



City of Albertville Council Agenda

Monday, November 3, 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 October 20, 2014 regular City Council meeting minutes as presented (pgs 4-11)
- B.** Authorize the Monday, November 3, 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 12)
- C.** Approve Resolution No. 2014-034 entitled a Resolution Amending Official Depositories (pgs 13-14)
- D.** Approve Resolution No. 035 entitled a Resolution Appointing Corporate Signers for the City of Albertville for 2014 (pg 15)

7. Public Hearings - None

8. Department Business

A. City Council

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

B. Finance

1). Approval of the 2014 Certification of Uncollected Utility Bills and Invoices (pgs 16-20)

(Motion to approve Resolution No. 2014-036 entitled a Resolution Certifying the 2014 Uncollected Utility Bills and invoices to Wright County for Collection with Real Estate Taxes.)

C. Legal

1). City Attorney Report (pgs 21-22)

D. City Clerk - None

E. Public Works / Engineering - None

F. Planning/Zoning - None

G. Building - None

H. Administration

1). Full-time Fire Chief/Fire Marshal/Emergency Manager Job Description (pgs 23-28)

(Motion to approve the job description for the position of full-time Fire Chief/Fire Marshal/Emergency Manager and authorizing staff to advertise the position.)

2). City Administrator's Update (pgs 29-30)

9. Announcements and/or Upcoming Meetings

| | |
|----------------|---|
| November 10 | Canvass Board, 5:45 p.m. STMA Ice Arena Board, 6:00 p.m. |
| November 11 | Veterans Day, City Offices Closed Planning Commission, TBD |
| November 17 | City Council, 7:00 p.m. |
| November 18 | LBAE Training, Glencoe, 9:00 a.m. – 12:00 p.m. |
| November 24 | Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m. |
| November 27/28 | Thanksgiving Day/Day After Thanksgiving, City Offices Closed |
| December 1 | Truth in Taxation Meeting, 6:00 p.m. City Council, 7:00 p.m. |
| December 4 | Legislative Forum, Discovery Elementary School, 7:00 p.m. |
| December 8 | STMA Ice Arena Board, 6:00 p.m. |
| December 9 | Planning Commission, 7:00 p.m. |
| December 15 | City Council, 7:00 p.m. |
| December 22 | Joint Powers Water Board, 6:30 p.m. |
| December 24 | Christmas Eve, City Hall Closes at 12:00 Noon |
| December 25 | Christmas Day, City Hall Closed |

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

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

10. Adjournment



ALBERTVILLE CITY COUNCIL

Monday, October 20, 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

Others Present: City Administrator-PWD Adam Nafstad, City Planner Alan Brixius, City Attorney Mike Couri, Jacob Steen, Steve Nelson, Walter Hudson, and Adam Zimny

3. RECOGNITIONS-PRESENTATIONS-INTRODUCTIONS - None

4. PUBLIC FORUM

There was no one present for the forum.

5. APPROVAL OF THE AGENDA

Brixius added Billboard Public Service and Community Messaging Agreement under Legal.

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

6. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by 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 October 6, 2014 regular City Council meeting minutes as presented
- B.** Authorize the Monday, October 20, 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 payment in the amount of \$271,148.53 to Kuechle Underground as Partial Payment #1 for the 54th Street NE and Barthel Industrial Drive NE Project
- D. Approve payment in the amount of \$4,750 to Eureka Construction as Partial Payment #12 for I-94 WB-CD Improvements

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

7. PUBLIC HEARING – None

8. DEPARTMENT BUSINESS

A. City Council

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

Fire Committee

Olson reported they reviewed the job description for the new Fire Chief position and the final version was forwarded to the Otsego City Council for comments. He added they hope to advertise the position in December with a deadline in January. He stated that they would be looking at interim appointments for officers. Nafstad stated that the selection committee would consist of Council members Olson and Sorensen, Otsego City Administrator Lori Johnson, Otsego Councilmember Jason Warehime, an outside Fire Chief, and himself. Sorensen stated they would like to bring in members of the Fire Department when the selection is narrowed down and Nafstad agreed that the Fire Committee felt feedback from the membership very important.

STMA Ice Arena Board

Sorensen stated they discussed whether to pull the ice out in order to rent out the Arena to lacrosse. He added that STMA YHA also is looking to use the facility for their Knight to Remember event on March 21. Nafstad stated there is not a need to remove the ice each year, but it would be a good opportunity to accommodate the needs of other groups.

B. Planning/Zoning

1). Billboard Ordinance Amendment

Brixius reported in June 2014, City staff met with Warnert Commercial Real Estate LLC to discuss options for the construction of a billboard on Block 1, Lot 1, Field Plaza 2nd Addition (the lot west of Space Aliens). Staff made the determination that the site did not qualify as a billboard site under Albertville's Sign Ordinance.

On July 21, 2014, the City received a permanent sign permit application to construct a dynamic billboard. After a phone discussion with the applicant, City staff issued an August 7, 2014 letter denying the sign permit finding that the site is not eligible for a billboard.

On August 22, 2014, the City received a request for Council appeal of the sign permit denial. The City Council, upon hearing of the appeal on September 15, 2014, directed City staff to re-examine the Albertville Sign Code pertaining to billboards and effectuate an ordinance change to accommodate this billboard request. In encouraging the ordinance change, the Council noted the following findings:

1. The City's Comprehensive Plan promotes the improvements to CSAH 19 and Interstate 94 to provide for a full interchange. The City has secured right-of-way to facilitate these improvements. The subject site will qualify as a billboard site when these improvements are in place.
2. Through the Sign Code performance standards, the City may only have three eligible billboard sites remaining in the City.
3. The construction of dynamic billboards will provide opportunities to promote community businesses and community events.

