



City of Albertville Council Agenda

Monday, April 7, 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**
- 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 March 17, 2014 regular City Council meeting minutes as presented (pgs 4-9)
 - B.** Authorize the Monday, April 7, 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)
 - C.** Approve a Temporary 3.2% Malt Liquor Licenses for the Knights of Columbus for the 2014 Friendly City Days celebration held in Central Park (pg 11-13)
 - D.** Approve the annual renewal of liquor licenses listed in the staff report contingent on full payment of license fees, proof of liquor liability insurance, and Wright County Sheriff's review for liquor law violations (pgs 14-15)
 - E.** Adopt Resolution No. 2014-011 designating the Finance Director as Acting Clerk in the absence of the City Clerk to carry out legal duties designated by Statute(pgs 16-17)
- 7. Public Hearings - None**

8. Department Business

A. City Council

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

B. Finance

- 1). **2013 4th Quarter Budget to Actual Report (pgs 18-19)– No Motion Needed**

C. Public Works / Engineering

- 1). **54th Street NE/Barthel Industrial Drive NE Funding Discussion - Verbal**

D. Legal

- 1). **City Attorney Report (pg 20)**

E. Planning/Zoning - None

F. Building - None

G. City Clerk - None

H. Administration

- 1). **City Administrator's Update (pg 21-23)**

9. Announcements and/or Upcoming Meetings

April 8	Planning Commission, 7:00 p.m.
April 14	STMA Ice Arena Board, 6:00 p.m.
April 21	City Council, 7:00 p.m.
April 23	Local Board of Appeals and Equalization, 5:30 p.m.
April 28	Joint Power Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
May 3	Spring Cleanup Day, 7:00 a.m. – 1:00 p.m. St. Michael Public Works Building, 3150 Lander Avenue NE
May 5	City Council, 7:00 p.m.
May 12	STMA Ice Arena Board, 6:00 p.m.
May 13	Planning Commission, 7:00 p.m.
May 16	Explore Your Parks Night, 6:00-8:00 p.m.
May 19	City Council, 7:00 p.m.
May 26	Memorial Day, City Offices Closed

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

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

10. Move to Workshop – Industrial Park Development Opportunities – *Handouts to be distributed at the meeting*
11. Adjournment



**ALBERTVILLE CITY COUNCIL
March 17, 2014**

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Absent: None

Others Present: City Administrator Adam Nafstad, City Attorney Mike Couri, City Clerk Kimberly Olson, Paul and Lisa Anderson, Jonathan Haller, Jonathan and Erin Smart, Susan Dixon, Mike and Linda Everett, Tom Kasper, Lanol Leichty, Kevin Bittner, and Dan Aleckson

3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS

A. Recognition of Jonathan Haller

Mayor Hendrickson congratulated Haller on his appearance on The Tonight Show with Jimmy Fallon. Haller stated it was a really fun experience and then showcased his invention, the iHead, to the group. Hendrickson presented Haller with a Certificate of Recognition. Sorensen thanked Haller for representing Albertville so well.

4. PUBLIC FORUM

There was no one present to speak.

5. APPROVAL OF THE AGENDA

Nafstad added STMA Ice Arena Cost Share Agreement under Administration as Item H4.

Motioned by Olson, seconded by Sorensen, to approve the Amended 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 March 3, 2014 regular City Council meeting minutes as presented
- B. Authorize the Monday, March 17, 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. Adopt Resolution 2014-010 Reallocating Special Assessments on Property Owned by Darkenwald Holdings, Ltd. that was divided by Lot Split Agreement with the City of Albertville dated December 16, 2013
- D. Authorize Partial Payment #10 for I-94 WB C-D Road in the amount of \$79,527.54 to Eureka Construction, Inc.
- E. Adopt Ordinance 2014-04 amending Section 9-2-10 of the City Code setting Monthly User Charges

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

7. PUBLIC HEARING - None

8. DEPARTMENT BUSINESS

A. Public Works and Engineering

1). 54th Street NE/Barthel Industrial Drive NE Drainage Report

Kevin Bitner and Lanol Leichty from Bolton & Menk, Inc. were present at the meeting.

