



City of Albertville Council Agenda

Monday, September 16, 2013

City Council Chambers

7:00 PM

PUBLIC COMMENTS -The City of Albertville welcomes and encourages public input on issues listed on the agenda or of general community interest. Citizens wishing to address the Council regarding specific agenda items, other than public hearings are invited to do so under Public Forum and are asked to fill out a "Request to Speak Card". Presentations are limited to five (5) minutes.

- 1. Call to Order**
- 2. Pledge of Allegiance – Roll Call**
- 3. Recognitions – Presentations – Introductions**
 - A. Women of Today Proclamation (pg 4)**
- 4. Public Forum – (time reserved 5 minutes)**
- 5. Amendments to the Agenda**
- 6. Consent Agenda**

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

- A. Approve the August 19, 2013 regular City Council meeting minutes as presented (pgs 5-9)**
- B. Approve the August 19, 2013 City Council workshop meeting minutes as presented (pgs 10-11)**
- C. Approve the September 3, 2013 regular City Council meeting minutes as presented (pgs 12-16)**
- D. Authorize the Monday, September 3, 2013 payment of claims as presented, except bills specifically pulled which are passed by separate motion. The claims listing has been provided to City Council as a separate document and is available for public view at City Hall upon request (pg 17)**
- E. Approve a One-Day Temporary Intoxicating Liquor License for the Albertville Lions Club for their annual Comedy and Prime Rib Dinner to be held on Saturday, October 5, 2013 (pgs 18-19)**
- F. Approve a One-Day Temporary 3.2% Malt Liquor License for the Church of St. Albert's annual Parish Festival to be held on October 13, 2013 (pgs 20-23)**
- G. Approve Ordinance 2013-008 Amending Section 5-5-3 (Exception; Outdoor Musical Performances) of Chapter 5 (Noise Control, Title F (Health and Sanitation) of the Albertville City Code, Relating to the Performance Standards for Outdoor Music Events (pgs 24-28)**

7. Public Hearings - None

8. Department Business

A. City Council

- 1). Committee Updates** (*STMA Arena, Planning, JPWB, etc.*)

B. Finance

- 1). Building Communications Project (pgs 29-30)**
(*Motion to direct staff to move forward with the Building Interconnection Project/Upgrade and solicit final quotes for the individual components of the project.*)

C. City Clerk - None

D. Public Works / Engineering - None

E. Planning/Zoning - None

F. Building - None

G. Legal - None

H. Administration

- 1). City Administrator's Update (pg31)**

9. Announcements and/or Upcoming Meetings

September 23	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
September 30	Joint Meeting with St. Michael & STMA School Board Albertville City Offices, 6:00 p.m.
October 7	City Council, 7:00 p.m.
October 8	Planning Commission, 7:00 p.m.
October 14	STMA Ice Arena Board, 6:00 p.m.
October 21	City Council, 7:00 p.m.
October 28	Joint Powers Water Board, 6:30 p.m.

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

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

10. Adjournment



PROCLAMATION

RECOGNIZING THE ST. MICHAEL – ALBERTVILLE WOMEN OF TODAY

WHEREAS, the Minnesota Women of Today and the United States Women of Today have set aside the week of September 15-21, 2013 to celebrate the many community activities and dedicated membership; and,

WHEREAS, the St. Michael-Albertville Women of Today are dedicated to promoting community events along with numerous donations and service hours worked within our community and the local School District; and,

WHEREAS, the St. Michael-Albertville Women of Today have been a vital part of this community for twenty-eight years; and,

WHEREAS, the St. Michael-Albertville Women of Today have provided personal enrichment and leadership development to the members of this community through service; and,

WHEREAS, the Minnesota Women of Today, United States Women of Today, and the St. Michael-Albertville Women of Today are “united by our friendship and belief in the future”,

NOW THEREFORE, I, Jillian Hendrickson, Mayor of Albertville, do hereby proclaim the week of September 15-21, 2013 as

ST. MICHAEL-ALBERTVILLE WOMEN OF TODAY WEEK

in Albertville, Minnesota.

Jillian Hendrickson, Mayor



**ALBERTVILLE CITY COUNCIL
Monday, August 19, 2013**

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Hendrickson called the meeting to order at 7:00 p.m.

2. ROLL CALL

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

Absent: None

Others Present: City Administrator-PWD Adam Nafstad, City Attorney Michael Couri, City Planner Alan Brixius, City Clerk Kimberly Olson, Finance Director Tina Lannes, Tom Dawson, and Samara Postuma

3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS – None

4. PUBLIC FORUM

Tamara Dwinnell, 11818 Locust Court NE, stated her concerns with the water level that occurs in the storm sewer system near her home. Nafstad stated that staff will look at the catch basin.

