



# City of Albertville Council Agenda

Monday, April 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. **Presentations**
  - A. **2013 Financial Statements & Audit (presented by Caroline Stutsman, KDV)**

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 April 7, 2014 regular City Council meeting minutes as presented (pgs 3-7)
- B. Authorize the Monday, April 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 8)
- C. Adopt Resolution 2014-012 Amending the 2014 Fee Schedule to include a \$75.00 permit fee for Mobile Food Units (MFU's) (pgs 9-11)
- D. Approve Resolution No. 2014-013 entitled a Resolution Authorizing and Documenting Inter-Fund Loan to Fund Negative Fund balances (pgs 12-13)
- E. Approve Resolution No. 2014-014 entitled a Resolution to Transfer Funds (pgs 14-15)
- F. Approve the Friendly City Days Committee request for street closings and modified Central Park hours identified in the attached Friendly City Days Committee letter to the City Council (pgs 16-18)
- G. Approve a Temporary 3.2% Malt Liquor License for the Albertville Lions Club for the 2014 Friendly City Days celebration held in Central Park (pgs 19-21)

7. **Public Hearings - None**

8. **Department Business**

A. **City Council**

- 1). **Committee Updates** (*STMA Arena, Planning, JPWB, Parks, Fire Board, etc.*)
- 2). **Albertville Friendly City Days Challenge - Discussion**

B. Finance - None

C. City Clerk - None

D. Public Works / Engineering - None

E. Planning/Zoning - None

F. Building - None

G. Legal - None

H. Administration

1). City Administrator's Update (pgs 22-23)

9. Announcements and/or Upcoming Meetings

- April 23 Local Board of Appeals and Equalization, 5:30 p.m.
- April 28 Joint Powers 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 p.m. – 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 PK | 28 | 29 | 30 | 31 |

10. Adjournment



**ALBERTVILLE CITY COUNCIL  
April 7, 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 Adam Nafstad, City Attorney Mike Couri, City Planner Alan Brixius, City Clerk Kimberly Olson, Finance Director Tina Lannes, and Jean Barthel

**3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS - None**

**4. PUBLIC FORUM**

Jean Barthel, 5687 Lander Avenue NE, was present to speak about the rental property located at 11464 54<sup>th</sup> Street NE. Barthel indicated she is the property manager for that rental; however, the homeowner now resides in Florida. She stated that she had received a large assessment for late fees for not obtaining the inspection necessary for the rental license renewal for the property. She reported that she did not know those fees were not being paid by the homeowner and as soon as she was made aware of that, she has worked hard to get the inspection completed that is required for the rental license. Barthel stated that it was a result of error in communication with the property owner and she asked Council to waive the assessment to the property. Nafstad stated the reason for the fines was to end up with compliant property and Barthel has worked with staff to get the issue resolved. Barthel complimented the City staff with their willingness to work with her and explanation of what needed to be done to resolve the issue.

Lannes stated that there have been issues with rental licensing for this property in the past and staff has already waived a significant amount of fines. If Council chooses to waive the assessment, staff would need to cut a check to pay the County for the assessment and then the city would get that back from the County sometime in July.

Vetsch stated that Barthel met compliance by the end of 2013 and she is actively addressing the situation. He would not object to waiving the assessment.

*Motioned by Vetsch, seconded by Olson to waive the special assessment of \$995.50 levied against the property located at 11464 54<sup>th</sup> Street NE. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.*

## **5. APPROVAL OF THE AGENDA**

*Motioned by Wagner, seconded by Olson, to approve the Agenda as presented. 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 17, 2014 regular City Council meeting minutes as presented
- 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
- C.** Approve a Temporary 3.2% Malt Liquor License for the Knights of Columbus for the 2014 Friendly City Days celebration held in Central Park
- 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
- 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

*Motioned by Sorensen, seconded by Hendrickson, 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. City Council**

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

Sorensen reported that Explore Your Parks Night will be on Friday, May 16, 2014 at the same parks as last year: Oakside Park, Winter Park, Westwind Park, Linwood Park, Villas Park, and Four Seasons Park.