Nafstad stated the area has been prone to flooding and in 2008, the City requested a study be conducted to outline possible solutions. However, due to budget constraints, the recommended improvements were not implemented. A significant rain event in June of 2013 triggered re-evaluation to mitigate flooding in the area. Multiple pipe options and configurations were modeled and the recommendation is to pursue replacing the existing storm water pipe with a 60" pipe, adding a parallel 48" pipe, and adding additional catch basins at the intersection. Nafstad noted that the improvements will allow protection of low openings during a 100-year, 24-hour storm event and providing approximately one-half of foot of freeboard. He stated that if a rainfall exceeds the design event or if catch basins are clogged, there is still a possibility of localized flooding, because there still will not be an emergency overflow.

Nafstad stated the estimated cost is about \$777,000 which is significantly over the 2008 estimated costs. He stated that staff is looking at options for funding and they will bring options to the next Council meeting. Nafstad reported that plans and specifications will be coming in April and bidding will occur in May. He stated that Options 5 and 6 in the current study could come as a possible Phase II of improvements, should the City desire to pursue in the future.

Couri inquired about the easements and Leichty stated they may be able to work within the City's easements. Nafstad stated that construction would require removal of some parking, curbs, and fencing, but those will be replaced once the construction is done. Sorensen stated it was necessary to work closely with the impacted businesses and keeping them well informed.

Nafstad stated that work would commence after the conclusion of Albertville Friendly City Days due to the amount of visitors in town during the festival. Improvements would last approximately six to eight weeks.

Vetsch asked Leichty if he were one of the affected residents, would he be comfortable with the recommended improvement. Leichty replied the industry standard requires an emergency overflow for the intersection and the Primary School ball field area, but there is no way to create it for the area as it the costs would very extreme. The next best option is the recommended improvement and then to follow with Options 5 and 6 that are outlined in the current study. He stated there will always be a possibility that a larger than 100-year, 24-hour rainfall event will occur.

Sorensen asked if the intersection will be better than others in the City once the improvements are done. Nafstad stated that the area will always be a low point in town and stated that others in the City will be benefitting from the improvements in that 196 acre area. Vetsch asked if the improvements will help the Lander Avenue NE/57th Street NE intersection and Nafstad replied it will help.

Kasper stated he would like to see scheduled maintenance and clearing of the grate. Nafstad stated that Public Works has been going to that area first during rain events to clear the area, but it is difficult because of the floatables that rain brings into the grate.

Everett would like to see the area designated as a flood zone. Nafstad stated that it is not mapped as a flood plain. Bittner stated that even if they were to get the area mapped, the affected houses would be outside the flood plain because the improvements will be providing at least a half foot margin before water would enter the homes. Kasper stated they don't want to repair damages until they can be insured at a reasonable cost or the problem is fixed.

Nafstad stated there is no action for Council to take at this meeting.

B. City Council

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

Economic Development

Hendrickson stated that she and Nafstad, along with members of the I-94 Coalition, met with MN Senators and Legislators to discuss I-94 and urge them to reinvest in the Corridors of Commerce to expand towards Albertville and beyond.

STMA Ice Arena Board

Sorensen stated that he and Wagner reported to the Board Albertville's request not to raise rates, but to add additional funding for depreciation. The other members of the Board will bring that back to their respective boards and discuss it at the next STMA Ice Arena Board meeting. Wagner reported that the STMA Youth Hockey Association is working with an outside group to see how a second sheet of ice can be added. Nafstad stated there will be no cost to the STMA Ice Arena Board.

C. City Clerk

1). Community Videos Presentation

Clerk Olson reported last year the City entered into a contract with CGI, Inc. to create three videos highlighting the City of Albertville. CGI, Inc. specializes in relocation videos and the agreement would allow them to contact local businesses for advertisements to be located on the webpage showcasing the videos. Clerk Olson stated that due to technical issues with the Council Chambers audio visual equipment, they are unable to showcase the videos at tonight's meeting. However, she will email the videos to the Council to review and if there are no objections, they videos will be posted to the City's website.

