



# City of Albertville Council Agenda

**TUESDAY, January 21, 2014**

**City Council Chambers**

**7:00 PM**

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

- 1. Call to Order**
- 2. Pledge of Allegiance – Roll Call**
- 3. Recognitions – Presentations – Introductions**
  - A. Eagle Scout Recognition – Nolan Anderson and Zack Peterson**

**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 January 6, 2014 regular City Council meeting minutes as presented (pgs 3-9)**
- B. Authorize the Tuesday, January 21, 2014 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 10)**

**7. Public Hearings - None**

**8. Department Business**

**A. City Council**

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

**B. Building**

- 1). Building Report (pgs 11-12)**

**C. Planning/Zoning**

- 1). Planning Summary (pgs 13-14)**

**D. City Clerk**

- 1). **Voting Precincts Discussion (pgs 15-16)**

**E. Legal**

- 1). **Sewer and Water Trunk Charges Ordinance (pgs 17-19)**  
*(Motion to Approve Ordinance No. 2014-01 entitled An Ordinance Modifying Sanitary Sewer and Municipal Water Trunk District Charges.)*

**F. Public Works / Engineering – None**

**G. Finance – None**

**H. Administration**

- 1). **School Funding Letter (pgs 20-22)**
- 2). **City Administrator’s Update (pgs 23-24)**
- 3). **Informational Brochures – Verbal**

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

January 20	Martin Luther King, Jr. Day, City Offices Closed
January 27	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
February 3	City Council, 7:00 p.m.
February 10	STMA Ice Arena Board, 6:00 p.m.
February 11	Planning Commission, 7:00 p.m.
February 17	Presidents’ Day, City Offices Closed
February 18	City Council, 7:00 p.m.
February 24	Joint Powers Water Board, 6:30 p.m.

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

**10. Adjournment**



**ALBERTVILLE CITY COUNCIL  
Monday, January 6, 2014**

**DRAFT MINUTES**

**ALBERTVILLE CITY HALL**

**7:00 PM**

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

Mayor Hendrickson called the meeting to order at 7:02 p.m.

**2. ROLL CALL**

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

**Absent:** None

**Others Present:** City Administrator-PWD Adam Nafstad, Finance Director Tina Lannes, City Planner Alan Brixius, Public Works Supervisor Tim Guimont, Streets/Parks Maintenance Worker I Mike Jenkins, Wastewater/Water Supervisor John Middendorf, Wastewater/Water Maintenance Worker I Jacob Kreutner, Brent Guimont, and Darla Guimont

**3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS**

**A. Recognition of Tim Guimont’s Years of Service**

Nafstad outlined Mr. Guimont’s hard work and contributions to the City. He congratulated Guimont on his years of service and Hendrickson presented a Certificate of Recognition to him.

Guimont thanked the City Council. He credited the other members of the department and stated he enjoyed his work in the City.

**4. PUBLIC FORUM**

There was no one present to speak.

**5. APPROVAL OF THE AGENDA**

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

**6. CONSENT AGENDA**

All items under the Consent Agenda are considered to be routine by City Staff and will be enacted by one motion. In the event an item is pulled, it will be discussed in the order it is listed on the

Consent Agenda following the approval of the remaining Consent items. These items will be approved by a separate motion.

- A.** Approve the December 16, 2013 regular City Council meeting minutes as presented
- B.** Authorize the Monday, January 6, 2014 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 2014-001 designating officials and consulting firms and approve Resolution 2014-002 appointing City Council members to various boards and committees for 2014

Sorensen pulled Consent Item A, the December 16, 2013 City Council meeting minutes. He removed his name from STMA Ice Arena update and corrected it to read Council member Wagner. He also requested a separate motion on the item, since he was absent from the meeting and would like to abstain from approving the minutes.

*Motioned by Wagner, seconded by Olson, to approve the December 16, 2013 Council meeting minutes. Ayes: Hendrickson, Olson, Vetsch, and Wagner. Nays: None. Abstain: Sorensen. Absent: None. MOTION DECLARED CARRIED.*

*Motioned by Wagner, seconded by Sorensen, to approve the Consent Agenda as amended. 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. Public Works and Engineering**

#### **1). Snow Removal and Outdoor Ice Rink Update**

Guimont reported there was a decent snow pack on the roads. He stated that in the month of December they have already used approximately 70% of all salt that they would have used in recent years. They have kept overtime to a minimum. The equipment has been running well with only a few minor repairs needed.

Guimont reported it has been difficult to clear the outdoor ice rink this year and it has required some overtime to keep it open.

Hendrickson stated that she has heard nothing except positive comments. Wagner agreed. Wagner would like to see the rink in a bit better condition, but he

understands that the recent snow events have prevented the regular maintenance of the rink.

Council advised Guimont to keep working as is and feels staff has continued to make good judgments.

