



# City of Albertville Council Agenda

Monday, December 2, 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**
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 November 18, 2013 regular City Council meeting minutes as presented (pgs 4-10)
- B. Authorize the Monday, December 2, 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 11)
- C. Approve the Region 7W Transportation Memorandum of Understanding (pgs 12-26)

7. **Public Hearings - None**
8. **Department Business**

**A. City Council**

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

**B. Finance**

- 1). **Approve the 2014 Budget and Levy (pgs 27-31)**  
(*Motion to Approve the Resolution No. 2013-045 entitled a Resolution Adopting Property Tax Levy Collectible in 2014; and, approve the Resolution No. 2013-046 entitled a Resolution Adopting the 2014 Final Budget.*)

**2). 2014 Fee Schedules (pgs 32-52)**

*(Motion to Approve Resolution No. 2013-0047 entitled a Resolution Setting 2014 Fees for Services and Violation Fines for the City of Albertville.*

*Motion to Approve Ordinance No. 2013-010 entitled an Ordinance Amending Title 11 Subdivision Regulations, Section 11-2-7: Fees, Charges, and Expenses and Appendix A – Zoning Ordinance, Section 100.10, Fees, Charges, and Expenses of the Albertville City Code.)*

**C. City Clerk - None**

**D. Public Works / Engineering - None**

**E. Planning/Zoning - None**

**F. Building - None**

**G. Legal**

**1). City Attorney's Report (pgs 53-54)**

**H. Administration**

**1). City Hall Terrazzo Floor Restoration (pgs 55-56)**

*(Motion to approve the quote from ACT Restoration in the amount of \$9,518.00 to restore the terrazzo floor on the main level of City Hall.)*

**2). City Administrator's Update (pgs 57-65)**

**9. Announcements and/or Upcoming Meetings**

December 9	STMA Ice Arena Board, 6:00 p.m.
December 10	Planning Commission, 7:00 p.m.
December 12	Joyce Flury Retirement Party, 3:00 – 7:00 p.m. Senior Center, Program at 5:00 p.m.
December 16	City Council, 7:00 p.m.
December 23	Joint Powers Water Board, 6:30 p.m.
December 24	City Offices Close at 12:00 Noon
December 25	City Offices Closed
January 1	City Offices Closed
January 6	City Council, 7:00 p.m.
January 13	STMA Ice Arena Board, 6:00 p.m.
January 14	Planning Commission, 7:00 p.m.
January 20	Martin Luther King, Jr. Day, City Offices Closed
January 21	City Council, 7:00 p.m.
January 27	Joint Powers Water Board, 6:30 p.m.

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

JANUARY						
Su	M	Tu	W	Th	F	Sa
			H 1	2	3	4
5	CC 6	7	8	9	10	11
12	Ice 13	PC 14	15	16	17	18
19	H 20	CC 21	22	23	24	25
26	JP 27 <sup>PK</sup>	28	29	30	31	

10. 5 Minute Recess – Move to East Conference Room
11. Consultant Reviews
12. City Administrator Review
13. Adjournment



**ALBERTVILLE CITY COUNCIL  
Monday, November 18, 2013**

**DRAFT MINUTES**

**ALBERTVILLE CITY HALL**

**7:00 PM**

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Hendrickson called the meeting to order at 7:05 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, and Leighann Bethke

**3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS**

Representative Fitzsimmons was present at the meeting to discuss the Corridors of Commerce funding recently announced for a six-lane expansion from Highway 101 in Rogers to Highway 241 in St. Michael. He thanked City Council and staff for their support in the I-94 Coalition. He stated it took a large effort from many communities to make this project happen. He stated this is a very big step forward for future expansion of I-94. He stated the project should be completed by fall of 2015.

**4. PUBLIC FORUM**

There was no one present to speak at the public forum.

**5. APPROVAL OF THE AGENDA**

Clerk Olson added Truth in Taxation Hearing as B3.

Nafstad added Niemeyer Trailer Sales as E1 under Finance. He also added Consultant and Administrator Reviews as H3 under Administration.

***Motioned by Sorensen, seconded by Hendrickson, to approve the agenda as amended. 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 November 4, 2013 regular City Council meeting minutes as presented
- B. Authorize the Monday, November 18, 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. Approve Resolution No. 2013-041 declaring City Observed Holidays
- D. Approve the STMA Youth Hockey Association's Lawful Gambling Exempt Permit Application to hold a raffle on March 22, 2014 at the STMA Ice Arena
- E. Approve Agreement Establishing Regional Safety Group and Exhibit I of the agreement titled "Resolution No. 2013-042 Authorizing New Member in Regional Safety Group"

***Motioned by Sorensen, seconded by Olson, 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 Arena, Planning, Parks, Fire Board, JPWB, etc.*)  
There were no updates.

### **B. City Clerk**

- 1). **5502 Kali Avenue NE**

Olson reported that the property has had several code compliance issues and received three administrative fines when compliance was not met by the deadlines outlined in the Code Enforcement Policy. She stated there is only one issue that is currently outstanding at this time and the property has requested the administrative fines not be assessed to the property.

Leighann Bethke, 5502 Kali Avenue NE, stated that she has corrected the other issues, but that for the last item remaining she requires assistance to move the shed away from the property line. She stated that she tried to comply with the codes, but could not meet the set deadlines.

Wagner stated that he felt the policy is working if the other violations have been corrected. Hendrickson stated she would be in favor of waiving the administrative fines if the shed could be moved within a two week period. Wagner agreed.

Hendrickson stated that she was glad Ms. Bethke took the time to speak to Council and inform them of her situation. Hendrickson asked Couri how the fines could be waived. Couri stated the first two fines could be waived and suggested the third fine that involves the shed be waived if the shed is moved by a certain time frame. If it is not, that administrative fine could be put on the 2015 payable tax roll.

Sorensen stated the policy seems to be working if corrections have been resolved.

***Motioned by Wagner, seconded by Hendrickson, to exclude the administrative fines of \$603.34 from the delinquent certification list to Wright County with the condition that an administrative fine be reinstated to the 2015 payable taxes if there is a reoccurrence of the violation with the shed. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

## **2). 2014 City Council Official Meeting Dates**

Clerk Olson reported the November 4, 2014 General Election falls the day after the first Council meeting in November. She stated in years past they have moved the meeting due to room set up or canvassing deadlines. She stated the meeting could be moved to a different date or a different room. She stated that the election results must be canvassed between November 7 and November 14 and recommended the regular meeting be moved to Monday, November 10, 2014 to accommodate both the regular meeting and the canvassing requirements.

Hendrickson inquired if they could still meet on November 3 if the room was set up for elections and Clerk Olson replied they certainly could. Wagner suggested keeping the regularly scheduled meeting on November 3, 2014 and holding a special meeting on Monday, November 10, 2014 after the STMA Ice Arena Board meeting to canvass the election results.

***Motioned by Wagner, seconded by Hendrickson, to approve Resolution No. 2013-43 Establishing the 2014 City Council Regular Meeting Dates. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

Clerk Olson stated she would update the Official City Meeting Calendar for 2014.

## **3). Truth in Taxation Hearing**

Clerk Olson reminded the Council that the Truth in Taxation hearing will be held on December 2, 2013 at 6:00 p.m.

## **C. Public Works and Engineering**

### **1). 54<sup>th</sup> Street NE and Barthel Industrial Drive NE Drainage Improvements**

Nafstad reported he has received a proposal from Bolton & Menk, Inc. for preliminary and final design for the improvement project. They will review the 2008 study and

offer improvement options for the intersection. Sorensen inquired if they will review the number and size of pipes needed. Nafstad stated that would be included and the goal is to reduce the flooding frequency. Vetsch asked if the proposal would look at the flooding that occurred at 57<sup>th</sup> Street NE and Lander Avenue NE during the summer. Nafstad stated they are on the same storm water line, so the area should see improvements.

Olson inquired if the new standards for a100-year flood would be implemented on future projects. Nafstad stated that he would look into it, but thought the new standards would apply to new developments.

***Motioned by Vetsch, seconded by Olson, to approve the November 7, 2013 proposal from Bolton & Menk, Inc. for preliminary and final design of the 54<sup>th</sup> Street NE and Barthel Industrial Drive NE intersection, a not-to-exceed fee of \$48,000. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

## **D. Finance**

### **1). Niemeyer Trailer Sales**

Nafstad reported that staff met with Tim Niemeyer today to discuss development of his property that was platted in 2008. He has just recently received a purchase offer for his Maple Grove property and he would like to pursue development on his Albertville property to relocate his business. The Niemeyer property has a 15 year assessment on it for installation of sanitary storm sewer and municipal water service. Niemeyer has paid the first three years of the assessment.

Nafstad reported that Niemeyer is requesting an extension to his assessment for eight years and deferral of the first three years. Niemeyer stated his goal is to have as much as possible for funds in the first three years to build and grow his business. The assessment would then run 20 years out from 2014. Couri stated that the interest on the City's bonds has been reduced by two percent and Niemeyer would like his assessment interest to be reduced also by two percent. Couri stated all changes to assessments must be approved and provided to the Finance Director by November 27. Niemeyer apologized for the last minute item on the agenda this evening and stated he thought he had more time until he met with staff this afternoon. He informed Council that he just received the Maple Grove offer on Friday, so this isn't something that he has been holding onto. Couri explained there are only two other properties affected by the water and sewer improvements; one has paid off their assessment and the other has trunk fees that are in place that would need to be paid only if and when the property is developed. Vetsch had concerns that all three properties receive fair and equal consideration and options.

Vetsch had concerns about the City's ability to make the bond payments for the project if the assessment is deferred and he would like to see information provided on the bond payments. Nafstad stated that with the prepayment of the assessment for the

other property, the Niemeyer deferral should not affect the bond payments. He stated it would have very little to zero financial impact. Vetsch stated he was concerned about having such a lengthy assessment. Couri stated that if the other parcel sells, the new mortgage holder may require any special assessment to be paid up front. Council inquired if this deferral has Wright County approval. Couri replied that he did not see that there would be a problem and the Finance Director will be working with the County.

Hendrickson felt a new business is positive for the City and they have utilized other means to help businesses start or expand. She stated that anytime they can bring a business into the community, it is a good thing. Wagner agreed.

Sorensen inquired about the timing of the construction on the property. Niemeyer stated that he would like to start construction in April 2014 and hopefully open August 1, 2014.

Couri stated they should receive a consent to modification of the assessment from both Niemeyer Properties, LLC and Wellerson, LLP. He also recommended a condition of the resolution include review by the Finance Director for any budgetary constraints and review of any County regulations.

**Motioned by Sorensen, seconded by Olson, to adopt Resolution No. 2013-044 entitled a Resolution Revising Terms of Assessment for Sanitary Sewer and Municipal Water Charges with conditions. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: Vetsch. Absent: None. MOTION DECLARED CARRIED.**

**E. Planning - None**

**F. Building – None**

**G. Legal – None**

**H. Administration**

**1). Region 7W TPB Memorandum of Understanding**

Nafstad reported that due to Census Bureau changes to the urbanized boundary of the Twin Cities, the Metropolitan Council will now oversee transportation planning responsibilities for portions of Sherburne and Wright Counties and the Cities of Albertville, Elk River, Hanover, Otsego, and St. Michael. This is for transportation planning oversight only. These entities currently fall under the Region 7W Transportation Policy Board and will continue to do so. The Region 7W TPB will continue to apply for federal funding and to address regional transportation issues and implement studies and plans. Brixius stated that it is an understanding to share plans and has no financial commitment involved with it.



Council had concerns about falling under Metropolitan Council rules and regulations. Nafstad stated the memorandum clarifies that the entities are still free standing communities and are autonomous from the Metropolitan Council.

Hendrickson would like to see if the other entities sign the memorandum before they take action. Couri stated they could certainly choose to do that. Sorensen felt that the Council needed more time to think about the memorandum. Council directed staff to bring the memorandum back to Council at the following meeting.