5. APPROVAL OF THE AGENDA

Motioned by Hendrickson, seconded by Wagner, to approve the agenda. Ayes: Hendrickson, Olson, 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 5, 2013 regular City Council meeting minutes as presented
- B.** Authorize the Monday, August 19, 2013 payment of claims as presented, except bills specifically pulled which are passed by separate motion. The claims listing has been

provided to City Council as a separate document and is available for public view at City Hall upon request

- C. Adopt Resolution No. 2013-034 Authorizing and Providing for the Issuance and Sale of Refunding Revenue Bonds in a Aggregate Amount up to \$5,500,000, at the Request of Evans Park, Inc. and Approving the Forms of Documents Required in Connection Therewith
- D. Waive the monetary limits on tort liability and purchase additional coverage up to the \$1,000,000 per occurrence and in aggregate

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

7. PUBLIC HEARING – None

8. DEPARTMENT BUSINESS

A. Planning

1). CSAH 37/70th Street NE Discussion

Nafstad reported Albertville, Otsego, and St. Michael staff met with Wright County about improvement plans for 70th Street NE. There was discussion about turning over 70th Street NE back to the County as a County Road. Albertville staff felt that any improvements to 70th Street NE should include full build out of County Road 19. It has been suggested that Wright County designate 70th Street NE as the new CSAH 37 and turn back. He stated the County understood the need for the County Road 19 improvements to be included.

B. City Clerk

1). Set September 30, 2013 Joint Meeting

Motioned by Sorensen, seconded by Olson, to set a joint meeting with the City of St. Michael and the STMA School District for September 30, 2013 at 6:00 p.m. at the Albertville City Offices.

Vetsch stated that he would prefer future joint meetings to begin at a later time.

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

C. Public Works and Engineering - None

D. City Council

1). Committee Updates (STMA Ice Arena, Planning Commission, JPWB, Joint Fire Board, and Parks Committee)

There were no updates.

E. Finance - None

F. Building – None

G. Legal

1). City Attorney's Report

There were no comments on the report.

H. Administration

1). Public Works Building Lease Agreement

Nafstad reviewed the modifications to the original lease. He stated the Soccer Club has submitted a check for \$25,000 and signed the lease. Tom Dawson of STMA United Soccer Club said they were happy to work out a lease agreement and have a great willingness to make the arrangement work. He stated they are anxious to start the improvements to the building. Sorensen stated that even though it is a longer lease, it is still mutually beneficial to both parties. Nafstad stated the Soccer Club is hoping for an October 15 opening.

Motioned by Sorensen, seconded by Olson, to approve the lease agreement for the use of the building located at 5964 Main Avenue NE by the STMA United Soccer Club. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Nafstad suggested the City use a company for construction management services, but the City will remain the general contractor. He stated Council member Wagner is employed by The Bainey Group, Inc., but will not be working on the project. However, he has asked for Wagner to abstain from this vote.

Motioned by Hendrickson, seconded by Sorensen, to approve proposal for construction management services for improvements to 5964 Main Avenue NE from The Bainey Group Inc., to include both construction management (\$3,900) and facilitation of general conditions (\$3,330) for a total amount of \$7,230. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. . Nays: None. Abstain: Wagner Absent: None. MOTION DECLARED CARRIED.

Motioned by Vetsch, seconded by Sorensen, to authorize the Mayor and City Clerk to enter in multiple construction contracts with various trade contractors / sub-contractors for work related to the necessary improvements to 5964 Main Avenue NE, for total amount estimated to be \$132,000. Ayes: Hendrickson, Olson,

Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). City Administrator's Update

Nafstad reported that Guardian Angels will be anticipating a fall ground breaking ceremony and the Council will be invited.

Nafstad stated there are a range of cost options for video recording the City Council meetings. Vetsch had concerns about the amount of time spent from the legal department on working with Charter Communications on recording and televising the meetings. He felt that if residents were interested in City Council discussions, they would attend the meetings. Sorensen stated that he had several requests to record City Council meetings when he was campaigning. Wagner stated that many residents do watch local and county board meetings after the fact. He stated there are many who are too busy to attend meetings and this is a good way for them to see what is happening in their city.

Hendrickson had concerns about the quality of the recordings and would like them to appear professional. Sorensen stated they could look at other cities to see how the low cost options appear. He stated several cities are posted to YouTube and appear to work well with just a single camera.

Council discussed purchasing a video recorder that can be used on a tripod for recording the meetings. Sorensen stated that the video recorder could be used for other city events. Vetsch felt it would a great tool for recording grand openings, etc.

Motioned by Sorensen, seconded by Olson, to pursue the low cost alternative to record City Council meetings and obtain the necessary equipment. Ayes: Hendrickson, Olson, Sorensen, and Wagner. Nays: Vetsch. Absent: None. MOTION DECLARED CARRIED.

Nafstad reported that Joyce Flury will be retiring from the Crow River Senior Center and Albertville may have a member on the selection committee for her replacement.

Nafstad reported that claims from the June 23, 2013 flood event are still pending.

Hendrickson asked staff to inquire why the juvenile complaints were so high in the Sheriff's quarterly update.

Nafstad stated that Pearson Brothers, Inc. will be unable to repave the City Hall and Fire Hall parking lots this year, but guaranteed the same pricing for next year. He stated that the second low bid on the project is a significant increase in cost and suggested staying with the Pearson Brothers, Inc. quote for next year. . He stated they could do the striping of the lots for a minimal cost this year.

3). 2013 Improvements

Nafstad stated that overall the project is coming along nicely. Sorensen stated that it is good to show residents the City is re-using materials from the Lambert Avenue NE street project to construct the base of the CSAH 18 trail.