**2). Resolution of Support for 70<sup>th</sup> Street NE Improvements**

Nafstad reported that this is a follow up to the agreement with Wright County and surrounding cities to apply for federal dollars for Region 7W transportation needs. Otsego has packaged a grant application for Otsego, Albertville and Wright County and it has been designed to score well. It includes improvements to the 70<sup>th</sup> Street NE/CSAH 19 intersection and reconstruction of 70<sup>th</sup> Street NE from CSAH 19 to MacIver Avenue NE. If funds are received, they are to split the difference between the three agencies. He stated they did not want to miss a grant deadline.

*Motioned by Vetsch, seconded by Hendrickson, to adopt Resolution 2014-003 Supporting the Construction of and Participation in a portion of the funding for improvements to 70<sup>th</sup> Street NE from LaBeaux Avenue NE (CSAH 19) to MacIver Avenue NE. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.*

**3). Joint 57<sup>th</sup> Street NE Church Improvements Update and Concept Map**

Nafstad reported the Church of St. Albert project will be an expansion of their existing parking lot, improvements to the existing pavement, and relocation of driveway access points to Lander Avenue NE from 57<sup>th</sup> Street NE. The City's portion of the project will be a complete reconstruction and widening of 57<sup>th</sup> Street NE and addition of sidewalks. He stated the right-of-way impacts do not allow for a green space boulevard.

Nafstad reviewed the project costs. He stated he looked at land valuation from Wright County's website to calculate right-of-way cost and he will continue discussions with the Church on compensation for the right-of-way and loss of parking stalls.

Hendrickson asked how much extra it would be to have a green space boulevard and Nafstad estimated costs would be about double. Hendrickson asked if a sidewalk is needed on both sides of 57<sup>th</sup> Street NE and Nafstad stated there are currently sidewalks on both sides and this would complete those sidewalks. Vetsch asked if the Lambert Avenue NE and 57<sup>th</sup> Street NE intersection and drainage would be included and Nafstad replied he would include it in his notes to address.

Sorensen clarified this sidewalk will tie into the existing sidewalk west of the Fire Hall by the new boardwalk. Nafstad stated no action was needed at this time.

**C. City Clerk – None**

**D. Finance – None**

**E. Planning/Zoning – None**

**F. Building – None**

**G. Legal – None**

**H. Administration**

**1). STMA Ice Arena Improvements Cost Share Agreement**

Nafstad reported School District ISD #885 and City of St. Michael have agreed to the estimated costs of the improvement project for insulation and dehumidification at the Arena. \$110,000 will be used from the Arena reserves and the three entities will split the cost thereafter.

*Motioned by Sorensen, seconded by Hendrickson, to approve the agreement for insulation and dehumidification improvements to the STMA Ice Arena, between School District #885 and the Cities of St. Michael and Albertville, and titled, “Agreement Governing Repairs to the Joint Powers Ice Arena”. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.*

**2). Personnel Committee Recommendations**

Nafstad reported the Personnel Committee met several times and formulated several recommendations. He stated the Personnel Policy updates were:

- Minor grammatical and routine corrections
- Clarification of pay for City Employees while working as Firefighters
- Inclusion of weapons at the workplace language
- Updates to FMLA to match Federal and State law
- Update to the amount of sick leave to be accrued and a tiered scale for payout at termination or retirement
- Increase the employer contribution to the Health Care Savings Plan

Vetsch was concerned about the increase to the Health Care Savings Plan and felt that all increases eventually add up. Nafstad stated the increase to this benefit will help to prepare employees for retirement when the time comes, rather than employees working longer just for insurance purposes. He also stated that the employees must also agree unanimously as a whole on the amount of the employee contribution to the Plan.

Sorensen asked if there was a liability to the City for the increase of sick time that can be banked. Nafstad stated that currently employees can be paid out a quarter of their sick leave if they reach the cap of sick days. Under the proposed update, it will also take several years for employees to reach the new max. The liability will instead

transfer to when an employee terminates their employment. He clarified the liability is not 100% and is capped.

Hendrickson stated the Personnel Committee moved forward with the recommendations to keep with the benefit averages of surrounding cities and the Committee had asked Nafstad to provide city-by-city comparisons for the changes that are recommended. She added they want to make sure they are competitive with other cities to retain employees.

Sorensen wanted clarification on the weapons at the workplace. Hendrickson stated that it is comparable to other cities. Hendrickson felt that it would not benefit the City if an incident was to occur and the City did not have the language in the policy.

***Motioned by Sorensen, seconded by Hendrickson, to approve the updates and recommendations to the Personnel Policy as presented. Ayes: Hendrickson, Olson, Sorensen, and Wagner. Nays: Vetsch. Absent: None. MOTION DECLARED CARRIED.***

Vetsch wanted it on the record that he voted nay because he did not support the Health Care Savings Plan increase. Hendrickson asked Nafstad to inform the Council when staff agreed on their employee contribution percentage.