Hendrickson asked about the Little Libraries and if they will be up before Explore Your Parks Night. Sorensen replied there are currently two sites that will have the Little Libraries, Villas Park and the 57<sup>th</sup> Avenue NE seating across from the Fire Hall, and he would hope they could be put up before then.

FYCC

Nafstad reported that FYCC is looking for part-time help. Ice rink attendance has gone up again this year.

**B. Finance**

**1). 2013 4<sup>th</sup> Quarter Budget to Actual Report**

Lannes reported the report is not the final audited report and the audited report will be presented by the auditor at the next Council meeting.

Sorensen inquired why the Council budget showed over-budget and if it was due to the newsletter. Lannes stated that it was due to not only the newsletter, but general liability insurance, iPads, and DC trip. Hendrickson would like the newsletter moved under the City Clerk or City Administrator budget. Lannes stated it had been put under City Council because it was Council direction to provide a newsletter to the community. She added that it all comes out of the General Fund and moving the newsletter will create an increase in professional services regardless of what area it is placed under.

**C. Public Works**

**1). 54<sup>th</sup> Street NE/Industrial Drive NE**

Nafstad reported that staff is reviewing funding options for both the 54<sup>th</sup> Street Project and the 57<sup>th</sup> Street project. Lannes reported the improvements could be funded internally through several of the City's different funds such as Capital Reserves, Stormwater, WAC/SAC, and the budgeted amount from the 2014 budget for this improvement. Vetsch indicated his preference was not to take from the WAC and SAC funds. Lannes replied that funds in those accounts are specifically targeted for these types of improvements and can only be used for those types of improvements. Staff did not recommend bonding for the project due to the large interest amount the City would have to pay and the fact there is a means to fund the project internally. Vetsch inquired how using this would affect the loan from those funds that was used for the 67<sup>th</sup> Street NE project. Lannes stated they have already started a payback plan and they would need to continue that. Hendrickson asked how it will affect the required upgrade for the Wastewater Treatment Facility. Lannes stated WWTP improvements would be mostly funded from trunk funds and PFA loans.

**D. City Clerk - None**

**E. Planning/Zoning – None**

**F. Building – None**

## **G. Legal**

### **1). City Attorney Report**

Couri reported he has been working with the Towne Lakes Home Owner's Association (HOA) regarding specific property issues the City can enforce and what falls to the HOA.

Couri reported on a proposed taproom concept that staff had been approached with and stated there are certain State and City ordinance requirements the applicant would have to address.

## **H. Administration**

### **1). City Administrator's Update**

Nafstad reported on the STMA Ice Arena Board meeting and requested that the Council provide its arena board members with direction regarding rates and the annual capital contribution. The Council direction to Wagner and Sorenson for the upcoming Arena meeting was for no rate increase and to up the capital contribution from each entity to \$15,000.

Nafstad updated the Council on the Ditch #9/Albert Villas flooding and the coordination with St. Michael to clear the ditch of the ice and snowpack.

## **10. 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.<br>Parks Committee, 8:00 p.m.                                      |
| May 3    | Spring Cleanup Day, 7:00 a.m. – 1:00 p.m.<br>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   |

## **11. MOVE TO WORKSHOP – Industrial Park Development Opportunities**

The Council moved into a workshop at 8:04 p.m.

The City Council heard about a possible economic development opportunity to bring a large distribution facility to Albertville.

Brixius reported if the project were to move forward, the facility would be constructed within the next two year, with project planning beginning almost immediately.

Council discussed the benefits such a large development would bring to the community and directed staff to continue to work with the developer and research incentives for the developer to build in Albertville.

