



City of Albertville Council Agenda

TUESDAY, September 4, 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 August 20, 2012 regular City Council minutes as presented (pgs 3-7)
- B.** Approve the August 20, 2012 Budget Workshop Council minutes as presented (pgs 8-11)
- C.** Authorize the Monday, September 4, 2012 payment of claims that include electronic payments 1359 EFT -1364 EFT and check numbers 31272 to 31295 as presented (pgs 12-15)
- D.** Accept Wright County Sheriff's Office 2nd Quarter Summary Report for law enforcement activity and crimes (pgs 16-24)
- E.** Accept Albertville Park Committee Meeting Minutes of August 27, 2012 (pg 25)

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

A. City Council

B. Finance

- 1) 2013 Preliminary Budget and Property Tax Levy (pgs 26-31)
 - a.** Motion to approve the Resolution No. 2012-036 entitled a Resolution Adopting the 2013 Preliminary Property Tax Levy
 - b.** Motion to approve the Resolution No. 2012-037 entitled a Resolution Adopting the 2013 Preliminary Budget

C. City Clerk

D. Public Works Director/City Engineer

- 1) Letter of Credit Reduction for Neimeyer Trailer Sales (pg 32)
- 2) Joint Powers Water Board Water Tower Logo Proposal (pgs 33-41)

E. Planning/Zoning

F. Legal

- 1) City Attorney's Report (pg 42)

G. Administration

9. ANNOUNCEMENTS and/or UPCOMING MEETINGS

September 3	Labor Day, City Offices Closed
September 4	City Council Meeting at 7:00 p.m.
September 10	STMA Ice Arena Board Meeting at 6:00 p.m.
September 11	Planning and Zoning Commission Meeting at 7:00 p.m.
September 17	City Council Meeting at 7:00 p.m.
September 24	Joint Powers Water Board Meeting at 6:30 p.m.
October 1	City Council Meeting at 7:00 p.m.

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

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

10. ADJOURNMENT



ALBERTVILLE CITY COUNCIL
Monday, August 20, 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 Bob Ruppe, City Engineer/Public Works Director Adam Nafstad, City Clerk Kimberly Olson, Fire Chief Tate Mills, Public Works Supervisor Tim Guimont, Administrative Assistant/Accounting Clerk Bridget Miller, James Michael Krutzig, Arlan Middleton, and Samara Postuma

3. RECOGNITIONS, PRESENTATIONS AND INTRODUCTIONS - None

4. CITIZENS OPEN FORUM

There were no comments.

5. APPROVAL OF THE AGENDA

Olson would like to set a Special City Council Meeting on Tuesday, August 28, 2012 to receive presentation from Springsted, Inc. regarding the City Administrator Process.

Motioned by Sorensen, seconded by Hendrickson, to approve the amended agenda. 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 August 6, 2012 regular City Council minutes as presented
- B. Approve the August 6, 2012 workshop City Council minutes as presented
- C. Authorize the Monday, August 20, 2012 payment of the claims that includes electronic payments 1328 EFT – 1340 EFT and check numbers 31235 to 31263 as presented
- D. Set Truth in Taxation Meeting for 6:00 p.m. on December 3, 2012 and set a continuation meeting for December 10, 2012 **(This will be held only if necessary)*
- E. Approve use of the Council Chambers and Multi-Purpose room for the Albertville Fire Department to hold their Annual Fall Party on September 8, 2012 and to allow use of the building later than 10 p.m.
- F. Approve Darkenwald non-disclosure agreement
- G. Approve payment to Eureka Construction, Inc. in the amount of \$1,082,591.51 for the I-94 Project
- H. Building Department Memo

Olson removed Item 6F from the agenda entirely.

Sorensen requested Item 6E be removed from the consent agenda for discussion.

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

Sorensen stated the Fire Department requests that staff find a way to hold the Annual Fall Fire Department Party back at the Fire Hall rather than City Hall next year. Lannes replied that staff believes they can find a way to allow that to happen by obtaining a permit to serve/consume alcohol for the Fire Hall at a minimal expense.

Motioned by Sorensen, seconded by Hendrickson, to approve the use of the Council Chambers and Multi-Purpose Room for the Annual Fire Department Fall Party and allow use of the building after 10:00 p.m. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

7. PUBLIC HEARINGS - None

DEPARTMENT BUSINESS

A. City Council

1). Agent of Record

Lannes reported it was brought to Council, by request, to review options for the agent of record last year. At that time, Council moved forward to use Northern Capital for the 2011-2012 year. She stated both the current and previous agent have requested to be the agent of record for the coming year.

Arlan Middleton, Middleton & Associates, Inc., reviewed his work with the City. His concern was with communication between the City and the agent as well as the agent not being utilized to their full potential. He stated there was a mistake regarding the expenditures, but he can only deal with the information he is given. He asked the Council to reinstate him as agent of record.

Northern Capital stated their comments were summarized in the letter to Council and would be happy to answer any questions.

Motion by Wagner, seconded by Sorensen, to move forward with Northern Capital as the Agent of Record. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). Arena Board Update

There were no additions to the minutes presented.

B. Finance

1). Waive Tort Liability Limits and Approve

Lannes reported there was a small change to the language in the motion.

Ruppe reported that when waiving the tort liability limits, it is recommended that the motion tie back to the City's insurance coverage so there is no gap between the City's insurance coverage and the tort liability limits.

Lannes stated that this needs to be addressed each year. Past practice has been to waive the limits. She stated that the tort limits used to be very low and may not have covered a severely injured party. Ruppe stated that this is a policy issue that city councils must face every year.

Motion by Vetsch, seconded by Hendrickson, for the City to waive the limits of its governmental liability under Minnesota Statute Section 466.04 only to the

extent that valid and collectible insurance exceeds those limits and covers the claim. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

C. City Clerk - None

D. City Engineer/Public Works Director

1). I-94 Update

Nafstad stated they are working on paving and one lane is closed but all lanes should be open by 6:00 a.m. He stated that more paving and grading are scheduled.

2). Central Park Basketball Court Improvements

Nafstad reported they received estimates for the work on the basketball court. The plan is to do the overlay of the court with new poles, backstops and hoops in the fall this year and to do the striping/painting in the spring. Sorensen stated the court is very much in need of updating and it makes sense to phase the repairs over two years. Guimont stated he did receive one quote that was a bit lower for the painting and striping of the court. Nafstad stated there are funds in the capital budget for the project.

Motion by Sorensen, seconded by Hendrickson, to approve overlaying, painting, and equipment replacement for the basketball court at Central Park in two phases over 2012 and 2013 at a cost not to exceed \$7,495. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

E. Planning/Zoning

1). City Planner's Update

Brixius reviewed several code enforcement issues across the City.

Sorensen stated there seems to be a lot of complaints. Brixius replied it appears that the complainants have waited until the issues have become exaggerated to place a complaint.

Brixius stated that because he is not internal staff, he felt he should let Council be aware of his activities within the City.

Meehan inquired if there is a lack of enforcement this year over last year. Brixius stated the previous Building Official may have gone out to remedy the situations before it got to the point of citation.

Thistle stated staff will be discussing code violations in terms of initial inspections and who should do those inspections. He added that not every call warrants a drive out from the consultant.

F. Legal – None

G. Administration - None

8. ANNOUNCEMENTS and/or UPCOMING MEETINGS

August 27	Joint Powers Water Board at 6:30 p.m.
August 28	Special City Council Workshop at 7:00 p.m.
September 3	Labor Day, City Offices Closed
September 4	City Council Meeting at 7:00 p.m.
September 10	STMA Arena Board at 6:00 p.m.
September 11	Planning and Zoning Commission at 7:00 p.m.
September 17	City Council Meeting at 7:00 p.m.

9. ADJOURNMENT

Motion by Sorensen, seconded by Hendrickson, to adjourn the meeting at 7:48 p.m. Ayes: Meehan, Hendrickson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk



**ALBERTVILLE CITY COUNCIL WORKSHOP
Monday, August 20, 2012**

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:57 P.M.

ROLL CALL

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

Absent: None

Others Present: Interim City Administrator Thistle, Finance Director Tina Lannes, Public Works Director/City Engineer Adam Nafstad, Public Works Supervisor Tim Guimont, Admin. Asst./Accounting Clerk Bridget Miller, City Clerk Kimberly Olson, Fire Chief Tate Mills, James Krutzig and Samara Postuma

BUDGET WORKSHOP DISCUSSION

Lannes reported the debt service levy is 2.18% or \$68,822 while the general levy increase proposed is 2.58% or \$80,847, to bring the revised proposed levy to 4.76%.

Lannes presented an overview of the proposed budget including:

- Important dates and deadlines for budget adoption
- Historical levy information
- Description of Salary Adjustments for Building Official, City Clerk, and Admin. Asst./Accounting Clerk
- Fixed Costs
- Cost of Living Increases and Salary Steps
- Ice Arena Capital Improvement Needs

Lannes identified the major increases in the proposed budget are the \$100,000 Reimbursement Administrator costs, Fire Department back pay for \$32,000, insurance increases, miscellaneous professional services, seal coat, cost of living and salary steps.

