



City of Albertville Council Agenda

Monday, May 5, 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 April 21, 2014 regular City Council meeting minutes as presented (pgs 4-8)
- B.** Approve the April 21, 2014 workshop City Council meeting minutes as presented (pgs 9-10)
- C.** Approve the April 23, 2014 Local Board of Appeal and Equalization meeting minutes as presented (pgs 11-12)
- D.** Authorize the Monday, May 5, 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 13)
- E.** Accept Accounts Receivable Report through March 31, 2014 (pgs 14-16)
- F.** Approve a Two-Day Temporary 3.2% Malt Liquor License for the St. Michael Lions Club for the 2014 "Kick for a Cure" fundraiser on May 17-18, 2014 (pgs 17-19)

- 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

- 1). **First Quarter Budget to Actual Report (pgs 20-21)**

C. City Clerk - None

D. Public Works/Engineering

E. Planning/Zoning - None

F. Building - None

G. Legal

H. Administration

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

9. Announcements and/or Upcoming Meetings

- 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
- May 27 Joint Powers Water Board, 6:30 p.m.
- May 27 Parks Committee, 7:30 p.m.
- June 2 City Council, 7:00 p.m.
- June 9 STMA Ice Arena Board, 6:00 p.m.
- June 10 Planning Commission, 7:00 p.m.
- June 11-15 Albertville Friendly City Days
- June 16 City Council, 7:00 p.m.
- June 23 Joint Powers Water Board, 6:30 p.m.
- June 30 Joint Meeting with St. Michael & STMA School Board, 6:00 p.m.

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

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

10. MOVE TO CLOSED SESSION: Discussion of Sale of City –owned Prairie Run Residential Lots

11. Adjournment



**ALBERTVILLE CITY COUNCIL
April 21, 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, and Vetsch

Absent: Council member Wagner

Others Present: City Administrator Adam Nafstad, City Planner Alan Brixius, City Clerk Kimberly Olson, Finance Director Tina Lannes, Ted Roberts, Mike Potter, and Caroline Stutsman

3. RECOGNITIONS, PRESENTATIONS, INTRODUCTIONS

A. Ted Roberts Certificate of Appreciation

Hendrickson presented Roberts with a Certificate of Appreciation and reported that Roberts has volunteered his time to work in City Hall on various weekly and monthly projects. She stated that he is always willing to take on new projects and has a smile on face each day when he comes to work. She stated that Roberts is an essential part of the Albertville team.

B. 2013 Financial Statements & Audit (presented by Caroline Stutsman, KDV)

Stutsman reported that KDV has been hired to conduct an independent auditor's report. She stated they provided an unmodified opinion which is the highest level a City can achieve just as they have in past years. There were no findings regarding legal compliance for the City.

Stutsman reported revenues were up due to an increase in charges for services and license/permit activity for approximately a 3% increase to the general fund. Stutsman reported that the City has maintained and grown the general budget even through the economic downturn and it shows a lot for the planning the City has done.

Minimum fund balance should be not less than 35% of the next years budgeted expenses. The City is currently at 46% and is within the City's policy.

Stutsman reviewed the enterprise funds. The sewer fund is operating at a loss, but is covering 84% of depreciation. She stated that is good for a sewer fund as the auditors don't always see

this with sewer funds. The water fund is operating at a loss and not covering depreciation. They have seen this across other cities as well.

Stutsman reported tax capacity has decreased 28% in the last five years while the levy remained relatively stable. This has led to an increase in the tax capacity rate. She stated this has been common.

The auditor's findings include a significant deficiency for lack of segregation of accounting duties and will be something the City and other similar cities will see based on the limited number of staff available to do those duties. Stutsman stated that staff is implementing controls whenever possible.