10. ANNOUNCEMENTS and/or UPCOMING MEETINGS

August 26	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
September 9	STMA Ice Arena Board, 6:00 p.m.
September 10	Planning Commission, 7:00 p.m.
September 16	City Council, 7:00 p.m.
September 23	Joint Powers Water Board, 6:30 p.m.
September 30	Joint Meeting with St. Michael & STMA School District
October 7	City Council, 7:00 p.m.
October 8	Planning Commission, 7:00 p.m.
October 14	STMA Ice Arena Board, 6:00 p.m.
October 21	City Council, 7:00 p.m.
October 28	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.

11. ADJOURN MEETING

Motioned by Olson, seconded by Sorensen, to adjourn the meeting at 7:54 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk



CITY COUNCIL WORKSHOP CITY HALL - COUNCIL CHAMBERS

Monday, August 19, 2013

DRAFT MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:56 p.m.

Present: Mayor Jillian Hendrickson and Council members Rob Olson, Larry Sorensen, John Vetsch and Dan Wagner

Absent: None

Others Present: City Administrator/Engineer-PWD Adam Nafstad, Finance Director Tina Lannes, and City Clerk Kimberly Olson

2. BUDGET DISCUSSION

Nafstad stated they have the base budget and then three alternatives that include the ice arena roof repairs. Alternative 1 assumes the roof repairs would include both the dehumidification system and replacement of the roof insulation. This plan assumes a five-year payback as an Interfund loan. Alternative 2 includes the ice arena roof repairs and reduces operations by \$20,000. The cuts would come from elections, planning and legal fees, park operations, seal coating and street overlays. Alternative 3 is the same as Alternative 2, but includes an estimated \$20,000 increase in revenue through building permit and plan check fees. Looking at recent years, Nafstad stated it is fair to assume revenue will continue to increase in 2014.

Council discussed ways to decrease costs for planning and legal consultant services. Nafstad stated that he did speak with the consultants after the last budget workshop regarding keeping fees down. He reported the consultants wanted Council to know they want to continue working in Albertville. Nafstad stated they will look at the number of meetings the consultants attend and other ways to keep costs down.

Hendrickson and Sorensen did not want to see cuts to the seal coating and street overlay. Hendrickson suggested Alternative 3 without reduction to those two areas.

Vetsch stated there is a bond that is up in 2018 and asked if the funds that had been used to make those payments could be added to the street budget or general levy. Lannes stated that some of the other bonds are back end loaded, so Council will not see a significant change in

2018. Nafstad stated the City is not debt overloaded, but he feels they have issued enough bonds.

Sorensen indicated that if they went with Alternative 3 and added the \$7,500 back in for seal coating and street overlay, he finds the levy increase would be at 2.96%. Lannes stated that was her calculation as well. Hendrickson stated she did not want to set it up so future Councils must do a large levy increase in the coming years. She felt it was a fair budget. Vetsch would like the levy to be under 3%. Overall, the Council was comfortable with Alternative 3 and adding in the \$7,500 for seal coating and street overlay.

Nafstad discussed funding options for the ice arena roof repairs and stated the three entities must speak to their respective boards about funding and utilizing ice arena capital funds for a portion of the repair. Sorensen stated that if they cannot come to an agreement about using the \$110,000 in ice arena capital funds, it will throw off the numbers in the budget. Lannes stated that even if those capital funds were not used, it would only increase the payback period to six years.

3. ADJOURNMENT

Motioned by Hendrickson, seconded by Olson, to adjourn the meeting at 8:24 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk



**ALBERTVILLE CITY COUNCIL
TUESDAY, September 3, 2013**

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Hendrickson called the meeting to order at 7:00 p.m.

2. ROLL CALL

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

Absent: None

Others Present: City Administrator-PWD Adam Nafstad, Finance Director Tina Lannes, and City Clerk Kimberly Olson

3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS – None

4. PUBLIC FORUM

No one was present for the public forum.

5. APPROVAL OF THE AGENDA

Motioned by Hendrickson, seconded by Wagner, to approve the agenda. Ayes: Hendrickson, Olson, 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 12, 2013 City Council workshop minutes as presented (pgs 4-6)
- B.** Authorize the Tuesday, September 3, 2013 payment of claims as presented, except bills specifically pulled which are passed by separate motion. The claims listing has been

provided to City Council as a separate document and is available for public view at City Hall upon request (pg 7)

- C. Authorize payment to Omann Bros. Paving, Inc. in the amount of \$125,469.33 for 2013 street project
- D. Approve the 2014 - 2015 Wright County Sheriff's Contract for police protection for the City of Albertville that would be effective January 1, 2014 and end on December 31, 2015 (pgs 8-13)
- E. Set the Truth in Taxation Hearing for December 2, 2013 at 6:00 p.m. in the City Council Chambers
- F. Approve Resolution No. 2013-035 Adopting the 2014 Preliminary Property Tax Levy (pgs 14-18)
- G. Approve Resolution No. 2013-036 Adopting the 2014 Preliminary Budget (pg 19)