Nafstad stated that annually a salary survey is conducted to make sure wages are competitive. The City looked at the average high and average low pay ranges of surrounding cities and compared it to Albertville's high and low pay ranges. He indicated that there are several new hires that were hired at Council directed pay ranges, so they focused on two positions that were at the Albertville high pay range, but were below the average high of surrounding cities. The two positions are the Finance Director and the Wastewater/Water Supervisor. The proposed increase are \$3,305.49 and \$9,430.92 respectively. Sorensen inquired if this is just adjusting the upper limits of the pay ranges or if increases would be given this year. Hendrickson stated that it is proposed to increase the salaries to those limits for the two positions for 2014. Nafstad clarified both positions are at their top step of their pay range and they would then remain at that new upper limit. Hendrickson stated that they had considered pay steps over time to implement the increase to the Wastewater/Water Supervisor position, but she felt that was unfair for a position that has been underpaid for years according to the salary survey. Olson stated the City's current high for the position is lower than the average low and this is an employee that is very experienced.

Sorensen inquired how they arrived at this situation; Lannes replied that generally every year or two the salary survey is done and normally only a couple of positions are done each time, so it is not such a big impact on the budget. The last positions reviewed were for a public works position and an utility position two years ago. Vetsch inquired if both the Public Works Supervisor and the Wastewater/Water Supervisor should be at the same pay scale. Nafstad stated that is what is proposed.

Hendrickson stated they also reviewed the City Administrator's pay scale at the same time. The Committee did not recommend a change for this year, but felt if the Administrator's review goes well next year, they should consider some type of percentage change.

***Motioned by Olson, seconded by Hendrickson, to approve the adjusted pay scales for the Director of Finance and Wastewater/Water Supervisor positions as presented. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

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

Nafstad reported the STMA Ice Arena communications have been down over the weekend. Staff continues to work on the communications upgrades and is waiting on switches to arrive before they can go live.

Nafstad stated they have not heard anything further from the League regarding the June 23, 2013 flood claims other than the League's offer for a compromise settlement.

Nafstad stated that as part of the Guardian Angels development, Guardian Angels is required to clean the ditch. He anticipates some residents that depend on that buffer may be upset when the activity begins. He stated he has sent letters and made phone calls to those that will be impacted.

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

Hendrickson thanked the Council for the time they have spent serving on committees this last year and thanks them for the same this coming year.

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. Parks Committee, 8:00 p.m.
January 28	I-94 Coalition State of the Cities, Rogers, 11:30 a.m.
February 3	City Council, 7:00 p.m.
February 11	STMA Ice Arena Board, 6:00 p.m.
February 12	Planning Commission, 7:00 p.m.
February 17	Presidents' Day, City Offices Closed
February 18	City Council, 7:00 p.m.
February 24	Joint Powers Water Board, 6:30 p.m.



**11. ADJOURN MEETING**

*Motioned by Wagner, seconded by Sorensen, to adjourn the meeting at 8:21 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

DRAFT



## Mayor and Council Request for Action

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January 16, 2014

**SUBJECT:** CONSENT - FINANCE- PAYMENT OF BILLS

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

**MOTION TO:** Authorize the Tuesday, January 21, 2014 payment of the claims that includes as presented except the bills specifically pulled, which are passed by separate motion.

**MOTION TO:** Authorize the payment of all just claims received by December 31, 2013, which would be the year-end closeout of payments of claims.

**BACKGROUND:** The City processes claims on a semi-monthly basis. The bills are approved through their respective departments and administration and passed onto the City Council for approval. 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 (highlighted) 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/Department:** Tina Lannes, Finance Director

**Reviewed by:** Adam Nafstad, City Administrator-PWD

**Attachment:** List of Claims (under separate cover)

January 16, 2014

**SUBJECT: BUILDING DEPARTMENT – 2013 YEAR-END REPORT**

**Permit Activity:** Attached is the 2013 Permit Activity Summary, which tabulates the total permit activity for 2013 and 2012. A total of 412 permits were issued in 2013. The total valuation of this work is approximately \$16,616,287 and associated permit fees paid is approximately \$651,000 (includes utility access fees). In 2013, there were 22 new single family permits, one (1) new commercial permit, and 64 commercial addition/remodel permits. The 2013 Permit Log is on file and available at City Hall.

<u>2012/2013 Permit Summary Comparison</u>	<u>2012</u>	<u>2013</u>
Total Permits	391	412
New Homes (single family)	12	22
New Commercial	1	1
Commercial Addition/Remodel	42	64
Total Valuation	\$4.67M	\$16.62M

**Rental Inspections:** Rental licensing and inspections are ongoing. To date, the City has 200 licensed rental properties. In 2013, approximately 93 rental inspections were completed. Rental properties are inspected biennially.

