against the property and collected with the real estate taxes due on Lot 1, Block 1, Albertville Railway Exchange, according to the plat of record on file with the Wright County Recorder's Office, Wright County, Minnesota. Maker waives its right to a public hearing pursuant to Minn. Stat. §429.061 and hereby directs the City Council to certify the special assessment to the County Auditor. Maker waives its right to appeal said special assessment to the District Court pursuant to Minn. Stat. § 429.081 or pursuant to any other legal authority or legal theory and waives any procedural irregularities in the assessment process.

In the event the Holder is unable to collect the payments due under this Note via the property taxes, Maker shall make payments to Holder of no less than \$216.96 each month, commencing on _____ 1, 2012 and continuing in the same amount on the same day (the 1st day) of every month thereafter until the entire principal balance and all accrued interest are paid in full. Holder may elect to have monthly payments made by Maker, in which case Holder shall provide written notice to Maker of such election and Maker shall commence such monthly payments within 30 days of such notice, with the first such payment being in an amount equal to the monthly payment set forth in this paragraph times the number of months that have elapsed since the date of this Note, less any payments received by the Holder via assessments collected with the property taxes. In the event the Holder elects to receive monthly payments, it shall take all necessary steps to make the assessment on the property taxes inactive and shall annually reduce such assessment by the amount of principal paid in such year. The entire loan balance may be prepaid at any time in full without penalty.

If a default occurs under this Note, then the Holder of this Note may at its right and option, without notice, declare immediately due and payable the principal balance of this Note, together with any costs of collection including attorney fees incurred by the Holder of this Note in collecting or enforcing payment hereof, whether suit be brought or not,

and all other sums due hereunder, or under any instrument securing this Note.

The remedies of the Holder of this Note as provided herein, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefore shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.

The Holder of this Note shall not be deemed, by any act of omission or commission, to have waived any of its rights or remedies hereunder unless such waiver is in writing and signed by the Holder of this Note and then only to the extent specifically set forth in the writing. A waiver with reference to one event shall not be construed as continuing or as a bar to or waiver of any right or remedy as to a subsequent event. This Note may be amended, modified, or changed only by an instrument in writing signed by the party against whom enforcement of any such amendment, modifications, or change is sought.

This Note shall be governed by and construed in accordance with the laws of the state of Minnesota without regard to its conflict of laws provisions. Any disputes, controversies, or claims arising out of this Note shall be heard in the state or federal courts of Minnesota, and all parties to this Note waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

This Note constitutes the entire Note between the parties pertaining to its subject matter and it supersedes all prior and contemporaneous Notes, representations, and understandings of the parties pertaining to the subject matter of this Note.

Wherever possible, each provision of this Note and each related document shall be interpreted so that it is valid under applicable law. If any provision of this Note or any related document is to any extent found invalid by a court or other governmental entity of competent jurisdiction, that provision shall be ineffective only to the extent of such invalidity, without invalidating the remainder of such provision or the remaining provisions of this Note or any other related document.

IT IS HEREBY CERTIFIED AND RECITED that all conditions, acts, and things required to exist, happen, and be performed precedent to or in the issuance of this Note do exist, have happened, and have been performed in regular and due form as required by law.

IN WITNESS WHEREOF, the Maker has caused this Note to be duly executed as of the ____ day of _____, 2012.

MAKER

Michael R. Holm

Deborah L. Holm

Patricia Holm

July 16, 2012

SUBJECT: LEGAL – 152 CLUB SAC-WAC ASSESSMENT AGREEMENT

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

MOTION: To approve **SAC AND WAC CHARGE ASSESSMENT AGREEMENT FOR THE 152 CLUB.**

BACKGROUND: The 152 Club is planning an expansion of its current bar/restaurant on Main Street. Because the 152 Club is planning to add tables in the expanded area, it will have to pay SAC and WAC charges for the expanded area. The 152 Club has requested that Albertville special assess the SAC charges and the City's portion of the WAC charges to the property over a five year period as we have previously done with several other restaurants in the City. The attached agreement calls for assessing the SAC and WAC charges against the property for a period of 5 years at an interest rate of 4% annually. The attached agreement requires the Developer to waive its right to appeal the special assessment to District Court.

KEY ISSUES:

- The assessment is proposed to be over a five year period at 4% interest.
- The assessment becomes a lien on the property collectible with the taxes, and thus has priority over all mortgages and other liens that may come onto the property.
- The proposed 4% interest rate represents a much better rate of return than what the City can earn on its investments.
- At this time the exact amount of the SAC and WAC is not known as the 152 Club has not determined the number of seats that will occupy the expanded area.

POLICY CONSIDERATIONS: The City Council has the authority to enter into this agreement to special assess the SAC and WAC costs. While the City has done this for other businesses in the past, the City has no obligation to do so in this instance.

FINANCIAL CONSIDERATIONS: Approval of this agreement will delay payment of the SAC and WAC charges over a five year period, but will return more in interest than the City could otherwise earn.

LEGAL CONSIDERATIONS: This agreement will be binding upon the Developer and ensures that the City can special assess the property in the amount of the SAC and WAC charges otherwise due.