**2). City Administrator's Update**

Nafstad reported the speed limit on CSAH 19 will increase to 45 mph from 57<sup>th</sup> Avenue NE to the Outlet Mall. He stated he did not feel increased speed was necessary in that area, but is up to MnDot to determine. Olson inquired about the timing of the stoplights on CSAH 19. Nafstad stated the tool is in place to time the lights, so if Council hears complaints, they can move forward with it. Nafstad reported that he will be meeting with the Catholic Church of St. Albert's to discuss the project concepts for their 2014 improvement project.

**3). Consultant and Administrator Reviews**

Nafstad stated that Council usually conducts reviews of the planning and legal consultants towards the end of each year and he suggested doing so at the next meeting so they would be completed by the time appointments are made at the beginning of the year. He stated that he as administrator would also need a review. Sorensen inquired what type of process they should be using for the administrator review. Hendrickson stated that she would like to hold a personnel committee meeting prior to the reviews to discuss it and also review the evaluation Interim City Administrator Thistle created before he left. Nafstad stated that for the consultant reviews they could discuss qualities the Council likes or dislikes and future direction they would like to see the consultants take. For the administrator review, he recalled that it was an overview of objectives accomplished as well as a year-end summary. Sorensen inquired if Council were to bring anything to the reviews. Nafstad stated he would send the format Thistle created to the Council before the end of the week.

**10. ANNOUNCEMENTS and/or UPCOMING MEETINGS**

November 25	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
November 28/29	Thanksgiving, City Offices Closed
December 2	City Council, 7:00 p.m.
December 9	STMA Ice Arena Board, 6:00 p.m.
December 10	Planning Commission, 7:00 p.m.
December 16	City Council, 7:00 p.m.
December 23	Joint Powers Water Board, 6:30 p.m.
December 25	Christmas Day, City Offices Closed

**11. ADJOURN MEETING**

*Motioned by Wagner, seconded by Hendrickson, to adjourn the meeting at 9:10 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.*

Respectfully submitted,

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Kimberly A. Olson, City Clerk

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November 27, 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, December 2, 2013 payment of the claims as presented except the bills specifically pulled, which are passed by separate motion.

**INFORMATION:** 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. 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.

**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)



## Mayor and Council Request for Action

November 27, 2013

**SUBJECT: CONSENT - ENGINEERING - REGION 7W TRANSPORTATION POLICY BOARD  
MEMORANDUM OF UNDERSTANDING (MOU)**

*Note: This item was originally presented to and discussed by the City Council at the November 18, 2013, meeting.*

**MOTION TO:** Approve the Memorandum of Understanding between the Metropolitan Council, Region 7W Transportation Policy Board, Wright and Sherburne Counties, the Cities of Albertville, Elk River, Hanover, Otsego, and St. Michael to Conduct Federally-Required Metropolitan Planning Activities.

**BACKGROUND** (provided by Region 7W Chair, Steve Voss):

On June 15, 2012, the Region 7W TPB was made aware of the U.S. Census Bureau's updated list of urban areas based on the 2010 Census. With this announcement came the news that for the first time the Census Bureau extended the urbanized boundary of the Twin Cities metropolitan area beyond the legislatively defined 7-county boundary for the Metropolitan Council to include portions of Sherburne and Wright Counties, including areas within the cities of Albertville, Elk River, Hanover (Wright County), Otsego, and St. Michael.

Urbanized areas (UZA) are defined as contiguous urban areas with populations of 50,000 or more residents or urban clusters (UC) with populations of 2,500 to 49,999 residents. Under federal transportation planning laws, UZAs are required to have a designated metropolitan planning organization (MPO) so transportation investments, especially those made with federal money, can be coordinated. The Metropolitan Council is designated as the MPO for the Twin Cities metropolitan area by the governor and in state law.

With the changes to the Twin Cities UZA boundary extending into Wright and Sherburne Counties, federal transportation planning law requires that local jurisdictions within this extended area now be included in the Metropolitan Council's transportation planning and programming process. The UZA boundary changes only pertain to the Metropolitan Council's transportation planning responsibilities as the MPO. These functions include:

- Establishing a setting for transportation decisions to occur
- Evaluating transportation alternatives
- Maintaining a long-range transportation plan (LRP); the Metropolitan Council must update its LRPs every four years
- Developing a 4-year transportation improvement program (TIP), that includes all state and local projects seeking federal transportation funds
- Involving the public in transportation decisions

A special workgroup consisting of staff and elected officials from each local jurisdiction within the extended area, along with Minnesota Department of Transportation (MnDOT), Federal Highway Administration (FHWA), and the Metropolitan Council have been meeting to discuss ideas and offer recommendations for addressing the changes to the Twin Cities UZA boundary and its impact on Region 7W.

The workgroup has met five times between July 25, 2012 and October 1, 2013, culminating with the development of the enclosed MOU. Modeled after similar agreements prepared for other metropolitan areas, the MOU is intended to establish a communication and coordination framework for addressing the Metropolitan Council's MPO transportation planning and programming responsibilities in the extended area.

The MOU builds upon the existing practices and procedures of the Region 7W TPB to address the MPO requirements, while at the same time respecting the individual sovereignty and decision-making authority and structures of the region and the communities within the extended area.

**KEY ISSUES:**

- On October 25, 2013, the Region 7W Transportation Policy Board (TPB) reviewed the attached Memorandum of Understanding (MOU) to conduct federally required regional transportation planning activities and approved the attached agreement as written.
- Region 7W TPB's Statement of Purpose, as defined in the Joint Powers Agreement, is "to address regionally-significant transportation issues, conduct regional transportation studies and plans, and solicit and select projects seeking federal transportation funding that support the activities of MnDOT and the Central Minnesota ATP." The Board retains this significant role under this MOU, and wanted to demonstrate its support for the MOU by taking early action to encourage the other seven signatories to approve the proposed MOU.
- This MOU emphasizes that 7W will continue its existing role as the body that selects local projects for federal funding within the Wright and Sherburne portions of the MPO, which are also part of the Central Minnesota ATP.
- The Region 7W TPB encourages each local jurisdiction to take action to approve the MOU by December 31, 2013.

**LEGAL CONSIDERATIONS:** The Mayor and City Council have the authority to enter into agreements on behalf of the City.

**Submitted Through:** Adam Nafstad, City Administrator-PWD

**Attachments:** Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE METROPOLITAN COUNCIL, REGION 7W TRANSPORTATION POLICY BOARD,  
WRIGHT AND SHERBURNE COUNTIES, THE CITIES OF ALBERTVILLE, ELK RIVER,  
HANOVER, OTSEGO, and ST. MICHAEL  
TO  
CONDUCT FEDERALLY-REQUIRED METROPOLITAN PLANNING ACTIVITIES**

The parties to this Memorandum of Understanding (MOU) are the Metropolitan Council of the Twin Cities (Council), the Region 7W Transportation Policy Board (Region 7W TPB), Wright and Sherburne Counties (Counties), the cities of Albertville, Elk River, Hanover, Otsego, and St. Michael;

**WHEREAS**, federal transportation law and regulations (23 USC 134 and 135; 49 USC 5303 and 5304; 23 CFR 450 Subpart A – *Transportation Planning and Programming Definitions*; and 23 CFR 450 Subpart C – *Metropolitan Transportation Planning and Programming*) require a metropolitan planning organization (MPO) to be designated for all urbanized areas with a population of more than 50,000 to establish and maintain a continuing, coordinated, and comprehensive transportation planning process;

**WHEREAS**, the Council was established by the Minnesota Legislature in 1967 to plan for the orderly and economic development of the seven county Minneapolis-St. Paul region and was designated by the governor as the MPO for the Minneapolis-St. Paul Urbanized Area in 1973;

**WHEREAS**, on March 27, 2012, the U.S. Census Bureau identified portions of Albertville, Hanover, Otsego, and St. Michael in Wright County and portions of Elk River and Big Lake Township in Sherburne County, hereinafter referred to as “the extended area,” as part of the Minneapolis-St. Paul Urbanized Area, which is the first time the Minneapolis-St. Paul Urbanized Area has extended beyond the Council’s seven county jurisdictional area;

**WHEREAS**, under federal regulations, the MPO transportation planning area boundary must encompass, at a minimum, the entire “Urbanized Area” or UZA as defined by the U.S. Census Bureau and the area expected to become urbanized within the next 20 years;

**WHEREAS**, federal law does not require a re-designation of an MPO solely due to expansion of its boundary;

**WHEREAS**, US DOT policy encourages boundary changes be accomplished through agreements between affected jurisdictions;

**WHEREAS**, MN Statute 473.146, subd. 4 says “(a) The Metropolitan Council is the designated planning agency for any long-range comprehensive transportation planning required by section 134 of the Federal Highway Act of 1962, Section 4 of Urban Mass Transportation Act of 1964 and Section 112 of Federal Aid Highway Act of 1973 and other federal transportation laws. The Council shall assure

administration and coordination of transportation planning with appropriate state, regional and other agencies, counties, and municipalities;”

**WHEREAS**, Wright and Sherburne Counties are part of the Central Minnesota Area Transportation Partnership (ATP) for federal transportation funding;

**WHEREAS**, Wright and Sherburne Counties are part of the Region 7W TPB established by Joint Powers Agreement duly executed by Benton, Sherburne, Stearns, and Wright Counties on January 4, 2000;

**WHEREAS**, the Region 7W TPB’s Statement of Purpose, as defined in the Joint Powers Agreement, is “to address regionally-significant transportation issues, conduct regional transportation studies and plans, and solicit and select projects seeking federal transportation funding that support the activities of MnDOT and the Central Minnesota ATP”;

**WHEREAS**, Section 176(c) of the CAA, 42 U.S.C. § 7506(c), requires federally-funded transportation plans, programs, and projects that are funded or approved under 23 U.S.C. (Highways), or the Federal Transit Act, 49 U.S.C. ch. 53 (Public Transportation) to conform with State and Federal air quality implementation plans; and

**NOW, THEREFORE**, the parties recognize and agree:

1. **AGREEMENT PURPOSE.** As part of its charge from the state legislature to “assure administration and coordination of transportation planning with appropriate state, regional and other agencies, counties, and municipalities” the Council desires to enter into an agreement with the above named counties and cities in the “extended area” to meet the metropolitan transportation planning requirements as required by federal law;
2. **APPLICABILITY.** This agreement only applies to federal metropolitan transportation planning requirements; it does not extend any of the Council’s other statutory roles and responsibilities, such as provision of wastewater treatment or transit service, nor the requirement for local land planning in conformance to the Metropolitan Development Guide, to be applicable to these parties;
3. **PLANNING AREA BOUNDARIES.** The metropolitan planning area boundary selected by the “extended area” parties in accordance with federal law will be accepted by the Council as metropolitan transportation planning area for the affected areas of Wright and Sherburne Counties;
4. **TRANSPORTATION PLANNING.** The parties will conduct a transportation planning process that is continuing, cooperative, and comprehensive and provide for the consideration of projects, strategies, and services that address the requirements in 23 CFR 450 Subpart C – *Metropolitan Transportation Planning and Programming*. A primary responsibility of the MPO is to prepare an updated long range transportation plan every four years. Under federal law, this plan must be “fiscally constrained” so it does not plan for expenditures beyond those revenues expected to be reasonably available within the time frame of the plan. The Council will coordinate with the Region 7W TPB, as representatives of the extended area, to discuss and agree upon projects

in the extended area that are to be included in the MPO's fiscally constrained plan, and will also discuss and agree upon any "illustrative projects" in the extended area that could be reflected in the plan as projects that could be built if additional resources are secured within the plan timeframe. The Council will coordinate with the Region 7W TPB if plan amendments that impact the extended area are needed prior to the usual four year plan update cycle;