C. Update on Public Transit (Mike Potter)

Potter reported that the agreement with River Rider for public transit in Wright County will conclude at the end of June. He stated this left the County with three options: 1) participate in an agreement with Trailblazers for public transit, 2) have Wright County provide public transit, or 3) have no public transit in the County. He reported on the recent meetings the Wright County Board has held regarding transit and the difference in opinion on how to proceed. Potter stated that he is concerned with the timeline. He felt that if the County is going to be involved in public transit, they need to make sure the program is inclusive of everyone and meets the needs of the County. Nafstad explained how funding for transit is received from the State and the County/local match requirement. Potter stated that public transit will be an asset for the community and Nafstad reported the upcoming senior development, Guardian Angels, is very supportive of public transit, as well as, the senior center. Potter stated that if the County Board does not approve a transit agreement with Trailblazers, Trailblazers may approach the cities with an agreement.

4. PUBLIC FORUM

Eric Lucero, 18551 Bates Street NE, Dayton, was present at the meeting. Lucero introduced himself to the Council and informed them he will be running for State Representative for the 30B district. He stated he is the Republican endorsed candidate for the district. He provided background information on himself and family as well as his goals if he is elected.

5. APPROVAL OF THE AGENDA

Motioned by Vetsch, seconded by Olson, to approve the Agenda as presented. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Wagner. 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 April 7, 2014 regular City Council meeting minutes as presented
- 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
- C. Adopt Resolution 2014-012 Amending the 2014 Fee Schedule to include a \$75.00 permit fee for Mobile Food Units (MFU's)
- D. Approve Resolution No. 2014-013 entitled a Resolution Authorizing and Documenting Inter-Fund Loan to Fund Negative Fund balances
- E. Approve Resolution No. 2014-014 entitled a Resolution to Transfer Funds
- 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
- 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

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

Olson reported that they had six applicants for the part time position for FYCC. He stated they want to be sure the applicants understand the long term expectations of the position

Olson reported the ball fields are now open.

STMA Ice Arena Board

Sorensen reported the Board decided to keep the rates the same and up the contribution from each entity by \$5,000. He reported this is the first year the Arena has been audited and it went well.

2). AFCD City Challenge Discussion

Nafstad reported that the Friendly City Days Committee is asking for details for the Albertville vs. St. Michael City Challenge. He reported it has been difficult to get staff to participate in the challenges and inquired if the Council has ideas for the challenge or an alternative to a competition. Hendrickson suggested a social hour/event for the two cities. Sorensen stated that he would like to continue the tradition.

Council suggested they discuss it further at the next meeting.

B. Finance - None

C. Public Works - None

D. City Clerk - None

E. Planning/Zoning – None

F. Building – None

G. Legal - None

H. Administration

1). City Administrator’s Update

Nafstad reported they are working with a consultant to make the City website more interactive, to be compatible with mobile devices, and easier for staff to update. The updates are scheduled to be completed by the end of June.

Nafstad stated the Church of St. Albert is working on their plans for the 57th Street NE/Church of St. Albert improvement project. Nafstad informed the Council the staff will be advertizing for bids and working towards a mid-June construction start.

Olson inquired about striping of the City and Fire Hall parking lots and Nafstad replied those will be done this year.

10. 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 |

11. ADJOURN MEETING

Motioned by Olson, seconded by Hendrickson, to adjourn the meeting at 8:20 p.m. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Wagner. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

DRAFT



CITY COUNCIL WORKSHOP CITY HALL - COUNCIL CHAMBERS

Monday, April 21, 2014

DRAFT MINUTES

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

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

Absent: Council member Wagner

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

2. VISION GOALS AND PRIORITIES

Brixius stated the goal of the workshop is to focus on the next steps for ongoing projects and provide suggestions for newly identified issue areas.

Brixius stated staff recently received a proposal for the Leuer Munsterteiger site for two multi-family buildings and 23 single-family residences; however, the current zoning does not allow for that use. Vetsch stated he would like to see senior housing or commercial use in that location rather than single-family. Sorensen stated he was hesitant for multi-family housing for that site and would also like to see senior housing.

Munsterteiger stated that he doesn't see the land being developed unless the zoning is changed. He stated that it was originally zoned residential. Brixius stated the property is now zoned B-2 and has been for over ten years.