<u>2012/2013 Rental Summary Comparison</u>	<u>2012</u>	<u>2013</u>
Licensed Rental Properties (Res.)	160	200
Rental Inspections	300	93

**Ongoing Department Objectives:**

- Website updates for permit forms, fees, and various building information and links
- Update handouts to reflect 2013 code revisions
- Review open and ongoing permits for further action
- Review current American Disabilities Act (ADA) transition plan for municipal properties
- Continued coordination of fire related inspections and code enforcement between AFD and the building department

**Department/Responsible Person:** Building Department/Paul Heins, Sue Schwalbe

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

**Attachments:** 2013 Permit Activity Summary

## 2013 PERMIT ACTIVITY SUMMARY

2013	Single Family	Multifamily	Additions/Remodels	Deck/Porch	Fireplace	Finish Basement	NEW Commercial/Institutional	Commercial Addition/Remodel	Commercial Sign	Sign, Temporary	Siding/Reroof	Mechanical/Plumbing/Gas	Garage/Shed	Pool	Right of Way	Other	Total	Value of Single/Multi Family	Value Commercial/Institutional	Value Comm. Heating/Plumbing	Total Valuation (all permits)	
	January	1	0	3	0	3	3	0	3	2	2	0	8	0	0	0	0	25	\$ 170,000.00	\$ 5,000.00	\$ 1,030.00	\$ 260,394.00
February	0	0	2	0	2	0	0	4	1	4	0	8	0	0	0	0	21	\$ -	\$ 223,000.00	\$ -	\$ 280,302.00	
March	2	0	3	0	1	2	0	3	1	3	2	4	0	0	0	0	21	\$ 517,586.00	\$ 13,450.00	\$ 12,800.00	\$ 614,256.00	
April	2	0	1	1	0	1	0	8	5	3	2	4	0	0	0	0	27	\$ 350,528.00	\$ 141,000.00	\$ 24,400.00	\$ 583,159.00	
May	4	0	9	3	2	3	0	5	6	5	2	12	1	2	0	7	61	\$ 811,562.00	\$ 1,662,000.00	\$ -	\$ 2,670,876.94	
June	3	0	4	6	2	0	0	4	0	2	2	3	0	0	3	1	30	\$ 587,850.00	\$ 360,000.00	\$ 5,500.00	\$ 1,024,446.00	
July	3	0	1	6	2	1	0	7	1	2	2	10	0	1	4	2	42	\$ 717,610.00	\$ 37,450.00	\$ 95,925.00	\$ 978,180.00	
August	4	0	1	4	4	0	0	7	0	3	0	22	0	0	0	0	45	\$ 784,212.00	\$ 87,200.00	\$ 9,500.00	\$ 1,112,962.00	
September	1	0	2	1	2	2	0	11	3	6	3	9	0	0	1	0	41	\$ 219,254.00	\$ 138,786.64	\$ 204,940.00	\$ 591,766.64	
October	2	0	9	0	2	2	0	9	2	3	4	12	1	0	2	2	50	\$ 420,520.00	\$ 38,028.00	\$ 55,342.00	\$ 733,818.22	
November	0	0	2	2	1	1	1	3	1	4	2	7	0	0	0	0	24	\$ -	\$ 7,215,800.00	\$ 350,000.00	\$ 7,618,664.00	
December	0	0	4	1	1	3	0	0	2	2	1	9	0	0	2	0	25	\$ -	\$ 13,000.00	\$ -	\$ 147,462.50	
<b>TOTAL</b>	<b>22</b>	<b>0</b>	<b>41</b>	<b>24</b>	<b>22</b>	<b>18</b>	<b>1</b>	<b>64</b>	<b>24</b>	<b>39</b>	<b>20</b>	<b>108</b>	<b>2</b>	<b>3</b>	<b>12</b>	<b>12</b>	<b>412</b>	<b>\$ 4,579,122.00</b>	<b>\$ 9,934,714.64</b>	<b>\$ 759,437.00</b>	<b>\$ 16,616,287.30</b>	
<b>2012</b>																						
January	0	0	3	0	0	2	0	2	3	5	1	4	0	0	2	0	22	\$ -	\$ 11,543.00	\$ -	\$ 71,443.00	
February	1	0	1	0	0	1	0	4	1	6	1	6	0	0	0	0	21	\$ 220,000.00	\$ 8,600.00	\$ 400.00	\$ 241,041.00	
March	1	0	5	1	0	3	0	3	2	4	5	6	0	0	0	0	30	\$ 130,000.00	\$ 402,280.00	\$ 5,600.00	\$ 650,390.58	
April	1	0	3	7	0	3	0	3	2	4	6	5	0	0	0	0	34	\$ 199,740.00	\$ 4,900.00	\$ 1,750.00	\$ 332,584.00	
May	2	0	8	7	0	1	0	4	1	5	2	6	0	3	2	0	41	\$ 480,000.00	\$ 27,800.00	\$ -	\$ 651,772.00	
June	0	0	6	9	0	5	0	5	0	2	6	2	0	2	1	1	39	\$ -	\$ 17,000.00	\$ 6,750.00	\$ 181,156.00	
July	2	0	4	6	0	3	0	2	2	3	3	6	0	1	0	0	32	\$ 366,820.00	\$ 136,200.00	\$ -	\$ 599,115.00	
August	2	0	9	6	1	1	0	11	6	7	6	5	0	0	2	0	56	\$ 450,000.00	\$ 222,925.00	\$ 38,440.00	\$ 851,038.70	
September	1	0	6	3	0	0	0	1	1	8	5	8	0	0	0	0	33	\$ 202,296.00	\$ 7,500.00	\$ -	\$ 280,006.00	
October	1	0	5	2	1	0	0	4	1	2	8	13	0	0	0	0	37	\$ 380,000.00	\$ 3,600.00	\$ 4,390.00	\$ 440,152.87	
November	1	0	4	1	0	1	0	3	2	5	4	9	0	0	1	2	33	\$ 177,420.00	\$ 30,500.00	\$ 1,000.00	\$ 310,008.67	
December	0	0	1	0	1	2	0	0	4	1	1	3	0	0	0	0	13	\$ -	\$ 20,200.00	\$ -	\$ 60,314.00	
<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>55</b>	<b>42</b>	<b>3</b>	<b>22</b>	<b>0</b>	<b>42</b>	<b>25</b>	<b>52</b>	<b>48</b>	<b>73</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>3</b>	<b>391</b>	<b>\$ 2,606,276.00</b>	<b>\$ 893,048.00</b>	<b>\$ 58,330.00</b>	<b>\$ 4,669,021.82</b>	