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

7. PUBLIC HEARING – None

8. DEPARTMENT BUSINESS

A. City Council

- 1). **Committee Updates** (STMA Ice Arena, Planning Commission, JPWB, Joint Fire Board, and Parks Committee)

Parks Committee

Sorensen reported the committee heard that Eagle Scout Zack Peterson has secured \$4,000 in donations for the boardwalk, but anticipates costs will run higher. He requested \$1,000 from the City as a contribution or reimbursement of supplies. Vetsch felt they should put the money forth as it is an improvement to the City and they should fund a share of it if they are asking businesses and community groups to fund the rest. Hendrickson inquired about maintenance and lifespan of the boardwalk and Nafstad replied it is similar to a deck and would last about 10-20 years. Nafstad stated the boardwalk should be completed this fall and Sorensen stated it will tie in nicely when the 57th Street NE improvements slated for 2014 are completed.

Motioned by Sorensen, seconded by Hendrickson, to approve a \$1,000 contribution to the 57th Street NE Boardwalk/Eagle Scout project. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Sorensen reported there will be a formal park dedication for Memorial Park on September 22, 2013 at 12:00 noon. Residents from Pelican Rapids will be in attendance and he invited the Council to attend if they could. Hendrickson asked staff to submit a notice of the event to the North Crow River News.

Vetsch reported the Parks Committee will be working with Public Works staff on planning a holiday day tree at Central park.

B. Planning

1). 152 Club, Inc. Temporary Major Outdoor Music Permit Request

Clerk Olson reported the 152 Club is requesting a temporary major outdoor music permit for their annual Oktoberfest to be held on September 28, 2013. Music will be played until midnight, security has been hired, additional restrooms ordered and the stage is the required number of feet away from the nearest residential property. Olson indicated there were noise complaints received last year and Council has the authority to impose any additional conditions on the application.

Vetsch and Wagner felt the event is beneficial to the 152 Club, Inc.

Motioned by Hendrickson, seconded by Sorensen, to approve the Temporary Major Outdoor Music Permit for the 152 Club, 5794 Main Avenue NE, for September 28, 2013 from 3:00 p.m. to midnight. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

C. City Clerk - None

D. Public Works and Engineering - None

E. Finance - None

F. Building – None

G. Legal - None

H. Administration

1). City Administrator's Update

Nafstad reported they had a request seeking permission to hunt geese on two large farm land parcels. He stated the City Code does not allow the discharge of firearms within city limits. He reported the individual stated the geese have ruined the crops planted on the parcels. Nafstad said if Council were to allow this, they would need a minor amendment to the City Code. It could be a very minor change stating there is to be no guns discharged in city limits unless granted by the City Council.

Hendrickson felt the gunshots would be very loud and there are many houses in proximity to the parcels. Nafstad stated he spoke with the Department of Natural Resources about alternate methods to rid the geese such as noise makers, nets, etc.

Council had concerns on how to notify the neighboring properties, the proximity to County Road 19 and noise. Hendrickson felt the Sheriff's Office would receive many complaints and suggested staff talk with Sheriff Hagerty. Wagner suggested that any notification go to properties within 1,000 feet of each parcel; they could invite them to the next Council meeting to get a sense of the neighborhood's feelings on the request. He stated that the neighbors may not like the geese either. Sorensen felt the parcels in question were too small and Hendrickson stated there are daycare properties in the vicinity. Wagner stated that a geese hunt may not effectively cut down the population of geese.

Council directed staff to let the property owner know that Council did not feel changing the ordinance at this time was the right decision and suggested the individual come back next year with a detailed hunting plan.

Nafstad invited the Council to attend a meeting in Rogers on Thursday, September 5 with the I-94 Coalition and MnDot to discuss the vision for I-94. Representatives from St. Cloud and the Outlet Mall will be at the meeting.

Nafstad reported the County Road 18 trail is paved. Sorensen stated he has already received compliments on the trail. The 2013 projects were slightly delayed due to weather.

Hendrickson asked if there has been any interest in the Old City Hall building across the parking lot. Nafstad stated they have had several showings, but no leases yet.

10. ANNOUNCEMENTS and/or UPCOMING MEETINGS

September 9	STMA Ice Arena Board, 6:00 p.m.
September 10	Planning Commission, 7:00 p.m.
September 14	Fire Department Annual Fall Party Social Hour 5:00-6:00 p.m., Dinner 6:00 p.m.
September 16	City Council, 7:00 p.m.
September 23	Joint Powers Water Board, 6:30 p.m.
September 30	Joint Meeting with St. Michael & STMA School District
October 7	City Council, 7:00 p.m.
October 8	Planning Commission, 7:00 p.m.
October 14	STMA Ice Arena Board, 6:00 p.m.
October 21	City Council, 7:00 p.m.
October 28	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.

11. ADJOURN MEETING

Motioned by Vetsch, seconded by Wagner, to adjourn the meeting at 7:50 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

DRAFT

September 11, 2013

SUBJECT: CONSENT - FINANCE – PAYMENT OF BILLS

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

MOTION TO: Authorize the Monday, September 16, 2013 payment of the claims as presented except the bills specifically pulled, which are passed by separate motion. The claims listing has been provided to Council as a separate document. The claims listing is available for public viewing at City Hall upon request.