Lannes stated there are several ways to reduce the budget and it would be to spread the cost of the City Administrator Reimbursement costs and Fire Department back pay over two to three years. However, the Council must affirm those costs for the following two to three years.

Lannes stated the Arena Board has requested the three entities that own the building begin budgeting \$10,000 a year for capital improvements. Sorensen stated the Board is asking for the funds should a major repair be needed for the building, such as Zamboni, compressors, coolers, and piping under the ice. He clarified that it would not go towards a second sheet of ice. Lannes stated that if funds are not started for these improvements and a major repair or replacement is needed, each entity will need to fund that entire repair or replacement upfront.

Lannes reported the insurance assumption went from 10% to 6%.

Lannes provided a comprehensive handout that showed all unfunded capital projects. Meehan inquired if this was new and Lannes reported staff has spent a significant amount of time to list all capital projects through 2024, so Council can get a good idea of what is ahead. Thistle stated that Council will need to begin making some decisions on what is needed on the list and what can be pushed back, then develop a financial plan for those projects.

Nafstad reviewed the building services provided by St. Michael to date and the processes that are kept in house. Staff developed a formula to calculate payment for building services from St. Michael. He stated they looked at other samples such as the library and the senior center to create the formula. The formula is based on population and commercial property values. Vetsch had concerns about basing the formula on the commercial value and Nafstad replied there may be times where development is higher in one city over the other and the contract can be terminated at any time. Nafstad spoke about the level of service provided by consultants versus a contract with St. Michael. Thistle stated they could monitor the services quarterly and provide feedback to the Council. Nafstad recommended an annual contract to coincide with the budget process.

Thistle reported they are working on the fire contract with Otsego and it is important to maintain the relationship with them.

Lannes showed the debt service as well as average annual bond payments. Vetsch stated they have the highest tax rate in the county. Lannes reported that most of the bonds have been refunded. Thistle stated that in order to level out the debt and keep the levy consistent, they can look in 2017 at scheduling the debt.

Vetsch felt the goal is to get to a lower tax rate. Lannes provided samples of the levy impact for residential and commercial properties.

Meehan stated that he liked the presentation style this year showing the long term projects and bonds.

Lannes stated that if Council wishes to reduce the levy from the proposed 4.76%, staff recommends one of the following options:

- Spread the Administration Reimbursement of \$100,000 over two years which would bring the levy to 3.17%

- Spread the Administration Reimbursement of \$100,000 over three years to bring the levy to 2.64%
- Spread the Administration Reimbursement and Fire Department back pay over three years to bring the levy to 2.26%

Sorensen stated they will get questions from the public on why employees would get cost of living increases again this year if they got one last year. He wanted to know how much would be saved if they did not include the cost of living. Lannes replied that if they did not include cost of living and steps for both city and fire employees, it would be about \$25,000. Hendrickson stated this was a hard decision for her because she knows that steps are important. Lannes explained it is difficult for employees, and hard on morale, if only steps are given as some employees will receive them and others will not since some have already reached the top step.

Thistle stated that cities have only three things to rely on which are time, dollars, and employees. He stated time or dollars cannot be changed, but a positive work environment can be created for employees in the hopes of retaining skilled and motivated employees. He stated there are not a lot of employees left and to bring in new employees would include training and time to learn. Sorensen stated this is the one of the hardest decisions they have to make. Hendrickson stated it is difficult in this economy. Meehan stated that when you are a smaller city, the loss of one employee is significant.

Thistle cautioned Council not to bring the levy too low in September as some things could change before December and the levy can only be lowered after September.

Vetsch stated that a two percent levy doesn't seem like much, but property values are still continuing to drop. He wants less than a one percent levy. Meehan stated the need to keep the value of the city up. Vetsch replied that he appreciates that too, but many people are out looking for jobs and it is a fine line. Meehan believes staff has done the best they can to bring the budget down.

Wagner feels they should pay for the \$100,000 Administration Reimbursement up front. He felt it was not responsible to spread out the payment.

Thistle stated staff needs a consensus on a percentage that the Council is comfortable with. Once they get the percentage, staff can come back with adjustments to get to that percentage.

Vetsch suggested pushing out the seal coat and overlay until some of the bonds are paid off.

Hendrickson, Meehan and Sorensen were comfortable with a two percent levy increase if they can do the Administration Reimbursement over two years.

Lannes stated her professional opinion would be to approve the 4.76% levy, so they will have \$132,000 in future budgets for capital projects.

Sorensen felt there are ways they can get the levy down responsibly.

Thistle stated there may be some ways they can improve on services to reduce costs. Thistle stated that he is hearing a two percent levy with spreading the Administration Reimbursement over two years. Lannes stated she needs direction on cost of living. Several members inquired if the cost of living percentage could be reduced. Guimont stated that if there is a choice between cost of living and steps, he personally would prefer cost of living, because steps will still be there but cost of living cannot be regained.

Hendrickson and Sorensen felt the cost of living could be included if staff can still maintain a two percent levy. Staff will present a revised budget and levy at the Special City Council meeting on August 28.

ADJOURNMENT

The meeting was adjourned at 10:12 p.m.

Respectfully submitted,

Kimberly A. Olson, City Clerk

August 30, 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 **Tuesday, September 4, 2012** payment of the claims that includes check numbers **1359 EFT – 1364 EFT and** checks numbered **31272 to 31295** 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. 31277 Customized Fire Rescue – NIMS training for City staff

Check No. 31288 Railroad Management – Annual permit for the City’s water pipes crossing under the railroad tracks.

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

Reviewed by: RDT

Attachments: Check Register Detail



Check Detail Register

September 2012

			Check Amt	Invoice	Comment
10100 Premier Bank					
Paid Chk#	001359E	9/4/2012			BRAUN INTERTEC CORP
E 468-49000-300	Professional Svcs (GENERAL)		\$14,000.32	355369	I-94 WBCD Proj concrete observation/soil (serv ending 07/13/12)
E 468-49000-300	Professional Svcs (GENERAL)		\$11,779.13	356720	I-94 WBCD Proj concrete observ-observ (serv ending 08/10/12)
	Total BRAUN INTERTEC CORP		\$25,779.45		
Paid Chk#	001360E	9/4/2012			CTM SERVICES, INC
E 810-00000-404	Repair/Maint - Machinery/Equip		\$560.76	2319	ARENA repair zamboni; board spreader cloth, water hose clamp, i
	Total CTM SERVICES, INC		\$560.76		
Paid Chk#	001361E	9/4/2012			COURI & RUPPE, P.L.L.P.
E 101-41600-304	Legal Fees		\$1,575.00	AUG232012	review city code re: alcohol use @ FH, discussion, Darkenwald-O'Dell
	Total COURI & RUPPE, P.L.L.P.		\$1,575.00		
Paid Chk#	001362E	9/4/2012			GREAT AMERICAN BUSINESS PROD
E 101-45100-210	Operating Supplies (GENERAL)		\$210.00	3586161	PD paw pal pet waste bags
	Total GREAT AMERICAN BUSINESS		\$210.00		
Paid Chk#	001363E	9/4/2012			MVTL LABORATORIES, INC
E 601-49450-218	Testing Expenses		\$198.40	617841	UD (sewer) 8/10 weekly chlorophyll-A
	Total MVTL LABORATORIES, INC		\$198.40		
Paid Chk#	001364E	9/4/2012			RANDYS SANITATION
E 810-00000-384	Refuse/Garbage Disposal		\$74.37	56027-3-082012	ARENA partial Aug 2012 garbage
	Total RANDYS SANITATION		\$74.37		
Paid Chk#	031272	9/4/2012			ARAMARK UNIFORM SERVICES
E 101-43100-417	Uniform Rentals		\$11.36	629-7563451	PW weekly uniform rental
E 101-45100-417	Uniform Rentals		\$11.35	629-7563451	PD weekly uniform rental
E 601-49450-417	Uniform Rentals		\$11.36	629-7563451	UD (sewer) weekly uniform rental
E 602-49400-417	Uniform Rentals		\$11.35	629-7563451	UD (water) weekly uniform rental
E 101-41940-405	Repair/Maint - Buildings		\$49.78	629-7563452	CH rugs, mop heads, towels in the kitchen
E 101-42000-405	Repair/Maint - Buildings		\$12.83	629-7563453	FD rugs
	Total ARAMARK UNIFORM SERVICES		\$108.03		
Paid Chk#	031273	9/4/2012			CARLSON BUILDING SERVICES, INC
E 101-42000-405	Repair/Maint - Buildings		\$133.59	41381	FD Sept 2012 cleaning serv
E 468-49000-300	Professional Svcs (GENERAL)		\$120.23	41381	I-94 WBCD Proj Sept 2012 cleaning
E 101-41940-405	Repair/Maint - Buildings		\$422.16	41381	CH Sept 2012 cleaning serv
	Total CARLSON BUILDING SERVICES,		\$675.98		
Paid Chk#	031274	9/4/2012			CENTURYLINK - AZ
E 101-41940-321	Telephone		\$108.68	313117835	CH phone serv (Aug 2012)
E 468-49000-300	Professional Svcs (GENERAL)		\$57.07	313117835	I-94 WBCD Proj phone serv (Aug 2012)
E 601-49450-321	Telephone		\$64.60	313117835	UD (sewer) phone serv (Aug 2012)
E 101-42000-321	Telephone		\$58.49	313117835	FD phone serv (Aug 2012)
E 101-41500-321	Telephone		\$27.75	313117835	PD phone serv (Aug 2012)
E 101-43100-321	Telephone		\$30.74	313117835	PW phone serv (Aug 2012)
	Total CENTURYLINK - AZ		\$347.33		