**MEMORANDUM**

TO: Albertville Mayor and City Council

FROM: Alan Brixius

DATE: January 15, 2014

RE: Albertville – Planning Summary – January 21, 2014 City Council Meeting

FILE: 163.05 - General

The following is a description of current planning projects. Planning staff will bring these items before the City Council for consideration at the February 3, 2014 meeting.

- 1) **Hunters Pass Estates 2<sup>nd</sup> Addition Plat.** Preliminary and Final Plat approval of Hunters Pass Estates 2<sup>nd</sup> Addition, Phase II of the Hunters Pass Estates PUD originally approved in 2005. Approval of the original plat has expired and Tollberg Homes is proposing updates to the original plat, so that additional review and approval is required. The entire Hunters Pass Estates development consists of 95 single family lots on 76.6 acres of land in the northeast corner of Albertville. Sixty-three single family lots were developed in Phase I of the development, and Tollberg Homes is proposing to develop an additional 12 lots. Plat and PUD approval of the Hunters Pass Estates subdivision in 2005 allowed for reduced lot areas and setbacks to allow for implementation of a coved subdivision design and increased protection of wetland areas. Phase II generally adheres to standards approved with the original plat, but requests reduced rear yard setbacks in order to implement a wetland buffer zone exterior to plat parcels, as recommended by the City Engineer.
  
- 2) **Food Truck Ordinance Amendment and Permit.** The City of Albertville has recently experienced requests from food truck vendors to be able to operate in the community. City Ordinance does not currently provide standards specific to the regulation of food trucks, which have thus far been allowed to operate under a transient merchant license and a temporary outdoor seasonal sales permit. In the past, the City has recommended pursuing opportunities for more restaurants however the transient nature of food trucks poses concerns regarding competition with established food related businesses. Should the City deem this kind of competition appropriate, they will need to establish regulations for the unique style of operation associated with mobile food vendors.

- 3) **Home Occupation Ordinance.** The City has received complaints regarding home occupation uses, and home daycares in particular. The Zoning Ordinance contains conflicting language in this regard, so the City engaged planning staff in investigating how the home occupation ordinance can be clarified and improved to better address existing and future home occupation uses. It is anticipated that the revised home occupation ordinance will also reduce the cost associated with permitting such uses.
- 4) **Albertville 2014 Goals and Priorities.** The City Council requested that the Planning Commission discuss City goals and project priorities, and provide recommendations for what the City should achieve in 2014. To assist in this discussion, planning staff provided the Planning Commission a summary of City goals and priorities through 2013. The list of goals and priorities was drawn from the 2012 Visioning Study and vision study workshops. A list of administrative, planning/engineering, and code enforcement items completed in 2013 was also shared with the Planning Commission, to provide insight into what the City has already accomplished and what tasks could be prioritized for the coming year. The described goals, priorities, and task lists will be provided for consideration to the City Council at the February 3<sup>rd</sup> meeting, in addition to a list of recommendations for 2014 goals and priorities as established by the Planning Commission at their January 14, 2013 meeting.
- 5) **Environmental Assessment of 5952 Large Ave. NE (Former Sunoco Gas Station).** Red Rooster Properties, Inc., prospective buyers for the property located at 5952 Large Avenue NE, requested a CUP to allow a drive through service window for a fast food business in October of 2013. The site, previously used by Sunoco gas station, also accommodated motor fuel sale, auto repair, car wash, and convenience store uses. Since October, Red Rooster Properties undertook Phase 1 and Phase 2 environmental assessments of the site and discovered the existence of fuel spills. The environmental assessments were released to the State and the prospective buyer has decided not to close on the property until receiving additional information on the extent of the spills. Should the spills require significant clean-up, the cost may be integrated in the purchase cost. The condition of existing fuel tanks on the property are good, leading Red Rooster to believe that the spills are in fact not serious, in which case the buyer would proceed with closing on the property and anticipates moving forward with the project later this spring.