5. **TRANSPORTATION PROGRAMMING.** A primary responsibility of the MPO is to prepare a short range Transportation Improvement Program to cover a four year period. The Council and its Transportation Advisory Board (TAB) will work cooperatively with the extended area participants, and the Region 7W TPB, the Central Minnesota ATP, and MnDOT District 3 to develop the Transportation Improvement Program for the Twin Cities Metropolitan Area, adopt it and transmit it to MnDOT for incorporation into the State Transportation Improvement Program (STIP) by October 1 of each year. The TAB will continue to select projects for the seven- county area through its regional solicitation process. Projects to be funded with federal money in the extended area will be selected through the existing District 3/7W ATP process, and transmitted to the Council for inclusion in the MPO's TIP. If a TIP amendment that impacts the extended area is needed prior to the usual annual TIP update cycle, MnDOT District 3 and the Region 7W TPB will submit the amendment to the Metropolitan Council for inclusion in the MPO's TIP and subsequently the STIP;
6. **METROPOLITAN PLANNING FUNDING.** The parties agree that the Council will utilize PL and Section 5303 funds from the US DOT to carry out this planning work and will not request additional funding from the other parties;
7. **AIR QUALITY CONFORMITY.** The MPO must assure that its transportation plan and TIP are in conformity with the federal Clean Air Act. This will continue to be accomplished under the process described in the "Transportation Conformity Procedures for Minnesota." Portions of Wright County, as well as portions of the original seven county MPO area, have been included in the air quality maintenance area for the region since the maintenance area was designated by US EPA in 1999;
8. **COMMUNICATION.** Provision of a forum for interaction among local jurisdictions, between local jurisdictions and state agencies, and between state/local agencies and the public is a key responsibility of MPOs. In order to maintain open communication on transportation planning issues, the Council will coordinate at least one meeting each year between the chair of the Council or the chair of the Council's transportation committee, the chair of the Council's Transportation Advisory Board, and local elected officials of the affected communities in the extended area. At a staff level, each of the two counties (Sherburne and Wright) will be invited to send a representative to the MPO's Technical Advisory Committee (TAC). The TAC reviews and recommends for approval the long-range transportation plan, the TIP, UPWP and other studies and plans undertaken by the Council;



9. **PUBLIC PARTICIPATION.** Public participation in the preparation of all transportation planning documents, including the long range plan and the TIP, will be facilitated by provision of public meeting and/or public hearing locations convenient to residents of the extended area and dissemination of information through local channels in Sherburne and Wright Counties, such as libraries and community media. Material will also be electronically available on the Council’s website;
10. **LEGAL AUTHORITY.** This MOU is not a legally binding agreement and creates no legally binding obligations for any party. Because of the mutual desire to proceed and achieve the goals stated in this MOU, each party fully intends to make a good faith effort to achieve the goals described above to work together to comply with the federal and state laws;
11. **GOVERNMENT DATA.** The parties acknowledge that this MOU, as well as any data created, collected, stored, or received under the terms of this MOU, are “Government Data” within the meaning of the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13), and that they must comply with the provisions of the Act as if related to such data;
12. **EFFECTIVE DATE.** This MOU shall be effective when all appropriate signatures have been obtained by the Council, the Region 7W TPB, Wright and Sherburne Counties, and the cities of Albertville, Elk River, Hanover, Otsego, and St. Michael;
13. **MODIFICATION.** Any amendments to this MOU must be mutually agreed to in writing. All parties agree to review the MOU (and amend as necessary) following the release of urban areas boundaries by the U.S. Census Bureau based on the 2020 U.S. Census;
14. **TERMINATION.** The terms of this MOU may be terminated by any one of the parties by giving 90 days written notice to each of the other parties. This MOU will remain in effect until terminated as provided in this clause, or until replaced by a new MOU.

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intentionally left blank.*

**I concur with this Memorandum of Understanding**

Sherburne County

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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intentionally left blank.*

**I concur with this Memorandum of Understanding**

Wright County

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

City of Albertville

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

City of Elk River

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

City of Hanover

By: \_\_\_\_\_  
Title:

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

City of Otsego

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

City of St. Michael

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

Region 7W Transportation Policy Board

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**I concur with this Memorandum of Understanding**

Metropolitan Council

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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November 25, 2013

**SUBJECT: FINANCE DEPARTMENT – 2014 PROPERTY TAX LEVY AND FINAL BUDGET**

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

**MOTION TO:** Approve **Resolution No. 2013-045** entitled a Resolution Adopting Property Tax Levy Collectible in 2014; and, approve **Resolution No. 2013-046** entitled a Resolution Adopting the 2014 Final Budget.

**BACKGROUND:** On September 3, 2013, the City Council adopted a Preliminary Budget of \$3,158,904 and certified a Preliminary Levy of \$3,300,124 to Wright County. Based on the Preliminary Levy, Wright County has prepared and mailed projected tax statements to all residents. On Monday, December 2, the City Council will host a public hearing, known as a Truth-In-Taxation, for the Council to take public comments on the proposed budget and levy. Following public comments, the City Council at a regularly convened meeting may approve or make adjustments to the final levy, which is then certified to Wright County for taxes payable in 2014. Coinciding with the adoption of the City's Levy, the City Council officially adopts a 2014 Budget detailing projected revenue and expenses.

**KEY ISSUES:**

- The public Truth-in-Taxation Hearing will be held prior to Council approvals.
- The proposed budget and levy represents a Total Levy increase of 2.96%, and reflects a decrease in operations (-1.06%) and increase in debt levy (+15.46%).
- The proposed budget includes anticipated LGA funding (estimated \$79,650).
- The proposed budget is focused on maintaining current levels of operation and debt reduction.
- The final levy is due to the County Auditor no later than December 13, 2013.

**POLICY CONSIDERATIONS:** The Council reviews and approves all budgets and tax levies.

**FINANCIAL CONSIDERATIONS:** In reviewing Albertville projected the 2014 budget, we anticipate maintaining the Office of the State Auditors recommendation of 40% 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 in the future.

**LEGAL CONSIDERATIONS:** The Mayor and Council have the authority to approve the 2014 Property Tax Levy and Annual Budget pursuant to Minnesota State Law.

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

**Submitted Through:** Adam Nafstad, City Administrator-PWD

**Attachments:** Resolution No. 2013-045; and Resolution No. 2013-046

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

**RESOLUTION NO. 2013-045**

**A RESOLUTION ADOPTING THE  
2013 TAX LEVY COLLECTIBLE IN 2014**

**BE IT RESOLVED** by the Council of the City of Albertville, County of Wright, State of Minnesota, that the following sums of money be levied for the current year, collectible in 2014, upon taxable property in the City of Albertville for the following purposes:

**Total levy        \$3,300,124**

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 2<sup>nd</sup> day of December 2013.

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Jillian Hendrickson, Mayor

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Kimberly A. Olson, City Clerk

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

**RESOLUTION NO. 2013-046**

**A RESOLUTION ADOPTING THE 2014 FINAL BUDGET**

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

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

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

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

1. Hereby adopts the attached 2014 Annual Budget for the City of Albertville for the period  
January 1, 2014, through December 31, 2014.
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 2<sup>nd</sup> day of December, 2013.

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Jillian Hendrickson, Mayor

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Kimberly A. Olson, City Clerk



**2014 BUDGET SUMMARY COMPARISON  
 GENERAL FUND**

<b>General Fund Revenue:</b>		<b>2013 Budget</b>	<b>2014 Budget</b>	<b>Difference 13 to 14 \$</b>	<b>Difference 13 to 14 %</b>
31010	Current Ad Valorem Taxes	2,423,781	2,397,983	-\$25,798	-1.06%
34113	Franchise Fee - Cable	65,000	65,000	\$0	0.00%
32100	Business Licenses & Permits	20,000	22,000	\$2,000	10.00%
32110	Liquor Licenses	29,150	29,150	\$0	0.00%
32120	3.2 Liquor Licenses	150	150	\$0	0.00%
32150	Sign Permits	1,500	1,500	\$0	0.00%
32210	Building Permits	35,000	55,000	\$20,000	57.14%
32240	Animal Licenses	250	400	\$150	60.00%
33405	Police Aid	28,000	28,000	\$0	0.00%
33406	Fire Aid	30,000	42,000	\$12,000	40.00%
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	2,000	2,000	\$0	0.00%
34001	Administration fees	125,894	136,721	\$10,827	8.60%
34005	Engineering As Built Fee	750	1,500	\$750	100.00%
34101	Lease Payments - City Property	0	0	\$0	0.00%
34101	Zoning & Subdivision Fees	1,500	1,500	\$0	0.00%
34103	Plan Check Fee	15,000	25,000	\$10,000	66.67%
34104	Sale of Maps	50	0	-\$50	-100.00%
34105	PID/Legal Description Requests	0	0	\$0	0.00%
34106	Title Searches	546	1,000	\$454	83.15%
34107	Fire Protection Contract Charges	154,417	160,532	\$6,116	3.96%
34202	Rental Fees	5,000	6,000	\$1,000	20.00%
34780	Other Revenues	6,000	9,000	\$3,000	50.00%
34950	Fines & Forfeits	0	0	\$0	0.00%
35000	Interest Earnings	25,000	25,000	\$0	0.00%
36210	Arena	11,388	11,616	\$228	2.00%
39203	Transfer other fund I-94 Engineer	50,000	50,000	\$0	0.00%
39203	Transfer other fund 102 to SAC	50,000	0	-\$50,000	-100.00%
	<b>LGA Revenue expected</b>	<b>0</b>	<b>79,651</b>		
	<b>Total Revenues</b>	<b>3,088,576</b>	<b>3,158,903</b>	<b>-9,323</b>	<b>2.28%</b>



General Fund Department Expenditures:		2013 Budget	2014 Budget	Difference 13 to 14 \$	Difference 13 to 14 %
41100	Council	41,855	44,969	\$3,114	7.44%
41300	Combined Administrator/Engineer	124,909	98,130	-\$26,779	-21.44%
41400	City Clerk	121,258	129,984	\$8,726	7.20%
41440	Elections	9,000	15,500	\$6,500	72.22%
41500	Finance	169,155	177,839	\$8,684	5.13%
41550	City Assessor	28,500	29,355	\$855	3.00%
41600	City Attorney	35,000	40,000	\$5,000	14.29%
41700	City Engineer	20,200	20,000	-\$200	-0.99%
41800	Economic Development	18,000	28,000	\$10,000	55.56%
41910	Planning & Zoning	31,507	40,507	\$9,000	28.56%
41940	City Hall	120,855	135,605	\$14,750	12.20%
42000	Fire Department	325,307	316,187	-\$9,121	-2.80%
42110	Police	530,000	547,500	\$17,500	3.30%
42400	Building Inspection	155,365	154,184	-\$1,181	-0.76%
42700	Animal Control	4,000	4,080	\$80	2.00%
43100	Public Works - Streets	449,995	482,694	\$32,698	7.27%
41750	Add'l Consulting combined Admin/Eng	60,000	30,000	-\$30,000	0.00%
45000	Culture & Recreation	55,843	58,600	\$2,758	4.94%
45100	Parks & Recreation	191,866	211,126	\$19,260	10.04%
45000	Library Debt Service	25,151	26,030	\$879	3.49%
49300	Capital Reserves	570,810	568,614	-\$2,196	-0.38%
<b>Total Expenditures</b>		<b>3,088,576</b>	<b>3,158,904</b>	<b>70,328</b>	<b>2.28%</b>

Levy	2013	2014		Difference 13 to 14 %
General Fund & EDA	2,423,781	2,397,983		-1.06%
<b>Total Tax Levy (Oper. Levy)</b>	<b>2,423,781</b>	<b>2,397,983</b>		<b>-1.06%</b>
357 GO Improvement Bond 03	76,520	287,086		
354 Bonds 03 PF Lease Rev	67,631	77,456		
City Hall 05	277,878	276,723		
GO Im Bond 07				
Lachman/19/Industrial	70,157	70,157		
PW Facility 04	169,139	100,719		
I-94	120,000	90,000		
<b>Total Debt Service Levy</b>	<b>781,325</b>	<b>902,141</b>	<b>Debt Levy</b>	<b>15.46%</b>
<b>Total Levy</b>	<b>3,205,106</b>	<b>3,300,124</b>	<b>Total Levy</b>	<b>2.96%</b>

November 25, 2013

**SUBJECT: FINANCE - 2014 FEE SCHEDULES**

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

**MOTION TO:**

1. Approve Resolution No. 2013-047 entitled a Resolution Setting 2014 Fees for Services and Violation Fines for the City of Albertville.
2. Approve Ordinance No. 2013-010 entitled an Ordinance Amending Title 11 Subdivision Regulations, Section 11-2-7: Fees, Charges, and Expenses and Appendix A – Zoning Ordinance, Section 100.10, Fees, Charges, and Expenses of the Albertville City Code.