Mayor and Council Request for Action – September 4, 2012
Finance – Payment of Claims

			Check Amt	Invoice	Comment
Paid Chk#	031275	9/4/2012			CITY OF MONTICELLO
E	101-42700-309	Animal Control Contract	\$721.41	0013183	Animal Control Service-July 2012
		Total CITY OF MONTICELLO	\$721.41		
Paid Chk#	031276	9/4/2012			CRESTWOOD HOMES, INC.
G	101-22800	Landscaping Escrow	\$3,000.00	B-2012-026	Landscape Escrow Refund (10734 -
		Total CRESTWOOD HOMES, INC.	\$3,000.00		
Paid Chk#	031277	9/4/2012			CUSTOMIZED FIRE RESCUE
E	601-49450-208	Training and Instruction	\$33.34	96	UD (sewer) NIMS training
E	101-41300-208	Training and Instruction	\$33.33	96	Admin NIMS training
E	101-41400-208	Training and Instruction	\$33.33	96	CityClerk NIMS training
E	101-41500-208	Training and Instruction	\$33.34	96	FinDep NIMS training
E	101-41750-208	Training and Instruction	\$33.33	96	PW-CityEng NIMS training
E	101-42400-208	Training and Instruction	\$33.33	96	BldDep NIMS training
E	101-45100-208	Training and Instruction	\$33.33	96	PD NIMS training
E	602-49400-208	Training and Instruction	\$33.34	96	UD (water) NIMS training
E	101-43100-208	Training and Instruction	\$33.33	96	PW NIMS training
		Total CUSTOMIZED FIRE RESCUE	\$300.00		
Paid Chk#	031278	9/4/2012			DEHN TREE COMPANY, INC
E	101-41400-399	Miscellaneous	\$534.38	827	Removal of Ash tree (5447 54th Circle 20120105)
		Total DEHN TREE COMPANY, INC	\$534.38		
Paid Chk#	031279	9/4/2012			EMERGENCY MEDICAL PRODUCTS
E	101-42000-230	Medical Supplies	\$104.37	1485520	FD dynarex trauma dressing steri &
		Total EMERGENCY MEDICAL PRODUCTS	\$104.37		
Paid Chk#	031280	9/4/2012			GRENINGER, SANDY
G	101-22900	Rental Deposit Escrow	\$100.00	08192012-Park	Dahleimier park damage deposit
		Total GRENINGER, SANDY	\$100.00		
Paid Chk#	031281	9/4/2012			KENNEDY & GRAVEN
E	101-41000-300	Professional Svcs (GENERAL)	\$7,000.00	08202012-GO	GO Improv Note of 2012
		Total KENNEDY & GRAVEN	\$7,000.00		
Paid Chk#	031282	9/4/2012			MAJESTIC BLDR INC
G	101-22800	Landscaping Escrow	\$3,000.00	B-2011-330	Reimburse for sod/tree landscaping Lane NE)
		Total MAJESTIC BLDR INC	\$3,000.00		
Paid Chk#	031283	9/4/2012			MN DEPT OF TRANSPORTATION
E	468-49000-300	Professional Svcs (GENERAL)	\$1,757.23	P00000553	I-94 WBCD Proj equipment usage, job material testing & inspections
		Total MN DEPT OF TRANSPORTATION	\$1,757.23		
Paid Chk#	031284	9/4/2012			MONTICELLO ANIMAL CONTROL
E	101-42700-309	Animal Control Contract	\$135.00	648	Animal Control Serv pick up lab mix, 2012)
		Total MONTICELLO ANIMAL CONTROL	\$135.00		
Paid Chk#	031285	9/4/2012			NORTHLAND FIRE & SECURITY
E	101-41940-405	Repair/Maint - Buildings	\$150.14	096727	CH semi-annual fire/security testing
		Total NORTHLAND FIRE & SECURITY	\$150.14		
Paid Chk#	031286	9/4/2012			OMANN BROTHERS
E	101-43100-400	Repair/Maint - Paved Rd	\$238.41	9819	PW repair of pavement
		Total OMANN BROTHERS	\$238.41		
Paid Chk#	031287	9/4/2012			PIPELINE SUPPLY, INC.
E	601-49450-210	Operating Supplies (GENERAL)	\$23.01	S2987909.001UD	(sewer) 6" PVC 45 ELL HXH repair
		Total PIPELINE SUPPLY, INC.	\$23.01		

City of Albertville

08/30/12 9:55 AM
 Page 3

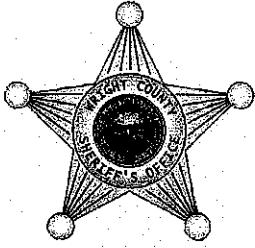
***Check Detail Register©**

September 2012

			Check Amt	Invoice	Comment
Paid Chk#	031288	9/4/2012	RAILROAD MANAGEMENT COMPANY		
E 468-49000-300	Professional Svcs (GENERAL)		\$120.79	285915	I-94 WBCD Proj 6" water pipeline
E 468-49000-300	Professional Svcs (GENERAL)		\$120.79	285916	I-94 WBCD Proj 12" water pipeline
Total	RAILROAD MANAGEMENT COMPANY		\$241.58		
Paid Chk#	031289	9/4/2012	SM WEBSITE SOLUTIONS INC.		
E 101-41940-530	Capital - Improvements		\$1,000.00	182	CH Website Phase 1 redesign
Total	SM WEBSITE SOLUTIONS INC.		\$1,000.00		
Paid Chk#	031290	9/4/2012	SRF CONSULTING GROUP, INC		
E 468-49000-303	Engineering Fees		\$8,271.46	06796.01-4	I-94 WBCD Proj-engineering serv
Total	SRF CONSULTING GROUP, INC		\$8,271.46		
Paid Chk#	031291	9/4/2012	TRYCO LEASING INC		
E 602-49400-413	Office Equipment Rental		\$20.85	6369	UD (water) e-studio 2830 color copier 2012)
E 601-49450-413	Office Equipment Rental		\$45.87	6369	UD (sewer) e-studio 2830 color copier 2012)
E 101-41400-413	Office Equipment Rental		\$125.12	6369	CH e-studio 2830 color copier leasing
E 604-49660-413	Office Equipment Rental		\$16.68	6369	UD (stormwater) e-studio 2830 color (Aug 2012)
E 101-42000-404	Repair/Maint - Machinery/Equip		\$113.64	6370	FD Samsung SCX 6345 copier leasing
E 101-41400-413	Office Equipment Rental		\$134.98	6371	CH e-studio 850 copier leasing agree (
E 604-49660-413	Office Equipment Rental		\$18.00	6371	UD (stormwater) e-studio 850 copier 2012)
E 602-49400-413	Office Equipment Rental		\$22.50	6371	UD (water) e-studio 850 copier leasing
E 601-49450-413	Office Equipment Rental		\$49.49	6371	UD (sewer) e-studio 850 copier leasing
Total	TRYCO LEASING INC		\$547.13		
Paid Chk#	031292	9/4/2012	ULTRA MACHINING COMPANY		
G 101-22900	Rental Deposit Escrow		\$100.00	082512-	Reimburse Rental Damage Deposit
Total	ULTRA MACHINING COMPANY		\$100.00		
Paid Chk#	031293	9/4/2012	W LANDSCAPES INC		
E 101-45100-210	Operating Supplies (GENERAL)		\$257.46	7260 (5291)	PD 20 yds hardwood mulch
Total	W LANDSCAPES INC		\$257.46		
Paid Chk#	031294	9/4/2012	WASTE MANAGEMENT		
E 101-43100-384	Refuse/Garbage Disposal		\$7.60	6267962-1593-9	PW Sept 2012 garbage serv
E 101-45100-384	Refuse/Garbage Disposal		\$9.64	6267962-1593-9	PD Sept 2012 garbage serv
E 601-49450-384	Refuse/Garbage Disposal		\$7.26	6267962-1593-9	UD (sewer) Sept 2012 garbage
Total	WASTE MANAGEMENT		\$24.50		
Paid Chk#	031295	9/4/2012	WEST SUBURBAN OFFICIALS ASSN		
E 810-00000-300	Professional Svcs (GENERAL)		\$312.00	68	ARENA August 2012 Hockey
Total	WEST SUBURBAN OFFICIALS		\$312.00		
	10100 Premier Bank		\$57,347.40		

