



City of Albertville Council Agenda

Monday, August 6, 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**
- 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 16, 2012 regular City Council minutes as presented (pgs 4-13)
- B.** Authorize the Monday, August 6, 2012 payment of the claims that includes electronic payments 1298 EFT - 1305 EFT and check numbers 31210 to 31233 as presented (pgs 14-18)

- 7. PUBLIC HEARINGS - None**
- 8. DEPARTMENT BUSINESS**

A. Finance

- 1)** 2nd Quarter Budget to Actual (pgs 19-21)
- 2)** Accounts Receivable (pgs 22-23)
- 3)** 2012 Budget Amendment (pgs 24-27) (**MOTION NEEDED**)

B. Planning/Zoning

- 1) In Fit Customer Appreciation Event and Outdoor Music Application (pgs 28-34) (**MOTION NEEDED**)

C. Public Works Director/City Engineer

- 1) I-94 (pg 35)
- 2) 2012 Main Ave Watermain Improvements (pgs 36-37) (**MOTION NEEDED**)

D. City Clerk

- 1) Liquor License – Approve On-Sale Wine License for Pick Your Perfect Pasta (pgs 38-39) (**MOTION NEEDED**)
- 2) Cancel August 16, 2012 Special Meeting (**MOTION NEEDED**)

E. City Council

- 1) **Committee Reports**
 - a. Parks Committee Meeting Minutes (pg 40) (Information only)

F. Legal

- 1) Attorney Report (pg 41)

G. Administration

- 1) Springsted
- 2) Website Proposals (pgs 42-50) (**MOTION NEEDED**)

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

August 10, 2012	St. Michael Challenge at 5:30 p.m. at River Lanes
August 13, 2012	STMA Ice Arena Meeting at 6:30 p.m.
August 14, 2012	Primary Election, Voting Open 7:00 a.m. – 8:00 p.m.
August 15, 2012	Planning and Zoning Commission at 7:00 p.m.
August 20, 2012	City Council Meeting at 7:00 p.m., Budget Workshop to follow
August 27, 2012	Joint Powers Water Board at 6:30 p.m.
September 3, 2012	Labor Day
September 4, 2012	City Council Meeting at 7:00 p.m.

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

10. ADJOURNMENT TO BUDGET WORKSHOP - (Allow 5 minute break)



ALBERTVILLE CITY COUNCIL

Monday, July 16, 2012

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Mark Meehan called the regular City Council meeting to order at 7:02 p.m.

2. ROLL CALL

Present: Mayor Mark Meehan, Council members Jillian Hendrickson, Larry Sorensen, John Vetsch and Dan Wagner

Absent: None

Others Present: Interim City Administrator Robert Thistle, Finance Director Tina Lannes, City Attorney Michael Couri, City Planner Alan Brixius, City Engineer/Public Works Director Adam Nafstad, City Clerk Kimberly Olson, Fire Chief Tate Mills, Chad Dahlheimer, Samara Postuma, Rob Rich, Tom Fay, Pete and Pam Betts, and Trisha Holm

3. RECOGNITIONS, PRESENTATIONS AND INTRODUCTIONS

A. Proclamation for Chas Betts

Mayor Meehan read the proclamation recognizing Chas Betts for his accomplishments and supporting him in the 2012 Summer Olympics and proclaiming July 21, 2012 Chas Betts Day. Meehan presented the proclamation to the parents of Chas Betts.

4. CITIZENS OPEN FORUM

There were no comments.

5. APPROVAL OF THE AGENDA

Olson added set special meeting dates to canvass election results and change Nov. 5 City Council meeting under City Council business.

Lannes added budget workshop dates and challenge from St. Michael under Finance business.

Nafstad added 2012 seal coat improvements under Public Works business.

Vetsch added discussion of Wright County 5 (five) year transportation budget under Finance business.

Motion by Wagner, seconded by Hendrickson, to approve the agenda as amended. Ayes: Meehan, 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.** Approve the July 2, 2012 regular City Council minutes as presented
- 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
- C.** Approve Payment No. 2 for I-94 project to Eureka construction in the amount of \$1,097,229.93

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

7. PUBLIC HEARINGS

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

Couri stated there will be no need to hold the public hearing. Materials for the project will take about 3 (three) months to arrive which would set back the construction to the winter season. Because of the high cost of winter construction and the impact the weather would have on their product, Fraser Steel would like to postpone the building project until spring 2013. Couri stated they would be able to accommodate the request and move forward with the steps for the TIF district and the Business Subsidy Loan in the next year. Fraser Steel would come back in January or February of 2013 to begin the process again.

8. DEPARTMENT BUSINESS

A. City Council

1). Committee Reports

a. Ad Hoc Committee

Hendrickson reported the committee met and discussed costs and benefits of having staff or an outside firm (Springsted Incorporated) develop the City Administrator Profile and Council Objectives. They felt the costs would be very similar but the committee felt there would be more resources provided with Springsted. The committee put together a three phase process:

- Development/Redefining Position Profile & Council Objectives
- Determine candidate “seek to hire” direction (internal promotion or public posting)
- Appointing the new City Administrator

Hendrickson stated the committee recommendation is to adopt the three step plan and engage Springsted to undertake the first phase Develop/Redefine Position Profile and Council Objectives.

Meehan inquired about the timeline and Hendrickson stated the first phase would take 3 (three) or 4 (four) weeks.

Vetsch would like to move with the first phase to define the role of the new City Administrator but he would like them to move forward with promoting from within and not motion to have a search.

Couri stated that Thistle had listed out the steps and cost to develop the Position Profile and Council Objectives internally. He stated that cost was very similar to Springsted. Couri stated that the time Thistle would devote to this process would take away from the hours and work he would be providing to the City. Couri’s own thought was that going with Springsted would bring insight on the current market and what the Council can expect for costs in terms of candidate experience.

Meehan asked if the committee had any further discussion on the role and characteristics Council wants in a City Administrator. Hendrickson said that it was referred to the committee to determine the next steps and their recommendation was to engage Springsted for the Development/Redefining Position Profile and to adopt the three step process. She stated that with using Springsted there is an added benefit of credibility of independence in using an outside firm.

Meehan asked about developing a contract for the City Administrator. Hendrickson stated that would be the last phase. Couri stated that Springsted would probably have a

template they could use or so would the League of Minnesota Cities. It would probably take about a week to draft.

Sorensen stated that the first phase is to come up with a job description and he felt they already have one in place. He felt the process is getting too complicated. Hendrickson stated that she felt he was missing the point as the process would include interviews with each council member to really define the role they expect the new City Administrator to fulfill. Sorensen did not see the value in paying \$1500 for a job description when they could advertise the current one for free.

Thistle stated that the ultimate product is a job description. He stated that if he did the work it would be his job description and the real effort is to see where the community and the Council want to go in the next 5 (five) to 10 (ten) years and he stated those objectives will most likely be different than what was in the past with the previous job description. The real effort is the front end work to meet with Council and 4 (four) or 5 (five) members of the community to identify where the community wants to go in the future and that will be significantly different than ten years ago. Council will need to determine community leaders to be involved in that discussion. They can identify the skill sets needed to move forward with those ideas and then move onto the next phase of determining an internal promotion or executive search.

Hendrickson stated that her goal is not to spend irrational dollars. Meehan felt a new job description would be a guide and road map for the new City Administrator. Sorensen did not want to reinvent the wheel. He asked if a search firm was used last time the position was filled. Couri stated he believed there was not a search firm used last time and they most likely advertised the position themselves. Thistle stated there is no pattern to whether a city should hire a search firm or not.

Vetsch believes a search firm is the way to go and they may bring something new to the table. It would give the Council the chance to get on the same page for what the new City Administrator should be doing.

Motion by Vetsch, seconded by Meehan, to engage Springsted for the Development/Redefining Position Profile and Council Objections. Ayes: Meehan and Vetsch. Nays: Sorensen and Wagner. Abstain: Hendrickson. MOTION FAILED

Motion by Vetsch to proceed with candidate promotion within appointing Adam Nafstad as City Administrator. There was no second. MOTION LOST.

Motion by Hendrickson, seconded by Meehan, to adopt the three step process and engage Springsted to Develop/Redefine the Position Profile and Council Objectives in the first phase. Ayes: Meehan, Hendrickson and Vetsch. Nays: Sorensen and Wagner. MOTION DECLARED CARRIED.

b. Ice Arena Committee

Sorensen reported the committee chose to keep the ice rental rates at \$185/hour because rental hours have picked up recently. The youth hockey association discussed the possibility of another sheet of ice. Meehan asked if they will be looking for help from the City. Sorensen reported that they will be doing it themselves but would need the City's help for inspections.

Thistle asked if Council wished to have minutes of these meetings included in the packets. Sorensen stated that had in the past and Thistle replied they will be include from now on.

Vetsch stated that if the association is going out on their own for another sheet of ice, he would like to see a successful example of a similar project.

Meehan felt the arena is a community asset and would like to see some more time open to other organizations. Sorensen stated that during the season, time is booked up fast but there is some open skate time as well.

Wagner stated they will be fully reimbursed for the roof.

2). Set Special Meeting Dates to Canvass Election Results

Olson reported the need to canvass the election results.

Motion by Hendrickson, seconded by Sorensen, to set a Special Meeting on August 16, 2012 at 6:30 p.m. to canvass the Primary Election results. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Motion by Hendrickson, seconded by Vetsch, to set a Special Meeting on November 13, 2012 at 6:30 p.m. to canvass the General Election results. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

3). Change Nov. 5 City Council Meeting Date

Olson would like to recommend moving the November 5 City Council Meeting to November 7 due to the General Election.

Motion by Sorensen, seconded by Hendrickson, to reschedule the November 5, 2012 City Council meeting to November 7, 2012 at 7:00 p.m. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

B. Finance

1). Mid Year Assessments for Delinquent Accounts – (pgs 20-22)

Lannes stated that due to the economy, practice has been to certify delinquent accounts midyear as well as end of the year.