Hendrickson inquired how many apartment units would be in the two multi-family buildings. Munsterteiger replied it would be approximately 100 units. Vetsch stated there is a market for senior housing and there are many seniors on waiting lists for senior units.

Munsterteiger inquired what Council felt should be developed on the lot and felt his hands are tied with the current zoning. Brixius stated he will meet with Munsterteiger with options for the property.

Brixius reviewed the 2012 Visioning Goals. He reviewed the projects on the ten-year list along with some staff recommendations:

Transportation

County Road 19 North
I-94
Pedestrian Crossing between Outlet Mall

Residential

Prairie Run Lots
Housing Maintenance Code – Point of Sale Inspections

Public Facility Improvements

STMA Ice Arena Expansion
Wastewater Treatment Facility
Soccer Facility Expansion (5964 Main Avenue NE)
Reuse/Demolition of Old City Hall (5975 Main Avenue NE)
Community Pool (Planning Commission)
Hunters Lake Trail

Commercial and Industrial Improvements

Economic Development Incentives
City Owned Lots

Brixius stated these projects would near completion around 2025. He stated Council will want to continually review the Zoning Ordinance.

Council set another workshop prior to the next City Council meeting at 6:00 p.m. on May 5, 2014.

3. ADJOURNMENT

Motioned by Hendrickson, seconded by Olson, to adjourn the meeting at 7:02 p.m. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Wagner. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk



**CITY OF ALBERTVILLE
LOCAL BOARD OF APPEAL AND EQUALIZATION
April 23, 2014**

DRAFT MINUTES

ALBERTVILLE CITY HALL

5:30 PM

ROLL CALL

PRESENT: Board members John Vetsch, Rob Olson, and Larry Sorensen

ABSENT: Board members Jillian Hendrickson and Dan Wagner

OTHERS PRESENT: City Administrator-PWD Adam Nafstad, City Clerk Kimberly Olson, Wright County Assessor Wally Peterson, and Wright County Assessor Tony Rasmuson.

PRESENTATION - WRIGHT COUNTY ASSESSOR'S OFFICE

Wright County Assessor Peterson began by explaining that the purpose of the Local Board of Appeal and Equalization is to review the assessment of property. This Local Board of Appeal and Equalization is being held for the 2014 assessment for taxes due and payable in 2015. The Board does not have the authority to change any prior year's assessments. The Local Board does not have the authority to grant an exemption or to order property to be removed from the tax rolls. A quorum must be present and at least one of the members must be 'Training Certified' under Minnesota State Statutes Section 274.014 and Board member Sorensen has been certified.

State law requires the assessor to be at 100% of market value; however, the Statutes allow the Assessor to be within a range of 90 to 105 percent of market value. The sales ratio study time frame is from October 1, 2012 thru September 30, 2013. The sales date gathered from this ratio period is used to appraise property as of the January 2, 2014 assessment date. There were 1,239 residential and seasonal/recreational properties used in the County-wide sales study and had a time adjusted median ratio of 85.08% and a non-time adjusted ratio of 89.68%. There was a County-wide increase of 8.47% on this type of property. There were 14 commercial and industrial properties used in the County-wide sales ratio study with a County-wide 2.81% reduction in this type of property. A percentage of change reports indicate that the county-wide agricultural estimated market value was increased by 10.70% from 2013. The current assessment meets or exceeds standards for uniform assessment in all jurisdictions established by the International Association of Assessment Officers.

Rasmuson reported that there were 1,239 qualified sales which were up from 756 qualified sales the previous year. This is an increase of 64%. He stated that the market appears to be getting healthier and there were 23 new homes in 2013.

Peterson reported three properties had requested their valuations be lowered and were granted by the County as follows:

Property Address	PID	Original Value	Adjusted Value
10526 62 nd Street NE	101-097-002050	\$198,500	\$195,400
6223 Kaitlin Avenue NE	101-097-005040	\$181,700	\$176,500
5230 Kali Court NE	101-103-002280	\$301,662	\$288,400

The Board felt these were fair adjustments based on the circumstances described.