January 16, 2014

**SUBJECT: CITY CLERK – VOTING PRECINCTS DISCUSSION (NO ACTION REQUIRED)**

**RECOMMENDATION:** This item is included on the agenda for the purpose of discussion and feedback from the Council.

**BACKGROUND:** In the budget discussions and workshops for the 2014 budget, staff identified the need to create an additional voting precinct/polling location. This topic was mentioned to the Council during the State redistricting process in 2010, but was not pursued.

**KEY ISSUES:**

- Albertville’s precinct size exceeds the recommendations of the MN Secretary of State’s Office. Albertville has approximately 3,714 voters in its precinct and the SOS recommends no more than 2,000-2,500 voters per precinct.
- Albertville’s precinct is one of the largest in Wright County and is larger than all precincts in Hennepin, Meeker, Sherburne, and Stearns Counties.
- Parking is an issue at City Hall on Election Day.
- The Community Room and halls cannot accommodate the number of voters, especially during the peak morning and evening hours. We have experienced lines 4-5 rows deep in the main corridor and into the parking lot.
- Crowded conditions lead to voters in the wrong registration lines and can lead to mistakes on the part of election judges.
- Elections are closely scrutinized each year and having adequate space and conditions helps to ensure a successful election.

**FINANCIAL CONSIDERATIONS:** Since 2010, the City has been putting aside any unused, budgeted amounts for elections into the capital reserves in preparation of purchase or replacement of equipment and/or the possibility of an additional precinct.

**RECOMMENDED ACTION/TIMELINE:** A change in polling location should not be done in a Presidential Election year. Residents must be notified by mail and this can be done with Postal Verification cards to homes of all registered voters. Other means of notification can be the City newsletter, North Crow River News, and City website. Below is a suggested timeline for actions needed:

***Bolded items will need Council action or recommendation:***

<b>Jan. 21-Feb. 3</b>	Staff Identifies Possible Polling Locations & Precinct Boundary Lines
<b>Feb. 3</b>	<b><i>Suggested Boundaries and Poll Locations Presented to Council</i></b>
<b>Feb. 10-26</b>	Secure Polling Locations
<b>Mar. 3</b>	<b><i>Approve Resolution Establishing Precinct Boundaries</i></b>

<b>Mar. 4-31</b>	Notification to Wright County Auditor and Secretary of State File Base Map to County and State
<b>Mar.-Apr.</b>	Mail Notice to Residents of Polling Location/Changes
<b>Mar. 17 or Apr.7</b>	<b><i>Council Approval of Equipment Purchase</i></b>
<b>Apr. 1-7</b>	Article in City Newsletter
<b>July</b>	Utility Bill Insert identifying precinct and poll locations
<b>Oct. 1-7</b>	Article in City Newsletter

If Council is supportive of adding an additional precinct, staff will move forward with the timeline outlined above.

**POLICY/PROCEDURES:** The Mayor and City Council have the authority to adjust and establish precinct boundaries as needed anytime after the two years following redistricting.

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

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



January 16, 2014

**SUBJECT: LEGAL – ORDINANCE MODIFYING THE INTEREST RATE CHARGED ON SEWER AND WATER TRUNK CHARGES FOR THE CSAH 37 TRUNK DISTRICTS**

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

**MOTION TO:** Approve Ordinance No. 2014-01 entitled An Ordinance Modifying Sanitary Sewer and Municipal Water Trunk District Charges.

**BACKGROUND:** Late in 2013, the City Council approved a reduction in the interest rate on the special assessments levied against the Niemeyer property as a means to spur economic development on the Niemeyer property and in recognition of the interest savings the City achieved via a bond refinancing that was tied to this project. Although the Niemeyer property was special assessed for the installation of sewer and water service, the neighboring properties were not special assessed, but were instead included in sanitary sewer and municipal water districts which require payment upon connection to the utilities. In the meantime, interest accrues on the original per-acre sewer and water charges that were established with the districts.

When the Council lowered the interest rate of Niemeyer's special assessments, it directed City staff to prepare a change in the sewer and water district ordinance to provide for a similar interest rate reduction for those properties in the district. The attached ordinance lowers the interest rate from 6.2% to 5.8% for the properties in the district, effective January 1, 2014.

**KEY ISSUES:**

- This change will treat all property owners in the district and Niemeyer equally, charging them the same interest rates over the same time periods.
- The change in interest rate is effective January 1, 2014, the same date that Niemeyer's change in interest rate goes into effect.