There was no one present to discuss the item.

Motion by Hendrickson, seconded by Wagner, to adopt Resolution 2012-033 Certifying Delinquent Utility Accounts and Invoices to Wright County for Collection with Property Taxes. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). Fire Dept. Back Pay

Fire Chief Mills reported the firehouse software used to calculate firefighter hours had an error. He stated the error went back to the second quarter of 2008.

Lannes reported they are reviewing the entries and it is estimated the total cost would be \$30,000 or about \$6,000 per year. There were funds in the fire budgets for those years that were not utilized and were put into the General Fund Reserve. The back pay would come out of that. Lannes expects the payments to be paid on August 3. The firefighters would be paid at straight pay.

Meehan inquired why the audit did not find this and Lannes reported that the auditors audit payroll and the software just gives the Fire Chief the hours to send to payroll.

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

3). Set Budget Workshop Dates

Motion by Sorensen, seconded by Hendrickson, to set budget workshops immediately following the regular City Council Meetings on August 6 and 20, 2012. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

4). St. Michael Challenge

Lannes reported St. Michael has challenged the Council and staff to participate in a bowling competition on Friday, August 10 at River Lanes Bowling Alley. She stated they will need 12 (twelve) players. Sorensen and Wagner will play and Hendrickson stated she may be able to attend.

Motion by Wagner, seconded by Sorensen, to accept the challenge from St. Michael. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

5). Wright County 5 Year Transportation Budget

Nafstad stated they do receive a notice of when the County budget workshops are taking place and they should be coming up soon. Projects in the region are a preservation project on 50th ST NE from County Rd 19 to St. Michael. Another is County Rd 19 North for a 4 (four) lane expansion and Phase II for I-94. He will make Council aware of those meeting dates when they are informed by Wright County.

C. City Clerk – None

D. Public Works Director/City Engineer

1). I-94 Oral Update with Project Picture Presentation

Nafstad presented a slide show depicting construction work. He offered the Council a tour of the work site. He felt the operations are going smoothly and going to be on track. He discussed colors for the retaining wall and gathering community input for that decision.

2). 2012 Seal Coat Improvements

Nafstad reported that seal coat improvements have not been done since 2009. They received quotes for the work and Pearson Bros. was the low bid. There are sufficient funds to cover the costs. He has it slated to be done by August 15.

Couri requested staff and Council substitute the term quote for bids as there is some legal significance.

Motion by Hendrickson, seconded by Vetsch, to approve the Pearson Bros. quote in the amount of \$52,140.00 for the construction of the 2012 Seal Coat Improvements. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

3). Pavement Striping/Marking Quotes

Nafstad reported city streets with pavement markings and striping are in need of recoating. In addition, it is recommended that Lachman Ave NE be striped with a double yellow line. The low quote received was from Highway Technologies. The work is slated to be completed the first week of August.

Motion by Sorensen, seconded by Vetsch, to approve the bid from Highway Technologies in the amount of \$15,367.50 for the construction of the 2012 Striping

Improvements. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

B. Planning/Zoning

1) Center Cut Meats Sign

Brixius reported Center Cut Meats is looking for increased signage along Barthel Industrial Drive and I-94. They are requesting a 128 square foot sign that is 16 feet high. The ordinance only allows a 60 square foot sign at 12 feet high. The Planning Commission held a public hearing at the last meeting. They found the property is unique in its configuration and visibility and recommended approval with conditions.

Motion by Vetsch, seconded by Hendrickson, to adopt Resolution 2012-034 Approving a Signage Area and Height Variance for a New Freestanding Monument Sign for Center Cut Meats Located at 11646 Barthel Industrial Drive NE within the Albertville City Limits. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2) Zoning Amendment for I-1 and I-2

Brixius stated the ordinance has an 85% hard surface impervious coverage limit that also includes building. Staff felt it was appropriate to remove the 30% building and structure limit so as to help encourage building and development and expand the City's tax base.

Vetsch was concerned with developers building on every inch of space on the property and Brixius explained that with the 85% hard surface limit, building and zoning setbacks, parking regulations as well as the 15% set aside for ponding and green space, it does not make sense to have a cap on the building size. Vetsch was also concerned with allowing enough room for fire lines. Brixius stated that any new building must undergo a review for sprinklers and hydrants. Fire lanes are not as critical as they used to be, but those safety issues are considered in any site plan review.

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

3) **Urban Chickens

Brixius gave a review of Dahlheimer's request.

Brixius reported on the cities that do and do not allow chickens. He stated his concerns with smaller lot sizes within Albertville, enforcement issues on those who do not comply, staff resources, varmint control, and possible diseases that are different from those associated with domestic animals.

Dahlheimer stated that most of the negative comments he has gotten or reviewed are from those that do not have experience with chickens. A lot of the favorable comments were those that have chicken experience. He stated some communities provide an incentive and all he wants is an opportunity for those who want to do it the right way.

Sorensen is not in support of chickens. Hendrickson stated she could see both sides of the issue and felt that if another resident brings the issue forward, it would warrant another discussion.

Council took no action on the item.

C. Legal

1) 152 Club Promissory Note

Couri reported it would be a 5 (five) year loan from the Revolving Loan Fund to install sprinkler systems. Interest would be 3.25% or 3.00% if they agree to electronic debit from their banking account. Security will be an assessment against the property which would not be activated unless payment is late.

Motion by Sorensen, seconded by Hendrickson, to approve the Promissory Note for the 152 Club. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2) 152 Club SAC/WAC Charges

Couri reported this item could be deleted from the agenda. At this point, no tables or chairs will be added, so SAC/WAC charges would not be implemented. When they are ready to be added, staff will bring the item back to Council.

Meehan stated he appreciated how staff was working with the business owners.

3) City Administrator Search

This item was discussed under 8A.1.a.

D. Administration - None

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. and Workshop to follow
August 13, 2012	STMA Ice Arena Meeting @ 6:00 P.M.
August 10, 2012	St. Michael vs. Albertville Bowling Challenge @ 5:30 P.M.
August 14, 2012	Primary Election Day
August 15, 2012	Planning Commission Meeting @ 7:00 P.M.
August 20, 2012	City Council Meeting @ 7:00 P.M. and Workshop to follow

10. ADJOURNMENT

Motion by Wagner, seconded by Sorensen, to adjourn the meeting at 8:27 p.m. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

August 2, 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, August 2, 2012** payment of the claims that includes check numbers **1298 EFT – 1305 EFT and** checks numbered **31210 to 31233** 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. 31211 American Made Election Equipment – new election voting booths, old ones needed replacement – in the election budget 2012

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

August 2012

			Check Amt	Invoice	Comment
10100 Premier Bank					
Paid Chk#	001298E	8/2/2012	ABDO, EICK & MEYERS LLP		
E	101-42400-301	Auditing and Acct g Services	\$91.67	297730	Bldg Dep Annual CAFR Reporting
E	101-42000-301	Auditing and Acct g Services	\$91.67	297730	FD Annual CAFR Reporting
E	604-49660-301	Auditing and Acct g Services	\$91.67	297730	UD (stormwater) Annual CAFR
E	101-41400-301	Auditing and Acct g Services	\$91.67	297730	CityClerk Annual CAFR Reporting
E	602-49400-301	Auditing and Acct g Services	\$91.66	297730	UD (water) Annual CAFR Reporting
E	601-49450-301	Auditing and Acct g Services	\$91.66	297730	UD (sewer) Annual CAFR Reporting
	Total	ABDO, EICK & MEYERS LLP	\$550.00		
Paid Chk#	001299E	8/2/2012	B2B COMPUTER PRODUCTS		
E	101-41500-207	Computer Supplies	\$212.79	574742	FinDep replace monitors
E	101-41400-404	Repair/Maint - Machinery/Equip	\$20.55	574845	CityClerk replace speakers
E	101-41500-207	Computer Supplies	\$50.65	574925	FinDep replace keyboard-mouse-USB
	Total	B2B COMPUTER PRODUCTS	\$283.99		
Paid Chk#	001300E	8/2/2012	COURI & RUPPE, P.L.L.P.		
E	101-41600-304	Legal Fees	\$4,912.50	07162012	Legal rev Bob's contract, agenda Agree, meet w/Darkenwald proposed
E	101-41600-304	Legal Fees	\$337.50	07162012	Legal FRASER Steel TIF
	Total	COURI & RUPPE, P.L.L.P.	\$5,250.00		
Paid Chk#	001301E	8/2/2012	FASTENAL COMPANY		
E	101-43100-400	Repair/Maint - Paved Rd	\$126.85	MNTC484854	PW 14" x .125 Diamond Blade
	Total	FASTENAL COMPANY	\$126.85		
Paid Chk#	001302E	8/2/2012	MVTL LABORATORIES, INC		
E	601-49450-218	Testing Expenses	\$222.40	615007	UD (sewer) chlorophyll-A, solids, kjeldahl, phosphorus, ammonia dis
	Total	MVTL LABORATORIES, INC	\$222.40		
Paid Chk#	001303E	8/2/2012	N. A. C.		
E	101-41910-306	Planning Fees	\$142.20	20356	PubHouse 19 zoning
E	101-41910-306	Planning Fees	\$2,555.30	20356	Prepare memos for Council, Planning, enforcement, phone calls
E	468-49000-300	Professional Svcs (GENERAL)	\$474.00	20356	I-94 Proj-attend meetings
E	101-41910-306	Planning Fees	\$685.90	20356	Planning Wiesner Memorial along I-94
E	101-41910-306	Planning Fees	\$220.45	20356	Center Cut Meats sign variance
E	101-41910-306	Planning Fees	\$249.90	20357	Stormy Cycle Sign Permit
E	101-41910-306	Planning Fees	\$142.00	20357a	Fraser Steel TIF (freestanding sign)
E	101-41910-306	Planning Fees	\$625.00	20358	Attend Council, Planning, and staff
E	101-41910-306	Planning Fees	\$956.25	20359	Central Park Master Plan
	Total	N. A. C.	\$6,051.00		
Paid Chk#	001304E	8/2/2012	RANDYS SANITATION		
E	810-00000-384	Refuse/Garbage Disposal	\$73.92	1-56027-3-	ARENA refuse service
	Total	RANDYS SANITATION	\$73.92		
Paid Chk#	001305E	8/2/2012	WRIGHT COUNTY SHERIFFS PATROL		
E	101-42110-307	Police Contract Fees	\$43,737.00	Patrol-12-08	Sheriff Patrol Protection 8/12
	Total	WRIGHT COUNTY SHERIFFS	\$43,737.00		