Motioned by Olson, seconded by Sorensen, to accept the valuations set by the Wright County Assessor's Office. Ayes: Sorenson, Olson, and Vetsch. Nays: None. Absent: Hendrickson and Wagner. MOTION DECLARED CARRIED.

ADJOURNMENT

Motioned by Olson, seconded by Sorensen, to adjourn the meeting at 6:10 p.m. Ayes: Sorensen, Olson, and Vetsch. Nays: None. Absent: Hendrickson and Wagner. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

April 30, 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, May 5, 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 30, 2014

SUBJECT: FINANCE - ACCOUNTS RECEIVABLE REPORT

INTRODUCTION: This space on the agenda is reserved for the City Council to consider the Finance Department Accounts Receivable Report.

ACCOUNTS RECEIVABLE:

Total accounts receivable outstanding through March 31, 2014 is \$55,940.60

The percentage of the total due based on the aging report is as follows:

0-30 days outstanding	\$31,038.40	55.48%
30-60 days outstanding	\$12,595.18	22.52%
60-90 days outstanding	\$ 187.70	.34%
Over 90 days outstanding	\$12,119.32	21.66%

The majority of the over 90 days are related to rental properties and will be assessed to the property in November if the amount is still outstanding.

PRACTICES/POLICY CONSIDERATIONS: The Mayor and Council review monthly financial reports.

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time.

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

Originated by: Tina Lannes, Finance Director

Attachment(s): Accounts Receivable Report

Mayor and Council Communication – May 5, 2014
FINANCE – Accounts Receivable Report

Vendor	Amount Due	0-30 Days	30-60 days	60-90 days	90 days & Over
ALBERTSON, STEVEN & PATRICIA	\$450.00	\$450.00			
BANZ PROPERTIES, LLC	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
BEAUDRY, RON & KIMBERLY	\$450.00	\$450.00			
BETHKE, AARON	\$426.70	\$3.34	\$6.68	\$13.34	\$403.34
BISHOW, HARVEY & TOUBY	\$450.00	\$450.00			
BITZAN, SHAWN & LAURA	\$450.00	\$450.00			
BRAVO DANCE STUDIO	\$100.00		\$100.00		
BRENNAN, CONNIE	\$450.00	\$450.00			
BURDA, LANCE & LAYLA	\$416.69	\$3.21	\$6.42	\$16.04	\$391.02
CAPITAL LAND INVESTMENTS LLC	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
CARMENS BAY	\$900.00	\$900.00			
CAZA, JAMES	\$946.86	\$7.68	\$11.51	\$7.67	\$920.00
CBS OUTDOOR	\$75.00	\$75.00			
CHAMPEAU, MICHAEL & THERESA	\$450.00	\$450.00			
CHELL, MATTHEW & GRETCHEN	\$450.00	\$450.00			
CHEVALIER, TAMMY	\$450.00	\$450.00			
CULVERS	\$16.98	\$16.98			
CUMMINGS, DANIEL	\$450.00	\$450.00			
DANIELSON, ROBERT & CADE	\$450.00	\$450.00			
DONS BUS SERVICE	\$150.00	\$150.00			
EVENSON, BRENT	\$480.00	\$480.00			
FIRST SERVICE RESIDENTIAL MGMT	\$20.00	\$20.00			
FRANKLIN OUTDOOR	\$1,650.00	\$1,650.00			
FRIELER, NICHOLE	\$450.00	\$450.00			
FRIENDLY CITY DAYS	\$352.49	\$352.49			
FTTH COMMUNICATIONS	\$206.25	\$206.25			
FURSTONBERG, TRESSA	\$450.00	\$450.00			
GIVING, DALE & LEIGHA	\$450.00	\$450.00			
GUARDIAN ANGELS	\$1,170.00	\$1,170.00			
HAGER, JEREMY	\$450.00	\$450.00			
HOMES MN.CON INC	\$900.00	\$900.00			
HUNTERS PASSS ESTATES ASSOC	\$350.00		\$350.00		
JOHNSON, CANDACE	\$1,603.54	\$455.51	\$7.18	\$9.34	\$1,131.51
JOHNSON, GUY & LOIS	\$900.00	\$900.00			
KEENAN, SHAUN	\$450.00	\$450.00			
KOENING, PAUL	\$2,603.62	\$20.52	\$41.03	\$82.07	\$2,460.00
KOSKI, SHANE	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
KRASKA, KRISTA	\$450.00	\$450.00			
DRAUS, MICHAEL & KATHARINE	\$450.00	\$450.00			
LAMAR COMPANIES	\$150.00	\$150.00			
LARSEN, JOSHUA	\$450.00	\$450.00			
LEE ANN PROPERTIES	\$450.00	\$450.00			