D. Finance - None

E. Planning/Zoning

1). Set Date for Vision and Goal Setting Workshop

Brixius stated they have accomplished a good number of items in the current vision plan and they will need to discuss future goals and tasks. He updated the Council on some of the upcoming projects that may be coming to the City.

Council set April 21 at 6:00 p.m. for a workshop to discuss goals and priorities for the City and agreed to hold additional work sessions if necessary.

F. Building – None

G. Legal - None

H. Administration

1). Communications (Website, Newsletter, Facebook) Discussion

Nafstad stated that one of the city's ongoing goals is for improved communications for the City. He stated the city has improved the newsletter and website

significantly. Staff is looking for Council direction regarding the use of Facebook. Nafstad reported the camcorder to record Council meetings is on order.

Nafstad stated they have improved the website but have some frustration with the limitations of the current platform they are using. Clerk Olson stated they are working with the consultant to research other platforms to use that will allow for more consistency and offer more options. She stated there are many options out there and if Council would like to see additional features, this would be an opportune time to discuss them. Sorensen stated that it is critical that it is easy for staff to update the website, so he stated staff should move forward with a more user-friendly platform. Nafstad stated they will be getting a proposal from their consultant.

Nafstad stated they will soon have available the informational brochures that focus on common questions and issues and they will be available at the front counter and on the website.

Clerk Olson reported Albertville is the only city that doesn't have Facebook in the surrounding communities. She reported that she spoke with several cities and they felt Facebook is a good communication tool. She stated the page could allow or not allow public posts and most of the cities stated they did not receive many negative posts. Vetsch had concerns about allowing posts put on by the public.

Clerk Olson stated not all cities using Facebook have a formal social media policy. Nafstad stated the Council should determine if the public expects this of the City and if so, they should have some standards as to the content and frequency of posts. Sorensen felt the city should start fairly simple and would like to see staff pursue if it does not take a lot of staff time. Vetsch had concerns about how many times a day staff will need to monitor the page.

Olson inquired about putting wireless internet connection in City Hall. Nafstad stated it would be a policy issue for the Council. Sorensen stated they could setup restricted access if needed. Nafstad will research options with staff.

2). River Rider/Public Transit Discussion

Nafstad stated Sherburne County is no longer part of the agreement with RiverRider and RiverRider will stop service after June 30, 2014. He stated there is a Wright County board meeting on Thursday, March 27 at 6:00 p.m. at the County offices to discuss the future of the public transit in the County and all Council members are invited to attend.

3). City Administrator's Update

Nafstad reported that staff delivered a check for over \$600 to the Hanover Food Shelf recently and that money came from residents who designated that their savings from signing up for e-billing and ACH payments go towards the food shelf. The food shelf was elated to see the donation.

Nafstad added that Guardian Angels is progressing well, but there have been some parking issues. They have started on the ditch cleaning.

4). STMA Ice Arena Cost Share Agreement

Nafstad reported that bids came in over budget. Since the three entities have approved the dehumidification for a lesser project amount, there have been some amendments to the Joint Powers Agreement. Insulation re-bids are yet to come.

Motioned by Wagner, seconded by Sorensen, to approve the amended Agreement Governing Repairs to the Joint Powers Ice Arena subject to minor changes with the City of St. Michael and approval by the City Attorney. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

10. ANNOUNCEMENTS and/or UPCOMING MEETINGS

March 24	Joint Powers Water Board, 6:30 p.m.
March 31	Joint Meeting with St. Michael & STMA School Board, 6:00 p.m. STMA Middle School West Media Center
Mar. TBD	Parks Committee
April 7	City Council, 7:00 p.m.
April 8	Planning Commission, 7:00 p.m.
April 14	STMA Ice Arena Board, 6:00 p.m.
April 21	City Council, 7:00 p.m.
April 23	Local Board of Appeals & Equalization, 5:30 p.m.
April 28	Joint Powers Water Board, 6:30 p.m.
Apr. TBD	Parks Committee