Mayor and Council Communication – August 6, 2012
Finance – Payment of Claims

			Check Amt	Invoice	Comment
Paid Chk#	031210	8/6/2012	ALLINA HOSPITALS & CLINICS		
E	101-42000-107	Fire Training	\$1,136.12	1110015870	FD July-Sept medical directorship
	Total	ALLINA HOSPITALS & CLINICS	\$1,136.12		
Paid Chk#	031211	8/6/2012	AMERICAN MADE ELECTION EQUIP		
E	101-41400-592	Capital - Elections	\$1,828.00	2012-078	Election Voting Booths
	Total	AMERICAN MADE ELECTION EQUIP	\$1,828.00		
Paid Chk#	031212	8/6/2012	APPOLLO SYSTEMS - COMMERCIAL D		
E	101-45100-405	Repair/Maint - Buildings	\$20.31	164185	PD Monthly Security System service
	Total	APPOLLO SYSTEMS -	\$20.31		
Paid Chk#	031213	8/6/2012	ARAMARK UNIFORM SERVICES		
E	602-49400-417	Uniform Rentals	\$14.45	629-7539635	UD (water) uniform rental
E	101-43100-417	Uniform Rentals	\$14.44	629-7539635	PW uniform rental
E	101-45100-417	Uniform Rentals	\$14.44	629-7539635	PD uniform rental
E	601-49450-417	Uniform Rentals	\$14.44	629-7539635	UD (sewer) uniform rental
E	601-49450-417	Uniform Rentals	\$11.36	629-7544371	UD (sewer) uniform rental
E	101-45100-417	Uniform Rentals	\$11.35	629-7544371	PD uniform rental
E	602-49400-417	Uniform Rentals	\$11.35	629-7544371	UD (water) uniform rental
E	101-43100-417	Uniform Rentals	\$11.36	629-7544371	PW uniform rental
E	101-41940-405	Repair/Maint - Buildings	\$49.78	629-7544372	CH mops, rugs, towels, rags
E	101-42000-405	Repair/Maint - Buildings	\$12.83	629-7544373	FD mop heads, rugs
	Total	ARAMARK UNIFORM SERVICES	\$165.80		
Paid Chk#	031214	8/6/2012	A-TOOL SHED RENTAL & SALES		
E	101-41940-405	Repair/Maint - Buildings	\$42.75	27227	CH sod cutter rental
	Total	A-TOOL SHED RENTAL & SALES	\$42.75		
Paid Chk#	031215	8/6/2012	BCA		
E	101-41940-361	General Liability Ins	\$15.00	08022012-Ck	Background Check-R Pasta
	Total	BCA	\$15.00		
Paid Chk#	031216	8/6/2012	CARLSON BUILDING SERVICES, INC		
E	101-41940-210	Operating Supplies (GENERAL)	\$215.03	40945	CityHall black bags, bath tissue, paper
E	101-41940-210	Operating Supplies (GENERAL)	(\$237.78)	40946	CREDIT MEMO return supplies over-
E	101-41940-405	Repair/Maint - Buildings	\$422.16	41035	CityHall cleaning service
E	101-42000-405	Repair/Maint - Buildings	\$133.59	41035	FD monthly cleaning service
E	468-49000-300	Professional Svcs (GENERAL)	\$120.23	41035	I-94 Job Shack monthly cleaning serv
E	101-41940-210	Operating Supplies (GENERAL)	\$183.89	41258	CityHall black bags, bath tissue, paper
	Total	CARLSON BUILDING SERVICES,	\$837.12		
Paid Chk#	031217	8/6/2012	CENTURYLINK - AZ		
E	101-42000-321	Telephone	\$59.67	313117835-0812	FD phone service
E	101-45100-321	Telephone	\$28.34	313117835-0812	PD phone service
E	101-41940-321	Telephone	\$111.92	313117835-0812	CityHall phone service
E	101-43100-321	Telephone	\$31.33	313117835-0812	PW phone service
E	601-49450-321	Telephone	\$66.31	313117835-0812	UD (sewer) phone service
E	468-49000-300	Professional Svcs (GENERAL)	\$58.25	313117835-0812	I-94 Job Shack phone connection
	Total	CENTURYLINK - AZ	\$355.82		
Paid Chk#	031218	8/6/2012	CENTURYLINK - NC		
E	101-41940-321	Telephone	\$33.54	320297435-0812	CityHall IP connection to other
	Total	CENTURYLINK - NC	\$33.54		
Paid Chk#	031219	8/6/2012	CHARTER COMMUNICATIONS		
E	468-49000-300	Professional Svcs (GENERAL)	\$127.88	5160141164-	I-94 Job Shack cable-internet
	Total	CHARTER COMMUNICATIONS	\$127.88		
Paid Chk#	031220	8/6/2012	DEHN TREE COMPANY, INC		
E	101-45100-530	Capital - Improvements	\$1,068.75	817	PD trim 6 maple trees, 2 ash trees, and
	Total	DEHN TREE COMPANY, INC	\$1,068.75		
Paid Chk#	031221	8/6/2012	KDV		
E	101-42000-301	Auditing and Acct g Services	\$4,605.00	152213	FD Fire Relief Auditing-Recording
	Total	KDV	\$4,605.00		

Mayor and Council Communication – August 6, 2012
Finance – Payment of Claims

			Check Amt	Invoice	Comment
Paid Chk# 031222	8/6/2012	KENNEDY & GRAVEN			
E 101-41000-300		Professional Svcs (GENERAL)	\$52.50	109152	General CityHall Bond-Serv
E 101-41000-300		Professional Svcs (GENERAL)	\$5,799.00	109157	Fraser Steel 2012 TIF
		Total KENNEDY & GRAVEN	\$5,851.50		
Paid Chk# 031223	8/6/2012	NAPA AUTO PARTS			
E 101-43100-404		Repair/Maint - Machinery/Equip	\$25.67	829290	PW heavy duty hose clamp, tygon
tubing, material					assort., thermostat
E 101-42400-404		Repair/Maint - Machinery/Equip	\$106.44	829337	BldgDept battery core deposit
E 101-43100-404		Repair/Maint - Machinery/Equip	(\$17.10)	CR 829305	CREDIT MEMO thermostat returned
		Total NAPA AUTO PARTS	\$115.01		
Paid Chk# 031224	8/6/2012	NORTHLAND CHEMICAL CORP.			
E 101-43100-405		Repair/Maint - Buildings	\$347.92	5045730	PW muscle foaming degreaser, sani-detergent, non-acid disinfectant
		Total NORTHLAND CHEMICAL CORP.	\$347.92		
Paid Chk# 031225	8/6/2012	OLSON & SONS ELECTRIC			
E 468-49000-300		Professional Svcs (GENERAL)	\$196.19	45291	I-94 Job Shack bldg repair (bearing
		Total OLSON & SONS ELECTRIC	\$196.19		
Paid Chk# 031226	8/6/2012	PIPELINE SUPPLY, INC.			
E 604-49660-406		R/M - Collection System	\$92.60	S2979334.001	UD (stormwater) fernoco 6: drain pipe hub adapter
		Total PIPELINE SUPPLY, INC.	\$92.60		
Paid Chk# 031227	8/6/2012	POSTMASTER			
E 101-41100-300		Professional Svcs (GENERAL)	\$190.00	082012 Per-	CityHall Permit No 7 (newsletters)
		Total POSTMASTER	\$190.00		
Paid Chk# 031228	8/6/2012	SCR, INC - ST. CLOUD			
E 810-00000-405		Repair/Maint - Buildings	\$583.33	251805	ARENA blanket maint (August 2012)
		Total SCR, INC - ST. CLOUD	\$583.33		
Paid Chk# 031229	8/6/2012	SENTRY SYSTEMS, INC.			
E 101-43100-405		Repair/Maint - Buildings	\$32.06	660023	PW commercial monitoring serv
E 101-42000-405		Repair/Maint - Buildings	\$26.88	660023	FD commercial monitoring serv
		Total SENTRY SYSTEMS, INC.	\$58.94		
Paid Chk# 031230	8/6/2012	SRF CONSULTING GROUP, INC			
E 468-49000-300		Professional Svcs (GENERAL)	\$17,583.71	06796.01-3	I-94 WBCD Proj prof ser ending 06-30-
		Total SRF CONSULTING GROUP, INC	\$17,583.71		
Paid Chk# 031231	8/6/2012	SUN PRESS & NEWSPAPERS			
E 101-41410-300		Professional Svcs (GENERAL)	\$65.82	1117150 LEG	Elections Candidacy Filing Opens
E 101-41100-351		Legal Notices Publishing	\$90.50	1118266 LEG	Legal Not O 201-002 publication
E 101-41410-300		Professional Svcs (GENERAL)	\$30.17	1118268 LEG	Elections Public Accuracy notice
		Total SUN PRESS & NEWSPAPERS	\$186.49		
Paid Chk# 031232	8/6/2012	TRYCO LEASING INC			
E 101-41400-413		Office Equipment Rental	\$125.11	6307	Admin portion of color copier maint
E 601-49450-413		Office Equipment Rental	\$45.87	6307	UD (sewer) portion of color copier
E 602-49400-413		Office Equipment Rental	\$20.85	6307	UD (water) portion of color copier
E 604-49660-413		Office Equipment Rental	\$16.69	6307	UD (stormwater) portion of color copier
E 101-42000-404		Repair/Maint - Machinery/Equip	\$113.64	6308	FD portion of color copier maint lease
E 601-49450-413		Office Equipment Rental	\$49.49	6309	UD (sewer) portion of E-850 Studio
E 604-49660-413		Office Equipment Rental	\$18.00	6309	UD (stormwater) portion of E-850
E 101-41400-413		Office Equipment Rental	\$134.98	6309	Admin portion of E-850 Studio maint
E 602-49400-413		Office Equipment Rental	\$22.50	6309	UD (water) portion of E-850 Studio
		Total TRYCO LEASING INC	\$547.13		
Paid Chk# 031233	8/6/2012	WASTE MANAGEMENT			
E 101-43100-384		Refuse/Garbage Disposal	\$81.21	6258102-1593-3	PW 11822-63 St. refuse serv
E 601-49450-384		Refuse/Garbage Disposal	\$77.50	6258102-1593-3	UD (sewer) 11728-63 St refuse
E 101-45100-384		Refuse/Garbage Disposal	\$100.76	6258102-1593-3	PD 5801 Lander Av refuse serv
		Total WASTE MANAGEMENT	\$259.47		