On October 14, 2014 the Planning Commission held a public hearing to consider the draft ordinance. After considering the staff report and public testimony, they closed the public hearing and made a recommendation to the City Council to approve the draft ordinance.

The ordinance amendment addresses City Code Title 10 Building and Development Regulations, Chapter 7 Sign Regulations, Sections 10-7-2 Definitions and 10-7-6.A.1 Advertising Devices:

Section 10-7-2 Definitions would be amended to revise the definition of "adjacent area" to include the site subject to the appeal within the adjacent area definition, which would allow the parcel to host a billboard sign. The amendment defines "adjacent area" as parcels directly abutting either the Interstate 94 right-of-way or City-owned right-of-way, and limited to a strip of land 400 feet in width measured from the midpoint of the center median on Interstate 94. The 400 foot width is inclusive of all the existing billboard signs.

Section 10-7-6.A.1 Advertising Devices would be amended to:

1. Repeal the previous adjacent area width reference in favor of the new adjacent area definition.
2. Establish a waiver of damages requirement for billboards constructed prior to planned Interstate 94 road and interchange improvements, with the understanding that once constructed road improvements may impact billboard sight lines.
3. Require an enhanced architectural treatment of billboard supports in order to enhance the overall appearance of billboards in the community. Enhanced architectural treatments may consist of natural or synthetic materials that have the appearance of stone, brick, or stucco, and must cover 80% of the exterior face on all sides of the structure.

Nafstad inquired if construction of a billboard at the site will impact the size or placement of any future buildings on the site. Brixius indicated it may impact building location. Brixius stated that currently there are two available spaces for billboards and with this ordinance change this would qualify the site as a third space.

Vetsch inquired if the Zachman property would qualify for a billboard under this new ordinance. Brixius stated that they would need to apply to be re-zoned to Commercial and then they would be eligible.

Hendrickson asked if Council had any changes to the Planning Commission's recommendation. Couri recommended that the proposed ordinance be effective contingent upon the signing of the Billboard Public Service and Community Messaging Agreement that is to be discussed later on.

Motioned by Wagner, seconded by Hendrickson, to adopt Ordinance No. 2014-06 amending Chapter 7, Sign Regulations of the Albertville City Code pertaining to Section 10-7-2 Definitions of adjacent area and Section 10-7-6 Advertising Devices. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). Brewery Ordinance & Licensing Amendments

Brixius reported on August 12, 2014 the Planning Commission held a public hearing and discussed the topic of permitting breweries in the community. At that time the Planning Commission made a determination that breweries with taprooms should be permitted in commercial zoning districts in the community given that certain performance and licensing standards can be met by the brewery business. The Planning Commission continued the public hearing on breweries to the October 14, 2014 meeting to allow additional public input on the topic. The draft ordinance amendments address the Planning Commission's suggestions from both the August and October meetings.

The first ordinance amendment amends City Code Chapter 1 Alcoholic Beverages to:

1. Identify brewpubs as candidates for the existing on-sale liquor license.
2. Provide a "Brewery Taproom License" authorizing the on-sale of malt liquor produced by a brewer at the brewery location.
3. Provide a "Brewery/Brewpub License for Off-Sale of Malt Liquor" authorizing off-sale of malt liquor produced by a brewer from the brewery location.
4. Define requirements for the "Brewery Taproom License."
5. Define requirements for the "Brewery/Brewpub License for Off-Sale of Malt Liquor."

The second ordinance amendment amends the Zoning Ordinance to:

1. Provide definitions for breweries, brewpubs, and taprooms.
2. Create Chapter 2900 Breweries with Taprooms/Brewpubs providing minimum requirements for the establishment of a brewery in commercial districts.

3. Amend B-2 Limited Business District, B2-A Special Business District, B-3 Highway Commercial District, B-4 General Business District, and B-W Business-Warehousing District to identify breweries with taprooms and brewpubs as conditional uses, subject to the requirements of City Code Chapter 1 and Zoning Ordinance Chapter 2900.

Brixius stated the difference between a taproom and brewpub is that a taproom can only sell malt liquor manufactured on site and is not required to have food whereas a brewpub must have food and can also hold an on-sale intoxicating liquor license.

The Planning Commission also set two different sizes of growlers.

Areas of concerns are loading areas should the brewery get into distribution sales, on site entertainment, and finding a means for food should the facility not have a commercial kitchen. Any outdoor dining must also hold an additional Conditional Use Permit.

Brixius stated that breweries and taprooms manufacturing craft beer is a growing trend and can be used to help develop downtown areas. Several of the communities he works for have recently drafted and passed similar ordinances. Sorensen inquired if other nearby communities are looking into this and Brixius stated he would be surprised if they were not.

Motioned by Sorensen, seconded by Olson, to adopt Ordinance No. 2014-07 amending Albertville City Code Chapter 1 Alcoholic Beverages, Section 4-1-4 to identify brewpubs as candidates for the existing on-sale intoxicating liquor license and to provide on-sale/off-sale malt liquor licenses for breweries and brewpubs, and Section 4-1-11 to provide specific licensing conditions for the on-sale/off-sale of malt liquor by breweries and brewpubs. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Motioned by Hendrickson, seconded by Sorensen, to adopt Ordinance No. 2014-08 amending Zoning Ordinance Chapter 0200 Rules and Definitions to define brewery terms, Chapter 2900 Breweries in order to provide standards for conditional brewery uses in commercial districts, and Chapter 4300 B-2 Limited Business District, Chapter 4350 B2-A Special Business District, Chapter 4400 B-3 Highway Commercial District, Chapter 4500 B-4 General Business District, and Chapter 4501 B-W Business Warehousing District to provide breweries with taprooms as a conditional use. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

C. City Clerk

1). John Hardy's BBQ Liquor License Application

Couri stated there are several outstanding items such as the background checks and he recommended if Council is so inclined to approve the application, that it be done so contingent upon the Administrator's approval once all items are received.