11. ADJOURN MEETING

Motioned by Sorensen, seconded by Hendrickson, to adjourn the meeting at 9:20 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

April 2, 2014

SUBJECT: CONSENT - FINANCE – PAYMENT OF BILLS

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

MOTION TO: Authorize the Monday, April 7, 2014 payment of the claims as presented except the bills specifically pulled, which are passed by separate motion. The claims listing has been provided to Council as a separate document. The claims listing is available for public viewing at City Hall upon request.

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

KEY ISSUES:

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

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

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

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

Responsible Person: Tina Lannes, Finance Director

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment: List of Claims (under separate cover)

April 3, 2014

SUBJECT: CONSENT – CITY CLERK – KNIGHTS OF COLUMBUS TEMPORARY 3.2% MALT LIQUOR LICENSE

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

MOTION TO: Approve a Temporary 3.2% Malt Liquor Licenses for the Knights of Columbus for the 2014 Friendly City Days celebration held in Central Park.

BACKGROUND: The Knights of Columbus have submitted an application for a Temporary 3.2% Malt Liquor License for June 13-15, 2014 for Albertville Friendly City Days. The following are the hours of sales that will be held this year:

Friday, June 13	4:00 p.m. – 1:00 a.m.
Saturday, June 14	10:00 a.m. – 1:00 a.m.
Sunday, June 15	10:00 a.m. – 7:00 p.m.

KEY ISSUES:

- The Knights of Columbus have submitted the correct application and fees for the temporary sale of 3.2% malt liquor.
- The Knights of Columbus hold the appropriate liquor liability coverage.
- Central Park closes at 10:00 p.m. every day with the exception of Friendly City Days.

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

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

Responsible Person/Department: Kimberly Olson, City Clerk

Submitted through:

Attachments: Liquor License Application

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

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

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

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

(1) has more than 30 members;

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

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

Name of Applicant (organization): Knights of Columbus (council 4174)

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

Gary C Frandsen 763-497-5328 10461 Karston Circle Albertville
Chancellor of council 4174 KofC MN 55301

Name and Address of President and Secretary of Applicant:

Grand Knight Jim Wiegers, Financial Secretary
Donald Legatt

Date(s) of activity: June 13th, 14th, 15th 2014

Location where sales will occur: City of Albertville Central City Park

Hours of operation: (Fri. 13th 4pm to 1am) (Sat. 14th 10:00am to 1am)
(Sun. 15th 10am to 7pm)

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

KofC structure at Central Park

Purpose for which funds derived will be used: Knights of Columbus

Donations and community activities for the good.

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

Gary C. Frank
Applicant Signature

3-26-14
Date

Office Use Only	
Date Rec'd: <u>3-26-14</u>	Check/Cash: _____
Amount Pd: <u>\$30.00</u>	License mailed: _____



Mayor and Council Request for Action

April 2, 2014

SUBJECT: CONSENT – CITY CLERK – ANNUAL RENEWAL OF LIQUOR LICENSES

RECOMMENDATION: It is respectfully requested that the Mayor and Council consider the following motion(s):

MOTION TO: Approve the annual renewal of liquor licenses listed in the staff report contingent on full payment of license fees, proof of liquor liability insurance, and Wright County Sheriff’s review for liquor law violations.

BACKGROUND: Each year the City and State of Minnesota Alcohol and Gambling Enforcement Division (AGED) must approve the renewal of liquor licenses for establishments within Albertville. The City must verify there are no outstanding fines or City Code violations for each establishment. The Wright County Sheriff’s Office must also look for liquor law violations within the last five years. Once Council has approved the liquor renewals locally, they will be sent to the MN AGED for their approval. The liquor license period for the upcoming year runs April 15, 2014 to April 14, 2015.