Fund Summary

10100 Premier Bank	
101 GENERAL FUND	\$19,617.20
468 CSAH 19 RAMPS/I 94 Project	\$36,227.02
601 SEWER FUND	\$433.33
602 WATER FUND	\$88.04
604 STORM WATER	\$34.68
810 STMA ARENA	\$947.13
	\$57,347.40



Wright County Sheriff's Office

Sheriff Joe Hagerty



Dave Miller
Chief Deputy

Greg Howell
Captain

Dan Anselment
Captain

Pat O'Malley
Jail Captain

3800 Braddock Ave. NE
Buffalo, MN 55313

1-800-362-3667
Fax: 763-682-7610

Administration	763-682-7622
Dispatch	763-682-7600
Records	763-682-7630
Civil	763-682-7646
Warrants	763-682-7688
Investigations	763-682-7637
Jail Administration	763-682-7662
Victim Assistant	763-684-4537

August 23, 2012

Dear City Administrator/Clerk:

Enclosed you will find the Wright County Sheriff's Office 2nd Quarter Summary Report for law enforcement activity and crimes in your city.

Please make this information available to the mayor, council members, or other interested citizens. Please direct any questions regarding the report to Deputy Mitch Flemming at (763) 682-7647.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Hagerty".

Joe Hagerty
Wright County Sheriff

Wright County Sheriff's Office

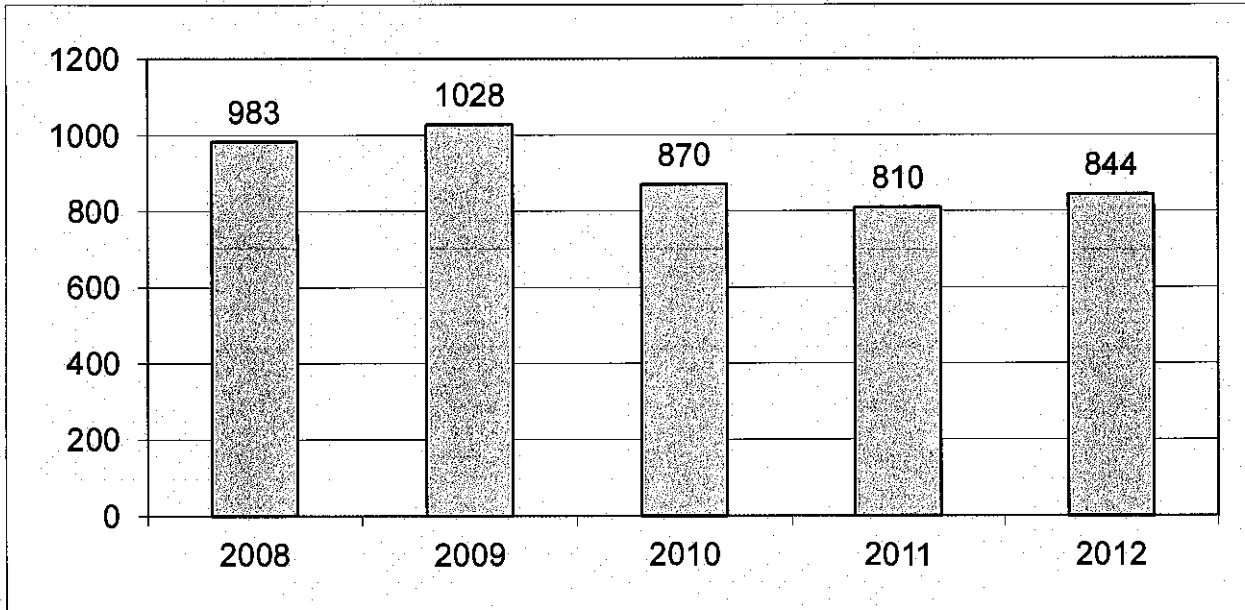
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Total Calls Reported

Year	Calls Reported April 1 - June 30
2008	983
2009	1028
2010	870
2011	810
2012	844
Average	907



Wright County Sheriff's Office

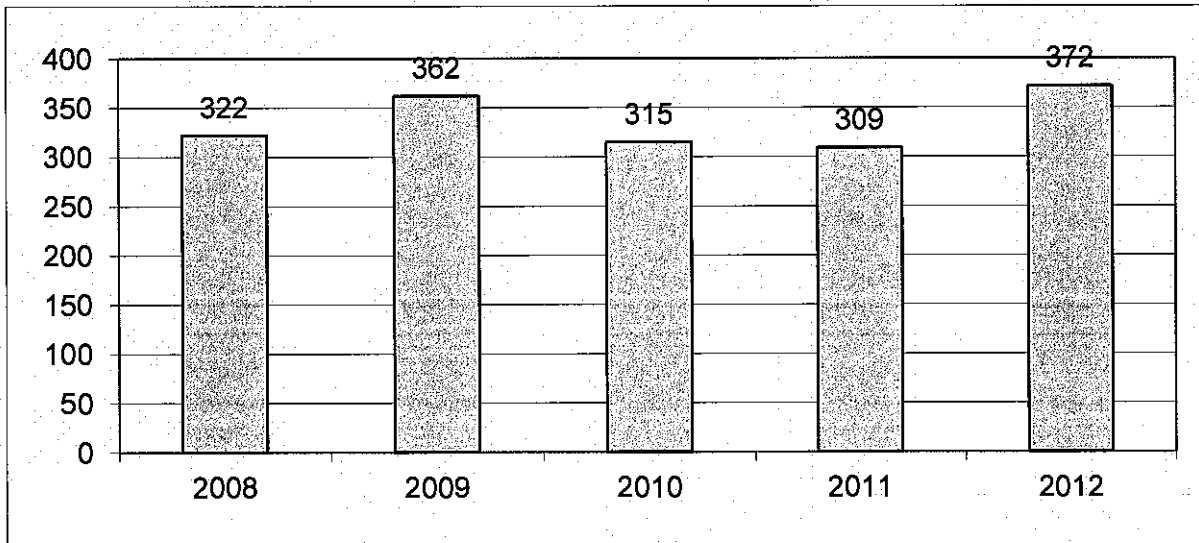
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Service Calls

Type of Service Call	2008	2009	2010	2011	2012
Alarm	72	78	61	63	90
Harassment	17	29	29	18	21
Fire	10	21	13	10	32
Check Welfare	13	18	8	18	19
Medical/Deceased	67	62	66	64	59
Animal Complaint	22	17	13	23	24
Disturb Public Peace	27	35	32	17	25
House/Business/Area Check	5	3	6	0	2
Juvenile Complaint	20	22	20	22	16
Suspicious Incident	38	37	36	46	52
Citizen/Motorist Aid	11	17	10	6	10
Lost/Found Property	20	23	21	22	22
Total	322	362	315	309	372



Wright County Sheriff's Office

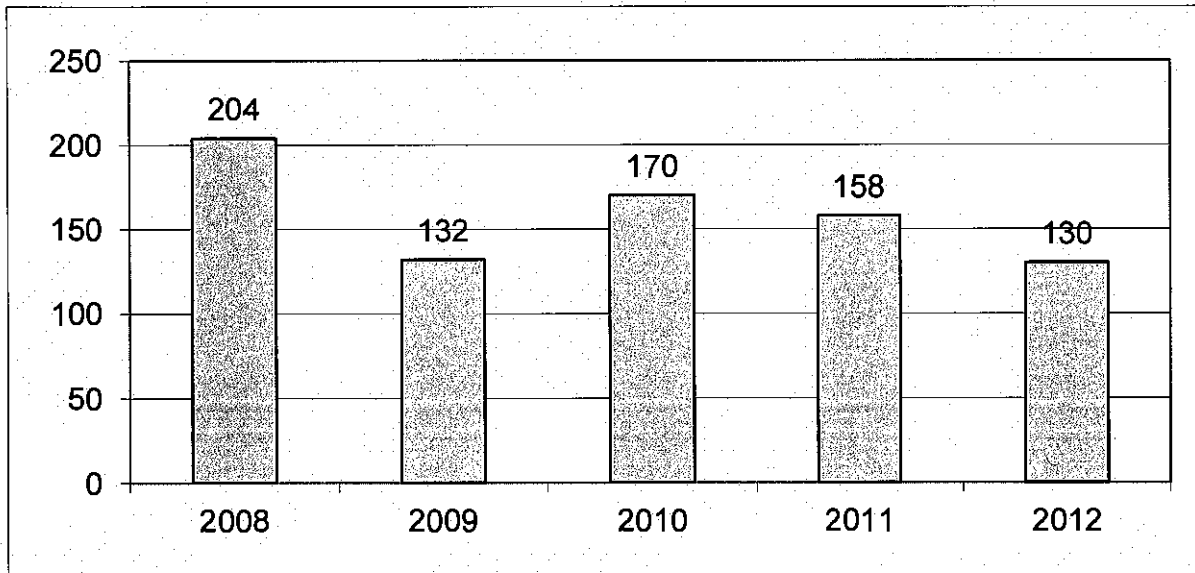
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Traffic Calls