BACKGROUND: The City processes claims on a semi-monthly basis. The bills are approved through their respective departments and administration and passed onto the City Council for approval.

KEY ISSUES:

- **Account codes starting with 810 are STMA Arena Expenses/Vendors (bolded) and key issues will be presented in the claims listing document.**

POLICY/PRACTICES CONSIDERATIONS: It is the City's policy to review and approve payables on a semi-monthly basis.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of payments presented.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve all bills pursuant to Minnesota State Law, which requires all bills to be paid in a timely manner, generally within 30 days unless one party determines to dispute the billing.

Responsible Person: Tina Lannes, Finance Director

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment: List of Claims (under separate cover)

September 12, 2013

SUBJECT: CONSENT – CITY CLERK – ONE-DAY TEMPORARY INTOXICATING LIQUOR LICENSE FOR ALBERTVILLE LIONS COMEDY NIGHT AND PRIME RIB DINNER

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

MOTION TO: Approve a One-Day Temporary Intoxicating Liquor License for the Albertville Lions Club for their annual Comedy and Prime Rib Dinner to be held on Saturday, October 5, 2013.

BACKGROUND: The Albertville Lions have submitted an application for a One-Day Temporary Intoxicating Liquor License. The license will be for their annual Comedy Night and Prime Rib Dinner. The event will be held at the Church of St. Albert's Parish Center. Liquor will be served from 5:00 p.m. to 11:00 p.m.

KEY ISSUES:

- The Lions have submitted the appropriate application and fee.
- The City has not received any past complaints regarding this event.
- The Lions hold the required liquor liability insurance.
- This liquor license requires both City Council and Minnesota Alcohol and Gambling Control Board approval.

FINANCIAL CONSIDERATIONS: There is a \$220 fee for a One-Day Temporary Intoxicating Liquor License.

POLICY CONSIDERATIONS: The Mayor and City Council have the authority to review and approve or deny all applications for liquor licenses within Albertville.

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

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments: Liquor License Application



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Albertville Lions		Date organized	Tax exempt number	
Address		City Albertville	State Minnesota	Zip Code 55301
Name of person making application Daniel Myers		Business phone 651-848-7511	Home phone 763-515-3966	
Date(s) of event October 5th, 2013		Type of organization <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name <input checked="" type="checkbox"/> Lion Jeff Edelman <input type="checkbox"/> Add New Officer		City Albertville	State Minnesota	Zip 55301

Location where permit will be used. If an outdoor area, describe.
 Saint Albert's Parrish Center

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Albertville Lions \$1,000,000

APPROVAL

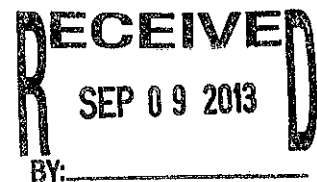
APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.



September 12, 2013

SUBJECT: CONSENT –CITY CLERK – ONE-DAY TEMPORARY 3.2% MALT LIQUOR LICENSE FOR THE CHURCH OF ST. ALBERT’S ANNUAL PARISH FESTIVAL

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

MOTION TO: Approve a One-Day Temporary 3.2% Malt Liquor License for the Church of St. Albert’s annual Parish Festival to be held on October 13, 2013.

BACKGROUND: The Church of St. Albert is requesting a One-Day Temporary 3.2% Malt Liquor License for their annual Parish Festival. The Festival will be held on Sunday, October 13, 2013 and proceeds will be used to help fund the Parish Center’s operating costs. The hours of the event will be 10:30 a.m. to 5:00 p.m.

In addition, the applicant has requested that Lander Avenue NE be blocked off between the Church and the Parish Center for safety reasons.

KEY ISSUES:

- The Church of St. Albert has submitted the correct application and fees for a One-Day Temporary 3.2% Malt Liquor License.
- Sale of the 3.2% malt liquor will occur on the grounds of the Parish Center parking lot.
- This is an annual event for the Church and Parish Center.

FINANCIAL CONSIDERATIONS: There is minimal financial revenue collected from the applicant for the liquor license.

LEGAL CONSIDERATIONS: The Mayor and City Council have the authority to review and approve or deny any liquor license.

Responsible Person/Department: Kimberly Olson, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments: Liquor License Application



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

**APPLICATION FOR ONE-DAY
3.2% MALT LIQUOR LICENSE**

RECEIVED
AUG 28 2013
BY: *[Signature]*

A temporary one-day 3.2 Malt Liquor License can issued to groups that qualify as a "Bona Fide Club" under Minnesota State Statutes as listed below. There is a \$10.00 per day fee for the license.

**MN Statute 340A.101
Subd. 7.Club.**

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

(1) has more than 30 members;

(2) has owned or rented a building or space in a building for more than one year that is suitable and adequate for the accommodation of its members;

(3) is directed by a board of directors, executive committee, or other similar body chosen by the members at a meeting held for that purpose. No member, officer, agent, or employee shall receive any profit from the distribution or sale of beverages to the members of the club, or their guests, beyond a reasonable salary or wages fixed and voted each year by the governing body.