## 12. ADJOURN MEETING

*Motioned by Sorensen, seconded by Hendrickson, to adjourn the meeting at 8:32 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

April 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 Monday, April 21, 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)





## Mayor and Council Request for Action

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April 17, 2014

**SUBJECT: CONSENT - CITY CLERK - MOBILE FOOD UNIT FEE**

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

**MOTION TO:** Adopt Resolution 2014-012 Amending the 2014 Fee Schedule to include a \$75.00 permit fee for Mobile Food Units (MFU's)

**BACKGROUND:** In early 2014, the City Council adopted an ordinance amending City Code Chapter 4 (Peddlers, Solicitors and Transient Merchants) and Section 200.2 (Definitions) of the Zoning Ordinance, relating to Mobile Food Unit regulation, and to recommend use of a Mobile Food Unit Permit. This ordinance was adopted because the City of Albertville has recently experienced requests from food truck vendors to be able to operate in the community and City ordinance did not provide standards specific to the regulation of food trucks.

The adopted ordinance provides regulation for food trucks/Mobile Food Units in the City and permits them as a transient merchant. Definitions of a Mobile Food Unit include:

- (1) Motorized or trailered, operating no more than twenty-one (21) days annually at any one place, or operating more than twenty-one (21) days annually at any one place with the approval of the regulatory authority as defined in Minnesota Rules, part 4626.0020, subpart 70; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
- (2) Operated in conjunction with a permanent business licensed under Chapter 157 or Chapter 128A of the Minnesota State Statutes at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
- (3) Food Cart: A food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.
- (4) Ice Cream Truck: A motor vehicle utilized as the point of retail sales of pre-wrapped or pre-packaged ice cream, frozen yogurt, frozen custard, flavored frozen water or similar frozen dessert products.

**KEY ISSUES:**

- The current fee for solicitors, peddlers, and transient merchants is \$50.00 and \$1.00 per day thereafter.

- Staff has recently received requests from various Mobile Food Units (MFU's) that wish to operate for a longer, seasonal term. These vendors have included ice cream trucks and MFU's permitted by the Albertville Premium Outlet Mall to operate on their property.
- The fee as it currently stands would charge anywhere from \$80-\$230 for MFU's to operate for a one- to six-month period.
- Staff recommends an annual fee of \$75.00 for Mobile Food Units only.

**POLICY/PRACTICES CONSIDERATIONS:** Minnesota Statutes 157.15 defines Mobile Food Units as limited to twenty-one (21) days of operation unless authorized by the regulatory authority defined in Minnesota Rules 4626.0020, subpart 70. It would be City Council policy whether to allow additional days of operation for the Mobile Food Units; this would not apply to food carts or ice cream trucks.

**FINANCIAL CONSIDERATIONS:** Income from solicitor, peddler, and transient merchant permits is not a significant source of revenue to the City and should only be an amount to cover the City's expenses in issuing the permit.

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

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

**Attachments:** Resolution 2014-012

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

**RESOLUTION NO. 2014-012**

**RESOLUTION AMENDING 2014 FEE SCHEDULE  
TO SET MOBILE FOOD UNIT (MFU) PERMIT FEE**

**WHEREAS**, it has been the policy of the Albertville City Council to set an annual fee schedule for various permits and licenses; and,

**WHEREAS**, the 2014 Fee Schedule was adopted on December 2, 2013; and,

**WHEREAS**, it is the City's procedure to amend the fee schedule as needed throughout the year; and,

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Albertville, Minnesota hereby amends Resolution No. 2013-047 to include a \$75.00 annual permit fee specific to Mobile Food Units (MFU's).

Adopted by the City Council of the City of Albertville this 17<sup>th</sup> day of April, 2014.

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Jillian Hendrickson, Mayor

ATTEST:

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Kimberly A. Olson, City Clerk

April 15, 2014

**SUBJECT: CONSENT – FINANCE – RESOLUTION AUTHORIZING AND DOCUMENTING INTER-FUND LOANS/ADVANCES FROM THE SEWER ACCESS FUND**

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

**MOTION TO:** Approve Resolution No. 2014-013 entitled a Resolution Authorizing and Documenting Inter-Fund Loan to Fund Negative Fund balances.

- Inter-Fund Loan from Sewer Access Fund (204) to 2003A GO Imp Bond Fund (357) in the amount of \$1,257,159 to fund the negative balance in the debt service fund; and,
- Inter-Fund Loan from Sewer Access Fund (204) to Prairie Run Capital Project Fund (473) in the amount of \$746,029 to fund the negative balance in the capital project fund.