Adam Zimny, applicant, stated that there will be no hard liquor served, only wine and strong beer.

Vetsch inquired if the restaurant is a national brand. Zimny stated there are two other establishments in Rochester.

Motioned by Sorensen, seconded by Hendrickson, to approve a New Liquor License Application for Wine and 3.2% Malt Liquor by John Hardy's BBQ, located at 6730 Laketowne Place NE, contingent upon receipt of the following:

- *\$75.00 fee for background checks*
- *Successful completion/results of background checks*
- *Proof of Liquor Liability Insurance/Workers Compensation*
- *Pro-rated liquor license fee (\$70.00 for license period Dec. 15, 2014 – Apr. 14, 2015 OR \$52.50 for license period Jan. 15, 2015-Apr. 14, 2015)*
- *Completion of MN AGED required forms*

Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

D. Finance - None

E. Public Works / Engineering - None

F. Building - None

G. Legal

1). Billboard Public Service and Community Messaging Agreement

Couri reported that the agreement allows the City free announcements for five hours a month that equates to 2,250 eight (8) - second spots. He stated that the City cannot choose the hour and/or time but would receive a normal rotation. The messages would be public service announcements and they would not be allowed to advertise private businesses. Couri reported they would be able to delegate some of the City's time only to other governmental agencies. Couri stated the City cannot sue for damages if the Company does not put the City's advertisements up, rather the Company would need to go to a twenty (20) - minute rotation time for advertisements which would greatly reduce their number of advertisements.

Vetsch inquired when the City's advertisement times would occur and was concerned the advertisements would not hit during peak hours. Steen stated the City's advertisements would be part of a regular rotation and there is no intent to have the advertisements only during non-peak hours. Couri reiterated that the City would receive the same time periods as provided to the Company's paid advertisements.

Steen emphasized they would like to stay away from non-profit groups as some may be political in nature. He stated that if the City chose to, they could air an advertisement that congratulates local groups, etc. Nafstad inquired about advertising non-profit events and Steen stated they would like to address those types of advertisements on a case by case basis.

Motioned by Hendrickson, seconded by Sorensen, to approve the Billboard Public Service and Community Messaging Agreement. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

H. Administration

1). City Administrator's Update

Nafstad reported on the Grand Opening of Guardian Angel's Engel House on October 28 and 29.

Nafstad stated there is limited training left for those interested to attend the Local Board of Appeals and Equalization training this year and Council members Olson and Vetsch stated they were interested in attending the training.

Nafstad reviewed the additional \$1.4 million in funding from Corridors for Commerce for the environmental and preliminary engineering studies for the St. Michael to Albertville stretch of the I-94 expansion. The Monticello Chamber has chosen to join the I-94 Coalition.

Hendrickson inquired about the Prairie Run lots and stated she had seen signs up for them. Nafstad reported Fieldstone has submitted the building permits already, but the city is not able to issue them prior to closing on the land. Hendrickson inquired about the status of the homeowner's association. Couri replied that they would need to take them out of the CIC – Common Interest Community – and put them as a regular homeowner's association. Couri stated the City will not plow driveways or maintain the road and Nafstad stated they would do away with the lawn sprinkler system.

9. Announcements and/or Upcoming Meetings

| | |
|--------------|---|
| October 27 | Joint Powers Water Board, 6:30 p.m. |
| October 29 | Engel Haus Grand Opening, 1:00-4:00 p.m. |
| November 3 | City Council, 7:00 p.m. |
| November 4 | General Election, 7:00 a.m. – 8:00 p.m. |
| November TBD | Planning Commission, 7:00 p.m. |
| November 10 | Canvass Board, 5:45 p.m. |
| | STMA Ice Arena Board, 6:00 p.m. |
| November 11 | Veterans Day, City Offices Closed |
| November 17 | City Council, 7:00 p.m. |
| November 24 | Joint Powers Water Board, 6:30 p.m. |
| | Parks Committee, 8:00 p.m. |
| November 27 | Thanksgiving Day, City Offices Closed |
| November 28 | Day After Thanksgiving, City Offices Closed |

10. ADJOURNMENT

Motioned by Wagner, seconded by Olson, to adjourn the meeting at 8:13 p.m. Ayes: Hendrickson, Olson, Sorensen, Vetsch, and Wagner. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

DRAFT

October 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, November 3, 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)

October 28, 2014

SUBJECT: CONSENT FINANCE – AMENDING THE 2014 APPOINTMENTS

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

MOTION TO: Approve Resolution No. 2014-034 entitled a Resolution Amending Official Depositories.

BACKGROUND: Albertville City Council sets the appointments to certain offices and positions held for the upcoming year. Staff reviews the Official Depositories and makes recommendation to amend the list of certain offices appointed.

KEY ISSUES:

- Review and monitor the Official Depositories throughout the year.
- Retain those with the best financial benefit to the City.
- Amend the list of Official Depositories adding new vendors offering a better financial package.

POLICY/PRACTICES CONSIDERATIONS: It is at the discretion of the Mayor and City Council whether to amend Resolution(s) that have been prepared and submitted.