Name of Applicant (organization): St. Albert Catholic Church

Name, address, telephone number and position held with Club of person completing application:

James Noon - Business Administrator 763-497-2474

11400 57th Street NE - P.O. Box 127 Albertville, MN 55301

Name and Address of President and Secretary of Applicant:

Father Xavier Thelakkatt - Parochial Administrator

11400 57th Street NE - P.O. Box 127 Albertville, MN 55301

Date(s) of activity: October 13, 2013

Location where sales will occur: Parish Center Grounds

Hours of operation: 10:30am to 5:00pm

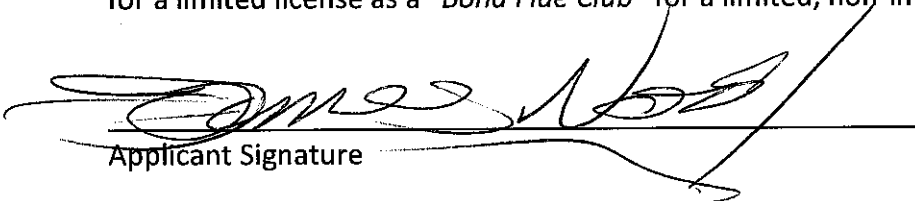
Premises from which 3.2% malt liquor will be dispensed on said date: _____

Parish Center Grounds - Parking Lot

Purpose for which funds derived will be used: Funds will be used to help pay

Parish operating expenses.

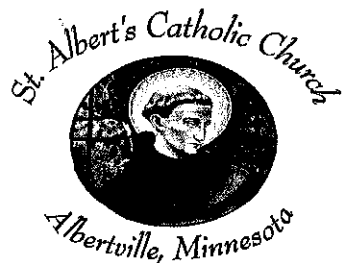
The undersigned certifies that it complies with Minnesota State Statutes, Section 340.001, Subdivision 7, in that it qualifies as a "Bona Fide Club" within that section, and that this application makes petition for a limited license as a "Bona Fide Club" for a limited, non-intoxicating malt liquor license.


Applicant Signature

8/28/13
Date

Office Use Only	
Date Rec'd: <u>08-28-13</u>	Check/Cash: <u>\$16451</u>
Amount Pd: <u>\$10.00</u>	License mailed: _____

RECEIVED
AUG 28 2013
BY: Sue



St. Albert's Catholic Church

11400 57th St. NE - P.O. Box 127

Albertville, MN 55301

Telephone: (763) 497-2474 Fax: (763) 497-7678

Email: stalbertmn@gmail.com

August 28, 2013

City of Albertville,

Reason: Parish Festival—October 13, 2013

Request

3.2% Malt Beverage “Off Sale License”

Hours of Operation: 10:30am to 5:00pm

Partial Blocking of Lander Avenue

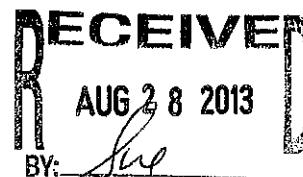
St. Albert's Catholic Church is requesting a 3.2% Malt Beverage “Off Sale License” to sell 3.2% Malt Beverage on our grounds at our annual Parish Festival which is being held on Sunday, October 13, 2013.

We are also requesting to have Lander Avenue between the Church and Parish Center blocked off on that Sunday, from the hours of 6:00am to 6:00pm, for the safety of our parishioners and those coming to our Festival.

Please place our requests on the agenda for approval at the next City Council Meeting.

If you have any questions, please contact James Noon, Business Administrator at 763-497-2474.

Thank you.



September 12, 2013

SUBJECT: CONSENT – CITY CLERK – TEMPORARY OUTDOOR MUSIC ORDINANCE REVISIONS

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

MOTION TO: Approve Ordinance 2013-008 Amending Section 5-5-3 (Exception; Outdoor Musical Performances) of Chapter 5 (Noise Control, Title 5 (Health and Sanitation) of the Albertville City Code, Relating to the Performance Standards for Outdoor Music Events.

BACKGROUND: On June 3, 2013 the City Council passed an ordinance amendment relating to outdoor musical performances. Due to the request of a local restaurant, staff reviewed the City Code relating to the noise ordinance, which includes an exception relating to temporary outdoor music events. The City Code only allowed for two permits per year and the applicant's request was to allow weekly minor acoustical performances. Ordinance 2013-003 was passed outlining the guidelines and stipulations for these minor events.

When the ordinance was submitted to the City's codifier for codification purposes, it was recommended that the ordinance more clearly define both major and minor outdoor musical performances. It was further recommended the criteria for both the major and minor performances be further defined under each type of event.

KEY ISSUES:

- The new ordinance more clearly defines what constitutes a major and minor outdoor musical performance.
- The ordinance clearly defines the criteria for each type of event.
- This new ordinance is a recommendation from the City's codifier, Sterling Codifiers.
- The new language will better help identify the different type of events when receiving future permit applications.
- City Council still has the authority to impose additional conditions on a permit for a minor outdoor musical performance.

POLICY/PRACTICES CONSIDERATIONS: Any amendment to the City Code is a policy decision of the City Council.