10100 Premier Bank \$92,543.54

Fund Summary

10100 Premier Bank

101 GENERAL FUND	\$72,367.23
468 CSAH 19 RAMPS/I 94 Project	\$18,560.26
601 SEWER FUND	\$579.03
602 WATER FUND	\$160.81
604 STORM WATER	\$218.96
810 STMA ARENA	\$657.25
	\$92,543.54

August 2, 2012

SUBJECT: CONSENT - FINANCE DEPARTMENT REPORT YEAR TO DATE

RECOMMENDATION: This space on the agenda is reserved for the City Council to consider the Finance Department Accounts Budget to Actual report.

BACKGROUND: Space is reserved on the Council agenda to accommodate the Mayor and Council to review and ask questions about the quarterly Finance Reports.

2ND QUARTER BUDGET TO ACTUAL: July 2012 year to date un-audited General Fund Summary of Revenues and Expenditures. Both Revenues and expenditures should be at 50%. Revenues are at 48.1% and Expenses are at 9.6%.

2012 Council Update GENERAL FUND

General Fund Revenue:		2012 Budget	2012 Actual 7/30/2012	% of Budget
31010	Current Ad Valorem Taxes	2,316,599	1,241,080	53.6%
34113	Franchise Fee - Cable	65,000	33,379	51.4%
32100	Business Licenses & Permits	16,000	24,372	152.3%
32110	Liquor Licenses	29,000	29,195	100.7%
32120	3.2 Liquor Licenses	150	90	60.0%
32150	Sign Permits	2,000	1,414	70.7%
32210	Building Permits	35,000	32,292	92.3%
32240	Animal Licenses	250	200	80.0%
33405	Police Aid	28,000	-	0.0%
33406	Fire Aid	30,000	-	0.0%
33422	Other State Aid Grants	8,200	5,081	62.0%
34000	Charges for Services	8,000	611	7.6%
34101	Lease Payments - City Property	16,000	3,270	20.4%
34001	Administration Fees	142,588	200	0.1%
34103	Zoning & Subdivision	2,000	400	20.0%
	Plan Check fee	20,000	1,758	8.8%
34105	Sale of Maps	50	5	10.0%
34107	Title Searches	500	680	136.0%
34302	Fire Protection Contract Charges	116,582	28,236	24.2%
34780	Park/City Hall Rental Fees	5,000	5,605	112.1%
34950	Other Revenues	6,000	50,014	833.6%
35000	Fines & Forfeits	-	200	0.0%
36210	Interest Earnings	25,000	-	0.0%
	Engineer/As built	1,500	1,050	70.0%
34110	Arena Administration	11,124	5,562	50.0%
	Special Levy	113,170	-	0.0%
	Capital from CH	50,000	-	0.0%
Total Revenues		\$ 3,047,713	\$ 1,464,694	48.1%

General Fund Expenditures		2012 Budget	2012 Actual 7/30/2012	% of Budget
41100	Council	44,094	19,449	44.1%
41300	Administrator	137,789	99,230	72.0%
41400	City Clerk	119,602	56,211	47.0%
41410	Elections	9,000	231	2.6%
41500	Financial Administration	138,751	70,924	51.1%
41550	City Assessor	28,500	28,124	98.7%
41600	City Attorney	20,000	17,439	87.2%
41700	City Engineer	40,700	19,988	49.1%
41800	Economic Development	16,000	9,263	57.9%
41910	Planning & Zoning	21,507	28,421	132.1%
41940	City Hall	130,250	79,864	61.3%
42000	Fire Department	273,387	96,163	35.2%
42110	Police	522,000	306,159	58.7%
42400	Building Inspection	220,636	101,190	45.9%
42700	Animal Control	6,500	2,028	31.2%
43100	Public Works - Streets	434,111	118,499	27.3%
45000	Culture & Recreation	53,415	15,738	29.5%
45100	Parks & Recreation	185,745	104,698	56.4%
	Capital Reserves/I-94	621,425	23,104	3.7%
	Library	24,301	8,947	36.8%
Total Expenditures		\$ 3,047,713	\$ 1,205,669	39.6%

VARIANCES

Revenue:

- Second Half Tax payments are not received until December
- Administrative fees – journal entry in December
- Business License/Permits – Rental inspections were in 2012, those are only every two years
- Other Revenues - \$25,000 refund from the league insurance for 2011 premium adjustment, \$22,000 insurance claims
- Fire and Police Aid – not received until October
- Interest Revenues – not allocated yet it is part of the year end procedures not yet completed

Expenses:

- Elections – Primary is in August and General is in November
- City Planner - expenses include \$4,000 Visioning session
- Fire Pension – expensed in October after receiving Fire Aid

POLICY CONSIDERATIONS: The Mayor and Council review monthly financial reports.

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

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to review and direct staff to take action regarding all financial matters.

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

August 2, 2012

SUBJECT: CONSENT - FINANCE DEPARTMENT REPORT ACCOUNTS RECEIVABLES

RECOMMENDATION: This space on the agenda is reserved for the City Council to consider the Finance Department Accounts Receivable Report.

BACKGROUND: Space is reserved on the Council agenda to accommodate the Mayor and Council to review and ask questions about the Receivables Finance Report.

ACCOUNTS RECEIVABLE: Total accounts receivable outstanding through July 31, 2012 is \$66,541.48. The percentage of the total due based on the aging report is as follows:

0-30 days outstanding	\$ 59,601.85	89.57%
30-60 days outstanding	\$ 961.90	1.45%
60-90 days outstanding	\$ 438.63	.66%
Over 90 days outstanding	\$ 5,539.10	8.32%

KEY ISSUES: None.

PRACTICES/POLICY CONSIDERATIONS: The Mayor and Council review monthly financial reports.

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

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to review and direct staff to take action regarding all financial matters.

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

Vendor	Amount Due	0-30 Days	30-60 days	60-90 days	90 days & Over
AAA	\$874.71				\$874.71
ACCESS BANK	\$113.12				\$113.12
ALPINE CAPITAL	\$113.76	\$6.88	\$106.88		
BAC FIELDS SERVICES INC	\$112.23				\$112.23
CELUSTA, CRAIG & BRENDA	\$106.88		\$106.88		
CHALLEN, JOSHUA	\$213.75	\$213.75			
COM-TEN LLC	\$320.63	\$320.63			
DAVIDSON, MICHAEL	\$106.88	\$106.88			
DONAHUE, KELLY	\$534.39	\$213.76	\$320.63		
GITTLEMAN MANAGEMENT	\$21.34	\$21.34			
JP MORGAN CHASE BANK	\$171.02				\$171.02
MASH	\$438.63			\$438.63	
MEYER, BILL	\$1,040.05				\$1,040.05
NIEMEYER TRAILER SALES	\$112.01				\$112.01
NORTHWEST BIBLE CHURCH	\$1,087.50				\$1,087.50
OAK REALTY	\$112.23				\$112.23
CITY OF OTSEGO	\$58,291.10	\$58,291.10			
PAYLESS TABACCO	\$205.00				\$205.00
PUBHOUSE 19	\$45.00				\$45.00
REMAX ADVISORS	\$427.51	\$106.88	\$320.63		
SCHULTZ & SCHUPP LLC	\$213.75	\$213.75			
SPENCER, JOHN	\$113.12				\$113.12
SWANSON, JEFF & KERRI	\$112.23				\$112.23
THARP, BROCK	\$213.76	\$106.88	\$106.88		
TOWN LAKES	\$1,219.75				\$1,219.75
WEST MINOR SQUIRTS	\$221.13				\$221.13
Total	\$66,541.48	\$59,601.85	\$961.90	\$438.63	\$5,539.10
Current 0-30 days		\$59,601.85	89.57%		
30-60 days		\$961.90	1.45%		
60-90 days		\$438.63	0.66%		
over 90 day		\$5,539.10	8.32%		



Mayor and Council Request for Action

August 2, 2012

SUBJECT: FINANCE DEPARTMENT – 2012 BUDGET AMENDMENT

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

MOTION TO: Approve the **Resolution No. 2012-035** entitled a Resolution Adopting the 2012 Amended Budget.

BACKGROUND: When a City makes major changes to departments or expenses they need to amend the budget for the year. With the reorganization of the City in 2012 it requires the budget to be amended. An amendment does not change the taxes or the levies just a change in allocation of the original budget.

POLICY CONSIDERATIONS: It is the City's policy to review and approve the 2012 Amended Budget.

FINANCIAL CONSIDERATIONS: There are no financial considerations or changes.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve the 2012 Amended Budget pursuant to Minnesota State Law.