The following liquor licenses are recommended for approval:

Trade Name	Licensee Name	Licensed Address	License Type
152 Club	152 Club, Inc.	5794 Main Ave NE PO Box 34	Sunday On Sale & Off Sale
Cedar Creek Bar & Grill	Cedar Creek Golf Course LLC	5700 Jason Ave NE	Sunday On Sale
Coborn's Grocery	Coborn’s, Inc.	5698 LaCentre Ave NE	3.2 Off Sale
Coborn's Liquor	Coborn’s, Inc.	5698 LaCentre Ave NE	Off Sale
D. Michael B's	D. Michael B’s II, Inc.	6550 Lamplight Dr NE	Sunday On Sale
Emma Krumbes Restaurant	Morris Walker Ltd.	11935 59th Place NE	Sunday On Sale
Geez Sports Bar & Grill	C.L. Gentile, Inc.	5788 Main Ave NE PO Box 224	Sunday On Sale & Off Sale
Hong Thai	Hong Thai, Inc.	5600 LaCentre Ave NE Suite 110	On Sale Wine & Strong Beer
Neighbor's Eatery & Saloon	Neighbor’s Bar & Grill, Inc.	5772 Main Ave NE PO Box 134	Sunday On Sale & Off Sale
Space Aliens Grill & Bar	LGM, Inc.	11166 County Rd 37	Sunday On Sale
Westside Liquor	S & D Liquor, Inc.	11095 61st St NE Suite P	Off Sale
Willy McCoys	Willy McCoys of Albertville LLC	5651 LaCentre Ave NE	Sunday On Sale

KEY ISSUES:

- There are no delinquent taxes, outstanding fines, or City Code Violations for the above establishments.
- Approval is contingent on full payment of licensee fees, proof of liquor liability insurance, and background check by the Wright County Sheriff's Office.
- There were two liquor license violations in 2013: Neighbors Eatery & Saloon and Hong Thai. Hong Thai has paid their administrative fine and Neighbors Eatery & Saloon has shown proof of purchase of an identification verification system (I.D. swiper) in lieu of their administrative fine (per Council recommendation/motion).

POLICY/PRACTICES CONSIDERATIONS: It is the Mayor and City Council's policy to review and approve or deny liquor license renewals for establishments within Albertville.

FINANCIAL CONSIDERATIONS: There were several establishments that either relinquished their 2013 license or indicated to staff they may not renew their license for 2014: Heidi's Brew, D's Family Pizza, and Patty J's. Liquor license fees that would have been collected from these establishments total \$570.00.

The following are fees collected for the 2014 liquor license renewals:

License Type	License Fee	# of 2013 Licenses	2013 Revenue	# of 2014 Licenses	2014 Revenue
On-Sale Intoxicating Liquor	\$3,300	7	\$23,100	8	\$26,400
Sunday On-Sale	\$200	7	\$1,400	8	\$1,600
On Sale Wine	\$110	3	\$330	1	\$110
On Sale 3.2% Malt Beverage	\$100	3	\$300	1	\$100
Off Sale Intoxicating	\$150	6	\$900	5	\$750
Off Sale 3.2% Malt Beverage	\$100	1	\$100	1	\$100
		TOTAL:	\$26,130		\$29,060

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

Submitted Through:

Attachments: None

Mayor and Council Request for Action

April 3, 2014

SUBJECT: CONSENT – CITY CLERK – APPOINT ACTING CLERK

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

MOTION TO: Adopt Resolution No. 2014-011 designating the Finance Director as Acting Clerk in the absence of the City Clerk to carry out legal duties designated by Statute.

BACKGROUND: There are legal duties the City Clerk must carry out that are administrative in nature that are conveyed by State Statute. These legal duties include:

- Sign plats and other official documents
- Certify City Council minutes/resolutions and other official City documents
- Administer oaths
- Publish legal notices
- Accept service of claims, summons and complaints against the City
- Accept special assessment appeals

KEY ISSUES:

- The duties would only be conducted in the City Clerk's absence and will expedite City business.
- The designation relates to carrying out specific legal duties and does not change the job duties of any position.
- The appointment refers to specific positions within the City rather than specific persons, so designation can be maintained even if staff were to change.