FINANCIAL CONSIDERATIONS: Fees for both the major and minor outdoor musical performances will need to be set by resolution, which is typically approved before year end. This is the first year staff charged a nominal fee for the permits issued, but staff will need to

identify an appropriate fee for both types of performances to cover the costs of staff and consultant time and review.

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

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Ordinance 2013-008

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

ORDINANCE NO. 2013 – 008

AN ORDINANCE AMENDING SECTION 5-5-3 (EXCEPTION; OUTDOOR MUSICAL PERFORMANCES) OF CHAPTER 5 (NOISE CONTROL), TITLE 5 (HEALTH AND SANITATION) OF THE ALBERTVILLE CITY CODE, RELATING TO THE PERFORMANCE STANDARDS FOR OUTDOOR MUSIC EVENTS

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

SECTION 1. Section 5-5-3 (Exception; Outdoor Musical Performances) of Chapter 5 (Noise Control) is hereby amended as follows:

5-5-3: **EXCEPTION; OUTDOOR MUSICAL PERFORMANCES:** The provisions of section 5-5-1 and subsection 5-5-2E of this chapter do not apply to outdoor musical performances which have a permit approved and issued by the city council.

A. Major Live Outdoor Music Permit. A major live occasional outdoor music event is held at an event venue or other commercial property specifically to provide live or recorded amplified music entertainment to a large assembly of persons. The following criteria shall apply to issuance of a live major outdoor musical performance permit:

1. Any person, organization, and/or entity shall be limited to a maximum of two (2) major permits per year. No commercial property shall host more than three (3) major events in a calendar year.
2. The permit applicant must pay a permit fee as set by the city council by resolution and provide information and/or a plan(s) that demonstrates that the site event will comply with the performance standards of this code.
3. The permit applicant must demonstrate that there will be adequate sanitary facilities for the event.
4. The permit applicant must demonstrate that there will be adequate security and fencing to control access to the event at the location of the outdoor musical performance.
5. The permit applicant must have sufficient off-street parking. The music event shall not occupy required parking for the principal use of the site.
6. The major outdoor musical performance must not interfere with other commercial and governmental activities or with the quiet enjoyment of residential property.

7. The stage, performers, speakers and amplifiers are located three hundred feet (300') from any residence located in a residential zoning district.
 8. The stage, speakers, and amplifiers are arranged in a design and manner that does not directly broadcast music at or toward a residence within three hundred feet (300') of the stage.
 9. Major outdoor music events shall be allowed between May 15th and October 15th and the live outdoor musical performance shall only occur on the dates and during the hours designated by the city council.
 10. Major outdoor music events shall not perform beyond 12:00 midnight.
 11. The volume of the outdoor musical performance must be reasonable. The permit holder shall comply with all requests of the Sheriff's Department to reduce volumes to mitigate nuisance complaints. (Ord. 2004-05, 6-7-2004)
 12. Failure to abide by these standards or the receipt of nuisance complaints may be grounds for denial of future major outdoor musical permits for the property.
- B. Minor Live Outdoor Music Permit. A minor live outdoor music event may be acoustic or amplified, at an established commercial location as only part of a regular business service to its customers. The minor outdoor music event shall be limited in size, location and noise levels to insure compatibility with adjoining land uses and neighborhoods. An annual permit may be issued by the city council for the operation of outdoor live music events in a manner that will not unreasonably disturb the peace, quiet, or comfort of adjoining residential neighborhoods. The following criteria shall apply to the issuance of a minor live outdoor music event permit:
1. The minor live outdoor music event permit may only be issued to commercial properties.
 2. The permit applicant must pay an annual permit fee as set by the city council by resolution and provide information and/or a plan(s) that demonstrates that the site event will comply with the performance standards of this code.
 3. The permit shall be issued annually for a calendar year. Minor live outdoor music events shall only be allowed between the dates of May 15th to October 15th.
 4. The permit applicant shall provide a calendar that identifies the days in the week when minor live outdoor events may occur. The city council, in consideration of the permit, may place limits on the number of minor live outdoor music events. Events outside the approved calendar shall be prohibited.
 5. Minor live outdoor music events shall comply with all the stage and performance setbacks of a major outdoor music event, as outlined in Section 5-5-3 of the city code.

6. Minor live outdoor music events shall not perform between the hours of 9:00 PM and 11:00 AM Sunday through Thursday, and 10:00 PM and 11:00 AM Friday and Saturday.
7. The volume of the minor live outdoor music performances must be reasonable so as not to be audible at the shared property line with a residentially zoned property. The permit holder shall comply with all requests of the Sheriff's Department to mitigate nuisance complaints.
8. In review of a minor live outdoor music event permit, the city may impose additional conditions deemed necessary to mitigate nuisance complaints and protect adjoining properties. Such conditions may include, but not be limited to, the following:
 - a. Limit the days of the week for minor live outdoor music events.
 - b. Restrict the hours of the minor live music event beyond those stated in Section 5-5-3.M.5 of this code.
 - c. Limit the size and location of minor live outdoor music events.
 - d. Limit amplification or type of instruments (i.e., prohibit percussion instruments or brass wind instruments).
9. Failure to abide by the standards and conditions of the minor live outdoor music event permit or the receipt of nuisance complaints may be grounds for denial or revocation of the minor live outdoor music event permit for a property.