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

Attachments: Resolution No. 2012-035

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

RESOLUTION NO. 2012-035

A RESOLUTION ADOPTING THE 2012 AMENDED BUDGET

WHEREAS, the City Council of the City of Albertville has adopted a proposed budget; and

WHEREAS, the Albertville City Council has adopted a final tax levy to be placed upon the taxable property in the City of Albertville; and

WHEREAS, the Albertville City Council desires to reserve within the General Fund those monies designated as capital outlays within various budget classifications, such that those monies can be disbursed only for those capital outlays so specified within the budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Albertville, Minnesota:

1. Hereby adopts the attached 2012 Amended Annual Budget for the City of Albertville for the period January 1, 2012, through December 31, 2012.
2. All monies designated within the budget, as capital outlays shall be reserved within the Capital Reserves Fund, such that those monies can be disbursed only for those capital outlays so specified within the budget.
3. The Albertville City Council has hereby complied with Minnesota Statutes.
4. The Finance Director is hereby authorized to transmit certification of compliance with Minnesota Statutes to the Commissioner of Revenue as required.

Adopted by the Albertville City Council this 6th day of August, 2012.

Mark Meehan, Mayor

ATTEST:

Kimberly A. Olson, City Clerk

**2012 AMENDED BUDGET SUMMARY COMPARISON
 GENERAL FUND**

General Fund Revenue:		2011 Budget	2012 Budget	Difference 11 to 12 \$	Difference 11 to 12 %
31010	Current Ad Valorem Taxes	2,259,917	2,316,599	\$56,682	2.51%
34113	Franchise Fee - Cable	64,000	65,000	\$1,000	1.56%
32100	Business Licenses & Permits	16,000	16,000	\$0	0.00%
32110	Liquor Licenses	30,000	29,000	-\$1,000	-3.33%
32120	3.2 Liquor Licenses	150	150	\$0	0.00%
32150	Sign Permits	2,000	2,000	\$0	0.00%
32210	Building Permits	35,000	35,000	\$0	0.00%
32240	Animal Licenses	250	250	\$0	0.00%
33405	Police Aid	27,000	28,000	\$1,000	3.70%
33406	Fire Aid	32,000	30,000	-\$2,000	-6.25%
33422	Other State Aid Grants	8,200	8,200	\$0	0.00%
33620	County Grants & Aids	0	0	\$0	0.00%
34000	Charges for Services	6,000	8,000	\$2,000	33.33%
34001	Administration fees	132,504	146,896	\$14,392	10.86%
34005	Engineering As Built Fee	3,000	1,500	-\$1,500	-50.00%
#REF!	Lease Payments - City Property	10,200	16,000	\$5,800	0.00%
34101	Zoning & Subdivision Fees	2,500	2,000	-\$500	-20.00%
34103	Plan Check Fee	15,000	20,000	\$5,000	33.33%
34104	Sale of Maps	50	50	\$0	0.00%
34105	PID/Legal Description Requests	0	0	\$0	0.00%
34106	Title Searches	150	500	\$350	233.33%
34107	Fire Protection Contract Charges	112,943	116,582	\$3,639	3.22%
34202	Rental Fees	4,000	5,000	\$1,000	25.00%
34780	Other Revenues	6,000	6,000	\$0	0.00%
34950	Fines & Forfeits	0	0	\$0	0.00%
35000	Interest Earnings	25,000	25,000	\$0	0.00%
36210	Arena	10,800	11,124	\$324	3.00%
	special levy 2010	113,170	0		
	special levy 2011		113,170		
	I-94 Engineering		50,000		
	City Hall Capital	50,000	50,000		0.00%
	Total Revenues	2,965,834	3,102,021	86,187	4.59%

City of Albertville
 County of Wright
Resolution No. 2012-035

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General Fund Department Expenditures:		2011 Budget	2012 Budget	Difference 11 to 12 \$	Difference 11 to 12 %
41100	Council	43,020	44,094	\$1,074	2.50%
41300	Administrator	135,665	138,185	\$2,520	1.86%
41400	City Clerk	108,179	105,040	-\$3,139	-2.90%
41440	Elections	9,000	9,000	\$0	0.00%
41500	Finance	142,486	157,474	\$14,988	10.52%
41550	City Assessor	28,500	28,500	\$0	0.00%
41600	City Attorney	19,000	20,000	\$1,000	5.26%
41700	City Engineer	40,700	20,200	-\$20,500	-50.37%
41800	Economic Development	16,000	16,000	\$0	0.00%
41910	Planning & Zoning	21,707	21,507	-\$200	-0.92%
41940	City Hall	125,400	130,250	\$4,850	3.87%
42000	Fire Department	264,630	273,387	\$8,757	3.31%
42110	Police	516,840	522,000	\$5,160	1.00%
42400	Building Inspection	204,429	203,962	-\$467	-0.23%
42700	Animal Control	4,500	6,500	\$2,000	44.44%
43100	Public Works - Streets	421,524	425,502	\$3,978	0.94%
41750	Public works Director/City Engineer	0	92,035	\$92,035	0.00%
43200	Trail Project	0		\$0	0.00%
45000	Culture & Recreation	48,936	53,415	\$4,479	9.15%
45100	Parks & Recreation	177,881	185,745	\$7,864	4.42%
	Library Debt Service	23,665	24,300	\$635	100.00%
49300	Capital Reserves	613,772	624,925	\$11,153	1.82%
Total Expenditures		2,965,834	3,102,021	136,187	4.59%

Levy	2011	2012	Difference 11 to 12 %
General Fund & EDA	2,259,917	2,316,599	2.51%
Special Levy 2010	113,170		
Special Levy 2011		113,170	
Total Tax Levy (Oper. Levy)	2,373,087	2,429,769	2.39%
357 GO Improvement Bond 03	78,216	74,814	
354 Bonds 03 PF Lease Rev	70,749	69,248	
City Hall 05	279,528	278,828	
GO Im Bond 07			
Lachman/19/Industrial	130,813	129,113	
PW Facility 04	163,688	160,500	
Total Debt Service Levy	722,994	712,503	Debt Levy -1.45%
			LEVY 1.49%

August 2, 2012

SUBJECT:: TOWNE LAKES BLOCK PARTY – TEMPORARY OUTDOOR MUSIC APPLICATION

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

MOTION TO: To approve the Temporary Outdoor Music Permit for the Towne Lakes Block Party on August 22, 2012 with conditions.

BACKGROUND: The Shoppes at Towne Lakes businesses, along with a few other local businesses, would like to thank their customers for their patronage by hosting a block party from 4:00 PM to 8:00 PM on Wednesday, August 22, 2012. The main purpose of this block party is to celebrate existing customers and invite other local patrons to learn more about each business. All of the businesses have been working as a team to create an environment that will be family friendly and open to the public. Each business will showcase their product/service at an outdoor booth. Patrons will have the opportunity to enjoy pizza, ribs, root beer floats, popcorn and more at no cost. There will also be games and fitness challenges for children and adults alike. The participating businesses have each generously donated funds not only to host this event but to also have a family friendly bar from 4:00 to 8:00 PM. Business leaders will be personally inviting area residents to the block party by going door to door.

The aforementioned event requires a temporary sale event and a temporary outdoor music permit. These permits are typically processed administratively. However, in review of the application, this application does not meet two conditions for approval. As such, staff requests Council consideration and potential waiver of the rules.

KEY ISSUES: The applicant's event area is intended to occupy 26 parking stalls located between the two buildings east of Lake Towne Road. The total parking required for these lots is 139 spaces. The parking lot meets this requirement with 139 spaces.

Section 1000.22 of the Albertville Zoning Ordinance requires temporary outdoor events to occupy parking stalls in excess of what the ordinance requires. To meet this standard, the applicant proposes to use its remaining parking lot and parking lots in surrounding properties. Country Inn and Suites and D. Michael B's are participants in the event and their parking is available for overflow parking. The applicant is seeking permission to use the Minnesota Lighting building parking.

1. This event is not the standard seasonal sales event in that it is for a single day and short period of time. The event participants will be customers of the various businesses that have already patronized the site. Staff believes that the parking over the various sites will be adequate for the four hour event.

2. Section 5-5-3 of the Albertville City Code regulates outdoor music performances. This code raises the following issues for the Shoppes at Towne Lakes event:
 - a. The permit applicant must have sufficient parking. The event must not occupy required parking for the principal use of the site. See previous comment.
 - b. The stage, speakers, and amplifiers are located 300 feet from any residential property. The stage, speakers and amplifiers are arranged so that they do not directly broadcast toward a residence.

The applicant's site falls within 300 feet of the Towne Lakes townhomes. The applicants will be undertaking a door to door invitation to this neighborhood. The applicant seeks an exception to the 300 foot setback, citing that this is a one day, four hour event. All activities will end at 8:00 PM. This limited time period limits the exposure to nuisance complaints.

POLICY/PRACTICES CONSIDERATIONS: If the Council agrees to grant flexibility from this standard, staff recommends the following conditions with approval:

1. The applicant reserve parking for area businesses not participating in the event.
2. The applicant provide signage that advertises alternative off-site parking areas.
3. The applicant's music, stage, speakers, and amplifiers be located on the east end of the event area and oriented to direct all music and announcements to the west, away from the residential properties.
4. The applicant shall comply will all requests from either the Sheriff's Department or City representatives to reduce the volume if nuisance complaints arise.
5. The event shall be limited in time and duration to August 22, 2012 from 4:00 PM to 8:00 PM.

The event brings attention and promotes community businesses. Staff would recommend approval of the permit exception with the aforementioned conditions.

FINANCIAL CONSIDERATIONS: Past practice has waived the fee for a Temporary Outdoor Music Permit and it is recommended to waive the fee for the Towne Lakes application.

LEGAL CONSIDERATIONS: The Council has the authority to approve or deny the request.