Type of Traffic Call	2008	2009	2010	2011	2012
Speeding	5	9	14	13	3
Careless/Reckless/No Insurance	21	10	4	12	10
Stop/Semaphore Violation	13	11	5	9	4
DAR/DAS/DAC	40	22	16	22	22
Drivers License Violations	7	5	7	6	8
Vehicle Registration	12	1	6	2	2
No Proof Insurance	6	1	7	8	12
Equipment Violation	1	2	1	1	0
D.W.I.	19	21	10	12	9
Miscellaneous Traffic	80	50	100	73	60
Total	204	132	170	158	130



Wright County Sheriff's Office

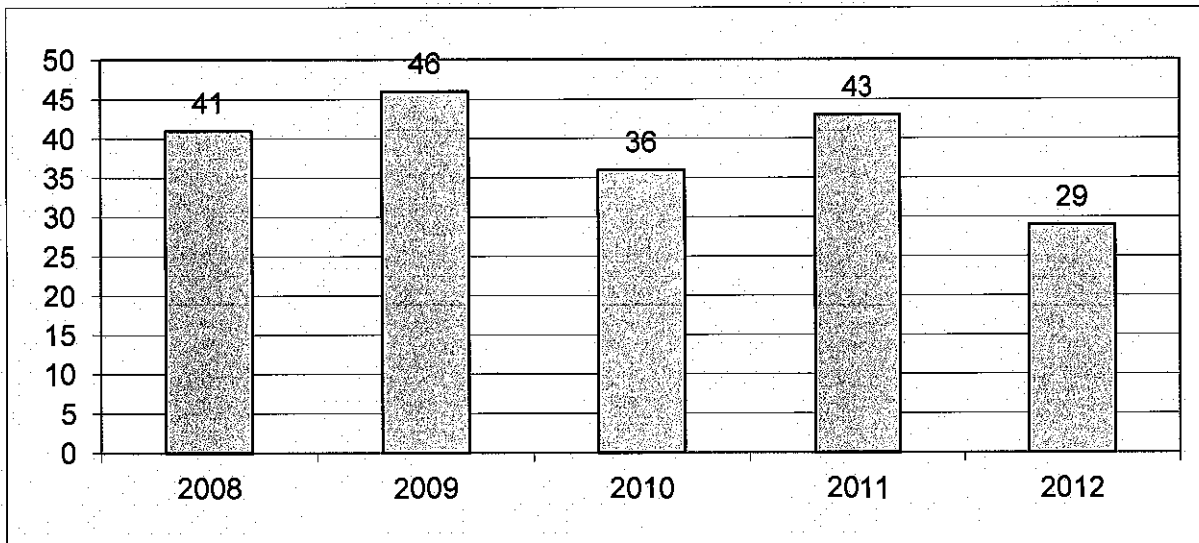
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Motor Vehicle Crashes

Type of Crash	2008	2009	2010	2011	2012
Property Damage	27	26	22	32	26
Personal Injury	3	6	8	1	1
Car/Animal	1	0	3	1	2
Hit & Run	9	13	3	9	0
Fatality	1	1	0	0	0
Total	41	46	36	43	29



Wright County Sheriff's Office

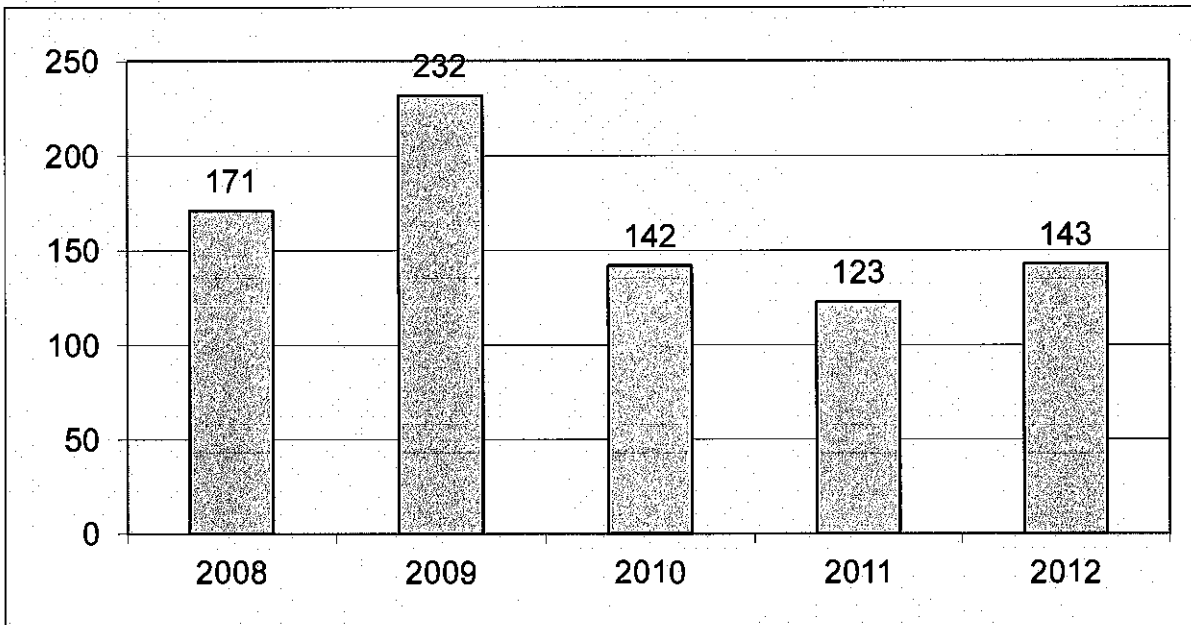
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Part I & II Crimes

Crime Part	2008	2009	2010	2011	2012
Part I Crimes	69	85	48	41	67
Part II Crimes	102	147	94	82	76
Total	171	232	142	123	143



Wright County Sheriff's Office

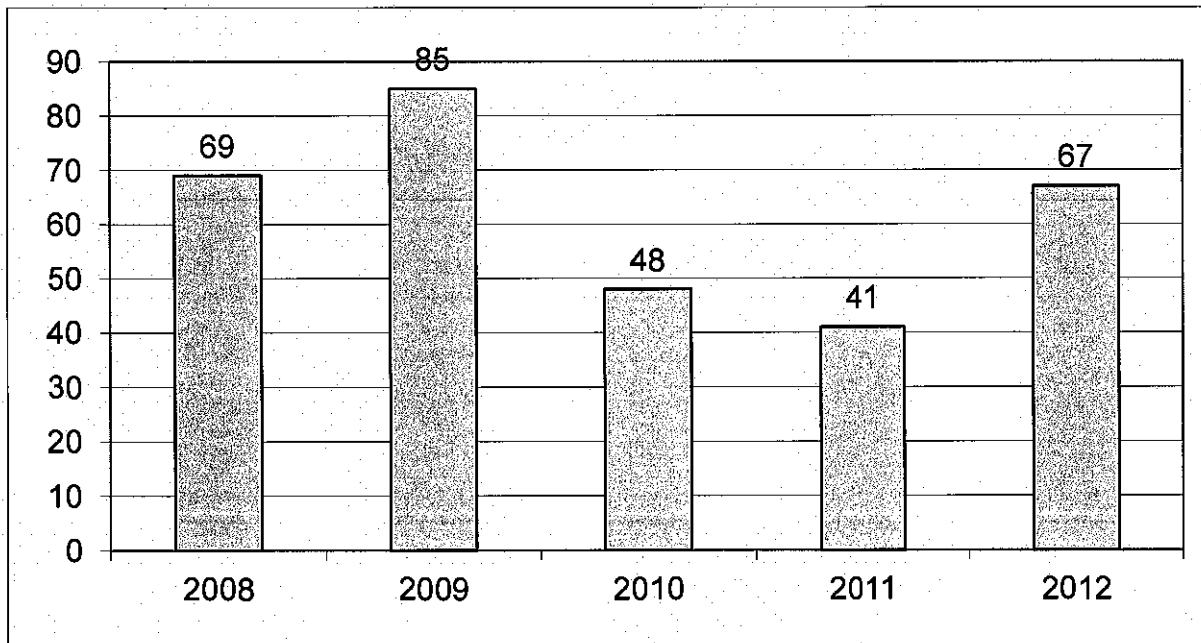
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Part I Crimes