**BACKGROUND:** Throughout the year, the City Council approves projects with plans to issue bonds or some other type of financing at a later time. Inter-fund loans provide interim financing until the other financing is completed. In some cases inter-fund loans are the primary source to finance projects that have a very short financing term. An example of this is carrying assessments for a project for a few years where it is not cost effective to issue new debt. At least annually, City Staff and auditors review and recommend inter-fund loans/advances to fund running negative balances so as to remain in compliance with Generally Accepted Accounting Principles (GAAP).

**POLICY CONSIDERATIONS:** It is the Mayor and Council's policy to review and approve all inter-fund loans/advances.

**FINANCIAL CONSIDERATIONS:** At least annually, the City must fund all negative running balances for Capital Projects, Debt Service or other miscellaneous funds in accordance with General Accounting Principals (GAAP). The inter-fund loan or advance is a loan from Sewer Access Charge Fund (SAC) to the respective negative balance funds at an interest rate of equal to the rate of investment earned by the City's investments. Included in the loan is a financial commitment detailing the source of funds to repay the loan. These inter-fund loans are an inexpensive way to fund some City activities instead of issuing bonds.

**LEGAL CONSIDERATIONS:** The Mayor and Council have the authority to review and direct staff to take action regarding all financial matters.

**Responsible Person/Department:** Tina Lannes, Finance Director  
**Submitted Through:** Adam Nafstad, City Administrator – PWD

**Attachments:** Resolution No. 2014-013

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

**RESOLUTION NO. 2014-013**

**A RESOLUTION AUTHORIZING AND DOCUMENTING  
INTER-FUND LOAN TO FUND NEGATIVE FUND BALANCES**

**WHEREAS**, the Albertville City Council has reviewed its annual audit; and

**WHEREAS**, an interfund loan is hereby established in the amount of \$2,003,188 with funds to be allocated into the following:

|          |                   |             |
|----------|-------------------|-------------|
| Fund 357 | 2003A GO Imp Bond | \$1,257,159 |
| Fund 473 | Prairie Run       | \$746,029   |

**NOW THEREFORE, BE IT RESOLVED** by the Albertville City Council to approve an inter-fund loan from Fund 204 of \$2,003,188 effective December 31, 2013 at an interest rate of 0%.

**Adopted by the Albertville City Council this 21<sup>st</sup> day of April 2014**

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Jillian Hendrickson, Mayor

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Kimberly Olson, City Clerk

April 15, 2014

**SUBJECT: CONSENT - FINANCE – RESOLUTION TRANSFERRING FUNDS**

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

**MOTION TO:** Approve Resolution No. 2014-014 entitled a Resolution to Transfer Funds.

- Transfer \$367,127 from Industrial Park Debt Service Fund 362 to Fund No. 102 Capital Outlay Fund to reimburse fund for advancing special assessment payments on bond.
- Transfer \$50,000 from I-94 Capital Project Fund No. 468 to Fund No. 101 for engineering services 2013.
- Transfer \$50,000 from General Fund No. 101 to Fund 204 Sewer Access Fund for loan repayment
- Transfer \$10,780 from Water Access Fund No. 206 to Fund 602 Water Fund for annual bond payments
- Transfer \$392,010 from Sewer Access Fund No. 204 to Fund 601 Sewer Fund for annual bond payments
- Transfer \$230,127 from the General Fund No. 101 to Fund No. 102 Capital Outlay Fund

**BACKGROUND:** City staff and auditors annually review and recommend transfer of funds for designated purposes, bond payments, to close funds or to fund a negative balance.