**BACKGROUND:** The City Council must set the fees for various services and fines for the upcoming year each December. This year staff reviewed both fees set by resolution of the City Council and some of the key changes are listed below. Fees set in the Subdivision Chapter and Appendix A-Zoning Ordinance of the City Code were also reviewed and the attached memo indicates the City Planner's findings from that review. The revised fee schedules will take effect January 1, 2014 if adopted.

**KEY ISSUES:**

- Council approved a fee earlier in the year for fire inspections and that has been included.
- The City Council recently revised its temporary outdoor music permit ordinance and the schedule reflects suggested fees to cover the cost of issuing those permits.
- Stormwater connection charges have been added.
- The City has seen an increase in food trucks (mobile food units) seeking to do business in Albertville. They were licensed this last year using a Temporary Seasonal Sales Permit, but those are limited to two a year and for a limited number of days. Staff is looking at bringing forward an ordinance revision that addresses the unique circumstances involved with food trucks and has included a fee in the schedule that would accompany that ordinance change.
- Vendor licenses are not specifically addressed in the City Code and have been removed. These types of licenses can fall under the Peddler-Solicitor-Transient Merchant license.
- The returned check fee increased from \$20 to \$25.
- Vacant properties are billed an annual registration fee and that is now included in the schedule.
- Room rental fees were consolidated. There is no longer a different charge for a weekday versus a weekend rental. The schedule was formatted to more clearly show that rooms are rented out in timed blocks, i.e. 2 or 4 hour blocks of time. Civic groups and non-profits



will continue to receive one room unit free per month and then pay the regular room rental price for any additional meetings for the remainder of the month.

- The license fee for single family rental homes should be based on a per unit value rather than a per building and a per unit value. Staff is recommending the same fee per unit be applied to both single family attached and detached rentals.

**POLICY/PRACTICES CONSIDERATIONS:** It is the policy of the Mayor and City Council to adopt or amend resolution and ordinances setting fees.

**FINANCIAL CONSIDERATIONS:** There are some financial considerations. Any increases in fees are to cover City expenses.

**LEGAL ISSUES:** In accordance with Council procedures, the Mayor and Council possess the authority to set fee schedules for services.

**Submitted by:**

**Attachments:** NAC Memorandum regarding Fees  
Resolution No. 2013-047  
Ordinance No. 2013-010



## **MEMORANDUM**

TO: Adam Nafstad  
FROM: Emily Shively/ Alan Brixius  
DATE: November 25, 2013  
RE: Albertville – Proposed Fee Schedule Changes  
FILE: 163.05

## **BACKGROUND**

The city council will be reviewing the ordinance fee schedule to set fees for 2014 at their December meeting. We reviewed Exhibit A which outlines fees referenced in the city code and are proposing some additions and deletions in order to make the fee schedule more comprehensive in nature as well as updating ordinance references. We also reviewed the fee schedule in the zoning ordinance and have proposed some revisions to the amounts charged based on past billings.

Additions appear as underlined text and deletions appear as strikeout text in the attachments.

## **FEE SCHEDULE REVISIONS**

The majority of proposed changes to the fee schedule are minor revisions such as changing or updating the related ordinance reference and reordering items to be listed in the order they appear in the city code under the existing headings. The following are additional comments for some of the proposed changes:

- Vendor Transient and Vendor Seasonal Permits. These permits are not specifically described in the ordinance and could be considered under Transient Merchant licensing in Chapter 4.
- Food Trucks. The city is currently considering amending the ordinance to regulate mobile food trucks. Staff has recommended licensing this use similar to that of other types of transient merchants. As such, an entry has been added to the fee schedule for Mobile Food Unit licensing with an associated \$50.00 fee per unit with \$1.00 for each additional day, per unit.

- Coin Operated Amusement Device. There were two identical listings for this entry; one has been deleted and the second ordinance reference added. (The referenced state statute should be identified; staff was unable to locate the reference)
- Recycling fee. The recycling fee reference was deleted from the section on miscellaneous fees as it appears in the later section *Sewer – water – stormwater – recycling related fees*
- Outdoor music performance permits. The newly adopted ordinance references a fee to be set by city council ordinance. Such fee has not yet been determined; we are recommending a fee of \$50.00, similar to a Temporary Outdoor Seasonal Sales Permit which is set per event.
- Building related fees. This section was updated with ordinance references and the Certificate of Occupancy and Vacant Building fees added. The ordinance contains a chart listing specific fee amounts for Fireplace, Plumbing, and Mechanical permits, so those amounts were listed on the fee schedule rather than referencing that section of the ordinance. Additional escrow and permit fees in Chapters 10-1-3 and 10-2-3 were not added to the fee schedule, but could be if a complete listing is desired.
- Sewer – Water – Stormwater. Other fees specified in the ordinance were added to the fee schedule to create a more comprehensive list in this section
- Fire related fees. The fire inspection fee from Chapter 10-3-9 was added

Liquor license fees are outlined in Chapter 4-1-6A have not been enumerated on the fee schedule, but could be added if desired. Likewise, right-of-way fees outlined in Chapter 8-2-11 are not on this fee schedule. Stormwater connection charges have been added to the fee schedule; sewer and water access charges have not been added to the fee schedule as they may be set by separate council resolution.

## **DEVELOPMENT FEES**

We also reviewed the fees outlined in the subdivision and zoning ordinances. The zoning ordinance fee schedule references fees for subdivision and platting – these were found to be inconsistent with the fees in Chapter 11-2-7 of the subdivision ordinance. The Chapter 11 fees are listed in parentheses and underlined in the zoning fee schedule for comparison. It is likely that the zoning fee schedule fees are more current; if this is the case, the fees in Chapter 11-2-7 should be updated for consistency.

Several changes to the fees in Section 100.10 are proposed to more accurately reflect the cost of review and recent billings. The ordinance allows for collection beyond the stated escrow if the cost of review exceeds the escrow amount, so lowering the fees should still allow for costs to be covered.

The fee schedule also reflects proposed changes under discussion regarding the regulation of home occupations.

## ISSUES

In the course of reviewing the Albertville City Code related to updating the various fee schedules, a few other issues came to light which may be subject to further discussion.

Home Occupations. Currently under discussion are changes to the regulation of home daycare providers as home occupations. The proposed changes eliminate the need for a permit for daycare facilities providing care for 14 or fewer persons; however, these providers will still be subject to the general standards in Section 1600.4.A. and B. A question has arisen regarding the communication of these standards to daycare providers and whether or not an administrative zoning letter should be required for obtaining a state license. Such letter has a \$25 fee associated with it; the question is whether or not this should be noted on the fee schedule and/or in the ordinance.

Adult Uses. Adult uses are not subject to permitting or licensure in Albertville, but are required to meet certain land use and zoning criteria. Some type of city review process should be in place to ensure compliance with ordinance requirements and an associated fee to cover the costs related to review should be established.

Separately, review of Chapter 2800- Adult Uses found that it is inconsistent with current Minnesota Statutes §617.242 with regard to proximity standards. An ordinance amendment could be considered; however, as the ordinance is currently less restrictive, the state statute legally takes precedence.

## CONCLUSION

The proposed fee changes should be reviewed by staff to see if the additions to the fee schedule are warranted and if the proposed fee amounts are reasonable. The final fee schedules should then be forwarded to the city council for review and adoption.

Attachments:

Attachment A	Proposed Changes to Exhibit A – 2014 Fee Schedule
Attachment B	Proposed Changes to Appendix A – Zoning Ordinance 100.10 Fee Schedule

C: Kim Olson  
Tina Landis  
Mike Couri

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

**RESOLUTION NO. 2013-047**

**RESOLUTION SETTING FEES FOR SERVICES AND  
VIOLATION FINES WITHIN THE ALBERTVILLE CITY LIMITS FOR THE  
2014 CALENDAR YEAR**

**WHEREAS**, the Albertville City Council sets the following fees by resolution effective January 1, 2014 unless otherwise set by a separate resolution:

**Exhibit A - 2014 Fee Schedule**

**Exhibit B –2014 Rental Fee Schedule**

**Exhibit C – 2014 Joint Powers Water Board Utility Rates**

Adopted by the City Council of the City of Albertville this 2<sup>nd</sup> day of December, 2013.

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Jillian Hendrickson, Mayor

ATTEST:

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Kimberly A. Olson, City Clerk

## EXHIBIT A

### 2014 Fee Schedule

Subject	Fees	Title	Chapter	Section
<b>Building / Zoning Fees</b>				
Advertising Device (Billboard) Permit	Per building permit fee schedule and as set by City Council	10 10	2 7	3.A. 5.C.
Building maintenance and occupancy appeal	\$250 plus City expenses	10	14	3.B.
Certificate of Occupancy	\$50	10	1	1.C.
Fireplace Permit (existing residential)	\$25 + \$5 surcharge	10	2	3.B.
Fireplace Permit (new construction)	\$50 + \$5 surcharge			
Mechanical Permit (existing residential) i.e. Air Conditioner, Heating/Furnace Replacement	\$25 + \$5 surcharge	10	2	3.B.
Permit/Records – Duplicate	\$50 per hour			
Plumbing Permit (existing residential) i.e. Irrigation, Water Heater, Water Softener	\$25 + \$5 surcharge	10	2	3.B.
Reroofing Permit (existing residential)	\$125 + \$5 surcharge	10	2	3.B.
Swimming Pool Permit	Per building permit fee schedule	10	2	3.A.
Sign Permit - Permanent	Per building permit fee schedule and as set by City Council	10 10	2 7	3.A. 5.C.
Sign Permit -Temporary	\$35 per property (14 days max)	3	1	3.B.3.
Vacant Building	\$100 annually	10	8	5.A.
Zoning Request (lot size, permitted use, etc.)	\$25 per property	3	1	3.B.3.
<b>Fire Related Fees:</b>				
Car Fires/Accidents (non-residential)	\$500 first hour \$200 per hour thereafter	3	5	2.D.
False Alarms – 1 <sup>st</sup> and 2 <sup>nd</sup>	Free of charge	3	5	1 & 2

<b>Subject</b>	<b>Fees</b>	<b>Title</b>	<b>Chapter</b>	<b>Section</b>
False Alarms – 3 <sup>rd</sup>	\$300	3	5	1 & 2
False Alarms – 4 <sup>th</sup>	\$400	3	5	1 & 2
False Alarms – 5 <sup>th</sup>	\$500	3	5	1 & 2
False Alarms – 6 <sup>th</sup>	\$600	3	5	1 & 2
False Alarms – 7 <sup>th</sup>	\$700	3	5	1 & 2
False Alarms – 8 <sup>th</sup>	\$800	3	5	1 & 2
False Alarms – 9 <sup>th</sup>	\$900	3	5	1 & 2
False Alarms – 10 <sup>th</sup>	\$1,000	3	5	1 & 2
Fire Department Aerial Apparatus (Wright county FCA uniform schedule billable calls)	\$750 per hour	3	5	2.A.
Fire Department Boat/Water Ice Rescue (Wright county FCA uniform schedule billable calls)	\$150 per hour	3	5	2.A.
Fire Department Engine Type 1 & 2 (Wright county FCA uniform schedule billable calls)	\$400 per hour	3	5	1 & 2
Fire Department Engine Type 3 – 7 (Wright county FCA uniform schedule billable calls)	\$150 per hour	3	5	2.A.
Fire Department Personnel Each (Wright county FCA uniform schedule billable calls)	\$20 per hour	3	5	2.A.
Fire Department Tenders – All Types (Wright county FCA uniform schedule billable calls)	\$300 per hour	3	5	2.A.
Fire Department Utility & Rescue – All Types (Wright County FCA uniform schedule billable calls)	\$400 per hour	3	5	2.A.
Fire Inspection- New Commercial	Initial visit - \$50	10	3	9