Part I Crime	2008	2009	2010	2011	2012
Murder	0	0	0	0	0
Criminal Sexual Conduct	0	0	0	0	0
Robbery	0	0	0	1	0
Aggravated Assault	1	2	3	0	0
Burglary	6	16	0	2	4
Larceny/Theft	61	63	45	38	63
Motor Vehicle Theft	1	4	0	0	0
Arson	0	0	0	0	0
Total	69	85	48	41	67



Wright County Sheriff's Office

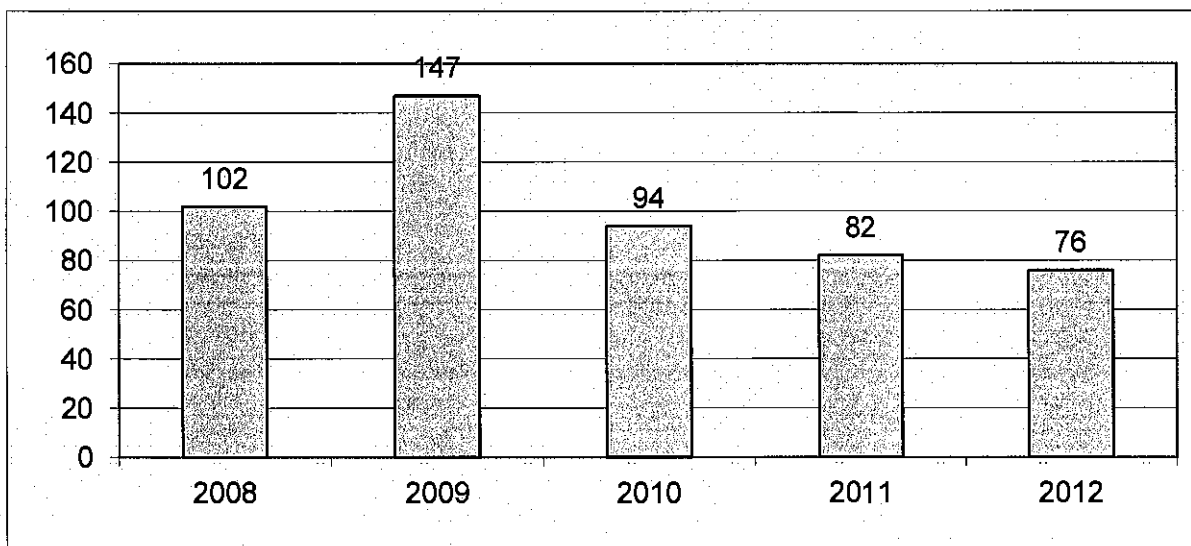
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Part II Crimes

Part II Crime	2008	2009	2010	2011	2012
Other Assaults	5	12	5	4	12
Forgery/Counterfeit	1	3	0	0	2
Theft/Fraud	8	14	7	3	2
Stolen Property Crimes	2	3	2	1	4
Criminal Damage Property	17	13	15	17	21
Weapons Violations	1	12	2	0	0
Other Sex Crimes	0	0	0	0	1
Narcotics	17	12	12	17	7
Family/Children	0	0	0	0	0
D.U.I.	19	21	10	12	9
Liquor Law Violations	6	11	19	8	2
Disorderly Conduct	7	19	9	9	3
Other	19	27	13	11	13
Total	102	147	94	82	76



Wright County Sheriff's Office

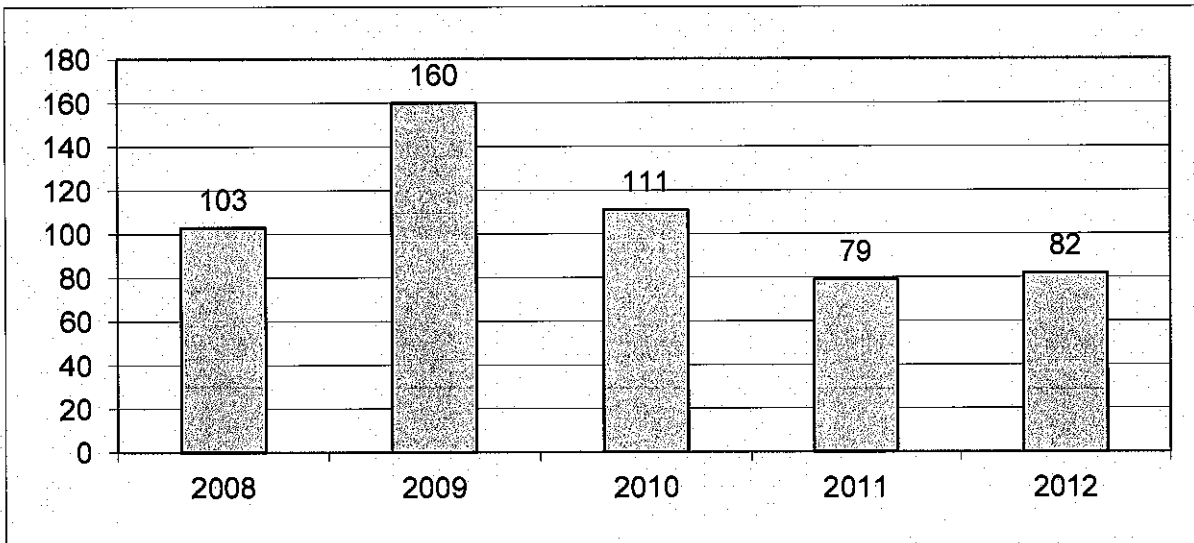
Sheriff Joe Hagerty

City of Albertville

Quarterly Report - April 1 - June 30

Criminal Arrests

Type of Crime	2008	2009	2010	2011	2012
Part I	18	20	16	9	21
Part II	76	129	80	64	54
Warrants	9	11	15	6	7
Total	103	160	111	79	82



**Albertville Parks Committee Meeting Minutes
August 27, 2012**

Attendees: Tim Guimont, Mark Barthel, Andy Swanson, Larry Sorensen, Jillian Schommer, LeRoy Berning
Visitor: Al Brixius-Northwest Associated Consultants

Central-Lions Park Plan

Al Brixius went over the long-term park plan with committee members, discussing the caboose project, park entrance, paths, playfields and more. There was also discussion about long-term plans for land that adjoins Hunters Lake near the compost site. Al will take the committee's feedback to the City Council. Pending outcome, he will work on the next stages of the park plan.

Central Park Basketball Court update

City Council approved the basketball court plan that was recommended by the Parks Committee in July. The court is expected to be re-paved and new poles and hoops installed next month. The court will be painted next year.

Christmas Decorations

New Christmas decorations for Main Ave. NE have been purchased. Tim will post the old ones for sale on the League of Minnesota Cities website.

Next meeting: Tuesday October 23 at 7:30 p.m.

Minutes prepared by:

Andy Swanson
andy.swanson99@gmail.com
763-370-2428

August 30, 2012

SUBJECT: Finance Department – 2013 Preliminary Budget and Property Tax Levy

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

MOTION TO: Approve the **Resolution No. 2012-036** entitled a Resolution Adopting the 2013 Preliminary Property Tax Levy.

MOTION TO: Approve the **Resolution No. 2012-037** entitled a Resolution Adopting the 2013 Preliminary Budget.

BACKGROUND: The budget and property tax levy process starts each year in June with staff preparing estimates and projections for Council workshops, which were reviewed through several workshops this summer. Attached for your review is the tax levy and budget summary for 2013 that City staff has prepared for preliminary certification to Wright County no later than September 15th. Please keep in mind that this is the preliminary levy.

The attached preliminary budget for 2013 totals \$3,096,365. The budget includes a General Fund tax levy of \$2,423,781 for taxes payable 2013. This is a decrease of \$5,988 over last year. Plus, the debt service levy has increased from \$712,503 to \$781,325 (\$68,822). Therefore, the total levy, both general fund and debt service has increased from \$3,142,272 in 2012 to \$3,205,106.

KEY ISSUES:

Levy Adoption Schedule: The final levy is not certified until mid December so there is a still opportunity to review, discuss and change the 2013 budget and tax levy as needed. The important thing to note is that the final levy can be less than the preliminary levy but it cannot be more. So we don't want to get "locked" into a levy that is inadequate to fund our programs and projects for next year.

POLICY CONSIDERATIONS: It is the City's policy to review and approve the 2013 Budget and Proposed Property Tax Levy.

FINANCIAL CONSIDERATIONS: In reviewing the Albertville projected 2013 budget, we anticipate maintaining the Office of the State Auditors minimum requirements of 35% of the budget in designated funds for general reserve. Although staff can work with this under the current economic status, it is recommended that the City Council continue to increase the General Funds reserve and not rely on other capital reserves to fund cash flow needs.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve the 2013 Annual Preliminary Budget and Preliminary Property Tax Levy pursuant to Minnesota State Law.