FINANCIAL CONSIDERATIONS: There is no budgetary impact.

LEGAL CONSIDERATIONS: This is a legal designation to carry out legally required duties.

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

Submitted Through:

Attachments: Resolution No. 2014-011

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

RESOLUTION NO. 2014-011

**RESOLUTION DESIGNATING THE FINCANCE DIRECTOR
TO ACT AS ACTING CITY CLERK IN THE ABSENCE
OF THE CITY CLERK**

WHEREAS, there are legal duties that are assigned to the City Clerk by statute; and

WHEREAS, in the City Clerk's absence, delays may be experienced in carrying out legally required duties; and

WHEREAS, an Acting Clerk should be designated to fulfill the legal duties of the City Clerk in the Clerk's absence, and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby designates the Finance Director as Acting City Clerk in the absence of the City Clerk.

Adopted by the Albertville City Council this 7th day of April, 2014.

Jillian Hendrickson, Mayor

Kimberly A. Olson, City Clerk

April 3, 2014

SUBJECT: FINANCE - 4TH QUARTER REPORT 2013

INTRODUCTION: This space is reserved on the Council agenda for Mayor and Council review and discussion regarding monthly finance reports.

4th QUARTER BUDGET TO ACTUAL:

Below are the Fourth (4th) Quarter 2013 **un-audited** General Fund Summary of Revenues and Expenditures. Revenues should be at 100% and expenditures should be at 100%. Revenues are at 107.3% and Expenses are at 88.1%.

2013 Council Update				
GENERAL FUND				
General Fund Revenue:		2013	2013 Actual	% of
		Budget	12/31/2013	Budget
31010	Current Ad Valorem Taxes	2,423,781	2,392,600	98.7%
34113	Franchise Fee - Cable	65,000	69,672	107.2%
32100	Business Licenses & Permits	20,000	52,217	261.1%
32110	Liquor Licenses	29,150	28,612	98.2%
32120	3.2 Liquor Licenses	150	110	73.3%
32150	Sign Permits	1,500	1,845	123.0%
32210	Building Permits	35,000	129,283	369.4%
32240	Animal Licenses	250	1,210	484.0%
33405	Police Aid	28,000	30,355	108.4%
33406	Fire Aid	30,000	56,681	188.9%
33422	Other State Aid Grants	8,200	13,369	163.0%
34000	Charges for Services	2,000	5,568	278.4%
34101	Lease Payments - City Property	-	1,434	
34001	Administration Fees	125,894	128,648	102.2%
34103	Zoning & Subdivision	1,500	3,250	216.7%
	Plan Check fee	15,000	69,899	466.0%
34105	Sale of Maps	50	-	0.0%
34107	Title Searches	546	3,760	688.6%
34302	Fire Protection Contract Charges	154,417	156,542	101.4%
34780	Park/City Hall Rental Fees	5,000	9,829	196.6%
34950	Other Revenues	6,000	43,615	726.9%
35000	Fines & Forfeits	-	-	0.0%
36210	Interest Earnings	25,000	-	0.0%
	Engineer/As builts	750	3,450	460.0%
34110	Arena Administration	11,388	11,348	99.7%
	Transfer I-94 Engineer	50,000	50,000	100.0%
	Capital 102 to SAC	50,000	50,000	100.0%
	Total Revenues	\$ 3,088,576	\$ 3,313,296	107.3%