Subject	Fees	Title	Chapter	Section
Fire Suppression or Fire Alarm System Inspection	\$50	10	3	9
Open Burning Nuisance Abatement fee	\$200	5	4	4
<b>License Fees:</b>				
Advertising Device (billboard) License - Renewal	\$75 per billboard	10	5	5.C.2.c.
Background Check (BCA)	\$15 per individual			
Bingo License	\$25 annually	4	3	1.D
Coin-Operated Amusement Device License ( <i>per location</i> )	\$15 annually (per MN State Statute)	3	1	3.B.1
Coin-Operated Amusement Device License ( <i>per device</i> )	\$15 annually (per MN State Statute)	3	1	3.B.1
Compost Site for Commercial Vendors	\$250 annual license (Albertville materials)			
Dog Impoundment & redemption fee (in addition, all impoundment, transport and boarding fees incurred by the City must be paid)	1 <sup>st</sup> Impoundment \$50, plus Boarding fees 2 <sup>nd</sup> impoundment \$100, plus Boarding fees Subsequent impoundments \$200, plus Boarding fees	6	2	13
Dog Kennel Permit	\$50 per household, per year, plus sales tax	6	2	16, 17
Dog License (altered)	\$10 per dog, per year, plus sales tax	6	2	3.B
Dog License (un-altered)	\$15 per dog, per year, plus sales tax	6	2	3.B
Dog License Replacement	\$5, plus sales tax	3	1	3.B.1.
Garbage Hauler License	\$150 per year	3	1	3.B.1.
Liquor License Violations	See Resolution 2005-15			
Massage Enterprise License & Investigation	\$300	4	5	6, 7



<b>Subject</b>	<b>Fees</b>	<b>Title</b>	<b>Chapter</b>	<b>Section</b>
Massage Therapist Individual License	\$50 annually	4	5	6, 7
Mobile Food Unit	\$50 1 <sup>st</sup> day per unit, \$1 ea. add'l day per unit	4	4	3.C.
Peddler, Solicitor, Transient, Merchant	\$50 1 <sup>st</sup> day, per individual, \$1.00 ea. add'l day, per individual	4	4	3.C.
Rental Dwelling License and Inspection fee – Apartment complex	\$150 per bldg. + \$10 per unit, annually	10	4	10
Rental Dwelling License and Inspection fee – Single Family attached or detached	\$100 per unit annually	10	4	10
Temporary Outdoor Music Permit	\$50 annually per minor permit, \$50 each major event	5	5	3
Temporary Outdoor Seasonal Sales Permit (90 days maximum)	\$50 per event	3	1	3.B.3.
<b>Miscellaneous Fees:</b>				
Administrative Fines/Penalties	\$200 (up to \$200 per occurrence)			
Cable System Franchise Application Fee	Per Appendix B-3 (\$500, plus City expenses)	4	6	9
City Code Book	\$300, plus sales tax	3	1	3.B.3.
Comprehensive Plan	\$100, plus sales tax	3	1	3.B.3.
Comprehensive Park Plan	\$75, plus sales tax	3	1	3.B.3.
Copies – Color – (8 ½” x 11”) - Paper or Electronic	\$0.30 per copy, plus sales tax	3	1	3.B.3.
Copies (8 ½” x 11”) – Paper or Electronic	\$0.25, plus sales tax	3	1	3.B.3.
Developer Fees	3.5%	11	2	7
Electric System Franchise Fee	Per Appendix B-1	4	6	9
Faxes	\$3 1 <sup>st</sup> page, \$0.25 ea. additional page	3	1	3.B.3.
Gas System Franchise Fee	Per Appendix B-2	4	6	9
Keycard - City Hall	\$10, replacement or lost/damaged			

<b>Subject</b>	<b>Fees</b>	<b>Title</b>	<b>Chapter</b>	<b>Section</b>
Lot Survey Copy (11" x 17")	\$1 per copy, plus sales tax	3	1	3.B.3.
Maps – 2' x 3' wall, black & white	\$2, plus sales tax	3	1	3.B.3.
Maps – 2' x 3' wall color	\$5, plus sales tax	3	1	3.B.3.
Maps – 11" x 17" street, black & white	\$2, plus sales tax	3	1	3.B.3.
Maps – 11" x 17" street, color	\$5, plus sales tax	3	1	3.B.3.
Maps – 11" x 17" zoning, color	\$5, plus sales tax	3	1	3.B.3.
Maps – 11" x 17" sub-division	\$5, plus sales tax	3	1	3.B.3.
Mowing	\$100 minimum, equipment cost plus man hours	5	3	3.C.
Parking Fund	\$4,500 per stall	Append A	1200.9	C.I.
PID and or Legal Description	\$10 per property	3	1	3.B.3.
Pop/Water/Beverage	Per vendor	3	1	3.B..3
Real Estate Annual Fee (include Parade of Homes)	\$50 per year	3	1	3.B.3.
Returned check fee	\$25	3	1	2
Snow plowing	\$100 minimum, equipment cost plus man hours	3	1	3.B.3.
Special Assessment Search	\$20 per property	3	1	3.B.3.
Special Assessment Deferment Income level	Federal Poverty Level	3	1	3.B.3.
Special Meeting Fee	\$150	1	5	2.C.
Standard Detail Plates	\$25, plus sales tax	3	1	3.B.3.
Water Shut Off Door Tag	\$25			
Weed Elimination	\$100 minimum, equipment cost plus man hours	5	3	3.C.
<b>Sewer / Water Related Fees:</b>				
City Utility Bill - water monthly portion	See Resolution 2012-056	9	3	3.C.

<b>Subject</b>	<b>Fees</b>	<b>Title</b>	<b>Chapter</b>	<b>Section</b>
City Utility Bill - sewer monthly rates	See Resolution 2012-057	9	3.A	8
City Utility Bill - Joint Powers monthly portion	See Exhibit C	9	2	10.B.
Private Sewage Disposal System Permit	\$100	9	4	6
Private Sewage Disposal System Inspection	\$100	9	4	8
Recycling Fee	See Resolution 2010-036			
Sewer Inspection Fee	\$100	9	3	3.B.
Sewer tap fee	\$250	9	3	3.B.
Stormwater Connection Charge: Single-Family residential new construction	\$500 per unit	9	5	4.B.1.
Stormwater Connection Charge: Multiple-Family residential new construction	\$400 per unit	9	5	4.B.2.
Stormwater Connection Charge: All other properties new construction	\$1500 per gross acre	9	5	4.B.3.
Stormwater Residential, Non-Residential, Golf Rates	See Resolution 2009-028	9	5	5
Water Availability Charge (for those who have city water available, but choose not to hook-up)	\$25 per year	9	4	8
Water Connection & Inspection	\$100	9	2	10.A.
Water Disconnect	\$35 plus tax, non-residential	9	2	10.D.
Water Reconnect	\$35 plus sales tax, non-residential	9	2	10.D.
Water Shut Off Notice	\$20	9	2	10.C.

**EXHIBIT B**

**2014 Rental Fee Schedule**

<b>WEST CONFERENCE ROOM (SEATING FOR 8-12)</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (2 Hr Min)</b>	<b>NON-RESIDENT (2 Hr Min)</b>
Private Individuals, Businesses, Groups	Monday - Sunday	\$10 per hour, plus sales tax	\$20 per hour, plus sales tax
Civic Organizations or Non-Profit Groups	Monday-Sunday	Once a month free, then above rate *	Once a month free, then above rate *
* Civic and non-profit groups requiring setup will be charged a \$50 per hour setup – take down fee, plus tax			
<b>UPSTAIRS (SEATING FOR 12-50)</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (4 HRS)</b>	<b>NON-RESIDENT (4 HRS)</b>
Private Individuals, Businesses, Groups	Monday - Sunday	\$75 per each 4 hour block, plus sales tax	\$125 per each 4 hour block, plus sales tax
Civic Organizations or Non-Profit Groups	Monday - Sunday	Once a month free, then above rate *	Once a month free, then above rate *
* Civic and Non-Profit groups needing setup will be charged a \$50 per hour setup – take down fee, plus tax			
Damage Deposit on all rentals is \$100.00.			
Users are required to clean the facility prior to leaving, leaving the area in the same condition as found.			

## EXHIBIT B

### 2014 Rental Fee Schedule

<b>MULTI-PURPOSE ROOM (SEATING FOR 12-50)</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (4 HRS)</b>	<b>NON-RESIDENT (4 HRS)</b>
Private Individuals, Businesses, Groups	Monday - Sunday	\$100 per each 4 hour block, plus sales tax	\$150 per each 4 hour block, plus sales tax
Civic Organizations or Non-Profit Groups	Monday - Sunday	Once a month free, then above rate *	Once a month free, then above rate *
* Civic and Non-Profit groups needing setup will be charged a \$50 per hour setup – take down fee, plus tax			
<b>FULL COMMUNITY ROOM (SEATING FOR 50-100) {Council Chamber and Multi-purpose Room combined}</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT (4 HRS)</b>	<b>NON-RESIDENT (4 HRS)</b>
Private Individuals, Businesses, Groups	Monday - Sunday	\$150 per each 4 hour block, plus sales tax	\$250 per each 4 hour block, plus sales tax
Civic Organizations or Non-Profit Groups	Monday - Sunday	Once a month free, then above rate *	Once a month free, then above rate *
* Civic and Non-Profit groups needing setup will be charged a \$50 per hour setup – take down fee, plus tax			
Kitchen	Monday - Sunday	\$50 per event, plus sales tax	\$75 per event, plus sales tax
Damage Deposit on all rentals is \$100.00.			
Users are required to clean the facility prior to leaving, leaving the area in the same condition as found.			

## EXHIBIT B

### 2014 Rental Fee Schedule

<b>CENTRAL PARK SHELTER</b>			
<b>RENTER</b>	<b>DAYS</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Private Individuals, Businesses, Groups	Monday - Sunday	\$100 per day, plus sales tax	\$150 per day, plus sales tax
Civic Organizations or Non-Profit Groups	Monday - Sunday	\$100 per day, plus sales tax	\$150 per day, plus sales tax
Central Park Ballfield Fine (if no damage deposit) Administrative Fine \$200.00			
<b>CENTRAL PARK SHELTER</b>			
<b>LEAGUE OR OTHER TYPE OF RENTAL</b>		<b>RENTAL FEE</b>	
Central Park – Softball Leagues		\$125.00 <i>per team, per season</i> , plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park – Softball Tournaments		\$100.00 <i>per field, per day</i> , plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park – Broomball Leagues		\$75.00 <i>per team, per season</i> , plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park – Broomball Tournaments		\$100.00 <i>per rink, per day</i> , plus sales tax & proof of liability dis.; includes lights & scoreboards	
Central Park Ballfield Fine (if no damage deposit) Administrative Fine \$200.00			
Damage deposit on all rentals is \$100.00.			
Users are required to clean the facility prior to leaving, leaving the area in the same condition as found.			