**POLICY CONSIDERATIONS:** It is the Mayor and Council's policy to review and approve all fund transfers.

**FINANCIAL CONSIDERATIONS:** Plan funding options on continuing and new projects.

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

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

**Attachments:** Resolution No. 2014-014

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

**RESOLUTION NO. 2014-014**

**A RESOLUTION TO TRANSFER FUNDS**

**WHEREAS**, the Albertville City Council has reviewed its annual audit; and

**NOW, THEREFORE, BE IT RESOLVED** by the Albertville City Council that the following actions are implemented:

Transfer \$367,127 from Industrial Park Debt Service Fund No. 362 to Fund No. 102 Capital Outlay fund to reimburse for special assessment payments, and;

Transfer \$50,000 from I-94 Capital Project Fund No. 468 to Fund No. 101 for Engineering services 2013, and;

Transfer \$50,000 from General Fund No. 101 to Fund 204 Sewer Access Fund for loan repayment, and;

Transfer \$10,780 from Water Access Fund No. 206 to Fund 602 Water Fund for annual bond payments, and;

Transfer \$392,010 from Sewer Access Fund No. 204 to Fund 601 Sewer Fund for annual bond payments, and;

Transfer \$230,127 from the General Fund No. 101 to Fund No. 102 Capital Outlay Fund.

**Adopted by the Albertville City Council this 21<sup>st</sup> day of April 2014.**

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Jillian Hendrickson, Mayor

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Kimberly A. Olson, City Clerk

**April 17, 2014**

**SUBJECT: CONSENT – CITY CLERK - ALBERTVILLE FRIENDLY CITY DAYS COMMITTEE STREET CLOSING AND PARK HOURS**

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

**MOTION TO:** Approve the Friendly City Days Committee request for street closings and modified Central Park hours identified in the attached Friendly City Days Committee letter to the City Council.

**BACKGROUND:** Friendly City Days will be held June 11-15, 2014. The Friendly City Days Committee is requesting the closure of the following streets for the community festival during the dates and times listed below:

| Street   | Date       | Time                    | Activity        |
|--|------------|-------------------------|-----------------|
| 58 <sup>th</sup> St. NE (Main Ave. NE to Lander Ave. NE)                 | June 9-16  | All Day                 | Carnival        |
| Lander Ave. NE (58 <sup>th</sup> St. NE to Mark Barthel's Driveway)      | June 9-16  | All Day                 | Carnival        |
| Main Ave. NE (57 <sup>th</sup> St. NE to 59 <sup>th</sup> St. NE)        | June 13    | 6:00 p.m. – 2:30 a.m.   | Fri. Activities |
| Lachman Ave. NE (57 <sup>th</sup> St. NE to 60 <sup>th</sup> St. NE)     | June 13    | 7:00 p.m. – 10:30 p.m.  | Fireworks       |
| Lachman Ave. NE (57 <sup>th</sup> St. NE to 60 <sup>th</sup> St. NE)     | June 14    | 8:00 a.m. – 3:00 p.m.   | Car/Truck Show  |
| Lander Ave. NE (57 <sup>th</sup> St. NE to 58 <sup>th</sup> St. NE)      | June 13-15 | All Day                 | Sat. Activities |
| Lachman Ave. NE, Lamont Ave. NE, 57 <sup>th</sup> St. NE                 | June 14    | 10:00 a.m. – 10:30 a.m. | Kiddie Parade   |
| Main Ave. NE (57 <sup>th</sup> St. NE to 59 <sup>th</sup> St. NE)        | June 14    | 8:00 a.m. – 2:30 a.m.   | Sat. Activities |
| Main Ave. NE (50 <sup>th</sup> St. NE to 60 <sup>th</sup> St. NE)        | June 15    | 1:00 p.m. – 4:00 p.m.   | Parade          |
| 59 <sup>th</sup> St. NE (Barthel Ind. Dr. NE to Main Ave. NE)            | June 15    | 1:00 p.m. – 4:00 p.m.   | Parade          |
| Barthel Ind. Dr. NE (51 <sup>st</sup> St. NE to 59 <sup>th</sup> St. NE) | June 15    | 1:00 p.m. – 4:00 p.m.   | Parade          |
| 51 <sup>st</sup> St. NE (Barthel Ind. Dr. NE to Main Ave. NE)            | June 15    | 1:00 p.m. – 4:00 p.m.   | Parade          |
| 60 <sup>th</sup> St. NE (CSAH 37 to Main Ave. NE)                        | June 15    | 1:00 p.m. – 4:00 p.m.   | Parade          |

City Code Section 8-3-2 designates that City parks close at 10:00 p.m. unless special permission is given. The Committee is requesting an extension of park hours in Central Park for Friday, June 13 and Saturday, June 14 until 1:30 a.m.