Mayor and Council Communication – May 5, 2014
FINANCE – Accounts Receivable Report

MADSON, KENT	\$450.00	\$450.00			
MAIN AVEUNE SIX LLC	\$900.00	\$900.00			
MN DEPT OF TRANSPORTATION	\$11,985.60		\$11,985.60		
NATIONWIDE MUTUAL INS	\$2,175.00	\$2,175.00			
NIEMEYER TRAILER SALES	\$307.42	\$2.48	\$4.96	\$2.48	\$297.50
ONCHANGU, ROBERT	\$450.00	\$450.00			
PRAUGHT, BETH	\$450.00	\$450.00			
PROW, MARCELL & DENISE	\$450.00	\$450.00			
RODEN, WAYNE	\$450.00	\$450.00			
SIDELINE SPORTS	\$80.86	\$0.61	\$1.23	\$3.07	\$75.95
SMITH, DAVID & JULIE	\$450.00	\$450.00			
SORENSEN, ANGELA	\$450.00	\$450.00			
STMA UNITED SOCCER CLUB	\$3,345.57	\$3,345.57			
TURNER, JONI	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
VOELLER, NEIL & SHANNON	\$450.00	\$450.00			
WALKER, JAMES	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
WALSH, JUSTIN	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
WARNER, ROBERT & CAROLYN	\$450.00	\$450.00			
WENDINGER, BECKY	\$450.00	\$450.00			
WERP, MARKUS	\$1,396.86	\$457.68	\$11.51	\$7.67	\$920.00
WILEY, WESTON	\$450.00	\$450.00			
YABANDITH, PATHANA	\$450.00	\$450.00			
Total	\$55,940.60	\$31,038.40	\$12,595.18	\$187.70	\$12,119.32
Current 0-30 days		\$31,038.40	55.48%		
30-60 days		\$12,595.18	22.52%		
60-90 days		\$187.70	0.34%		
over 90 day		\$12,119.32	21.66%		

April 29, 2014

SUBJECT: CONSENT – CITY CLERK – ST. MICHAEL LIONS CLUB TEMPORARY 3.2% MALT LIQUOR LICENSE

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

MOTION TO: Approve a Two-Day Temporary 3.2% Malt Liquor License for the St. Michael Lions Club for the 2014 “Kick for a Cure” fundraiser on May 17-18, 2014 contingent upon receipt of application, proof of liquor liability insurance, and fees.

BACKGROUND: This application is submitted by the St. Michael Lions Club. The license is for the annual “Kick for a Cure” kickball tournament to raise funds for cancer research. The event is organized by the family of Tom Barthel. The tournament will occur on May 17 and 18, 2014 at Central Park, the Lions Park Pavilion, and picnic area.

KEY ISSUES:

- The St. Michael Lions Club holds the appropriate liquor liability coverage
- This will be the 6th annual fundraiser for cancer research

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

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

Responsible Person/Department: Kimberly Olson, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments: St. Michael Lions Club Liquor Application



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

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

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

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

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

- (1) has more than 30 members;
- (2) has owned or rented a building or space in a building for more than one year that is suitable and adequate for the accommodation of its members;
- (3) is directed by a board of directors, executive committee, or other similar body chosen by the members at a meeting held for that purpose. No member, officer, agent, or employee shall receive any profit from the distribution or sale of beverages to the members of the club, or their guests, beyond a reasonable salary or wages fixed and voted each year by the governing body.