## EXHIBIT C

### Joint Powers Water Board Fee Schedule 2014

<i>Description</i>	<i>2013 Fee</i>	<i>2014 Fee</i>	<i>Comments</i>
<b>Supply Connection Fee (WAC)</b>	<b>\$2,001</b>	<b>\$2,001</b>	No increase.
<b>JP Distribution Connection Fee</b>	<b>\$904</b>	<b>\$904</b>	No increase - unlikely to ever use this fee.
<b><u>Water Rate: Residential</u></b> <i>Supply (BASE rate-no minimum)</i> <i>Supply 0-3500 gal</i> <i>Supply 3501-6500 gals</i> <i>Supply 6500-11500 gals</i> <i>Supply 11500-16500 gals</i> <i>Over 16500</i>	<b>\$3.56</b> <b>\$2.14</b> <b>\$2.41</b> <b>\$2.63</b> <b>\$2.90</b> <b>\$3.23</b>	<b>\$3.56</b> <b>\$2.14</b> <b>\$2.41</b> <b>\$2.63</b> <b>\$2.90</b> <b>\$3.23</b>	Proposing to hold Base Fees and User Fees to previous year's rates
<b>Water Rate: Distribution</b> <i>Base</i> <i>Rate per 1,000 gal</i>	<b>\$1.09</b> <b>\$0.90</b>	<b>\$1.09</b> <b>\$0.90</b>	
<b>Water Rate: Commercial</b> <i>3/4 inch meter</i> <i>1 inch meter</i> <i>1.5 inch meter</i> <i>2 inch meter</i> <i>3 inch meter</i> <i>4 inch meter</i> <i>6 inch meter</i> <i>8 inch meter</i>  <i>Commodity Rate, per 1,000 gallons</i>	<b>\$3.56</b> <b>\$5.69</b> <b>\$10.67</b> <b>\$42.69</b> <b>\$88.94</b> <b>\$99.00</b> <b>\$125.23</b> <b>\$137.76</b>  <b>\$2.49</b>	<b>\$3.56</b> <b>\$5.69</b> <b>\$10.67</b> <b>\$42.69</b> <b>\$88.94</b> <b>\$99.00</b> <b>\$125.23</b> <b>\$137.76</b>  <b>\$2.49</b>	
<b>Water Rate: Irrigation Only</b> <i>3/4 inch meter</i>	<b>\$3.56</b>	<b>\$3.56</b>	

<i>1 inch meter</i>	\$5.69	\$5.69	
<i>1.5 inch meter</i>	\$10.67	\$10.67	
<i>2 inch meter</i>	\$42.69	\$42.69	
<i>3 inch meter</i>	\$88.94	\$88.94	
<i>&gt;3 inch meter</i>	Board analysis	Board analysis	
<b>Commodity Rate, per 1,000 gallons</b>	\$2.82	\$2.82	
<b>Per Copy Fee</b>	\$0.25	\$0.25	Minimal use (8.5" x 11") RARELY requested services.
<i>Data on CD or floppy</i>	\$5.00	\$5.00	
<i>Staff time to format/develop reports</i>	\$30.00/hr (billed to 0.25 hrs)	\$30.00/hr (billed to 0.25 hrs)	
<b>Plan Review and construction inspection escrow</b>	\$2,000	\$2,000	Seldom used.
<b>Hydrant Use Permit Fee (per month)</b>	\$75.00	\$75.00	
<b>Hydrant Use Deposit</b>	\$1,500	\$1,500	large set-up garden hose set-up
	\$300	\$300	
<b>Water Salesman/hydrant use rate</b>	\$3.95	\$3.95	
<b>JP Standard Specifications</b>	\$25.00	\$25.00	Basically, \$0.25/page.
<b>Unauthorized Hydrant Use</b>	\$1,000	\$1,000	Seldom necessary, but useful for violators.
<b>Chairman Stipend (annual)</b>	\$300	\$300	
<b>Sprinkling Violations</b>	\$75.00	\$75.00	1st violation (following warning)
	\$50.00	\$50.00	EACH addn'l violation
<b>Certification to Taxes</b>	County fees PLUS \$10 per acct. and 18%	County fees PLUS \$10 per acct. and 18%	
<b>Late Fees on Water Bills</b>	18% annually (4.5%/qtr) w/ \$5.00 min. PER SUPPLY Service Per Quarter.	18% annually (4.5%/qtr) w/ \$5.00 min. PER SUPPLY Service Per Quarter.	

\*\*\*Fee Schedule approved by the Joint Powers Water Board 11/26/12.



**ORDINANCE NO. 13-010**

**AN ORDINANCE AMENDING TITLE 11 SUBDIVISION REGULATIONS,  
SECTION 11-2-7: FEES, CHARGES AND EXPENSES AND APPENDIX A –  
ZONING ORDINANCE, SECTION 100.10, FEES, CHARGES AND EXPENSES  
OF THE ALBERTVILLE CITY CODE**

**THE CITY COUNCIL OF THE CITY OF ALBERTVILLE ORDAINS:**

**Section 1.** Chapter 0100 Title and Application Section 0100.10 Fees, Charges, and Expenses of the Albertville City Code is hereby amended to repeal the strikeouts and add the following underlined text:

- A. Fees and charges, as well as expenses incurred by the city for engineering, planning, attorney and other services related to the processing of applications, shall be established by this zoning ordinance and collected by the zoning administrator for deposit in the city's accounts. Fees shall be established as follows. The council may establish charges for public hearings, special meetings, or other such council or planning commission actions as are necessary to process applications. Multiple applications shall require the collection of multiple fees and escrows. In the event that city costs in processing a development application exceed the escrow, the applicant shall be responsible for the said costs.

Section	Subject	Proposed Fee/Escrow
300.1A	Rezoning	\$400.00/\$1,000.00
400.2A	Conditional use permit:	
	Site <4 acres	\$300.00/\$1,500.00
	Site 4 - 10 acres	<del>\$300.00/\$2500.00</del>
	Site >10 acres	<del>\$300.00/\$5,000.00</del>
500.2A3a	Minor variance	\$100.00/\$100.00
500.2B2	Major variance/appeals	\$300.00/\$650.00
500.2B2a	<u>Variances</u>	\$300.00/\$1,000.00

Deleted: \$4,000.00

Deleted: \$10,000.00

Deleted: Vacations

700.2	Certificate of occupancy <u>of zoning</u>	\$50.00 <sup>1</sup>
1000.5B <u>and 10-2-3.A.</u>	Swimming pool permit	Building code schedule
<u>1000.6A and 10-2-3.B.11.</u>	<u>Fence permit</u>	<u>\$25.00</u>
1000.22	Temporary outdoor seasonal sales	\$50.00
1500.4 and 1500.6A	Administrative permits <u>and</u> <u>minor</u> site and building plan review	\$250.00/\$250.00
1500.5B1	Site and building plan review <u>(major):</u>	
	Site <4 acres	\$300.00/ <u>\$1,500.00</u>
	Site 4-10 acres	<u>\$300.00/\$2,500.00</u>
	Site >10 acres	<u>\$300.00/\$5,000.00</u>
1600.3B	Special home occupation permit	<u>\$30.00</u>
1800.2A	Land filling permit, single lot:	
	Residential	\$25.00
	Commercial/industrial/institutional	\$200.00/\$1,000.00 per acre
1900.3B	Land excavation, grading permit; single lot:	
	Residential	\$25.00
	Commercial/industrial/institutional	\$200.00/\$1,000.00 per acre
2100.2	Essential service permit	\$300.00/\$1,000.00 plus

- Deleted: -
- Deleted: \$2,000.00
- Deleted: \$4,000.00
- Deleted: \$10,000.00
- Deleted: 1600.3A
- Deleted: Home occupation
- Deleted: \$30.00
- Deleted: \$300.00/\$1,000.00

		\$50.00 per lot
2700.4A1	PUD rezoning	\$400.00 plus \$50.00 per lot/\$5,000.00
2700.4C2b	PUD concept plan	\$300.00/\$1,500.00 plus \$50.00 per lot
<del>2700.4D</del>	<del>PUD development stage plan</del>	<del>\$300.00/\$1,000</del>
<del>2700.4E</del>	<del>PUD final plan</del>	<del>\$300.00/\$1,000</del>
<b><u>Chapter 11</u></b>	<b><u>Subdivision Fees</u></b>	
<del>11-2-7</del>	Administrative subdivision	<del>\$400.00/\$1,500.00</del>
<del>11-2-7</del>	Sketch plan	<del>\$200.00/\$2,500.00 plus \$50.00 per lot</del>
<del>11-2-7</del>	Preliminary plat:	
	Residential	\$450.00/\$5,000.00 or \$250.00/lot, whichever is greater
	Commercial/industrial	\$450.00/\$5,000.00 plus \$500.00/lot
<del>11-2-7</del>	Final plat	<del>\$400.00/\$2,500.00</del>

Deleted: \$300.00/\$500.00

Deleted: \$200.00/\$1,000.00 plus \$50.00 per lot

Deleted: \$300.00/\$500.00

B. Such fees, charges, and estimated expenses (as well as deposit, if so required by the zoning administrator) shall be collected prior to city action on any application. All such applications must be accompanied by a written agreement between the city and the applicant/landowner (when the applicant is not the same person or entity as the landowner, both the landowner and the applicant must sign the agreement) whereby the applicant/landowner agrees to pay all applicable fees, charges, administrative, planning, engineering, and legal expenses associated with the review and processing of the development application, if these expenses exceed the application escrow, and which allows the city to assess the above fees, charges,

and expenses against the landowner if such monies are not paid within thirty (30) days after a bill is sent to the applicant/landowner.

C. These fees shall be in addition to sewer access charges, water access charges, building permit fees, inspection fees, subdivision fees, charges, and expenses and other such fees, charges, and expenses currently required by ordinance or which may be established by ordinance in the future. (Ord. 2004-23, 12-20-2004; amd. Ord. 2005-08, 12-19-2005, eff. 1-1-2006; Ord. 2006-13, 12-4-2006; Ord. 2007-13, 11-19-2007, eff. 1-1-2008; Ord. 2008-010, 12-15-2008, eff. 1-1-2009)

**Section 2.** With the changes to the table above adopted, Title 11 Subdivision Regulations, Chapter 2 Administration and Enforcement, Section 11-2-7A. 1.- 4. Fees, Charges, and Expenses of the Albertville City Code is hereby amended to reflect the relevant fees listed in the table above.

**Section 3.** Effective Date. This ordinance shall be effective upon passage and publication.

Approved the City of Albertville City Council this 2<sup>nd</sup> day of December, 2013.

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Jillian Hendrickson, Mayor

ATTEST:

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Kimberly A. Olson, City Clerk

# Memo

To: Adam Nafstad, City Administrator; Albertville City Council

From: Mike Couri

Date: November 26, 2013

Re: Attorney Report

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

- **I-94 Ramp Easement.** The State is asking the City to obtain I-94 ramp easement from Albertville Marketplace using a revised legal description as the State wants clearer language in the deed from the City to the State for the ramp easement. The easement area remains unchanged—the State simply wants its specific language used in the easement document. Adam and I will be working with Albertville Marketplace to obtain the proper language.
- **Pond Property Purchase.** John Darkenwald is not yet ready to meet to discuss the terms of a sale/use of the recently-appraised City lot behind the outlet mall.
- **Charter Cable/Televising of Council Meetings.** I have spoken with Bob Vose of Kennedy & Graven regarding the \$10,000 that Charter owes us pursuant to the franchise agreement. As you may recall, Charter's position is that they will pay us the money, but will recover that amount from Albertville's residents by putting a special charge on residents' bills. Mr. Vose confirmed 1) that cable television rates have been deregulated, which would allow Charter to raise its rates for Albertville residents if it wanted to; and 2) that federal court decisions have found that a company like Charter has a First Amendment free speech right to print what it wants to on its billings, provided the statements on the billings are not misleading. In short, Charter can raise its rates to Albertville residents by putting

a separate line item charge on the bill and label it “City of Albertville franchise fee” and there is essentially nothing we can do about it. Mr. Vose suggested that we might want to approach Charter with the proposition that we would be willing to accept less than the \$10,000 if they would agree not to tack it onto their Albertville customers’ bills, as the temporary surcharge would likely confuse their customers and the higher rate might cause some of them to seek an alternative provider. This approach may be worth a try.

- **Guardian Angels Senior Housing**. The plat and all documentation are with the County Recorder for recording.
- **Hunters’ Pass 2<sup>nd</sup> Addition**. I will be drafting a developer’s agreement for this plat.

## Mayor and Council Request for Action

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November 27, 2013

**SUBJECT: ADMINISTRATION - CITY HALL TERRAZZO FLOOR RESTORATION**

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

**MOTION TO:** Approve the quote from ACT Restoration in the amount of \$9,518.00 to restore the terrazzo floor on the main level of City Hall.

**BACKGROUND:** Staff recently met with Tegrete Corporation (formerly Carlson Building Services, Inc.) to review the current cleaning specifications for City Hall and to inquire about options for repairing and maintaining the flooring at both City Hall and the Fire Hall.

Staff specifically inquired about options for the terrazzo floor on the main level of City Hall. There has been no maintenance on the floor since City Hall was built. Tegrete suggested a one-time restoration of the floor which includes removing the existing coating, diamond grinding/buffing to remove scratches, polishing and buffing, and applying an anti-slip coating to the floor. Follow up care for the terrazzo floor would include burnishing every 12-16 months for a small fee. Tegrete bid the project and received two quotes. Tegrete has recommended the low bid from ACT Restoration.