**KEY ISSUES:**

- The Committee has requested additional road closures than in previous years.
- The Committee has submitted an application to the Wright County Highway Department for closure of CSAH 18 (50<sup>th</sup> Street NE)
- The Committee has also submitted a request for assistance from the Wright County Sheriff's Office for security and traffic control for the event.

**POLICY/PRACTICES CONSIDERATIONS:** The Mayor and City Council have the authority to approve or deny requests for street closures and the extension of City park hours. The City Council has approved the Committee's request in past years.

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

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

**Attachments:** Albertville Friendly City Days Committee request letter

# Albertville Friendly City Days

P.O. Box 162  
Albertville, MN 55301

April 1, 2014

City of Albertville  
P.O. Box 9  
Albertville, MN 55301

City Council,

The Albertville Friendly City Days committee is requesting permission to close down the following list of streets on the days listed during Friendly City Days.

| Street  | Date       | Time            | Activity            |
|---|------------|-----------------|---------------------|
| 58th Street (Main Avenue to Lander Avenue)                          | June 9-16  | All Day         | Carnival            |
| Lander Avenue (58th Street to Mark Barthel's Driveway)              | June 9-16  | All Day         | Carnival            |
| Main Avenue (57th Street to 59th Street )                           | June 13    | 6:00 pm-2:30 am | Friday Activities   |
| Lachman Avenue (57 <sup>th</sup> Street to 60 <sup>th</sup> Street) | June 13    | 7:00-10:30 pm   | Fireworks           |
| Lachman Avenue (57 <sup>th</sup> Street to 60 <sup>th</sup> Street) | June 14    | 8:00 am-3:00 pm | Car and Truck Show  |
| Lander Avenue (57th Street to 58th Street)                          | June 13-15 | All Day         | Saturday Activities |
| Lachman Avenue, Lamont Avenue, 57 <sup>th</sup> Street              | June 14    | 10:00-10:30 am  | Kiddie Parade       |
| Main Avenue (57th Street to 59th Street )                           | June 14    | 8:00 am-2:30 am | Saturday Activities |
| Main Avenue (50th Street to 60th Street)                            | June 15    | 1:00 - 4:00 pm  | Parade              |
| 59th Street (Barthel Industrial Drive to Main Street)               | June 15    | 1:00 - 4:00 pm  | Parade              |
| Barthel Industrial Drive (51st Street to 59th Street)               | June 15    | 1:00 - 4:00 pm  | Parade              |
| 51st Street (Barthel Industrial Drive to Main Street)               | June 15    | 1:00 - 4:00 pm  | Parade              |
| 60th Street (CSAH 37 to Main Avenue)                                | June 15    | 1:00 - 4:00 pm  | Parade              |

For your information the committee has submitted applications to Wright County Highway Department for closing CSAH18 (50<sup>th</sup> Street) on June 15<sup>th</sup>. We have also requested assistance from the Wright County Sheriff's office for security and traffic disbursement for the entire weekend.

The committee is also requesting permission to extend the hours in the city park from Thursday, June 12<sup>th</sup> to 10:00 p.m.; Friday June 13<sup>th</sup> and Saturday June 14<sup>th</sup> to 1:30 am the next morning for the Carnival, Softball tournament, and Live Bands.

Sincerely,

Albertville Friendly City Days Committee

April 3, 2014

**SUBJECT: CONSENT – CITY CLERK – ALBERTVILLE LIONS 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 License for the Albertville Lions Club for the 2014 Friendly City Days celebration held in Central Park.