Name of Applicant (organization): St. Michael Lions Club (Kick for a Cure)

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

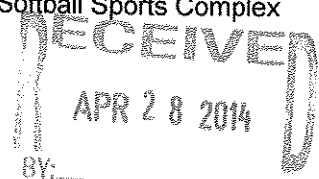
Kent Johnson 325 Elm Lane SE.. St. Michael, MN 55376 763-497-5376 Cell 763-229-0690 Treasurer

Name and Address of President and Secretary of Applicant:

President- Tony Dehmer, 525 Summerlin Ave. St. Michael, MN 55376
Secretary - Steve Schneider, 4586 Lange Ave. , St. Michael, MN 55376

Date(s) of activity May 17 - May 18 2014

Location where sales will occur: Albertville City Park and Ball fields. Baseball, Softball Sports Complex with multiple fields and Albertville Lions Park Pavilion and picnic area.




Hours of operation: Saturday 10 am to 12 am. / Sunday 12pm -8pm

Premises from which 3.2% malt liquor will be dispensed on said date:
Alberville Lions Park and Ball fields

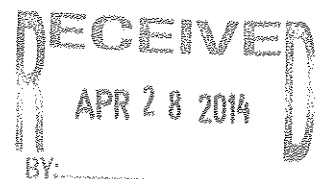
Purpose for which funds derived will be used: Cancer Research in memory of Tom Barthel

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


Applicant Signature

April 12, 2014
Date

Office Use Only	
Date Rec'd: <u>04-28-14</u>	Check/Cash: _____
Amount Pd: <u>\$1000.00</u>	License mailed: _____



April 30, 2014

SUBJECT: FINANCE - 1ST QUARTER REPORT

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

1ST QUARTER BUDGET TO ACTUAL:

Below are the first (1st) Quarter 2014 un-audited General Fund Summary of Revenues and Expenditures. Revenues should be at 6% and expenditures should be at 25%. Revenues are at 4.1% and Expenses are at 16.4%.

**2014 Council Update
GENERAL FUND**

General Fund Revenue:		2014 Budget	2014 Actual 3/31/2014	% of Budget
31010	Current Ad Valorem Taxes	2,397,983	-	0.0%
34113	Franchise Fee - Cable	65,000	17,919	27.6%
32100	Business Licenses & Permits	22,000	6,885	31.3%
32110	Liquor Licenses	29,150	25,450	87.3%
32120	3.2 Liquor Licenses	150	10	6.7%
32150	Sign Permits	1,500	140	9.3%
32210	Building Permits	55,000	17,912	32.6%
32240	Animal Licenses	400	320	80.0%
33405	Police Aid	28,000	-	0.0%
33406	Fire Aid	42,000	-	0.0%
33422	Other State Aid Grants	8,200	-	0.0%
34000	Charges for Services	2,000	1,550	77.5%
34101	Lease Payments - City Property	-	900	0.0%
34001	Administration Fees	136,721	500	0.4%
34103	Zoning & Subdivision	1,500	-	0.0%
	Plan Check fee	25,000	8,529	34.1%
34105	Sale of Maps	-	-	0.0%
34107	Title Searches	1,000	860	86.0%
34302	Fire Protection Contract Charges	160,533	39,136	24.4%
34780	Park/City Hall Rental Fees	6,000	2,435	40.6%
34950	Other Revenues	9,000	3,599	40.0%
35000	Fines & Forfeits	-	-	0.0%
36210	Interest Earnings	25,000	-	0.0%
	Engineer/As built	1,500	300	20.0%
34110	Arena Administration	11,616	2,922	25.2%
	Transfer I-94 Engineer	50,000	-	0.0%
	LGA	79,651	-	0.0%
	Electric Franchise Fee	115,000	5,952	5.2%
Total Revenues		\$ 3,273,904	\$ 135,318	4.1%