**KEY ISSUES:**

- Staff has received comments regarding the condition/appearance of the floor, which will require a deep polishing to correct.
- ACT is willing to complete the project when City offices are not open and will work weekends for no additional cost.
- ACT is the lowest bid received. ACT quoted \$9,518.00 and the other quote received was from QC Companies in the amount of \$10,326.00. QC required additional electrical work and equipment for a cost as well as additional costs for weekend work.
- ACT is willing to complete the project when City offices are not open and will work weekends for no additional cost.

**POLICY/PRACTICES CONSIDERATIONS:** The City Council has the authority to approve improvement projects and quotes.

**FINANCIAL CONSIDERATIONS:** The funding for restoring the terrazzo floor would come partly from the 2013 current budgeted amount of capital replacement for City Hall in the amount of \$4,000 and the remaining \$5,518 would come from either the general fund balance or capital reserves.

**Responsible Person/Department:** Adam Nafstad, City Administrator-PWD

**Attachments:** ACT Restoration Quote

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**ACT RESTORATION QUOTATION**

Quote to Remove existing coating, Grind the Terrazzo through a series of multiple steps

1. Polish the Terrazzo and finally apply an Anti-Slip Coating. ACT Restoration will remove all of the coating on the Terrazzo currently with either stripper or mechanically or both.
2. ACT Restoration will Grind the concrete to remove any scratches that may be there and to achieve a uniform finish. We will continue grinding up through the grits of diamond pads to achieve the desired sheen. ACT Restoration will then polish the Terrazzo to give it a glossy shine.
3. Finally, ACT Restoration will apply and buff in an Anti-Slip coating. This is a very thin application that helps prevents falls from slipping. The coating will not scratch like the current coating. You will be left with the most durable Terrazzo floor possible.

**AREA:** • 1,670 Sq. Ft.

**BASE BID:** • \$ 9,518.00

This bid includes every square foot of Terrazzo in the main hallway on the first floor as well as by and under the stairwell.

**NOTE:** ACT Restoration will not Strip, Grind or Polish the coved base. The base will be left as is or it can be stripped and recoated (not included in bid). ACT Restoration will grind the floor up to the terrazzo strip in the floor just before the cove begins.

**ACT Restoration will not require any additional Electrical work requiring an outside contractor to provide special hook-up to any power source. They use a "Wet Method"**

Additional Note: ACT is a locally owned and operated Floor Restoration Service based out of St Michael. We would prefer to offer the work to ACT based on their reputation and being a small local business.

Thank you

David

---

**David Carlson, President**  
Tegrete Corporation (formerly Carlson Building Services, Inc.)

**tegrete**<sup>™</sup>  
INTEGRITY WITH EASE  
4111 Mackenzie Ct Ne, Suite 100  
St. Michael, MN 55376  
763.497.8020 MAIN  
763.286.6730 MOBILE  
www.tegrete.com



## **GENERAL ADMINISTRATION**

**LMCIT Insurance Renewal:** The City has received its renewal quote from the League of MN Cities Insurance Trust. The general liability/property insurance premiums for 2014 have increased due to the League's new formula for calculating risk and rating factors. The insurance premium for 2014 is \$78,509 which is slightly higher than 2013 which was \$72,006, but still much lower than 2011 which was \$99,526.

**Sheriff's 3<sup>rd</sup> Quarter Report (attached):** In short, the report shows total calls from July 1 to September 30 to be at a 5-year low (771 total calls with 838 as the 5-year average). Criminal Arrests for the quarter are also significantly lower than in past years (48 vs. 5-year average. of 71).

**Niemeyer Trailer Sales:** The paperwork for Mr. Niemeyer's request to defer and extend the existing assessment on his property has been completed and submitted to the County. The deferment will commence in 2014. Based on discussions with Mr. Niemeyer, it is believed he will be submitting a development application in January with plans to begin construction in late March early April.

## **ENGINEERING/PUBLIC WORKS**

**Public Building Interconnect:** The fiber is pulled to the buildings and the Contractor will start activating the fiber to go live the week of December 2<sup>nd</sup>. The server is 80% complete and the remaining work relies on the fiber being live and having the phones installed. The project is still on schedule for completion by the first of the year at this point.

**57<sup>th</sup> Street N.E. – 2014 Project:** Staff met with The Catholic Church of St. Albert's building and grounds committee last week to discuss the potential for a joint project in 2014. The Church is very interested in the joint project concept, and staff and the Church committee will meet again in December to discuss further. Based on the meeting, staff will be revising the project concept drawing and will prepare a preliminary cost estimate for both parties. Staff will be pursuing Council authorization for plans and specs in January.

## **UPCOMING EVENTS and ANNOUNCEMENTS**

- December 9 (Monday) – Informational meeting regarding the new RiverRider transit service, 2:00 p.m. at the Senior Center
- December 12 (Thursday) – Retirement party for Senior Center Director Joyce Flurry, 3:00 p.m. – 7:00 p.m. (short program at 5:00 p.m.) at St. Michael City Center

## **ATTACHMENTS:**

- Sheriff's Office 3<sup>rd</sup> Quarter Summary Report



# 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

November 19, 2013

Dear City Administrator/Clerk:

Enclosed you will find the Wright County Sheriff's Office 3<sup>rd</sup> 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".

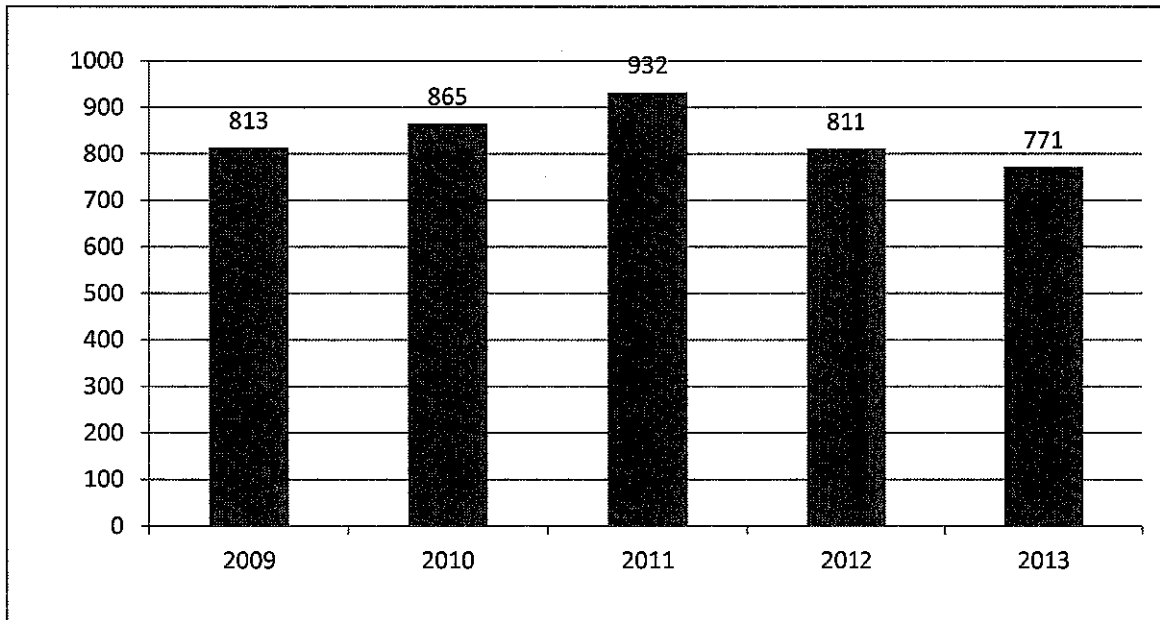
Joe Hagerty  
Wright County Sheriff

Enc.  
mef264

**Wright County Sheriff's Office**  
Sheriff Joe Hagerty  
City of Albertville  
Quarterly Report - July 1 - September 30

**Total Calls Reported**

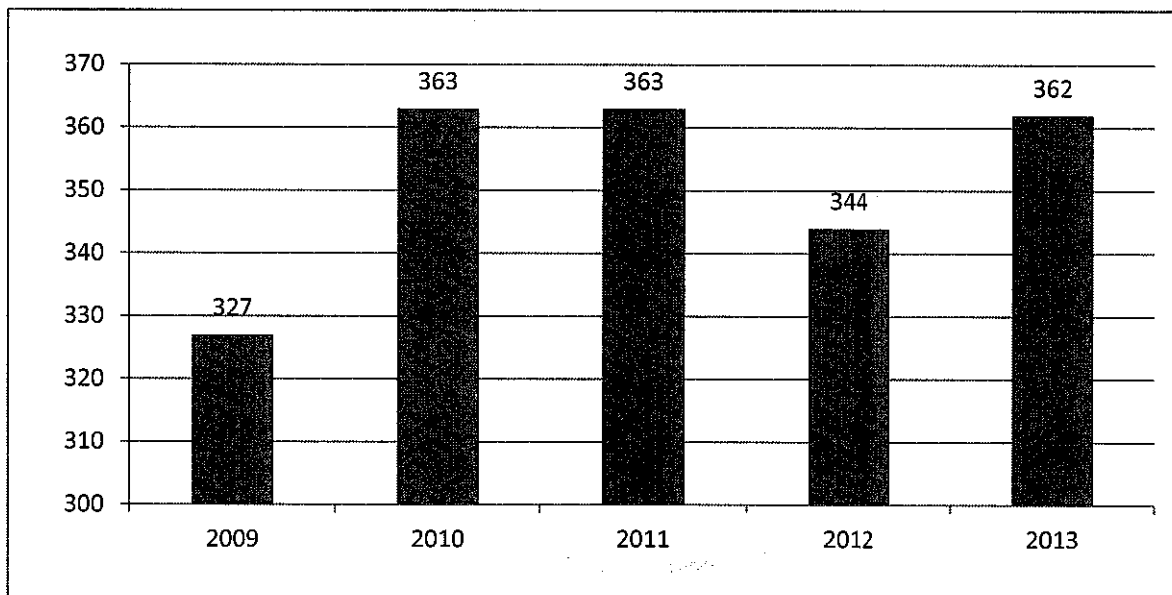
<b>Year</b>	<b>Calls Reported July 1 - September 30</b>
2009	813
2010	865
2011	932
2012	811
2013	771
<b>Average</b>	<b>838</b>



**Wright County Sheriff's Office**  
 Sheriff Joe Hagerty  
 City of Albertville  
 Quarterly Report - July 1 - September 30

**Service Calls**

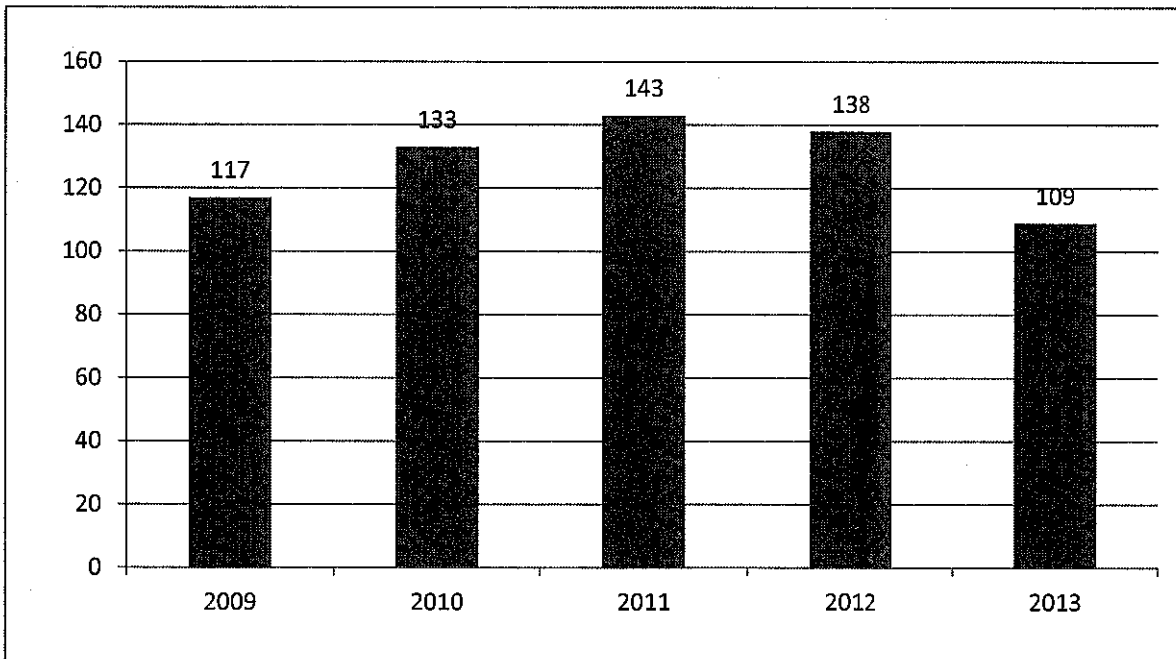
Type of Service Call	2009	2010	2011	2012	2013
Alarm	76	71	85	74	78
Harassment	18	20	9	13	18
Fire	15	23	27	14	16
Check Welfare	11	7	16	10	7
Medical/Deceased	46	76	55	71	52
Animal Complaint	25	33	20	11	30
Disturb Public Peace	48	28	15	19	13
House/Business/Area Check	2	3	0	2	1
Juvenile Complaint	14	19	36	26	32
Suspicious Incident	37	49	42	68	63
Citizen/Motorist Aid	11	13	27	10	13
Lost/Found Property	24	21	31	26	39
<b>Total</b>	<b>327</b>	<b>363</b>	<b>363</b>	<b>344</b>	<b>362</b>