**BACKGROUND:** The Albertville Lions 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 | 9:00 a.m. – 1:00 a.m. |
| Sunday, June 15   | 9:00 a.m. – 1:00 a.m. |

**KEY ISSUES:**

- The Albertville Lions Club has submitted the correct application and fee for the temporary 3.2% malt liquor license.
- The Lions 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:** Adam Nafstad, City Administrator-PWD

**Attachments:** Liquor License Application

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

|  |                                    |
|--|------------------------------------|
| <p>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.</p> <p>A license fee of <b>\$10.00 per day</b> is required to accompany this application.</p> | <b>Office Use Only</b>             |
|  | Date Rec'd: <u>04-07-14</u>        |
|  | Amount Pd: <u>\$30.00</u>          |
|  | Check/Cash: <u>Credit Card KAO</u> |
| License mailed: _____  |                                    |

1. Name of Applicant (organization): Albertville Lions
2. Name and Address of President and Secretary of Applicant:  
Scott Pierson  
9983 Jansa Circle Ne Otsego
3. Purpose for which funds derived will be used: Lions Projects
4. Date(s) of activity: 6-13-14 - 6-15-14
5. Premises from which 3.2% malt liquor will be dispensed on said date:  
Albertville City Park
6. Hours of operation: 9 AM - 1 AM
7. Number of previous license obtained this calendar year: 1
8. Name, address, telephone number and position held with Club of person signing this application: Same as Above  
763.227.2257  
  
Applicant's Signature Date 4-7-14



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/16/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |                                     |                              |
|--|-------------------------------------|------------------------------|
| PRODUCER<br>Christensen Group Insurance<br>11100 Bren Road West<br>Minnetonka MN 55343 | CONTACT NAME: Nancy Rasmussen       |                              |
|  | PHONE (A/C No. Ext): (952) 653-1000 | FAX (A/C No): (952) 653-1101 |
| E-MAIL ADDRESS: nrasmussen@christensengroup.com  |                                     |                              |
| INSURER(S) AFFORDING COVERAGE  |                                     | NAIC #                       |
| INSURER A: Berkley Assurance Company   |                                     |                              |
| INSURER B:   |                                     |                              |
| INSURER C:   |                                     |                              |
| INSURER D:   |                                     |                              |
| INSURER E:   |                                     |                              |
| INSURER F:   |                                     |                              |

COVERAGES CERTIFICATE NUMBER: 10/31/2013 Liquor Liab. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSR                                | SUBR WVD                     | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|--|------------------------------|---------------|-------------------------|-------------------------|--|
|          | GENERAL LIABILITY  |  |                              |               |                         |                         | EACH OCCURRENCE \$                                     |
|          | <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY  |  |                              |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$           |
|          | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR                            |  |                              |               |                         |                         | MED EXP (Any one person) \$                            |
|          |  |  |                              |               |                         |                         | PERSONAL & ADV INJURY \$                               |
|          |  |  |                              |               |                         |                         | GENERAL AGGREGATE \$                                   |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:   |  |                              |               |                         |                         | PRODUCTS - COMP/OP AGG \$                              |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |  |                              |               |                         |                         | \$   |
|          | AUTOMOBILE LIABILITY   |  |                              |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                 |
|          | <input type="checkbox"/> ANY AUTO  |  |                              |               |                         |                         | BODILY INJURY (Per person) \$                          |
|          | <input type="checkbox"/> ALL OWNED AUTOS   | <input type="checkbox"/> SCHEDULED AUTOS |                              |               |                         |                         | BODILY INJURY (Per accident) \$                        |
|          | <input type="checkbox"/> HIRED AUTOS   | <input type="checkbox"/> NON-OWNED AUTOS |                              |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                      |
|          |  |  |                              |               |                         |                         | \$   |
|          | UMBRELLA LIAB  | <input type="checkbox"/> OCCUR           |                              |               |                         |                         | EACH OCCURRENCE \$                                     |
|          | EXCESS LIAB  | <input type="checkbox"/> CLAIMS-MADE     |                              |               |                         |                         | AGGREGATE \$   |
|          | DED  | RETENTION \$                             |                              |               |                         |                         | \$   |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |  |                              |               |                         |                         | WC STATUTORY LIMITS                                    |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                    | <input type="checkbox"/> Y/N             | <input type="checkbox"/> N/A |               |                         |                         | OTH-ER   |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below   |  |                              |               |                         |                         | E.L. EACH ACCIDENT \$                                  |
|          |  |  |                              |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                          |
|          |  |  |                              |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                         |
| A        | Liquor Liability   |  |                              | VUMC1080002   | 10/31/2013              | 10/31/2014              | Each Occurrence: \$1,000,000<br>Aggregate: \$2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Member Club: Albertville Lions Club  
Certificate Holder is included as Additional Insured as their interest may appear in the operations of the club named above.