General Fund Expenditures		2014 Budget	2014 Actual 3/31/2014	% of Budget
41100	Council	38,969	16,645	42.7%
41300	Combined Admin/Engineer/PWD	98,130	20,130	20.5%
41400	City Clerk	135,984	26,087	19.2%
41410	Elections	15,500	-	0.0%
41500	Financial Administration	177,839	38,812	21.8%
41550	City Assessor	29,355	-	0.0%
41600	City Attorney	40,000	788	2.0%
41700	City Engineer	20,000	780	3.9%
41800	Economic Development	28,000	-	0.0%
41910	Planning & Zoning	40,507	8,839	21.8%
41940	City Hall	135,605	14,007	10.3%
42000	Fire Department	316,187	53,488	16.9%
42110	Police	547,500	136,875	25.0%
42400	Building Inspection	154,184	37,656	24.4%
42700	Animal Control	4,080	351	8.6%
43100	Public Works - Streets	482,694	155,431	32.2%
41750	Add'l consult Admin.Engineer	30,000	124	0.4%
45000	Culture & Recreation	58,600	16,360	27.9%
45100	Parks & Recreation	211,126	45,413	21.5%
	Electric	115,000	13,146	
	Capital Reserves	568,614	8,100	1.4%
41000	Library	26,030	8,918	34.3%
	Total Expenditures	\$ 3,273,904	\$ 601,950	18.4%

VARIANCES:

Revenue:

- Tax settlements are received twice a year (July and December)

Expenses:

- City Council is at 42% most of the annual dues and subscriptions are due in the first quarter.

Responsible Person/ Department: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator

GENERAL ADMINISTRATION

STMA Ice Arena: 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. Shop drawings for the dehumidification system are being reviewed and we are coordinating a construction schedule with the mechanical contractors.

Public Transit: The Trailblazer Transit Board and Wright County Board have not been able to come to terms on a service arrangement to provide transit in Wright County. As of today, after July 1, 2014, Wright County will not have a transit option or a replacement for the RiverRider service currently offered. Wright County cities have been discussing options with MnDOT, and Trailblazer Transit is willing to provide service to the cities. The cities are formulating a joint-powers arrangement for individual cities to consider being a part of, if they desire a public transit option after July 1. Please let me know if you would like a copy of the April 28 letter from Trailblazers detailing why they have chosen to coordinate further with the Wright County Board.

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.

Prairie Run City-Owned Lots: Staff will be presenting recent offers received on the City-owned Prairie Run lots at the meeting. The City has received offers to purchase select individual lots and offers to purchase all City-owned lots.

5975 Main Avenue NE (Old City Hall): The former city hall building has been vacant for several years and the City has received very little interest from any prospective lessee or buyer. Staff would like to discuss the option of offering use of the building to FYCC, which is currently operating out of the St. Michael City Hall. It is believed that the City would realize a cost saving and be providing a complimentary use to the city hall parking lot and the Main Avenue business area. If the Council views this as a favorable use, staff will extend the offer to the FYCC Committee for consideration.

City Hall: During the recent rain, the skylight over the main corridor at city hall developed a leak. We have been in touch with the installers and are working to determine if the skylight is under warranty.

ENGINEERING/PUBLIC WORKS

Recent Rain: Staff is not aware of any property damage caused by localized flooding with the constant rain this past week; however, many property owners have reported wet basement issues due to sump pump system failure or general yard drainage issues.

I-94 WB C-D Road: Exit 201 and the C-D Road will be closed the week of May 5 to correct a settlement on the west end of the project. Once the warranty work has been completed, we will finalize and close out the project with MnDOT.

I-94 Coalition: The 2014/2015 project between State Highways 101 and 241 has cleared the planning/Met Council process. MnDOT and FHWA are working to select a contractor and are preparing for construction to begin late summer. The Coalition is working to formalize a business plan and establish a 2014 budget, and continues the membership/outreach campaign. Please let me know if you would like any additional materials or information.

57th Street NE/Church of St. Albert Improvement Project: The project is currently out for advertisement with a bid date of May 20. The award and cost-share agreement will be presented to Council at the first meeting in June.

Barthel Industrial Drive NE and 54th Street NE Drainage: Plans and specs are nearing completion and staff is coordinating private utility relocations.

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

- **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 12th 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)