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

Approved by the Albertville City Council this 16th day of September, 2013.

Jillian Hendrickson, Mayor

Kimberly A. Olson, City Clerk

September 10, 2013

SUBJECT: FINANCE – BUILDING INTERCONNECTION PROJECT/UPGRADE

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

MOTION TO: Direct staff to move forward with the Building Interconnection Project/Upgrade and solicit final quotes for the individual components of the project.

BACKGROUND: Albertville built the current City Hall in 2006 and at the time of construction the Council designated funds for future internet/phone connection upgrades due to the fact that available options were not ideal at that time. In 2007, City Hall was too far away from a demark to get high speed internet via cable, there was no fiber run in the City and the only option was to install a T1 with a 3Com wireless system to connect the buildings. In 2010, the City of Albertville added the STMA Ice Arena to the wireless connection of the buildings. Later that year the STMA School District added installed fiber down Main Avenue NE. As part to that project, Albertville added 12 fiber lines and handholes for a future fiber network for the City.

The City's current 3Com products have been discontinued and antennas are difficult to find when replacement is needed. In the past six (6) years, the City has replaced three (3) of the wireless bridges. In the fall and winter of 2012 the City experienced major equipment failure with the antennas feeding the wireless system to the STMA Ice Arena and Fire Hall. This past week the City also experienced equipment failure with the main antenna at City Hall. This left the Fire Hall, Ice Arena, and Public Works buildings without communications while the antenna was rebooted. Staff has been advised that these types of system failures will only become more frequent and ultimately the equipment will not be repairable.

During the past few years the City of Albertville has dealt with failing equipment, slow internet and server operation issues, and frequent disruptions in service. Staff is also unable to upload to and update the City Website without using a hotspot connection.

Staff researched several options including upgrading the T1, wireless options, and fiber. We have consulted with several outside parties for communication solutions. When the Ice Arena was failing several times a week last winter, the City consulted with Line One Partners who set up the original wireless bridge system. They reviewed the possible connection options and reported back to the City that the only real fix was to hardwire the buildings together, thus suggesting fiber. In the past few months staff has been working with the STMA School District and their consultants regarding the fiber option. We have learned that the School District's internet provider, Ties, can provide the City with service. Staff also consulted with a third party, Fostar, who evaluated the connection options back in 2007. Jon Fostar reviewed the three options and reported the permanent fix would be to hardwire the building connections, hook up to fiber for internet, and downgrade the T1 for voice. Currently, the City's T1 provides 36 Megabytes that is shared between the phones and the internet.

With the switch to fiber, equipment upgrades, replacement of the phones, and a server upgrade would be required. A few months ago we also experienced server issues due to a slow processor and very little remaining data storage. When the City replaced the server a number of years ago, a SAN system was recommended, but not approved. The SAN system is required now. It addresses the storage issue and also is set up for future expansion of space. With a SAN system, server replacement/upgrades in the future will simply be done by replacing the processors and not the data. Data on a SAN system is on separate hard drives linked to the processors, unlike the HP server systems we have now. On our current system the drives are in the actual server.

REQUIRED PROJECT UPGRADES/HARDWARE:

- Installing physical fiber to each building which upgrades to 1 Gigabyte (currently 36 Megabytes)
- Replace the hardware for the switches to upgrade internally from 10/100 to 1 Gigabyte (includes phones)
- Upgrading the server for internal connections from a processor of 16 RAM to 64 RAM to handle the new speed of the switches and fiber (moving to a SAN system also addresses other server issues)

FINANCIAL CONSIDERATIONS: Projected total project costs are estimated to be between \$180,000 and \$200,000. Sufficient funds for this project were put into Capital Reserves in 2006 as part of the City Hall project. If authorized by the Council, staff will secure final quotes and continue to coordinate with the School District for shared services and an agreement.

Responsible Person – Department: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator/PWD

GENERAL ADMINISTRATION

5964 Main Avenue NE Lease: A pre-construction meeting was held earlier this week and work has commenced.

STMA Arena: At the last Arena Board meeting, it was the consensus of the Board to complete both the dehumidification and roof insulation as one project. The project and its funding will be discussed further at the joint meeting later this month.

Hunters Pass (Phase 2): Staff has been in discussions with representatives of the undeveloped Hunters Pass area. It is understood that the new owners plan on making a plat application in November for approvals in January.

Former Sunoco Gas Station: Staff recently learned that a purchase agreement has been signed for the former Sunoco Gas Station. The interested party is looking to renovate the space to include a convenient store and fast food with a drive thru. It is understood that CUP application will be submitted later this month.

ENGINEERING/PUBLIC WORKS

2013 Street, Trails, and Utility Improvement Project: The CSAH 18 trail has been paved and soon the contractor will be restoring the ditch along CSAH 18. The final lift of pavement will be placed on the residential streets on Friday the 12th.

UPCOMING EVENTS and ANNOUNCEMENTS

- September 22 (Sunday) - Memorial Park Dedication, 12:00 p.m. (noon) at the park
- September 30 – Joint Meeting between Albertville, School District, and St. Michael, 6:00 at the Albertville City Hall

ATTACHMENTS: none