Department/Responsible Person: Legal/Mike Couri, City Attorney

Attachments:

152 Club SAC-WAC Assessment Agreement

**ASSESSMENT AGREEMENT
152 CLUB
SAC AND WAC CHARGES**

WHEREAS, the City of Albertville ("City") requires payment of sewer access charges ("SAC") and water access charges ("WAC") at the time building permits are applied for; and

WHEREAS, Michael R. Holm, Deborah L. Holm and Patricia Holm (collectively, "Owner") will be applying for a building permit on property described as Lot 2, Block 1 of the plat of Albertville Railway Exchange as recorded in the Wright County Recorder's Office, Wright County, Minnesota ("Property") for the purpose of expanding the 152 Club restaurant; and

WHEREAS, Owner is requesting that the City special assess the City's portion of the SAC and WAC charges that are due as a result of the application for a building permit for 152 Club;

NOW, THEREFORE, the City and Owner agree as follows:

1. The applicable SAC and City portion of the WAC fees for the 152 Club restaurant are \$_____ and \$_____, respectively. The Joint Powers portion of the WAC is \$_____.
2. The City shall special assess the SAC and City portion of the WAC (totaling \$_____) against Lot 2, Block 1 of the plat of Albertville Railway Exchange over a 5 year period at an interest rate of 4%.
3. Owner shall promptly pay said special assessments as they come due with the property taxes.
4. Owner shall pay the Joint Powers portion of WAC fees to the City prior to the issuance of the building permit for 152 Club by the City.
5. Owner waives its right to a public hearing pursuant to Minn. Stat. §429.061 and hereby directs the City Council to certify the special assessment to the County Auditor.
6. Owner waives its right to appeal said special assessment to the District Court pursuant to Minn. Stat. § 429.081 or pursuant to any other legal authority or legal theory and waives any procedural irregularities in the assessment process.
7. Owner shall pay the City's costs and expenses (including attorney's fees) in the event it violates this agreement.

Dated: July _____, 2012

OWNER

Michael R. Holm

Deborah L. Holm

Patricia Holm

CITY OF ALBERTVILLE

Mark Meehan, Mayor

Kimberly A. Olson, City Clerk

Memo

To: Albertville City Council
From: Mike Couri
Date: July 10, 2012
Re: City Administrator Search

At the last meeting, the City Council directed the Ad Hoc Committee to develop a City Administrator position profile/job description for the Council to adopt. After the meeting, the Ad Hoc Committee met and concluded that Bob Thistle is the only person capable of performing this task. Bob then put together the proposed outline/work schedule, cost estimate and comments related to the development of the position profile:

Development of Albertville City administrator Position Profile

	<i>Time required</i>
• <i>Review of Current job description and other pertinent data</i>	<i>2-4 hours</i>
• <i>Develop questions for interviewing staff and council</i>	<i>1</i>
• <i>Interview Councilmembers regarding expectations of new Administrator and their major task for first 18 months. Compile and organize findings</i>	<i>5-8</i>
• <i>Interview key staff members (4-6)</i>	<i>4-6</i>
• <i>Interview 3/5 City leaders of commission chairs (optional)</i>	<i>4-6</i>
• <i>Draft City Administrator Profile</i>	<i>2-3</i>
• <i>Review profile with Staff</i>	<i>1-2</i>
• <i>Review profile with City Council</i>	<i>1-2</i>
• <i>Finalize profile and major tasks</i>	<i>1-3</i>
<i>Total hours</i>	<i>21-33</i>

Range of cost utilizing Bob Thistle *\$1,150 - \$1,850 Estimate*

Staff support time:

There will be a need for support services from City staff that could range from 5-10 hours. That cost would vary dependent on which staff members were involved. Staff support availability would also have an impact on timing.

Timing: *Dependent upon other workload activities, a report for Council's consideration should be available in approximately 4 weeks after direction to proceed.*

Council Considerations:

Where does the Council want me to spend my time?

Does the Council want someone who is working regularly with other City Councils in their recruitment process and who knows the pool of potential candidates and their skill sets?

Does the Council want someone who is independent and not open to criticism from the public?

It was the consensus of the Ad Hoc Committee to submit this work plan to the Council for review. Given that Bob has been coming up to speed on the issues currently before City Staff, Bob has not had the time to begin work on the City Administrator position profile and likely would begin the week of July 16th.

The concern of the Ad Hoc Committee and City Staff is that if Bob does the work, it will directly cut into the time he has available to devote to the City Administrator position. With budgeting getting into full swing, preparing the position profile will take a chunk out of the time that Bob would otherwise devote to managing the City.

From a cost perspective, there appears to be little difference whether the City has Bob do the work or contracts with Springsted. Either way, the City will be paying a contractor about the same amount to do the work.

I have some concern that given the similarities in cost and given Springsted's active presence in the recruiting marketplace, the City would likely receive useful information from Springsted that Bob Thistle cannot supply, including an idea of the type of applicant (years of experience, type of experience) the City could expect at a given price point.

I am also assuming that Springsted, having gone through this exercise many times in the past for many different clients, will have more experience at working with divided Councils and may be better able to synthesize the differing preferences of the Council members as to the qualities and characteristics that the City should look for in a City Administrator.

Given the motion passed by the Council at its July 2nd meeting, Bob will proceed with the development of the City Administrator profile unless the Council directs otherwise.