**Wright County Sheriff's Office**  
 Sheriff Joe Hagerty  
 City of Albertville  
 Quarterly Report - July 1 - September 30

**Traffic Calls**

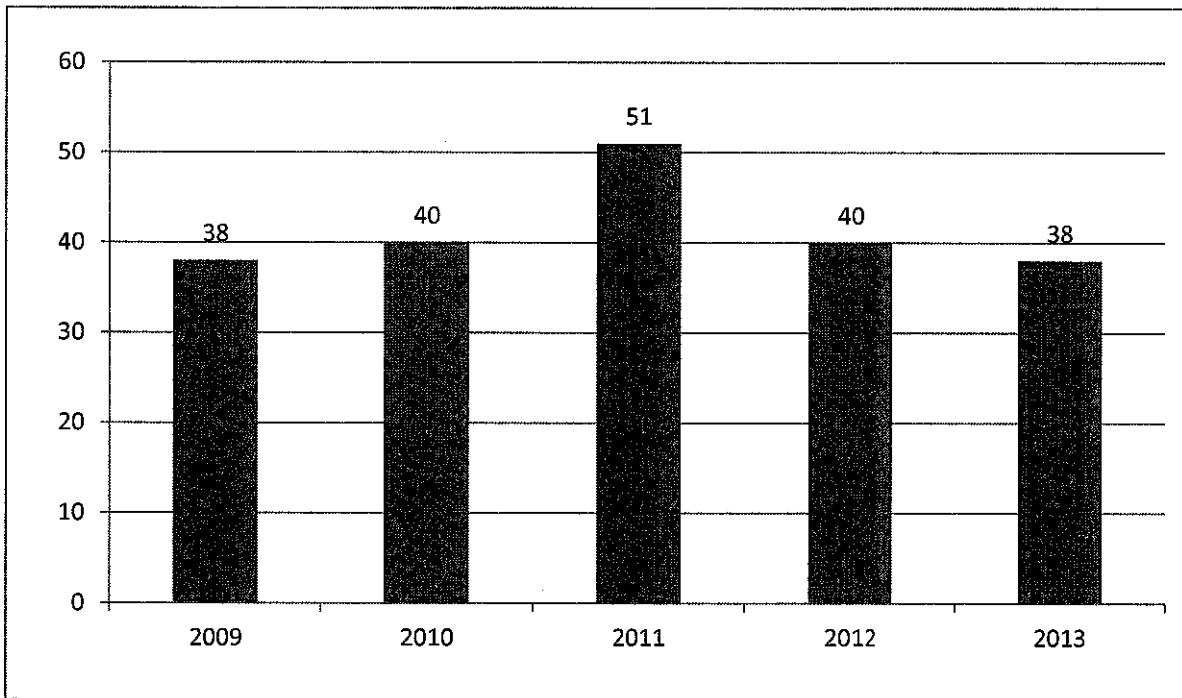
Type of Traffic Call	2009	2010	2011	2012	2013
Speeding	9	9	15	5	4
Careless/Reckless/No Insurance	8	8	7	6	4
Stop/Semaphore Violation	4	10	3	4	4
DAR/DAS/DAC	15	11	19	19	16
Vehicle Registration	4	1	5	2	3
No Proof Insurance	3	6	15	8	12
Equipment Violation	2	2	1	5	0
D.W.I.	12	6	10	10	6
Miscellaneous Traffic	60	80	68	79	60
<b>Total</b>	<b>117</b>	<b>133</b>	<b>143</b>	<b>138</b>	<b>109</b>



**Wright County Sheriff's Office**  
 Sheriff Joe Hagerty  
 City of Albertville  
 Quarterly Report - July 1 - September 30

**Motor Vehicle Crashes**

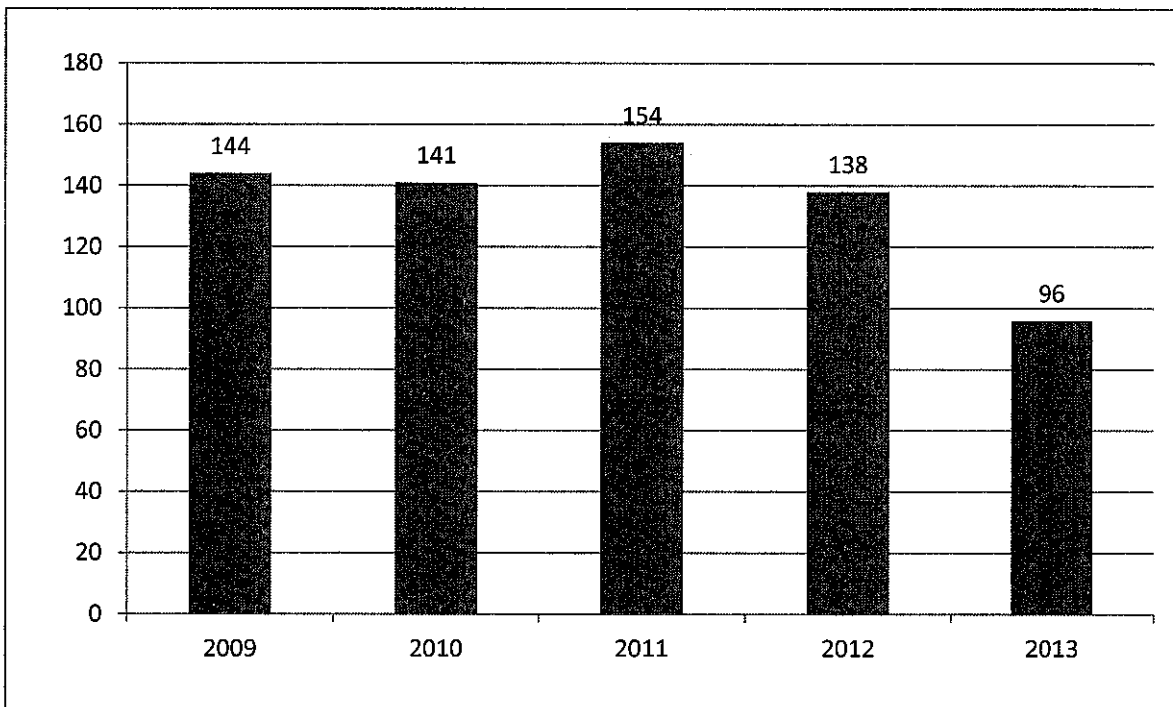
Type of Crash	2009	2010	2011	2012	2013
Property Damage	30	23	40	33	25
Personal Injury	3	12	7	4	3
Car/Animal	1	0	0	0	0
Hit & Run	4	5	3	3	10
Fatality	0	0	1	0	0
<b>Total</b>	<b>38</b>	<b>40</b>	<b>51</b>	<b>40</b>	<b>38</b>



**Wright County Sheriff's Office**  
Sheriff Joe Hagerty  
City of Albertville  
Quarterly Report - July 1 - September 30

**Part I & II Crimes**

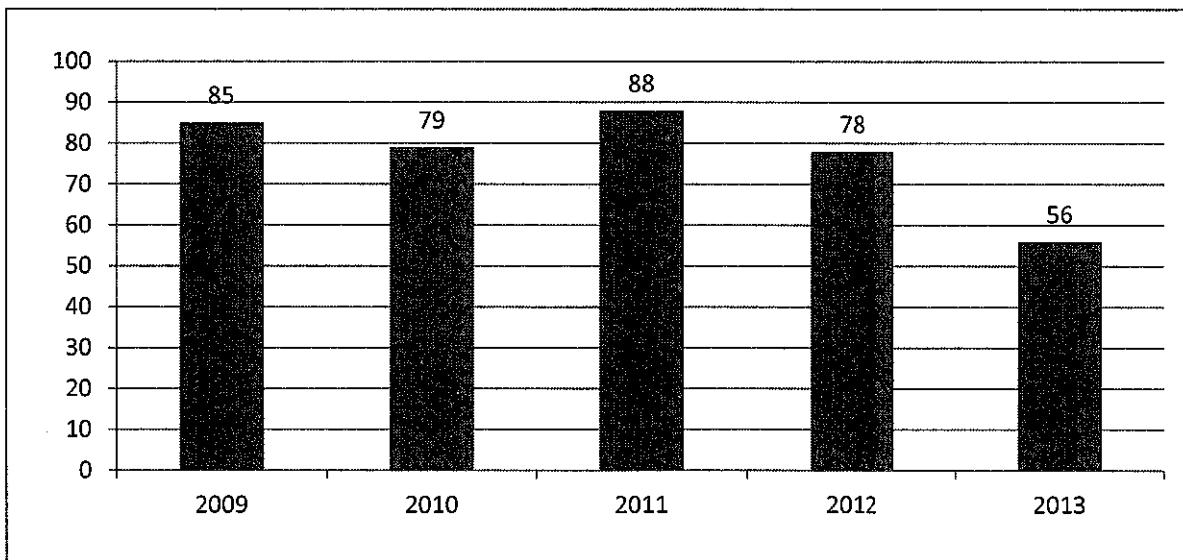
<b>Crime Part</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Part I Crimes	59	62	66	60	40
Part II Crimes	85	79	88	78	56
<b>Total</b>	<b>144</b>	<b>141</b>	<b>154</b>	<b>138</b>	<b>96</b>



**Wright County Sheriff's Office**  
 Sheriff Joe Hagerty  
 City of Albertville  
 Quarterly Report - July 1 - September 30

**Part II Crimes**

<b>Part II Crime</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Other Assaults	6	6	2	1	5
Forgery/Counterfeit	1	1	7	1	3
Theft/Fraud	11	6	5	8	10
Stolen Property Crimes	2	2	3	3	0
Criminal Damage Property	19	25	15	20	11
Weapons Violations	0	0	1	1	0
Other Sex Crimes	1	0	0	0	1
Narcotics	11	10	16	15	7
Family/Children	1	0	2	0	1
D.U.I.	12	6	10	10	6
Liquor Law Violations	7	5	10	4	1
Disorderly Conduct	5	9	9	5	2
Other	9	9	8	10	9
<b>Total</b>	<b>85</b>	<b>79</b>	<b>88</b>	<b>78</b>	<b>56</b>





**Wright County Sheriff's Office**  
 Sheriff Joe Hagerty  
 City of Albertville  
 Quarterly Report - July 1 - September 30

**Criminal Arrests**

Type of Crime	2009	2010	2011	2012	2013
Part I	14	18	12	17	10
Part II	59	50	53	54	35
Warrants	6	9	10	7	3
<b>Total</b>	<b>79</b>	<b>77</b>	<b>75</b>	<b>78</b>	<b>48</b>