FINANCIAL CONSIDERATIONS: There are no financial considerations as it relates to the City Council approval of amending the Official Depositories.

LEGAL ISSUES: The City Council processes the authority to choose the City's Official Depositories.

Responsible Person/Department: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Resolution No. 2014-034

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

RESOLUTION NO. 2014-034

A RESOLUTION AMENDING OFFICAL DEPOSITORIES

WHEREAS, it has been the policy of the Albertville City Council to make annual appointments to fill certain offices and positions with the city government at the beginning of each year; and,

WHEREAS, it is the City's procedure to amend certain offices and positions with the city government as needed throughout the year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Albertville, Minnesota, establishes the following:

Official Depositories:

Bank of Elk River
Dain Rausher
Financial Security Bank
FTN Financial
LMC 4M Fund
Northland Securities
Premier Bank
USB Financial Services, Inc.
Wachovia Securities

Adopted this 3rd day of November, 2014 by the City Council of the City of Albertville.

Jillian Hendrickson, Mayor

Attest:

Kimberly A. Olson, City Clerk

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

RESOLUTION NO. 2014-035

**A RESOLUTION MAKING APPOINTMENTS TO
CORPORATE AUTHORIZED SIGNERS FOR THE
CITY OF ALBERTVILLE FOR THE YEAR 2014**

WHEREAS, it is the policy of the Albertville City Council to make annual appointments to assign individuals as corporate authorized signers for the city government at the beginning of each year; and,

WHEREAS, these individuals are authorized to invest for the city during the year in the best interest of the city; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Albertville, County of Wright, State of Minnesota, establishes the following:

1. That the following persons are appointed by the City Council to serve as the corporate authorized signers for the year 2014:

| | |
|----------------------------|---------------------|
| MAYOR: | Jillian Hendrickson |
| ACTING MAYOR: | John Vetch |
| CITY ADMINISTRATOR: | Adam Nafstad |
| FINANCE DIRECTOR: | Tina Lannes |
| CITY CLERK: | Kimberly Olson |

2. That such appointment shall take effect on the date thereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

Adopted this 3rd day of November, 2014 by the City Council of the City of Albertville.

Jillian Hendrickson, Mayor

Attest:

Kimberly Olson, City Clerk

October 28, 2014

SUBJECT: FINANCE DEPARTMENT – APPROVAL OF THE 2014 CERTIFICATION OF UNCOLLECTED UTILITY BILLS AND INVOICES

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

MOTION TO: Approve Resolution No. 2014-036 entitled a Resolution Certifying the 2014 Uncollected Utility Bills and invoices to Wright County for Collection with Real Estate Taxes.

BACKGROUND: On an annual basis, it is the City's procedure to send notification to residents, developers, and other business owners that there are outstanding utility bills or invoices, allowing them sufficient time to pay such fees owed to the City. If such outstanding debt has not been paid before November 12, 2014, the City has the ability to certify such outstanding debt to the appropriate property that would be collected with the Real Estate Taxes.

KEY ISSUES: The key issue regarding the outstanding debt is allowing the City to certify it to the property taxes ensuring collection.

POLICY CONSIDERATIONS: It is the City's policy to review and authorize staff to certify uncollected utility bills and outstanding invoices to Wright County for Collection with Real Estate Taxes.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of Certification list, which would be updated as payments are received up until November 12, 2014.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to authorize staff to certify pursuant to Minnesota State Law, which requires uncollected utility bills and invoices are paid in a timely manner, generally within 60 days unless one party determines dispute the billing.

Responsible Person/Department: Tina Lannes, Finance Director

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments: Resolution 2014-036

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

RESOLUTION NO. 2014-036

**A RESOLUTION CERTIFYING UNCOLLECTED
UTILITY BILLS AND INVOICES TO WRIGHT COUNTY FOR
COLLECTION WITH REAL ESTATE TAXES**

WHEREAS, the City Council is desirous of collecting all charges for the use of the wastewater treatment facility, the storm water system, water department, and charges for services invoiced; and

WHEREAS, the City Council has determined that some sewer, storm water, water accounts and charges invoiced remain uncollected and delinquent.

Exhibit A attached

NOW, THEREFORE, BE IT RESOLVED the City Council of Albertville, Wright County, Minnesota, hereby directs the Finance Director to certify all uncollected invoices, sewer, storm water, recycling and water, accounts that have not been paid to the City on Wednesday, November, 12, 2014, to the Wright County Auditor for collection with real estate taxes.

BE IT FURTHER RESOLVED, the City Council hereby orders that delinquent accounts certified to the tax rolls will be assessed a ten percent (10%) interest charge by the city upon certification and the total assessment will be collectible along with the 2015 taxes.

Adopted by the City Council of the City of Albertville this 3rd day of November 2014.