General Fund Expenditures		2013 Budget	2013 Actual 12/31/2013	% of Budget
41100	Council	41,855	48,970	117.0%
41300	Combined Admin/Engineer/PWD	124,909	110,028	88.1%
41400	City Clerk	121,258	110,041	90.7%
41410	Elections	9,000	567	6.3%
41500	Financial Administration	169,155	184,133	108.9%
41550	City Assessor	28,500	28,195	98.9%
41600	City Attorney	35,000	23,507	67.2%
41700	City Engineer	20,200	3,965	19.6%
41800	Economic Development	18,000	67,341	374.1%
41910	Planning & Zoning	31,507	54,525	173.1%
41940	City Hall	120,855	168,070	139.1%
42000	Fire Department	325,307	279,948	86.1%
42110	Police	530,000	529,980	100.0%
42400	Building Inspection	155,365	153,256	98.6%
42700	Animal Control	4,000	5,822	145.6%
43100	Public Works - Streets	449,995	447,667	99.5%
41750	Add'l consult Admin.Engineer	60,000	143	0.2%
45000	Culture & Recreation	55,843	53,882	96.5%
45100	Parks & Recreation	191,866	189,583	98.8%
	Capital Reserves	570,811	242,428	42.5%
41000	Library	25,150	17,894	71.1%
Total Expenditures		\$ 3,088,576	\$ 2,719,946	88.1%

VARIANCES:

Revenue:

- Many revenues are over budgeted amounts, 2013 was a good year, with more activity than anticipated
- Building Permits, Plan Check Fees, Zoning & Subdivision and Engineer/As-Built are all over budgeted due to Fraser Steel, Evans Park and more building activity than projected
- Other Revenues are high due to insurance payments received from terminated employees, cleanup day, and LMC Dividend

Expenses:

- City Council figures are high due to unbudgeted items of iPads and a DC trip. In addition, the newsletter costs were more than expected.
- Finance is over budget due to the separation agreement which covered health insurance for half of 2013 in addition to unemployment benefits
- Economic Development is over budget due to taxes/assessments on city owned land
- City Hall is over due to HVAC/Boiler repairs, and General liability insurance for 2013 and 2014 were invoiced and paid in 2013; this depends on the renewal process.

Responsible Person/Department: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator

Memo

To: Adam Nafstad, City Administrator; Albertville City Council
From: Mike Couri
Date: April 1, 2014
Re: Attorney Report

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.
- **Hunters Pass 2nd Addition.** The Developer’s Agreement will be in final form and ready for signature by April 4th.
- **Towne Lakes HOA Issues.** I have been working with Jeff O’Brien, president of the Towne Lakes Homeowners’ Association regarding what issues the City can and cannot enforce within the subdivision.
- **Liquor Issues.** I have been working with Kim and Adam on several liquor license issues, including a proposed tap room that expressed interest in Albertville.
- **Ice Arena.** I revised the Albertville/St. Michael/School District contract related to the dehumidification project at the ice arena.

GENERAL ADMINISTRATION

Beyond the Yellow Ribbon: Staff was contacted by a local Military Service member inquiring if the City would be interested in pursuing the designation of a Yellow Ribbon Community. These communities coordinate a network of resources to assist Service members, Veterans, and Military Families within the community. Attached is additional information.

City Newsletter: The City newsletter will be hitting mailboxes early next week. With recent activity and activity to come this summer, we had enough content for an eight page newsletter this go around.

STMA Ice Arena: As recently discussed at the joint governance meeting, it is believed that the general consensus was to hold off on insulation improvements at this time and monitor condensation with the new dehumidification system in place. At their next meeting, the Arena Board will continue their discussion on rates and capital contributions. Any specific Council direction to our committee members should be provided at the meeting.

Public Transit: The Wright County Board has agreed to meet with Trailblazer Transit (Sibley and McLeod Counties) to determine if an agreement can be reached. Given the urgent need to come to an agreement soon, the County Board and Trailblazer fear an agreement may not be possible. Many Wright County cities are in discussion with Trailblazer should the County choose not to participate.

City Hall Communication: On Monday, March 31, City Hall lost phone service due to a water leak in the basement electrical room. Public Works was able to fix the leak; however, pieces of communication equipment were ruined and needed to be replaced.

Industrial Park Development Opportunities: After the meeting, a workshop will be held to discuss recent interest in industrial development near 52nd Street NE and Marlow Avenue NE.

