



City of Albertville Council Agenda

TUESDAY, January 20, 2015

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 January 5, 2015 regular City Council meeting minutes as presented (pgs 3-7)
 - B.** Authorize the Tuesday, January 20, 2015 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 No. 2015-003 Approving the Application and Permit for an Off-site Gambling Permit for the STMA Youth Hockey Association to conduct a raffle on March 21, 2015 at the STMA Ice Arena, located at 5898 Lachman Avenue NE (pgs 9-12)
 - D.** Approve a One-Day Temporary Consumption and Display Liquor License for January 24, 2015 for the Albertville Fire Hall, located at 11350 57th Street NE and approve an Exemption from the Prohibition of Consumption of Liquor at the Fire Hall for January 24, 2015 (pgs 13-14)
- 7. Public Hearings – None**
 - 8. Department Business**
 - A. City Council**
 - 1). Committee Updates** (*STMA Arena, Planning, JPWB, Parks, Fire Board, etc.*)

B. Planning/Zoning

1). Planning Commission Appointments (pgs 15-16)

(Motion to adopt Resolution No. 2015-004 entitled Resolution to Appoint Planning Commissioners to Vacant Planning Commission Seats.)

C. Building – None

D. Legal – None

E. Finance – None

F. City Clerk – None

G. Public Works/Engineering – None

H. Administration

1). City Administrator’s Update (pgs 17-18)

9. Announcements and/or Upcoming Meetings

January 26 Joint Powers Water Board, 6:30 p.m.
 Parks Committee, 8:00 p.m.
 February 2 City Council, 7:00 p.m.
 February 9 STMA Ice Arena Board, 6:00 p.m.
 February 10 Planning Commission, 7:00 p.m.
 February 16 Presidents’ Day, City Hall Closed
 February 17 City Council, 7:00 p.m.
 February 23 Joint Powers Water Board, 6:30 p.m.

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

10. Adjournment



**ALBERTVILLE CITY COUNCIL
Monday, January 5, 2015**

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 Hudson, Olson, Sorensen, and Vetsch

Absent: None

Others Present: City Administrator-PWD Adam Nafstad, City Attorney Mike Couri, City Planner Al Brixius, City Clerk Kimberly Olson, Finance Director Tina Lannes, and Water/Wastewater Supervisor John Middendorf

3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS

A. Oath of Office: Mayor Hendrickson and Council members Hudson and Olson

Clerk Olson administered the oath of office to Mayor Hendrickson and Council members Hudson and Olson.

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 December 15, 2014 regular City Council meeting minutes as presented
- B.** Authorize the Monday, January 5, 2015 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

7. PUBLIC HEARINGS – None

8. DEPARTMENT BUSINESS

A. City Council

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

There were no updates.

2). Interviews for Planning Commission Update

Hendrickson updated the Council on the interviews that occurred prior to the meeting. The Personnel Committee interviewed four candidates for the two vacancies on the commission. The Personnel Committee recommended appointing Ron Klecker to a term with one year remaining and Jeremy Dominick to a full three year term. Since there is also a vacancy on the Parks Committee, they inquired of the two remaining candidates of their interest to possibly serve on the Parks Committee. Both indicated their interest and Hendrickson stated the Personnel Committee suggested appointing Brad Cedergren to the Parks Committee.

Council discussed the structure of the Parks Committee and Couri stated they had removed that section from the City Code many years ago, but it may be worth defining the Parks Committee structure in the current Code.

Brixius stated the item on tonight's agenda is specific to the Planning Commission and if Council is supportive of the recommendations, staff will bring a formal resolution to the next meeting. Vetsch indicated his interest to open the Parks Committee vacancy to others in the community.

After further discussion of the City Council, the Council directed staff to advertise the Parks Committee vacancy due to the fact that the only vacancy advertised was specific to the Planning Commission.

3). Firefighter Recognition Policy

Vetsch inquired if there is a written policy followed when a member of the Fire Department retires. Nafstad stated he believes there is no formal policy, but understands general practice has been to give a retiring member with at least twenty years of service a party and a plaque. Nafstad reported the Fire Chief did not recall anyone receiving a plaque with less than twenty years of service. Olson inquired if there is a policy for City employees. Lannes stated there is not and City funds cannot be used for a party. Sorensen stated firefighters are presented with years of service pins and plaques, but that is a different issue. Hendrickson stated a written policy for retirements could be discussed by the Membership if desired.

B. Public Works/Engineering

1). Utilities Department Report

Middendorf reported on the activity of the department for the year and as yet there have been no water main breaks. He also updated the Council on the progress and success of the meter reading program

C. Finance

1). Enterprise Budgets

Lannes reviewed the enterprise budgets. She stated that the wastewater fund is projected to have a negative balance, but is getting to where it needs to be. She stated the water fund is similarly going in the right direction as well.