Jillian Hendrickson, Mayor

Attest:

Kimberly Olson, City Clerk

Exhibit A
2014 LIST OF UNCOLLECTED
UTILITY BILLS AND INVOICES

| PARCEL | ADDRESS | AMOUNT | DELIQUENCY |
|----------------|----------------------|----------|-------------------------------------|
| 101-063-004120 | 5382 KAHLER DR NE | 201.67 | Invoice Admin Fine |
| 101-079-002050 | 5438 KALI AVE NE | 216.70 | Invoice Admin Fine |
| 101-800-062108 | 12455 60TH ST NE | 435.95 | Invoice Consultant |
| 101-042-001170 | 6229 KAHLER DRIVE NE | 2,369.18 | Invoice Rental License |
| 101-045-007100 | 10664 58TH ST NE | 2,369.18 | Invoice Rental License |
| 101-053-008100 | 10217 KARSTON AVE NE | 1,376.26 | Invoice Rental License |
| 101-053-008140 | 10177 KARSTON AVE NE | 468.76 | Invoice Rental License |
| 101-063-004120 | 5382 KAHLER DR NE | 450.00 | Invoice Rental License |
| 101-069-002480 | 10431 64TH WAY NE | 926.26 | Invoice Rental License |
| 101-069-002500 | 10401 64TH ST NE | 1,376.26 | Invoice Rental License |
| 101-070-001090 | 10298 53RD ST NE | 1,376.26 | Invoice Rental License |
| 101-070-002030 | 5457 KAGAN AVE NE | 1,376.26 | Invoice Rental License |
| 101-079-002050 | 5438 KALI AVE NE | 1,919.18 | Invoice Rental License |
| 101-101-002030 | 6646 LINWOOD DR NE | 1,376.26 | Invoice Rental License |
| 101-103-002240 | 5227 KALI CT NE | 907.50 | Invoice Rental License |
| 101-017-001010 | 5158 MAIN AVE NE | 100.00 | Invoice Vacant Property |
| 101-079-002050 | 5438 KALI AVE NE | 100.00 | Invoice Vacant Property |
| 101-110-002110 | 6989 LYDIA CIRCLE NE | 204.99 | Invoice Vacant Property |
| 101-022-004020 | 5447 54TH CIRCLE NE | 539.73 | Invoice Weed Elimination |
| 101-051-005020 | 10847 KANTAR CT NE | 374.07 | Invoice Weed Elimination |
| 101-051-005020 | 10847 KANTAR CT NE | 737.03 | Invoice Weed Elimination |
| 101-079-002050 | 5438 KALI AVE NE | 160.32 | Invoice Weed Elimination |
| 101-102-004140 | 6835 LAKEWOOD DR NE | 215.54 | Invoice Weed Elimination |
| 101-110-002110 | 6989 LYDIA CIRCLE NE | 705.85 | Invoice Weed Elimination |
| 101-500-012101 | 11473 58TH ST NE | 216.43 | Invoice Weed Elimination |
| 101-500-012101 | 11473 58TH ST NE | 213.76 | Invoice Weed Elimination |
| 101-060-001010 | 6415 LABEAUX AVE NE | 764.57 | Invoices Fire safety re-inspections |
| 101-095-001010 | 6500 LABEAUX AVE NE | 200.00 | Invoices Fire safety re-inspections |
| 101-011-002040 | 5625 LAKE AVENUE NE | 145.31 | Utility Bill |
| 101-011-002150 | 5553 55TH CIRCLE NE | 22.57 | Utility Bill |
| 101-011-002160 | 5531 55TH CIRCLE NE | 183.45 | Utility Bill |
| 101-013-002010 | 11517 57TH STREET NE | 145.19 | Utility Bill |
| 101-014-001050 | 11342 60TH STREET NE | 223.59 | Utility Bill |
| 101-015-002020 | 5589 MAIN AVENUE NE | 289.33 | Utility Bill |
| 101-016-003020 | 11398 54TH STREET NE | 389.49 | Utility Bill |

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| 101-017-001010 | 5158 MAIN AVENUE NE | 41.89 | Utility Bill |
| 101-022-003030 | 11700 54TH STREET NE | 104.92 | Utility Bill |
| 101-022-004040 | 5456 54TH CIRCLE NE | 273.18 | Utility Bill |
| 101-022-006020 | 11740 LASALLE CIRCLE NE | 139.76 | Utility Bill |
| 101-023-001010 | 11374 54TH STREET NE | 49.41 | Utility Bill |
| 101-025-002040 | 11740 55TH STREET NE | 195.64 | Utility Bill |
| 101-029-002030 | 6067 KALLAND DRIVE NE | 202.18 | Utility Bill |
| 101-029-002030 | 6067 KALLAND DRIVE NE | 338.44 | Utility Bill |
| 101-029-002030 | 6067 KALLAND DRIVE NE | 210.61 | Utility Bill |
| 101-036-003040 | 6116 KALENDA LANE NE | 200.71 | Utility Bill |
| 101-039-002030 | 11266 53RD STREET NE | 541.93 | Utility Bill |
| 101-040-001040 | 10608 62ND STREET NE | 120.73 | Utility Bill |
| 101-040-001040 | 10608 62ND STREET NE | 37.48 | Utility Bill |
| 101-040-003170 | 10730 KALLAND DRIVE NE | 158.71 | Utility Bill |
| 101-040-005040 | 10635 KALLAND DRIVE NE | 257.24 | Utility Bill |
| 101-040-006060 | 6093 KAHLER DRIVE NE | 35.00 | Utility Bill |
| 101-042-002010 | 6376 KAHLER DRIVE NE | 167.88 | Utility Bill |
| 101-042-002040 | 6340 KAHLER DRIVE NE | 246.01 | Utility Bill |
| 101-044-003040 | 11196 LACHMAN CIRCLE NE | 701.50 | Utility Bill |
| 101-045-005030 | 5676 KALENDA DRIVE NE | 487.78 | Utility Bill |
| 101-045-007230 | 5669 KAHLER DRIVE NE | 197.85 | Utility Bill |
| 101-045-008200 | 10700 57TH STREET NE | 460.72 | Utility Bill |
| 101-045-009150 | 10650 56TH STREET NE | 439.99 | Utility Bill |
| 101-045-010020 | 10667 56TH STREET NE | 132.33 | Utility Bill |
| 101-047-001070 | 11017 57TH STREET NE | 41.89 | Utility Bill |
| 101-048-003070 | 10413 61ST STREET NE | 327.47 | Utility Bill |
| 101-051-002020 | 10614 KARSTON AVENUE NE | 186.98 | Utility Bill |
| 101-051-003050 | 10702 KARSTON AVENUE NE | 400.25 | Utility Bill |
| 101-051-005020 | 10847 KANTAR COURT NE | 528.48 | Utility Bill |
| 101-054-001030 | 10571 KARSTON AVENUE NE | 204.76 | Utility Bill |
| 101-055-002010 | 10601 KARSTON AVENUE NE | 854.27 | Utility Bill |
| 101-056-001130 | 10119 KARSTON COVE NE | 45.84 | Utility Bill |
| 101-058-001010 | 10145 KARSTON AVENUE NE | 104.94 | Utility Bill |
| 101-063-001010 | 5545 KAHLER DRIVE NE | 376.16 | Utility Bill |
| 101-063-004020 | 5534 KAHLER DRIVE NE | 209.65 | Utility Bill |
| 101-065-004020 | 5491 LAMBERT AVENUE NE | 211.65 | Utility Bill |
| 101-066-006010 | 5597 LACHMAN AVENUE NE | 112.97 | Utility Bill |
| 101-069-002330 | 10537 64TH WAY NE | 62.12 | Utility Bill |
| 101-070-003070 | 5433 KAHL AVENUE NE | 147.28 | Utility Bill |
| 101-071-002020 | 5269 KAHL AVENUE NE | 180.19 | Utility Bill |
| 101-071-002070 | 5414 KALI AVENUE NE | 490.45 | Utility Bill |