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

Reviewed by: RDT

Attachments:

Resolution No. 2012-036
Resolution No. 2012-037
Summary preliminary budget



**2013 PRELIMINARY BUDGET SUMMARY COMPARISON
GENERAL FUND**

General Fund Revenue:		2012 Budget	2013 Budget	Difference 12 to 13 \$	Difference 12 to 13 %
31010	Current Ad Valorem Taxes	2,316,599	2,423,781	\$107,182	4.63%
34113	Franchise Fee - Cable	65,000	65,000	\$0	0.00%
32100	Business Licenses & Permits	16,000	20,000	\$4,000	25.00%
32110	Liquor Licenses	29,000	29,150	\$150	0.52%
32120	3.2 Liquor Licenses	150	150	\$0	0.00%
32150	Sign Permits	2,000	1,500	-\$500	-25.00%
32210	Building Permits	35,000	35,000	\$0	0.00%
32240	Animal Licenses	250	250	\$0	0.00%
33405	Police Aid	28,000	28,000	\$0	0.00%
33406	Fire Aid	30,000	30,000	\$0	0.00%
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	8,000	2,000	-\$6,000	-75.00%
34001	Administration fees	146,896	133,529	-\$13,367	-9.10%
34005	Engineering As Built Fee	1,500	750	-\$750	-50.00%
34101	Lease Payments - City Property	16,000	0	-\$16,000	0.00%
34101	Zoning & Subdivision Fees	2,000	1,500	-\$500	-25.00%
34103	Plan Check Fee	20,000	15,000	-\$5,000	-25.00%
34104	Sale of Maps	50	50	\$0	0.00%
34105	PID/Legal Description Requests	0	0	\$0	0.00%
34106	Title Searches	500	700	\$200	40.00%
34107	Fire Protection Contract Charges	116,582	154,417	\$37,834	32.45%
34202	Rental Fees	5,000	5,000	\$0	0.00%
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	11,124	11,388	\$264	2.37%
	special levy 2011	113,170	0		
	I-94 Engineering	50,000	50,000		
	City Hall Capital	50,000	50,000		0.00%
	Total Revenues	3,102,021	3,096,365	107,514	-0.18%

Mayor and Council Request for Action – September 4, 2012
2013 Preliminary Levy and Budget

General Fund Department Expenditures:		2012 Budget	2013 Budget	Difference 12 to 13 \$	Difference 12 to 13 %
41100	Council	44,094	41,855	-\$2,239	-5.08%
41300	Combined Administrator/Engineer	138,185	124,909	-\$13,276	-9.61%
41400	City Clerk	105,040	121,258	\$16,218	15.44%
41440	Elections	9,000	9,000	\$0	0.00%
41500	Finance	157,474	169,155	\$11,681	7.42%
41550	City Assessor	28,500	28,500	\$0	0.00%
41600	City Attorney	20,000	35,000	\$15,000	75.00%
41700	City Engineer	20,200	20,200	\$0	0.00%
41800	Economic Development	16,000	18,000	\$2,000	12.50%
41910	Planning & Zoning	21,507	31,507	\$10,000	46.50%
41940	City Hall	130,250	120,855	-\$9,395	-7.21%
42000	Fire Department	273,387	325,307	\$51,920	18.99%
42110	Police	522,000	530,000	\$8,000	1.53%
42400	Building Inspection	203,962	155,365	-\$48,597	-23.83%
42700	Animal Control	6,500	4,000	-\$2,500	-38.46%
43100	Public Works - Streets	425,502	449,995	\$24,493	5.76%
41750	Add'l Consulting combined Admin/Eng	92,035	60,000	-\$32,035	0.00%
43200	Trail Project	0	0	\$0	0.00%
45000	Culture & Recreation	53,415	55,843	\$2,427	4.54%
45100	Parks & Recreation	185,745	191,866	\$6,121	3.30%
	Library Debt Service	24,300	25,151	\$850	100.00%
49300	Capital Reserves	624,925	578,600	-\$46,325	-7.41%
Total Expenditures		3,102,021	3,096,365	-5,656	-0.18%

Levy	2012	2013	Difference 12 to 13 %
General Fund & EDA	2,316,599	2,423,781	4.63%
Special Levy 2011	113,170		
Total Tax Levy (Oper. Levy)	2,429,769	2,423,781	-0.25%
357 GO Improvement Bond 03	74,814	76,520	
354 Bonds 03 PF Lease Rev	69,248	67,631	
City Hall 05	278,828	277,878	
GO Im Bond 07			
Lachman/19/Industrial	129,113	70,157	
PW Facility 04	160,500	169,139	
I-94	0	120,000	
Total Debt Service Levy	712,503	781,325	Debt Levy 9.66%
Total Levy	3,142,272	3,205,106	Total 2.00%

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

RESOLUTION NO. 2012-036

**A RESOLUTION ADOPTING THE
2012 TAX LEVY COLLECTIBLE IN 2013**

BE IT RESOLVED by the Council of the City of Albertville, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2013, upon taxable property in the City of Albertville for the following purposes:

Total levy \$3,205,106

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota.

Adopted by the City Council of the City of Albertville this 4th day of September, 2012.

Mark Meehan, Mayor

City Clerk, Kimberly Olson

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

RESOLUTION NO. 2012-037

A RESOLUTION ADOPTING THE 2013 PRELIMINARY BUDGET

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

WHEREAS, the Albertville City Council has adopted a preliminary 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. The attached budget is hereby adopted as the preliminary budget for the City of Albertville for the period January 1, 2013, through December 31, 2013.
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 4th day of September, 2012.

Mark Meehan, Mayor

Kimberly Olson, City Clerk

August 28, 2012

SUBJECT: NIEMEYER TRAILER SALES - LETTER OF CREDIT REDUCTION NO. 4

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

MOTION: To reduce Letter of Credit No. 805 held as security for the Niemeyer Trailer Sales development to no less than \$5,690 conditioned on any outstanding balances owed to the City being paid in full.

BACKGROUND: Mr. Tim Niemeyer has requested a reduction to the Letter of Credit held for the Niemeyer Trailer Sales development. This Letter of Credit is held as warranty security for the road improvements and various site improvements and is currently in the amount of \$7,840.

The project has surpassed the 2-year anniversary of the warranty period and staff is not aware of any deficiencies or needed repairs to the roadway. Assuming the Developer is current with all fees owed to the City, it is recommended that Letter of Credit No. 805 be reduced to no less than \$5,690.

The recommended reduced balance (\$5,690) represents the full amount of the on- and off-site surety requirement, and is consistent with the development agreement.

No further reductions to the LOC will be recommended prior to development of lots, and will be dependent upon site review by staff.

KEY ISSUES:

- Current amount of LOC is \$7,840 and it is recommended that it be reduced to \$5,690.
- Recommendation is consistent with previous agreements and approvals.
- No further reductions will be recommended until lots are developed.

POLICY CONSIDERATIONS: It is City policy to have all Letter of Credit reductions approved by the City Council.

FINANCIAL CONSIDERATIONS: There are no financial implications for this request.

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

Submitted By: Adam Nafstad, Public Works Director

Department/Responsible Person: Engineering/Adam Nafstad

Reviewed by: RDT

August 30, 2012

SUBJECT: JOINT POWERS WATER BOARD – WEST TOWER LOGO

RECOMMENDATION: This space on the agenda is reserved for the Mayor and Council to discuss and consider the logo recently approved by the Joint Powers Water Board for the west tower:

MOTION: Directing Albertville appointed JPWB members to support calling a Special Water Board meeting to discuss the West Tower logo, rescind the August 27th motion, and consider other options with the preferred Albertville option being that of _____.

BACKGROUND: At the August 27th JPWB meeting, the Board moved to approve a logo similar to that shown below, as part of the west tower painting project.

Joint Powers Water System

**Albertville – Hanover –
St. Michael**

This was a 3 to 2 vote favored by Hanover members and one St. Michael board member (one Albertville board member was absent due to a family emergency). It has been brought to staff's attention that this may not be the preferred logo for this site. As a result, this topic is being brought back to the city councils for further discussions. At their August 27th meeting, the consensus of the St. Michael Council was for the logo to be that of the "Home of the Knights".

KEY ISSUES:

- Time is of the essence as the project is currently underway.
- Original staff recommendation was to use a "Home of the Knights" logo.
- The project plans and bid for the project included a "St. Michael – Albertville Home of the Knights" logo (option #1)
- It was the consensus in years past to use the "Home of the Knights" logo on the two towers adjacent to the schools, and a Hanover related logo when the third tower is constructed at the Wellhouse 9 site in the future.
- To change the motion, a special meeting of the JPWB would need to be called and a motion to rescind would require four (4) votes to pass.

FINANCIAL CONSIDERATIONS: Costs associated with the logo are paid through the water board's project budget.