Submitted Through: Alan Brixius, City Planner

Department/Responsible Person: Planning and Zoning



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

APPLICATION FOR TEMPORARY OUTDOOR MUSIC

Temporary Outdoor Music Application <u>must</u> be submitted a minimum of 14 business days prior to a Council meeting.	
<p>The undersigned certifies that they will comply with the 2005 Albertville Municipal City Code pertaining to "Outdoor Musical Performances" that include, and are not limited to, the following requirements: • the location of the live outdoor musical performance must be at least four hundred feet (400') from any residence located in a residential zoning district; • music or other entertainment in the designated area shall cease at eleven fifty nine o'clock (11:59) P.M. on Friday and Saturday and at ten o'clock (10:00) P.M. on all other nights; and • noise(s) emanating from the operation of the Temporary Outdoor Music shall be in compliance with and regulated by the Minnesota State Pollution Control (MPCA) standards.</p>	Office Use Only
	Date Rec'd: <u>07-19-12</u>
	Amount Pd: <u>N/A Waived</u>
	Check/Cash: <u>—</u>
	Mtg Date: <u>Aug. 16, 2012</u>
	Permit mailed: _____
Sheriff notified: _____	

- Applicant Name and/or Organization; Address; and Day-time Phone no.:
Towne Lakes Block Party Committee - please see attached for additional names
Main Contact - Julie Frandsen - inFIT/Anytime Fitness 763-291-4093
- Address of where the Outdoor Musical Performance will take place:
6589 Laketowne Pl NE, Albertville - please see attached
map for exact location in the parking lot
- Date(s) the Outdoor Musical Performance will take place (day and date):
Wednesday, August 22, 2012 4:00pm - 8:00pm
- Hours of the Outdoor Musical Performance (keep in mind that music or other entertainment in the designated area shall cease at 11:59 PM on Friday and Saturday and 10:00 PM on all other nights):
Start time → 4:00 pm Stop time 8:00 pm

Julie K Frandsen
Applicant's Signature

7/16/2012
Date



The Townelakes area businesses, along with a few other local businesses, would like to thank their customers for their patronage by hosting a block party from 4:00 pm – 8:00 pm on Wednesday, August 22, 2012. The main purpose of this block party is to celebrate existing customers and invite other local patrons to learn more about each business. All of the businesses have been working as a team to create an environment that will be family friendly and open to the public. Each business will showcase their product/service at an outdoor booth. Patrons will have the opportunity to enjoy pizza, ribs, root beer floats, popcorn and more at no cost. There will also be games and fitness challenges for children and adults alike. The participating businesses have each generously donated funds not only to host this event but to also have a family friendly band from 4-8pm. Business leaders will be personally inviting area residents to the block party by going door to door.

Please see the attached sheets for more information on event location and the generous contributions provided by each company.

We are really looking forward to this event and celebrating our customers! Your consideration and support is greatly appreciated! Please contact Julie Frandsen with any questions you may have.

Thank you,

A handwritten signature in cursive script that reads "Julie K. Frandsen".

Julie Frandsen, Health Promotion Consultant | Group Exercise Instructor

inFIT & Anytime Fitness of Albertville
6589 Laketowne PL NE | PO Box 58 | Albertville, MN 55301

Cell: 763-291-4093 | Studio: 763-424-4435 | Email: Julie@infittraining.com
www.Anytimefitness.com * www.inFITbody.com * www.inFITkids.com

Laketown Plaza Block Party
August 22, 4-8 pm
Booth Activity/Food

Business	Contact	Food	Activity	Drawings	Booth Set-up - what will be
Andy's Hometown Pizza	Andy	Pizza	serving pizza @ outdoor booth	Yes	Outdoor booth with information
Country Inn & Suites*	Kim	Root beer Floats @ Country Inn & Suites	maybe a bean bag toss	Yes	Basic booth @ block party, hand out tokens for root beer floats @ Country Inn & Suites
D. Michael B's	Robert	Ribs Tea, Hydration, Energy Drink Samples	serving Ribs	yes	Outdoors
Energy Zone	Bobby Lyon		Mix beverages at table		table & small tent
Excel Dentistry	Tiffany Morgan	Cotton Candy & Pizza with Andy's	Kids game called "Monster Dentist".	Basket full of products	10x10 Canopy - activities in outside booth area -- nothing in the business, Need Electrical
KLN Family Brands	Katie Leuer	Austrailian Liquorice samples, Organic Dog Food Samples	taste tests	food baskets	outdoor table
inFIT	Julie Frandsen	Icy Cold Water bottles, fruit kabobs w/Perkins	piyometric reformer & exercise ball demos, kids bosu & hula hoop demos -- Ask the Trainer. Sidewalk chalk	Many!	brochures, give aways, raffle drawings, possibly pilates reformer demos
inSPAration	Aarica Larson	freeze pops @ outdoor booth	Salon tours, sign up for drawings in the salon	Salon & Spa Package Valued at \$300	Outdoor booth with information

Laketown Plaza Block Party
August 22, 4-8 pm
Booth Activity/Food

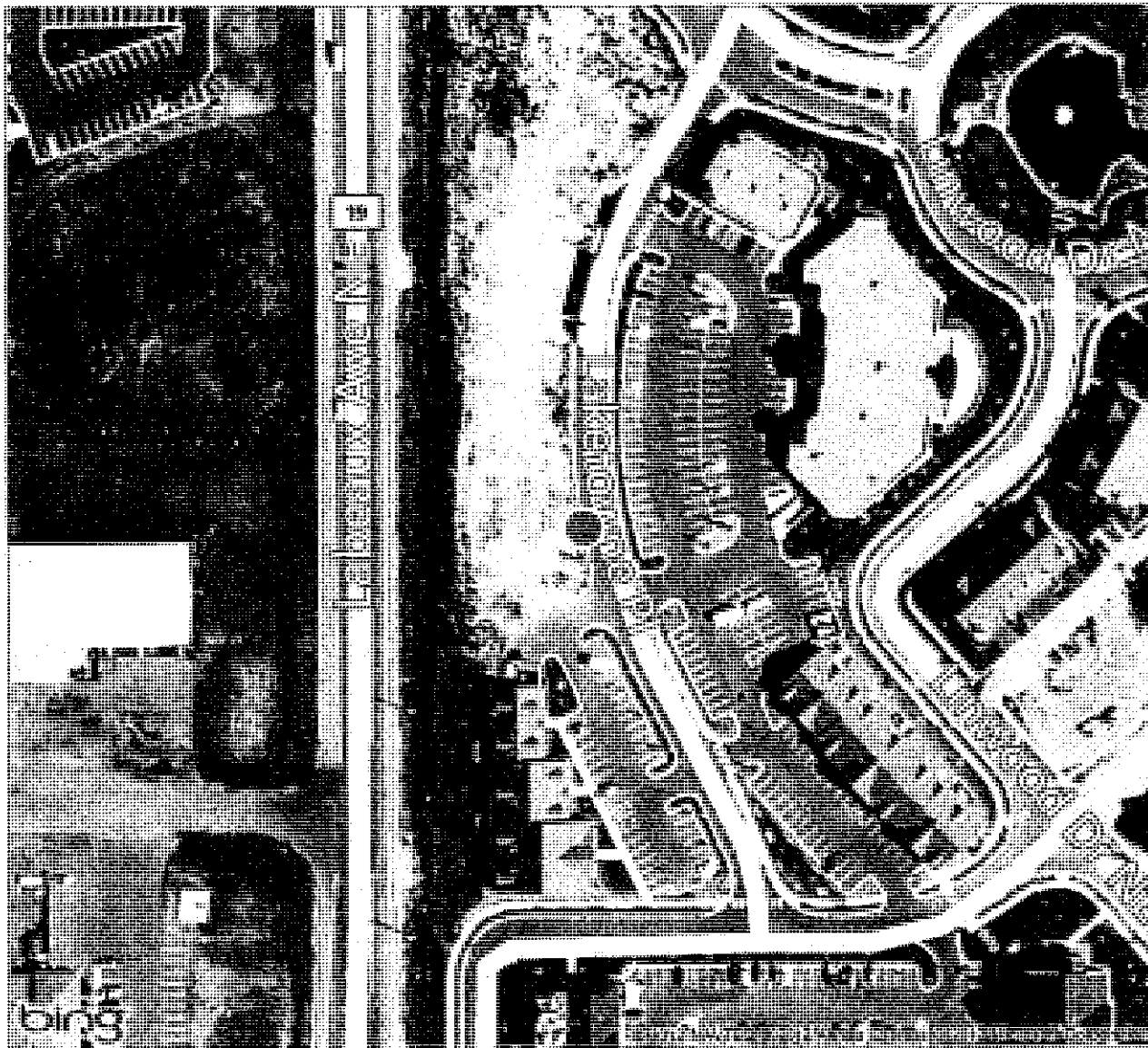
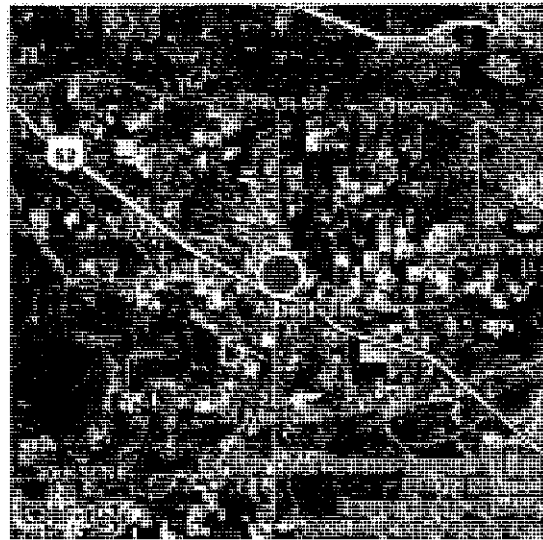
Mattress Depot	Bob Cardinal	none	give away mardi gra beadshandouts - samples of mattress		Outdoor booth with information
Perkins	Heather Ekstrom	fruit kabobs w/inFIT	decorate your own cookie or mini muffin	yes	Outdoor booth with information
Sassy Seconds	Lisa	none	Bounce House	misc. drawings	Outdoor booth with information
Simpli Soleil	Bobbi Kasper		Traveling Boutique		Will need seasonal Sales permit
The Patch	Mike Schoemer	none	water bottles, Balloons	yes	table & small tent
Travel Leaders	Bonnie Lee	mini cupcakes, popcorn	photo opportunities along with Sesame Street photo opportunities, Balloons		Electrical needed -- will host activity at Travel Leaders


bing Maps

6589 Laketowne Pl, Albertville, MN 55301

My Notes

On the go? Use m.bing.com to find maps, directions, businesses, and more



 Bird's eye view maps can't be printed, so another map view has been substituted.