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| 101-071-003080 | 10227 52ND STREET NE | 39.54 | Utility Bill |
| 101-074-002100 | 5514 JASON COURT NE | 126.41 | Utility Bill |
| 101-079-001030 | 5419 KALI AVENUE NE | 214.15 | Utility Bill |
| 101-079-002050 | 5438 KALI AVENUE NE | 213.36 | Utility Bill |
| 101-079-003100 | 5390 KALLAND AVENUE NE | 50.12 | Utility Bill |
| 101-079-004050 | 10883 53RD STREET NE | 211.98 | Utility Bill |
| 101-084-001070 | 10487 JASON LANE NE | 184.28 | Utility Bill |
| 101-087-001010 | 10430 64TH LANE NE | 155.54 | Utility Bill |
| 101-087-001370 | 10533 64TH LANE NE | 35.00 | Utility Bill |
| 101-087-001530 | 10439 64TH LANE NE | 263.83 | Utility Bill |
| 101-087-001530 | 10439 64TH LANE NE | 236.63 | Utility Bill |
| 101-093-006060 | 6735 LAKEVIEW CIRCLE NE | 314.87 | Utility Bill |
| 101-093-007030 | 6712 LAKEVIEW CIRCLE NE | 120.35 | Utility Bill |
| 101-093-011060 | 11689 EAST LAKETOWNE DRIVE NE | 408.75 | Utility Bill |
| 101-096-006070 | 4947 KASSEL AVENUE NE | 258.81 | Utility Bill |
| 101-097-004110 | 10563 62ND STREET NE | 245.60 | Utility Bill |
| 101-101-002080 | 6680 WEST LAKETOWNE DRIVE NE | 259.26 | Utility Bill |
| 101-102-004060 | 11235 69TH STREET NE | 164.00 | Utility Bill |
| 101-102-004220 | 11194 68TH STREET NE | 357.64 | Utility Bill |
| 101-103-002230 | 5223 KALI COURT NE | 253.96 | Utility Bill |
| 101-103-002240 | 5227 KALI COURT NE | 307.67 | Utility Bill |
| 101-110-002110 | 6989 LYDIA CIRCLE NE | 112.29 | Utility Bill |
| 101-124-001070 | 12183 59TH CIRCLE NE | 137.57 | Utility Bill |
| 101-134-002030 | 12445 58TH STREET NE | 137.57 | Utility Bill |
| 101-137-001020 | 5262 KYLER AVENUE NE STE 115 | 155.73 | Utility Bill |
| 101-137-001020 | 5262 KYLER AVENUE NE STE 115A | 175.42 | Utility Bill |
| 101-500-011225 | 11646 BARTHEL INDUSTRIAL DRIVE NE | 413.00 | Utility Bill |
| 101-500-014307 | 5098 MAIN AVENUE NE | 281.48 | Utility Bill |
| 101-500-121209 | 11661 50TH STREET NE | 47.01 | Utility Bill |

Memo

To: Adam Nafstad, City Administrator; Albertville City Council

From: Mike Couri

Date: October 29, 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.
- **Prairie Run.** The Prairie Run contract has been fully executed and title work ordered. At this point we are waiting for Fieldstone to send us the changes they want to make to the Association documents so that we can get those approved by the Association. I have spoken with one of the two existing residents of Prairie Run regarding the changes to the Association and hope to speak to the second person soon.
- **Billboard Appeal.** I have received the signed Public Service Agreements. At this point we are waiting for the applicant to complete its application before it can be processed.
- **Albertville Crossings.** We have been contacted by an investment group that is interested in buying the Albertville Crossings development. The investment group

would like to have the developer's agreements released (at least relating to the prior developer's construction obligations) and has put up a \$2,500 escrow to pay for legal, planning and engineering review of the development to determine which obligations can be released and to prepare the documents to release these obligations. This issue will likely come before the Council at the second November meeting for action.