ENGINEERING/PUBLIC WORKS

Ditch #9: The snowpack in the ditch between Albertville and CR 119 in St. Michael (approximately ½ mile) was the cause of the high water issues throughout Albert Villas. It took about two days for the backhoes to get the ditch open and flowing. I do not believe flood water caused damage to any houses.

57th Street NE/Church of St. Albert Improvement Project: Final design is underway. Plans and specifications will be presented to the Council at the 2nd meeting in April and to the Church of St. Albert at their April committee meeting. The City Attorney will be drafting a right-of-way/cost share agreement for both parties to review. We are also working with the power company to determine the cost of undergrounding the power lines and moving some poles out of sidewalks.

Barthel Industrial Drive NE and 54th Street NE Drainage: Plans and specs are nearing completion and will likely be presented to Council at the first meeting in May. Staff has worked to identify funding options and will be discussing funding of the two 2014 projects in general at the meeting.

UPCOMING EVENTS and ANNOUNCEMENTS

- **Local Board of Appeals & Equalization** – Wednesday, April 23, 5:30 p.m., City Hall
- **Annual LMC Conference** – June 18-20, St. Cloud Convention Center (please let staff know if you would like us to sign you up)

ATTACHMENTS: Yellow Ribbon Community Information



Yellow Ribbon Recognition Program

What is a Yellow Ribbon Community?

A Yellow Ribbon Community unites key areas within a community to create a comprehensive network that connects and coordinates agencies, organizations, resources and employers for the purpose of creating access to resources that meet the needs at the local level of Servicemembers, Veterans and Military Families across the state of Minnesota.

Why Become a Yellow Ribbon Community?

Since 9/11, thousands of Minnesotans have served our country. By developing a Yellow Ribbon Steering Committee and partnering with local military leaders a commitment is made to taking action. Communities unite to honor, support and embrace those affected by military deployments. The outward showing of support enables successful transition all the way home and strengthens the partnership with local military entities. The community's effort transcends the military to any group in need and builds a stronger, more compassionate community.

How to become a Yellow Ribbon Community?

In partnership with a Yellow Ribbon Steering Committee, each community will develop a sustainable Action Plan demonstrating their commitment to Servicemembers, Veterans and Military Families. The community will identify and connect leaders in key areas across the community, leverage existing support activities, meet specific needs of Servicemembers, Veterans and Military Families and build awareness and commitment throughout the community and take action.

*Yellow Ribbon Community Key Areas:

- City Leadership/Veterans Organizations/Civic Organizations/Local Military Entities
 - Mayor and City Council
 - Local military leaders/recruiters/unit representation
 - City Administrator and Staff
 - State Legislators
 - VFW and Ladies Auxiliary
 - Legion and Ladies Auxiliary
 - County Veteran Service Officer
 - Vietnam Vets/Paralyzed Veterans of America/Disabled American Vets/Purple Heart/Blue Star Mothers
 - Local VA Programs/Organizations
 - Rotary/Jaycees/Knights of Columbus/Kiwanis/Lions/Masons
 - City Royalty
- K-12 Education/Youth Programs/Community Ed
 - Superintendent and School Board (Public, Private and Charter Schools)
 - Youth Sports Programs/Community Youth Programs
 - Community Ed Leaders and Staff
 - Boy/Girls Scouts
 - County Library Leaders and Staff
 - 4H Clubs
 - YMCA/Boys and Girls Club
- Public Safety/Judicial
 - Police Chief and Staff/Fire Chief and Staff/Emergency Services
 - EMT Leaders
 - Prosecutors/Defenders/Judges/Lawyers
- Businesses/Employers
 - Local Business Associations
 - Chamber of Commerce/Rotary Clubs
- Faith Based/Medical/Social Services/Volunteer Groups
 - Church/Synagogue Representatives/Ministerial Associations
 - Military Chaplains
 - American Red Cross/United Way Associations
 - Community Action Council/Community Support Organizations
 - Medical and Mental Health Providers/Associations

**Yellow Ribbon Steering Committee represented in all areas.*

February 2013