LEGAL CONSIDERATIONS: (none at this time)

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

Department/Responsible Person: Public Works/ Adam Nafstad

Attachments: August 27, 2012 SEH Memorandum to JPWB



MEMORANDUM

TO: Joint Powers Water Board

FROM: Chris Larson, SEH / Kelly Daleiden, Veolia Water NA

DATE: August 27, 2012

RE: West Tower - Logos
SEH No. 119254

At the July 23, 2012 Joint Powers Water Board meeting, the Board directed us to provide options for logos on the West Water Tower which is currently in the process of being painted. The Contract Documents have a bid item for a tower logo that is the same as the East Tower (Option 1). Some of the local residents have also been informed that the tower would have the same logo as the East Tower.

Kelly's recollection of the rather lengthy Board discussions regarding the tower painting and logos back in 2000 are as follows: it seemed to be the intention and consensus of the Board at that time that it was logical to use the "Home of the Knights" logo on both towers that are adjacent to the schools; then at such time the third tower is constructed in the future (already planned for the Wellhouse 9 site on 15th Street), it made the most sense to use a Hanover-related theme/logo because of its proximity to the Hanover border.

The following options, along with pros and cons, are presented for consideration:

Option 1 (attached) – Use logo “St. Michael – Albertville Home of the Knights” that is currently on East Tower

Pros

- Have a contract and price for this logo
- Shows pride in nearby school
- School has expressed appreciation for the logo
- Familiar logo to residents, unlikely to get complaints

Cons

- Does not represent Hanover, although a good portion of Hanover is in STMA school district

Option 1B (attached) – Use logo “St. Michael – Albertville - Hanover Home of the Knights”

Pros

- Incorporates all three Joint Powers cities
- Not markedly different from existing logo, shouldn't be much more expensive
- Shows pride in nearby school

Cons

- Not technically the name of the school district
- There are other municipalities in STMA school district not included (not helping pay for tower either)

Option 2 (attached) – Use Joint Water Board and each member city name along with aspects of City’s logos

Pros

- Represents each Joint Powers City
- Allows for aspects of individual City logos to be incorporated

Cons

- Layout is busy, may not be able to read from far away
- Stacked orientation does not fit well on tower
- A more detailed logo will be more expensive. Need to negotiate change order with Contractor
- May get complaints from residents who prefer school logo
- The name Joint Water Board doesn’t have a lot of meaning to residents
- There may be confusion about the inclusion of Hanover located a few miles away.

Option 3 (attached) – Use Joint Water Board and each member city name, text only

Pros

- Represents each Joint Powers City
- Relatively easy, resulting in lower cost than more complicated logos
- Easy to read

Cons

- May get complaints from residents who prefer school logo
- Doesn’t incorporate aspects of individual City logos (rather plain)
- The name Joint Water Board doesn’t have a lot of meaning to residents
- There may be confusion about the inclusion of Hanover located a few miles away.

Option 4 (attached) – Use Joint Water Board and each member city name along with aspects of City’s logos. Albertville would be on the south side of the tower, St. Michael on the north side of the tower, and Hanover on the west side. Joint Water Board would appear on the north and south side.

Pros

- Represents each Joint Powers City
- Allows for aspects of individual City logos to be incorporated
- Easier to read than Option 2

Cons

- May get complaints from residents who prefer school logo
- A more detailed logo will be more expensive. Need to negotiate change order with Contractor
- The name Joint Water Board doesn’t have a lot of meaning to residents
- There may be confusion about the inclusion of Hanover located a few miles away.

Option 5 – No logo

Pros

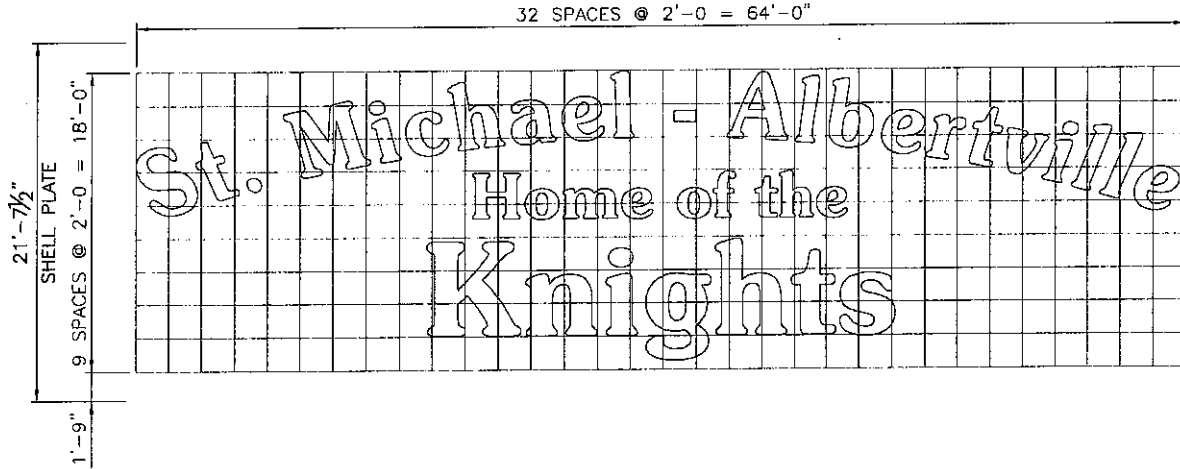
- No cost

Cons

- Miss the opportunity to show pride in school or respective Cities

Staff Recommendation: Given that “Joint Powers Water Board” doesn’t have much significance to the residents and this is the only logical way to tie all three Cities together on the tower, Staff recommends using either Option 1 or 1B for the west tower logo. In addition, the tower is very close to the school property and not putting “Home of the Knights” on the tower is likely to generate complaints.

Schedule: To get a logo on the water tower this year, the Board needs to provide direction tonight. Due to the weather, the Contractor needs to get the logo on the tower by the end of September. A contractor could come back next spring and apply a logo; however, this would require a separate mobilization and would be significantly more expensive.



ELEVATION

NOTES:

1. THE GRID SHOWN ABOVE IS 2' SQUARES.
2. TWO (2) LOGOS SHALL BE PRODUCED, IN THE ORIENTATION AS DIRECTED BY THE CITY.
3. THE LOGO DESIGN, FONT STYLE, AND DIMENSIONS SHALL BE APPROVED BY THE CITY PRIOR TO FINAL DEVELOPMENT OF THE CONTRACTORS PATTERN.
4. LETTER COLOR: PURPLE HAZE (12SF)
COLOR SELECTION TO BE VERIFIED BY THE CITY BASED UPON COLOR DRAW PROVIDED BY THE PAINT MANUFACTURER.



3535 MADONNA CENTER DR
ST PAUL, MN 55110
PHONE: 651.450.2000
FAX: 651.450.2150
WATS: 800.325.2055
WWW.SEHINC.COM

SEH FILE NO. JPAHS 119254
CITY PROJECT NO. --
ISSUE DATE MARCH, 2012
DESIGNED BY OZ
DRAWN BY RF
Short Elliott Hendrickson, Inc. © (SEH)

JOINT POWERS WATER BOARD
750,000 GAL FLUTED COLUMN
WATER TOWER RECONDITIONING
ST. MICHAEL-ALBERTVILLE, MN

SHEET TITLE
TANK LOGO

FIGURE
8

St. Michael-Albertville-Hanover

Home of the Knights

Option 1B

Joint Water Board

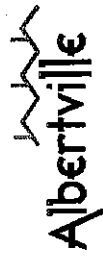


Option 2

**Joint Water Board
Albertville - Hanover-
St. Michael**

Option 3

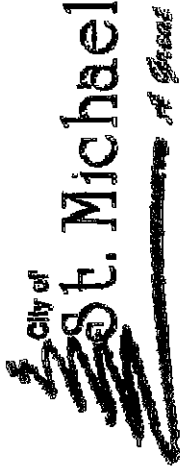
Joint Water Board



Hanover



Joint Water Board



Option 4 – Scroll across tower.

Memo

To: Robert Thistle, City Administrator; Albertville City Council

From: Mike Couri

Date: August 28, 2012

Re: Attorney Report

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

- **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.** Adam Nafstad, Al Brixius, Paul Heins and myself have met with Randy Stangler and the owner of the mattress store. It appears that Mr. Stangler is going to be able to provide sufficient information to Paul Heins to substantiate a previous retail use on the property, which under the building code would allow the mattress store to remain in the building without sprinkling the building. I am in the process of checking whether the City's ordinances require the building to be connected to City sewer and water, which is stubbed into a small lot adjacent to the building lot, both of which are owned by Mr. Stangler. If the ordinance requires connection to City sewer and water, it will trigger a SAC and WAC charge and trigger payment of substantial special assessments from the 67th Street project that were deferred in 2004.
- **Darkenwald Property.** We are working with the Darkenwalds to arrive at agreeable language for a confidentiality agreement.