August 2, 2012

SUBJECT: Engineering – I-94 WB C-D Road Project Update

Work continues to progress well. The west retaining wall panels will be complete the week of August 6 and foundation construction of the east wall will follow immediately. To date, all temporary shoring for the east wall has been completed. Soil corrections east of the CSAH 37 Bridge will be completed this week and grading of the roadbed will continue. Concrete paving operations will commence the week of the 12th. The segments to be paved first will include the segment east of the CSAH 37 Bridge, the CSAH 37 ramps, and the segment between the CSAH 37 Bridge and the west retaining wall.

Miscellaneous Project Related Items:

- Currently, project cost projections are within planned budget
- The first PFA loan disbursement will be requested this month
- Partial Payment No. 3 will be presented to Council at the 2nd meeting in August
- The audit for the Right-of-Way acquisition has been completed and the City can expect to receive an additional \$50,000 from the Federal appropriation
- At this time, there are no scheduled lane restrictions for freeway traffic

If at any time you have any questions or would like a project update, please call.

Submitted Through: Adam Nafstad, Public Works Director

Department/Responsible Person: Engineering/Adam Nafstad, Public Works Director

Attachments: None

August 1, 2012

SUBJECT: PUBLIC WORKS – 2012 MAIN AVENUE WATERMAIN IMPROVEMENTS

RECOMMENDATION: This space on the agenda is reserved for the City Council to consider the acceptance of the lowest quote received for the 2012 Main Avenue Watermain Improvements. It is respectfully requested that the Mayor and Council consider the following motion:

MOTION TO: Approve the quote of _____ said “Low Bidder” in the amount of \$_____ for the construction of the 2012 Main Avenue Watermain Improvements. The Public Works Director and City Clerk are hereby authorized and directed to enter into a contract with said “Low Bidder” for the construction of said improvements for and on behalf of the City of Albertville.

BACKGROUND: The owner of the 152 Club desires to construct an addition to the existing structure. The location of the addition and the fire code require relocation of an existing hydrant, as well as improved water supply for fire suppression. It is proposed that the existing hydrant adjacent to the 152 Club be relocated to serve both the 152 property and the adjacent city parcel to the north, and the existing hydrant lead be converted to a 6-inch service stub for the 152 property. In conjunction with the hydrant relocation for the 152 property, it is proposed that a hydrant located just south of the Main Avenue and 56th Street intersection be replaced and relocated out of the concrete sidewalk.

Quotes for aforementioned work to be presented for consideration at the Council meeting.

KEY ISSUES:

- Improvements accommodate the proposed addition and provide improved water supply for 152 Club
- Improvements provide hydrant protection for the City owned parcel between railroad and 152 Club property
- Improvements move a hydrant out of Main Avenue sidewalk near 56th Street
- Necessary street and sidewalk patching will be done under separate contract
- Classic style hydrants will be used along Main Avenue to replicate the vintage models currently in place

POLICY CONSIDERATIONS: Acceptance of bids or proposals is subject to Mayor and City Council approval.

FINANCIAL CONSIDERATIONS: Budgeted 2012 Street Improvement funds are sufficient for the work proposed.

Mayor and Council Request for Action – August 6, 2012
Public Works – 2012 Main Avenue Watermain Improvements

Page 2 of 2

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

Submitted Through: Adam Nafstad, P.E., Public Works Director

Department/Responsible Person: Public Works/ Adam Nafstad

Attachments: None

August 2, 2012

SUBJECT: CITY CLERK – ON SALE WINE AND 3.2 BEER LICENSE FOR PICK YOUR PERFECT PASTA, 5986 MAIN AVE NE

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

MOTION TO: Approve an On Sale Wine and 3.2 Beer License for Pick Your Perfect Pasta valid through the license period ending April 14, 2013.

BACKGROUND: Pick Your Perfect Pasta opened August 1, 2012 in the building that was previously occupied by Jimmy's Pizza. They will specialize in high quality Italian food that can be delivered or taken out quickly. In addition to high quality food, Perfect Pasta would like to provide wine and beer to their customers.

KEY ISSUES:

Perfect Pasta has submitted their applications and fees, although they are currently working to finalize the appropriate insurance required.

Staff recommends approval of the license contingent upon the following conditions:

- All owners must successfully pass the background check through Wright County and the Minnesota BCA
- Must have a completed and approved inspection of the premises by the Minnesota Alcohol and Gambling Enforcement Division (AGED)
- Complete all City and State application forms and submit payment prior to issuance of license
- Provide liquor liability and worker's compensation insurance to run through license period ending April 14, 2013.

POLICY/PRACTICES CONSIDERATIONS: It is the Mayor and City Council's policy to review and approve liquor license applications to sell liquor at various business establishments within the Albertville city limits.

FINANCIAL CONSIDERATIONS: The City collects a Liquor License fee for each license, \$110.00 for On Sale Wine and \$100.00 for 3.2 Malt Liquor. .

LEGAL CONSIDERATIONS: The Mayor and City Council have the authority to review, approve or deny the application.

Submitted Through:

Department/Responsible Person: City Clerk, Kimberly Olson

Albertville Parks Committee Meeting Minutes July 23, 2012

Attendees: Tim Guimont, Sharon Oakvik, Mark Barthel, Andy Swanson, Larry Sorensen
Visitor: Lisa Peterson

Eagle Scout Boardwalk In Central Park

- Lisa Peterson attended the meeting, representing her son Zack, to present a plan to the Parks Board for Scouts to install a 200-foot floating boardwalk through the swamp between 57th St. NE and south edge of Central Park near the fire station. The Board gave its approval for the project. Lisa will move forward with plans for the work to be performed on August 25 and 26.

Parks Night

- Turnout was great, a good night and good event. Event was a week later this year (May 18), and signage on roads the week leading up to the event seemed to help increase turnout. There were a lot of repeat visitors from previous years who enjoyed the event in the past and like that the City hosts this event. Board's consensus is to keep the same formula for next year.

Central Park Basketball Court

- Asphalt is in bad condition and needs to be replaced, hoops and poles are bent and in tough shape, too. Tim got bids for the entire project to rehab the court -- overlay (\$2500); paint and stripe (\$3395); new hoops, poles and backstops (\$1600). The board recommends City council approve \$4100 for overlay, hoops, poles and backstops this year, with plans to paint and stripe in 2013.
- Mark says the volleyball court in Central Park doesn't get used and the City should consider removing the court or replacing the pea rock with sand.

Central Park Sign

- There has been a recommendation to install a 'Central Park' sign on the 'Lions Park' sign near Main Avenue NE. Committee does not see a purpose for this sign.

Oak Side Park Horse Shoe Pits

- Tim said he is considering taking out the horse shoe pits at Oak Side Park because they don't get used and they are a liability in terms of maintenance. Board decided to table the issue while considering relocating the horse shoe pits to Central Park where they might get more use.

Central Park Caboose Restoration Project

- Tabled due to LeRoy's absence.

Parks Board Advisor to the City

- Mark Barthel accepted nomination to serve as an advisor on behalf of the Parks Board to provide input on hiring a new city administrator.

Next meeting: August 27 2012 at 8:30 p.m.

Minutes prepared by Andy Swanson, andy.swanson99@gmail.com; 763-370-2428

Memo

To: Robert Thistle, City Administrator; Albertville City Council

From: Mike Couri

Date: July 31, 2012

Re: Attorney Report

Below is an update of the projects our office has been working on for the City.

- **Fraser Steel TIF:** As noted at the last meeting, the TIF portion of this project is on hold until later this year due to Fraser Steel's decision to delay construction of the building addition until 2013.
- **152 Club Revolving Loan:** We have not closed on the loan to the 152 Club and will not do so until the building addition is approximately 50% completed.
- **Miscellaneous Ordinance Enforcement Issues:** I am in the process of setting up a meeting with the owner of the Stangler building, the owner of the mattress store, and City staff to discuss the options for the Stangler building.
- **Tax Forfeit Properties:** The County Board agreed with our request to acquire the six parcels and has forwarded a recommendation to the State to deed the properties to the City. The City may have to fill out a State Tax Forfeit application and will likely have to pay a \$250 application fee on the two parcels that are to be put to a public use (the 57th Street parcel and the Barthel Industrial Park parcel). At this point we will wait for some contact from the State regarding the parcels.

August 2, 2012

SUBJECT: Website Redesign Proposals

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

MOTION TO: Accept the quote from SM Website Solutions to redesign the City of Albertville's website for an amount not to exceed \$4,000 for all three phases.

BACKGROUND: The City's current website is in need of re-vamping as we are currently providing only minimum support due to its complexity and dated software system. By hiring SM Website Solutions we will take advantage of advances in technology and site design thereby making our site more useful and effective for our residents.

KEY ISSUES: We interviewed two quality firms both of whom could provide a quality website product. The two firms were SM Website Solution and Buffalo Computer Company. Their costs were basically identical as well as their product delivery timing.

We are recommending SM Website Solutions because of their recent experience in creating the City of Buffalo's new website, positive responses from the staff at Buffalo regarding SM Website Solutions' work being timely and very participatory with staff and others involved with the project. We were also pleased that their product would be based upon the Adobe Business Catalyst System. This is a system which our employees are familiar and skilled at using.

Buffalo Computer Company has worked with the City for a number of years but we were concerned that their proposal, although interesting, was going to be the first website they built using some new technologies and are concerned for the potential of product delivery time slipping.