|  |  |
|--|--|
| CERTIFICATE HOLDER<br><br>City of Albertville<br>PO Box 9<br>Albertville, MN 55301 | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br><br>John Hendrickson/ADK  |

## GENERAL ADMINISTRATION

**Volunteer Appreciation Month:** April is noted as Volunteer Appreciation Month. Staff would like to thank the many volunteers in the community that help with our work and provide support in the community. Many volunteers include the Crow River Senior Center, STMA Rotary, Lions' Clubs, Friendly City Days Committee, Boy Scouts and Girl Scouts, and the many residents that serve on committees and clubs to enhance the Albertville community.

**City Newsletter:** The City has received several comments from residents complimenting our newsletter that just went out. We have also received an enthusiastic response from those wishing to work as Election Judges.

**May Staffing:** The City Clerk is scheduled to be out on medical leave for the month of May. The Clerk's duties will be distributed internally among staff and coverage has been discussed with them. At this time, outside resources have not been scheduled and the Clerk is expected to return in June, possibly earlier, in time for election work to begin.

**STMA Ice Arena:** KDV presented the 2013 audit and recommended the arena be modeled more as a governmental fund rather than an enterprise fund. KDV suggested that the subsidized model would more accurately reflect the budgeting goals and the annual contribution by each entity. The Arena Board approved holding ice rates (no-increase) for the 2014/2015 season and recommended that each entity increase the capital contribution from \$10,000 to \$15,000, beginning in 2014.

**Public Transit:** Commissioner Potter is scheduled to be at the meeting to provide an update on public transit. I am of the impression that the Trailblazer Transit Board and Wright County Board will not be able to come to terms in the next few months. To have uninterrupted transit service after July 2014, Wright County cities will likely need to partner with Trailblazer directly, and if so, preferably under a joint powers arrangement.

**Website:** We are working with SM Website Solutions to update the City website to be more interactive, compatible with mobile devices, and easier for staff to update. We are working to have the updates complete by the end of June.

## ENGINEERING/PUBLIC WORKS

**57<sup>th</sup> Street NE/Church of St. Albert Improvement Project:** We are working with the Church to finalize the extent of the improvements they desire to incorporate into the plans. The City Attorney has drafted a right-of-way/cost share agreement, which the Church is reviewing. Once the Church improvements have been finalized, staff will advertise the project prior to the next Council meeting to maintain the mid-June construction start schedule.

**Barthel Industrial Drive NE and 54<sup>th</sup> Street NE Drainage:** Plans and specs are nearing completion and will likely be presented to Council at the first meeting in May.

**Municipal State Aid Streets:** Staff is in the process of updating annual “needs” reporting.

**Engel Haus Project:** Staff is coordinating the construction and road closure schedule of Kassel Avenue NE with Guardian Angels.

#### **UPCOMING EVENTS and ANNOUNCEMENTS**

- **Local Board of Appeals & Equalization** – Wednesday, April 23, 5:30 p.m., City Hall
- **First Annual First Responders Luncheon** – Monday, May 19, 11:30 a.m., Rogers Community Room. The I-94 West Chamber is hosting its first annual luncheon to recognize first responders. Captain Josh Eull will be one of the first responders recognized for his dedication to the community and public safety. Please let staff know by May 12 if you would like to attend.
- **Annual LMC Conference** – June 18-20, St. Cloud Convention Center (please let staff know if you would like us to sign you up)

**ATTACHMENTS: (none)**