**POLICY/PRACTICES CONSIDERATIONS:** This change will effectively apply the same policy to all property owners served by the CSAH 37 sewer and water expansion.

**FINANCIAL CONSIDERATIONS:** While the City will take in less revenue than it otherwise would with this change, the reduction in interest rate on the connection charges is the same as the reduction in interest rate the City realized on the bond refinancing that funded this project. As a result, the City will realize the same amount of money that it had originally projected receiving, provided all properties eventually connect to City sewer and water and pay their trunk charges.

**LEGAL CONSIDERATIONS:** The City Council has the legal authority to pass on savings from a bond refinancing via a reduction in interest rates.

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

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

**Attachments:** Ordinance No. 2014-01

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

**ORDINANCE NO. 2014-01**

**AN ORDINANCE MODIFYING SANITARY SEWER AND  
MUNICIPAL WATER TRUNK DISTRICT CHARGES**

The City Council of the City of Albertville, Minnesota hereby ordains:

Section 1. Section 9-1-2-4.D.1 of the Albertville City Code is hereby amended to read as follows:

D. Amount Of Charge: The municipal sewer trunk access charge shall be as follows:

1. Sixteen thousand nine hundred twenty dollars (\$16,920.00) per acre for all property (but excluding delineated wetlands) located within the municipal sanitary sewer trunk district which is platted or connected to the city's sanitary sewer system, plus interest at a rate of 6.2 percent per annum from October 19, 2009 through December 31, 2013, plus interest at a rate of 5.8 percent per annum from January 1, 2014 to the date of payment of such charge; and

Section 2. Section 9-1-2-3.D.1 of the Albertville City Code is hereby amended to read as follows:

D. Amount Of Charge: The municipal water trunk access charge shall be as follows:

1. Six thousand four hundred eight dollars (\$6,408.00) per acre for all property (but excluding delineated wetlands) located within the municipal water trunk district which is platted or connected to the water system, plus interest at a rate of 6.2 percent per annum from October 19, 2009 through December 31, 2013, plus interest at a rate of 5.8 percent per annum from January 1, 2014 to the date of payment of such charge; and

Section 3. This ordinance shall be effective upon its passage and publication.

Passed by the Albertville City Council this 21<sup>st</sup> day of January 2014.

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Jillian Hendrickson, Mayor

ATTEST:

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Kimberly A. Olson, City Clerk



## Mayor and Council Request for Action

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January 16, 2014

**SUBJECT: ADMINISTRATION – SUPPORT OF SCHOOL FUNDING EDITORIAL FOR STAR TRIBUNE NEWSPAPER**

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

**MOTION TO:** Endorse editorial prepared by STMA School Board for publication in the Star Tribune and titled “In Education, Kids are Not Treated Equally”.

**INFORMATION:** STMA School Superintendant Dr. Behle is requesting permission from the Cities of Albertville and St. Michael to endorse the attached editorial prepared by School Board Member Birk. Inequity in education funding has been a longtime discussion in our area and was recently discussed at our joint governments meeting this past fall.

If endorsed by the City Council, the publication will read as such: “Supported by Albertville City Council:.

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

**Attachments:** School Funding Letter

**To: School Board and Dr. James Behle**  
**From: Doug Birk**  
**Re: Proposed Star Tribune Editorial**  
**Word count: 750 (maximum: 750)**

## IN EDUCATION, KIDS ARE NOT TREATED EQUALLY

When it comes to school finance reform, Minnesota can do better.

Today, similar children in similar school districts throughout Minnesota receive vastly different sums of per pupil education spending based on where their parents choose to live. Our state's current policy for funding public education is grossly inequitable, irrational, and inexplicable.

No other legislative issue has a greater potential impact on the long-term quality of life and economic vitality of Minnesota. Every biennium Minnesota spends nearly \$14 billion dollars on education- roughly 50% of the state's budget. How that money is allocated affects educational competitiveness, innovation, the vibrancy of local economies that remain intimately tied to the success of our local public schools, and the state's ongoing bipartisan consensus to equip each child the basic tools needed to succeed.

In 2014, the projected disparity in annual general education revenue per pupil between school districts is \$1800. This statewide opportunity gap is further exacerbated by the increasing reliance on local property taxes to fund education resulting in spectacular benefits to school districts with greater commercial property wealth. When you add in local levies, the overall range in per pupil annual spending between districts is nearly \$7000.

Sadly, the bulk of this inequity is not generated by student need, but greed. The sheer complexity of Minnesota's existing school finance framework has insulated the system from much pressure for reform. And you don't need to be a political scientist to identify the tangential connection between the state's wealthiest school districts and communities of greater statewide political and economic affluence. In the absence of any vocal dissent, individual legislators representing wealthier school districts, regardless of party, have not been motivated to significantly change a system benefiting their constituents.