- **Charter Cable.** I am waiting to hear back from Charter Cable regarding proposed changes to their service to City buildings that runs counter to our franchise agreement.

October 30, 2014

SUBJECT: ADMINISTRATION – FULL TIME FIRE CHIEF JOB DESCRIPTION

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

MOTION TO: Approve the job description for the position of full-time Fire Chief/Fire Marshal/Emergency Manager and authorizing staff to advertise the position.

INFORMATION: The attached job description was developed by a committee of Albertville Firefighters, including Chief Mills, and reviewed by the Joint Albertville-Otsego Fire Advisory Committee at their October 15 meeting. The Advisory Committee recommends approval of the description as written.

Although the Fire Chief will be an Albertville employee, due to our fire service relationship with Otsego, the Otsego Council reviewed the job description at their October 27 meeting. The Otsego Council suggested no changes and supports the document as prepared.

KEY ISSUES:

- This is new full time Albertville position.
- The position is included in the 2015 Preliminary Budget.
- Staff will develop a hiring schedule with an anticipated start date in early 2015.
- The Council will need to formally approve the staff recommended candidate.
- The Council will likely need to appoint/extend Chief Mills' term until the position is filled.

FINANCIAL CONSIDERATIONS: This position will not be filled in 2014 and as such will not impact the 2014 budget. Currently, the 2015 preliminary budget includes funding for the full time position. The final 2015 budget is scheduled to be approved at the first meeting in December.

LEGAL ISSUES: The City Council has the authority to establish new positions, advertise positions, and hire a qualified candidate.

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Fire Chief/Fire Marshal/Emergency Manager – October 2014 Job Description

POSITION TITLE: Fire Chief/ Fire Marshal/ Emergency Manager
DEPARTMENT: Fire
ACCOUNTABLE TO: City Administrator

PRIMARY OBJECTIVE

This position provides effective leadership in directing, planning, and coordinating a Paid-on-Call Fire Department. The position oversees and is responsible for all service functions of the Albertville Fire Department and its service district, including, but not limited to, fire protection and emergency response, fire suppression, fire prevention and safety, training and safety of personnel, managing fire station facilities and equipment, administrative duties, and supervision of all fire department staff. The Fire Chief also serves as the Emergency Management Director and performs other duties as assigned.

ESSENTIAL FUNCTIONS

1. FIRE CHIEF

- a. Administers, plans, and evaluates all activities of the Fire Department.
- b. Provides leadership and supervision to Fire Department personnel. Manages and evaluates personnel at the scene of emergencies and other settings. Required to respond to major incidents or incidents that require multi-jurisdictional response.
- c. Delegates appropriate duties, responsibilities, and authority to supervisors, ranking officers, and training personnel.
- d. Administers the training and certification programs for Fire Department personnel to ensure content and consistency with applicable standards.
- e. Assures maintenance of all Fire Department facilities and equipment.
- f. Prepares annual Fire Department budget. Provides recommendations relating to purchase of fire equipment and apparatus to the City Council, Fire Committee, and other governmental agencies or groups.
- g. Provides well-defined information to the media regarding matters of importance and interest.
- h. Develops and recommends long-range plans for firefighting equipment, personnel, and facilities designed to meet the changing needs of the Department and community it serves.
- i. Prepares and presents a variety of reports concerning activities of the Fire Department to the City Council, Fire Committee, and other governmental agencies or groups.

- j. Identifies Federal, State, and private grants; determines the scope of work for which the funds are needed; prepares proposals to obtain grants; administers grant funds accordingly.
- k. Appoints all Fire Department officers based on pre-established criteria as set forth in the Albertville Fire Department Standard Operating Guidelines.
- l. Establishes, maintains, and oversees mutual aid agreements with neighboring fire departments.
- m. Participates in City Council Meetings, Fire Department Meetings, Drills and Trainings, and other governmental meetings. Serves on the Fire Department Relief Association Board.
- n. Promotes a cooperative working relationship with other city departments as well as county, state, and federal agencies.
- o. Directs the investigation of fire-damaged property to determine the cause and origin of fire and the value of the loss.
- p. Ensures that the Department is properly staffed, organized, equipped, and adequately trained.
- q. Oversees the recruitment, retention, supervision and development of Paid-on-Call personnel. Ensures compliance with City of Albertville Personnel Policies.
- r. Maintains the Albertville Fire Department SOG Manual.

2. FIRE MARSHAL

- a. Enforces related codes and ordinances.
- b. Administers fire inspection program, including, but not limited to: inspecting commercial, industrial, and multiple family structures; involvement in fire investigations; interpreting codes and issuing violation notices including recommendations to correct such violations.
- c. Establish and implement a public information program for adult and youth regarding fire safety, prevention, and emergency activities.
- d. Preplanning of commercial, industrial, and multiple family structures.