Councilmember Jillian Hendrickson and Larry Sorenson have agreed to be on our working committee that will be assisting SM Website Solutions. Also, Kim Olsen will be assuming the day to day responsibility for the City's web site during this process.

POLICY/PRACTICES CONSIDERATIONS: Quality communications with the citizens of Albertville is a key tenet of City policy. Albertville having a fundamental clean easy website will enhance our ability to provide information to our citizens and make our site more useful to them in their endeavors. It is only one tool needed in our tool box for providing quality information and resources for our citizens, but it is a crucial one.

FINANCIAL CONSIDERATIONS: The project funding will come from the 2012 budget Capital reserves.

Submitted Through: City Administrator's Office

Department/Responsible Person: R. Thistle

Attachments: SM Website Solutions Proposal
Buffalo Computer Company Proposal



Website Redesign Proposal for the City of Albertville, MN

City of Albertville, MN Website Redesign - Phase 1

- Website design
- Specialized navigation system to make it easy for visitors to find the information they are seeking.
- Basic information pages (home page, contact page, list of departments, and other frequently used pages decided on with City of Albertville employees.)
- Content Management System using Adobe Business Catalyst, to allow city employees to edit site content.
- Turn website live and remove current website.

Total Cost of Phase 1 = \$2000

City of Albertville, MN Website Redesign - Phase 2

- Pages for each department (approximately 2 to 3 pages per department).
- Additional pages not created in Phase 1
- Community organizations page
- Set up content management system for Phase 2 pages.

Total Cost of Phase 2 = \$1000

City of Albertville, MN Website Redesign - Phase 3

- Create forms
- Site wide search feature
- Put finishing touches on site
- Train city employees how to update the website on their own
- Create a training manual for updating the website
- Up to 5 hours of help after the site has gone live and training has been done to help with any questions that may arise.

Total Cost of Phase 3 = \$1000

Website Hosting

- The website will be hosted through SM Website Solutions, via Adobe. Included in the hosting plan are the content management system, a blog, email marketing, newsletter builder, & website analytics.

Total Cost of Hosting = \$205 per year

Additional Information

- The city employee(s) assigned to the website redesign should plan on dedicating approximately 2 to 3 hours per week during website development. The time required could be less some weeks, but on average about 2 to 3 hours per week should be expected.
- I ask for half down to start each phase, with the second half due at the end of each phase.

References

- Merton Auger, Buffalo, MN City Administrator, 763-684-5406
- Don Fahey, General Manager, Marksman Metals, St. Michael, MN, (763) 497-4640
- Rob Pribyl, VP of Operations, MP Nexlevel, Maple Lake, MN, (320) 963-2400

I appreciate this opportunity to bid the City of Albertville's website redesign. I eagerly anticipate our potential collaboration. My goals would be to create a functional, intuitive, beautiful website that is easy to use. I have a broad history with businesses in Wright County and beyond including implementing a complete website redesign for the City of Buffalo. Please feel free to contact me with any additional questions you might have. I can be reached at (612) 310-7972 or via email at suzie@smwebsitesolutions.com. Thank you again for your consideration!

Suzie Meier ~ Owner ~ SM Website Solutions
suzie@smwebsitesolutions.com ~ www.smwebsitesolutions.com ~ (612) 310-7972



Website Redesign Proposal for the City of Albertville, MN

Time Frame

- Phase 1
 - 5 weeks
- Phase 2
 - 4 weeks
- Phase 3
 - 4 weeks

Work Plan

- The first step will be to come up with a work plan that works best for the city. We will decide the best form of communication, and decide if it works best to have regular bi-weekly meetings or handle most items via email and phone.
- The basic work process will be as follows:
 - Design
 - Navigation
 - Content
 - Content Management System
 - Move the site live

Buffalo Computer Company

Website design & development proposal for

City of Albertville

Date
July 25, 2012

Client
City of Albertville

Contact: Tina Lannes
Phone: 763-497-3384
Email: tlannes@ci.albertville.mn.us

Project Title
Website re-design and development for City of Albertville

Project Description

The project involves re-designing the city's existing website, primarily using the existing website content, with modifications as recommended by city staff.

The project will utilize an open source CMS (content management system, either WordPress or CMS Made Simple, or possibly a different CMS) which will allow city staff to easily add content such as text and images to the website with a minimum of technical knowledge, within a tightly defined design framework. Embryonic samples of both of these products in action can be viewed at these locations:

<http://ci.albertville.mn/wp>
<http://ci.albertville.mn/cmsms> (Both are trial sites and may change at any time)

WordPress is a ubiquitous product, but for more information about CMS Made Simple, please see <http://www.cmsmadesimple.org/about-link>. Final selection of the appropriate CMS solution will be made by meeting with city staff to review the features, benefits and limitations of each product. Either candidate is an excellent CMS solution that will easily fulfill the project goals, but there are dozens of other CMS solutions available- Analyzing needs, then evaluating and selecting the right product for the job is an essential first step to a successful project, and the selection cannot be made without input from the stakeholders that will use the product.

Scope

The scope of this project includes the following services as needed to produce a fully functional, "complete" municipal website, developed in partnership with key city staff.

Setup of WordPress, CMS Made Simple, or other content management system (CMS), for editing text and images on website. CMS customization to display organization specific data.

Migration of desired content from existing website, or installation of alternate data provided by city staff..

Creation of up to 5 contact / enquiry forms, as required.

Integration of 3rd party resources, e.g. utility payment systems, etc.

Cross-browser testing in Internet Explorer, Firefox, Chrome and Safari browsers.

Onsite training to familiarize key city staff on methods to input data, add and remove pages, content, and perform basic site housekeeping, estimated 4-6 hours over 1-2 onsite visits. Availability for ongoing Q&A, problem solving, etc. will be similar to the support provided for the existing services Buffalo Computer currently provides to the city – almost always available by phone, usually several hours response to emails, at most.

Basic user guide .pdf documentation to CMS.

Ongoing site maintenance to ensure proper operation of site.

Site hosting in a world-class data center that utilizes owned, best of breed routers, firewalls and servers. 99.9% uptime guarantee, daily backups with 30 day file retrieval, 24/7/365 US based telephone and email data center technical support.

Costs

Website Design & Development

The estimated cost for the design & development of the website, including integration with the CMS is \$2,500 - \$4,000 depending upon the amount of new or significantly changed functionality, data and/or pages from the existing website.

Copy Writing

Copy is to be supplied by the City of Albertville. Minor copy creation will be provided within the quoted amount, possibly pushing the total price to \$3,000. If significant additional copy creation is requested, a separate quote will be submitted.

Domain

The site will be developed on <http://ci.albertville.mn>, then reloaded on <http://ci.albertville.mn.us>, when finished, or either domain can be pointed at the other. There is no cost to the .us domain, the .mn domain is included with the hosting price.

On Going Costs

Website hosting is already paid for 2012. Hosting and ongoing site maintenance for 2013 and beyond will be \$50/month. This fee covers all hosting and maintenance above site housekeeping and upgrades, up to, but not including major site development changes.

Timeline

Expect the project to take 10-14 weeks to complete. The exact speed of design & development will be affected by client turnaround times, for example responding to design changes, input requests, etc.

Of Note About This Proposal

This project will serve as a prototype for a wide scale future product offering. As such I'm including a large padding of gratis development time to ensure the success of the project. In many cases I will be installing additional functionality to the site (by approval) at no charge, to assess the features of various site enhancements.

Clients

Most recent development has been on internal sites, however some local clients include:

www.spinnerlandscape.com & www.stonerollingpins.com,
www.esherwin.com (site currently in development)

My Background

Involved in computer technology for over 22 years, I opened Buffalo Computer Company in 1998 as a local focus technology retailer. I currently concentrate on small business technical support and website development. I have a Bachelor of Science degree in Mass Communication from St. Cloud State University.

The dull stuff

This proposal is valid for 2 months from the date at the top.

A 40% (1k) deposit is due prior to project commencement. The balance is payable on completion. Any costs above \$3,000 will be submitted to the project coordinator for approval.

This proposal is for information purposes only and does not form a contract, unless the city of Albertville chooses to accept it.

Thanks!

Thank you for the opportunity to submit this proposal, I really appreciate it! Also, I would like to thank Tina Lannes and the City of Albertville for the 12+ years of business we've conducted together. Buffalo Computer Company has continuously provided website hosting and email services to the City of Albertville for over 12 years, and produced the original website design the city utilized from 2000-2004 (*not the existing site*).

Redesigning the city's website now is an exciting opportunity to further strengthen our existing business relationship. Based on my prior experience acting as your web hosting resource, and our recent discussions, I believe that I fully understand your website needs. My goal is to deliver greater efficiency, and client satisfaction by meeting the key objectives of a quality user experience, value, and ease of use.

If you've got any questions, just ask us and I'll try to answer them.

Send email to sales@buffalocomputer.com or call Brian at 763-682-6826.

Respectfully Submitted,



Brian Christoffersen
Buffalo Computer Company

ALBERTVILLE, MN
Receipt Distribution
 Batch Name: 20120802A00

Charge	FA Amount	FA Acct Code	FA Cash Acct Code	Pen	Unallocated	Count
1 Fed Wtr Test	\$0.27	G 602-11550	602-10100	No	No	6
5 JP DIST	\$7.07	G 602-11550	602-10100	No	No	6
30 STWAT RES	\$1.59	G 604-11500	604-10100	No	No	5
50 ALBDIST	\$2.04	G 602-11500	602-10100	No	No	6
70 SEWER	\$6.80	G 601-11500	601-10100	No	No	5
73 Recycling	\$1.14	G 605-11500	605-10100	No	No	5
75 Sewer Commercial	\$2.10	G 601-11500	601-10100	No	No	1
100 ACH -CREDIT	-\$8.12	G 601-11500	601-10100	No	No	4
101 E BILL -CREDIT	-\$13.02	G 601-11500	601-10100	No	No	6
1 State Tax	\$0.13	G 602-11500	602-10100	No	No	1
Grand Total	\$0.00					45