Despite these obstacles, the state legislature finally passed legislation in the last session partially aimed at closing the education spending gap. While a positive step, the legislature can do better. The reforms only slightly narrowed the overall spending gap between the very wealthiest and very poorest districts- districts previously unable to pass a local levy- and the majority of districts in the bottom 15% in per pupil spending did not fare much better than before.

This reality has prompted several prominent educational organizations to continue the call for more finance reform including the Minnesota School Board Association, Schools for Equity in Education, and the Minnesota Association of School Administrators.

So how do you solve it? First, we need to put a greater emphasis on the basic funding formula and re-examine the myriad of categorical state formula designations that are often unrelated to any rational need. Second, we need to increase state equalization of property taxes in districts where the commercial property base is low. Otherwise, identical local levies will continue to cost residential taxpayers substantially more in commercially poorer areas. Finally, we need to recognize that this is not a partisan issue.

Of course, it won't be a perfectly level playing field- not all school districts should receive an exactly equal or proportional share of general fund tax dollars. There is a broad spectrum of tangible educational need that decidedly impacts some school districts more than others. As a matter of state policy, these unique student challenges that vary between districts should continue be addressed.

But these substantive needs do not account for the current spending gap between the wealthiest and poorest school districts. This gap is pitting half of the state's districts against the other half and affecting the ability of disadvantaged districts to attract and retain quality teachers, provide competitive course offerings, and continue to innovate.

In the current system of winners and losers, we all eventually lose. In the long run, Minnesota simply cannot create a 21<sup>st</sup> century state economy under an educational rubric where half of its children and their communities are left behind.

This is a critical moment. After nearly a decade of belt tightening, the State now has a near billion dollar surplus. This surplus is creating great political momentum at the capital to finally invest significant state funds in special education after decades of imposing significant costs on school districts through unfunded federal and state mandates- an admirable objective. However, alleviating the gross inequity in public education funding is equally important.

If the state legislature does not seize upon this unique moment to address the significant inequity in per pupil education spending and at least attempt to close the gap it never will. The legislature's work is not done. Considering this issue affects opportunity for thousands of children throughout the state, failing to take any action would be unconscionable. Our kids deserve better.

## GENERAL ADMINISTRATION

**54<sup>th</sup> Street NE and Barthel Industrial Drive NE Flood Claims:** We are waiting to hear back from the League regarding the compromise settlements. It is understood that the League will cover any costs above the City's deductible.

**STMA Ice Arena:** The Arena Board recently approved plans and specifications for the project. Staff is anticipating an award of the contract in late February. The Board is also in the process of reviewing the proposed 2014 Arena Budget, which they plan to approve on or before their March meeting.

**Status of RiverRider Service:** Based on meeting with MnDOT Transit staff, Wright County officials, and many others on January 15, it is likely that RiverRider will not be our transit provider past July 1, 2014. However, MnDOT Transit made it very clear that another transit provider will be in place for continued service.

**Niemeyer Trailer Sales:** We were recently informed by Niemeyer Trailer Sales they are moving forward with their project in 2014. The project is scheduled to appear before the Planning Commission and City Council in March. Niemeyer anticipates a construction start late-March to early-April.

**Informational Brochures:** I have asked the City Planner to provide a proposal to develop informational brochures specific to Albertville's codes and zoning. Potential topics include: outdoor storage, off-street parking, property maintenance, accessory structures, rental property, seasonal sales, and home occupations. The cost to develop approximately 8 different brochures (1 topic per each) is approximately \$1,150. The brochures will be easier than City Code to read and disseminate. I believe these communication pieces would be beneficial to residents, businesses, and staff. I will provide sample brochures to the Council at the meeting on the 21<sup>st</sup> and ask if this is something the Council has interest in.

**Prairie Run Lots:** Staff has met with builders interested in purchasing the City-owned Prairie Run residential lots. Staff is under the impression that the City will receive a purchase offer soon.

## ENGINEERING/PUBLIC WORKS

**Public Building Interconnect:** The phone/voice upgrades will be installed at the end of the month. We anticipate having the project complete and active by the end of February.

**57<sup>th</sup> Street NE Improvements:** Staff is informally negotiating right-of-way costs with the Church of St. Albert.

**Barthel Industrial Drive NE and 54<sup>th</sup> Street NE Drainage:** The drainage report and improvement design are underway. I expect to have both documents by the end of February.

**Watermain Breaks:** This winter we have had four (4) watermain breaks (2 on Main Avenue NE – 2 on CSAH 19). One of the breaks on the 5800 block of Main Avenue NE caused some flood damage to the 152 Club. Staff is working with the City’s insurance agent and the 152 Club to address the damage claim. One of the breaks on CSAH 19 near the Park-n-Ride required lane closure of the northbound lanes and nighttime repair.

**UPCOMING EVENTS and ANNOUNCEMENTS**

- January 28 (Tuesday) – I-94 Chamber State of the Cities Event, 11:30 AM, St. Michael City Center. Please let us know if you are interested in attending.

**ATTACHMENTS:** (none)