3. EMERGENCY MANAGER

- a. Serves as Emergency Management Director for the Fire District.
- b. Maintains the Fire District's Emergency Operation Plan (EOP).
- c. Maintains the Fire District's Emergency Resource Manual (ERM).
- d. Coordinates duties with the city administration in order to effectively respond to an emergency situation.
- e. Maintains and monitors the Emergency Warning Sirens to ensure adequate coverage in case of an emergency.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience

- a. Associates degree in fire science, business, administration, or related field. Fire Department Management experience may be substituted for degree.
- b. Fire Officer experience with increased Command responsibility. Three to five years of supervisory experience preferred.
- c. Licensed firefighter with MBFTE (Minnesota Board of Firefighter Training and Education) meeting NFPA 1001 Standards. If not licensed, must obtain MBFTE license within 6 (six) months from date of hire.
- d. Minnesota State Certified as Fire Officer I or higher meeting NFPA 1021 Standards.
- e. Minnesota State Certified as Hazardous Material Operations or higher meeting NFPA 472 Standards.
- f. MNEMSRB (Minnesota Emergency Medical Services Regulatory Board) Certified EMR (First Responder), EMT or higher.
- g. NFA (National Fire Academy) or equivalent Leadership I, II, III.
- h. Minnesota State Certified as (FAO) Fire Apparatus Operator/Pumper or higher meeting NFPA 1002 Standards.
- i. NIMS (National Incident Management System) 700, 800; 100-400 Certifications.
- j. Must be proficient in Microsoft Office and Image Trend Fire Brigade Software.
- k. Must possess valid Minnesota Class D Driver's License or equivalent.
- l. Minnesota State Certified as Fire Inspector I or higher meeting NFPA 1037 Standards, or ability to obtain the certification within 2 years of date of hire.

- m. Homeland Security and Emergency Management Professional Certification, or ability to obtain certification within 2 years of date of hire.
- n. Knowledge of OSHA Safety Regulations and training requirements.

2. Knowledge, Skills and Abilities

- a. Professional/positive attitude: actively seeks opportunity for professional development. Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships to others, and self-confidence. Must represent the organization to other agencies, staff and citizens with a courteous, helpful, accurate, and businesslike attitude in all contact. Must have the ability to establish and maintain successful working relationships with those contacted in the course of work. Must have experience, understanding and enthusiastic support of public safety as a concept of inter-departmental cooperation and collaboration.
- b. Ability to develop and maintain excellent labor/management relations. Ability to cultivate ideas and/or suggestions from employees at all levels of the organization.
- c. Ability to respond to an Albertville Fire Department emergency scene within 20 minutes.

3. Additional Information

- a. This position will have a performance review annually.
- b. There will be a 120 day Probationary Period based on performance.
- c. This is an FLSA (Fair Labor Standards Act) exempt position.
- d. Fire Department physical agility test must be satisfactorily completed initially and annually thereafter.
- e. Criminal History Background Check must be completed after offer acceptance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the job, the employee is frequently required to sit, talk or listen, stand, walk, manipulate, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is required, climb or balance, stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL REQUIREMENTS

- a. Reading Ability: The position requires the ability to read and comprehend text of some difficulty, requiring the understanding of technical procedures or specifications, and Ordinances.
- b. Writing: Excellent writing skills are required to assist in various writing tasks.
- c. Verbal Skills: Excellent verbal communication skills required to be consistent with providing understandable explanations and information to the public and city staff.
- d. Math Skills: Position requires the ability to perform basic math and fee calculations.
- e. Reasoning Ability: Must be able to respond to a great variety of general inquiries.
- f. Psychological evaluation, physical evaluation and drug screen will be administered prior to job offer.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; physical agility test, background check, final selection. NOTE: Appointees will be subject to completion of a required probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL ADMINISTRATION

Planning Commission Vacancy: We have received three letters of interest to date, with potentially more to come with the recent ad in the newsletter. We will bring all letters of interest to next Council meeting on November 17.

STMA YHA: The STMA Youth Hockey Association has approached Space Aliens to conduct lawful gambling and Space Aliens is interested. Staff is currently working with the STMA YHA gambling manager to collect all the required information needed for a new gambling premises permit. Staff hopes to bring the completed application to the November 17 Council meeting.

Engel Haus: The Engel Haus Grand Opening Celebration was very nicely done and well attended. Numerous residents have commented to City staff on how terrific Engel Haus turned out and how important the facility is to our community.

Hunting within City Limits: Excessive numbers of geese have caused considerable damage to a crop on the east side of CSAH 19 and south of the Albertville Crossings Center. The land owner and farmer have been working with the DNR to address the issue, which appears to be harvesting the geese. Firearm discharge within City limits is prohibited by ordinance. The DNR and farmer are inquiring if a special permit, with a limited timeframe, could be issued to hunt the geese. Staff would like to discuss this item further at the meeting.

November 4 General Election: The City offices will be open on Saturday, November 1, for absentee voting from 10:00 a.m. to 3:00 p.m. The last day for someone to vote absentee in-person at City Hall is 5:00 p.m. on Monday, November 3. The polls will be open from 7:00 a.m. to 8:00 p.m. on Tuesday, November 4, for the General Election.

ENGINEERING/PUBLIC WORKS

50th Street Speed and Traffic Concerns: STMA Middle School West has raised concerns with the speed limit and congestion on 50th Street NE (CSAH 18) during school hours. The School has made internal circulation improvements, but drop-off and pick-up traffic remains problematic. Staff will be coordinating a meeting with School and County officials to discuss options for improvements.

FEMA and Homeland Security Funding: Staff is working with FEMA and HSME to determine if Albertville is eligible for funding through the Public Assistance Program and/or Hazard Mitigation Grant Program.

Barthel Industrial Drive NE and 54th Street NE Drainage: The Xcel relocation is complete and all pipe installation is expected to be complete by the end of the week. Restoration will begin

the week of the 3rd; however, concrete restoration may be delayed due to the state-wide cement shortage. Worst case, temporary bituminous curb and pavement will be placed if concrete is not available this fall.

UPCOMING EVENTS and ANNOUNCEMENTS

Wright County School Legislative Forum: Thursday, December 4, 7:00 p.m., Discovery Elementary School in the Auditorium, Buffalo. Please let me know if you plan to attend.