Lannes stated the stormwater fund does not have a dollar a year increase on the monthly base fee such as the water and wastewater funds do. However, she did not recommend increasing the stormwater fund given some assessments will be dropping off and the fund is improving.

Lannes stated there are two more years of the dollar increase on the monthly base fees for sewer and water and that should be re-evaluated when those are finished. Lannes stated that the water fund is difficult to predict as residents have become more conservative with their water consumption and they also cannot predict when they will experience a rainy season. Nafstad stated the City's financial consultant has recommended a water rate study, but with the annual rate increases the City has felt it is best to wait.

D. City Clerk

1). Set 2015 Fee Schedule

Clerk Olson reported there have been no changes to the Joint Powers Water Board fees or to the fees for room rentals. She stated they standardized the fee for Mobile Food Units to a one-time annual fee of \$75 rather than a per day fee. The remaining changes were fees regarding Building Permits. It was the recommendation of the City's Building Official to raise the flat fee permits of \$25 to \$50. Nafstad clarified this was changed to cover the cost of a single inspection and to also align similarly to fees charged in surrounding communities.

Nafstad stated they added fees for existing mechanical and plumbing commercial permits to the schedule and it should be changed to read as a valuation based fee, minimum being \$125.

Nafstad stated that a processing fee of \$35 to verify gas fitter contractor licensing, bonding, etc. was also added. This is driven by the MN Department of Labor and Industry. He reported this would be an annual one-time fee. He stated they also added a \$5 contractor verification fee and this would only be charged if the contractor does not provide the documentation at the time of permit application and staff is required to obtain their information.

Vetsch stated that some residents do not pull building permits and an increase in fees could cause more to not pull building permits. Vetsch had concerns about increased fees affecting local businesses.

Hendrickson stated she would like to see costs covered and Nafstad stated they are currently not being covered and even with the increase, costs will not be covered by fees. Vetsch stated that this is a service the City should provide. Hudson stated that if the cost isn't being covered by fees, the balance of the cost goes to the general taxpayer to cover the cost of insuring that inspections are done. He stated that it appears they are sliding the cost ratio to more of a 50-50 percentage.

Council discussed the process of weed elimination and the complaint policy. Couri stated there are specific species of noxious weeds the City can eliminate by spraying; however, dandelions are not considered a noxious weed. He did not recommend the use and spraying of chemicals to eliminate dandelions on residential and commercial property.

Council discussed the special meeting fee. Nafstad clarified that could apply to both the Planning Commission and City Council. Lannes stated the special meeting fee has generally been waived by the City Council.

Sorensen was supportive of the fee changes, so long as they are in line with surrounding communities. Hudson inquired if there would be any consequences if the fees were not changed. Nafstad replied there would not be, but the fees would help the Building Official implement and improve the permit process. Nafstad clarified permits and inspections would still occur just as they have.

Motioned by Sorensen, seconded by Hendrickson, to approve Resolution No. 2015-001 entitled a Resolution Setting 2015 Fees. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

E. Planning/Zoning – None

F. Building – None

G. Legal – None

H. Administration

1). Board and Committee Appointments

Nafstad reported he had minor amendments to the resolution before Council. He added Vetsch as an alternate for the Beyond the Yellow Ribbon Committee, changed the alternate for FYCC from Hudson to Hendrickson, added Hudson to the Planning Commission with Olson as an alternate, changed the alternate for the Public Safety Committee from previous Council member Wagner to Hudson, and added Vetsch to the STMA Ice Arena Board and removed Olson.

Council discussed the frequency and timing of the board and committee meetings and their available schedules.

Motioned by Hendrickson, seconded by Hudson, to approve Resolution 2015-002 with minor changes appointing City Council members to various boards and committees for 2015. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). City Administrator's Update

Nafstad reported there is a Wright County Forum regarding the dangers of addiction on January 22, 2015.

Nafstad stated Larkin Hoffman will be pursuing a height variance for the Steve Nelson billboard located at 11200 60th Street NE. Brixius stated they needed to look at all options for the site and if they do pursue the variance, they will need to demonstrate the reasons for the variance. He also had concerns if a building will be built on the site. He suggested Larkin Hoffman and Steve Nelson meet with staff for a pre-application meeting. Brixius stated the need for a variance must be proven to be unique to the site.

9. ANNOUNCEMENTS AND/OR UPCOMING MEETINGS

January 12	STMA Ice Arena Board, 6:00 p.m.
January 13	Planning Commission, 7:00 p.m. - CANCELLED
January 19	Martin Luther King Jr. Day, City Offices Closed
January 20	City Council, 7:00 p.m.
January 26	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
February 2	City Council, 7:00 p.m.
February 9	STMA Ice Arena Board, 6:00 p.m.
February 10	Planning Commission, 7:00 p.m.
February 16	Presidents' Day, City Offices Closed
February 17	City Council, 7:00 p.m.
February 23	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.

10. ADJOURNMENT

Motioned by Vetsch, seconded by Hendrickson, to adjourn the meeting at 8:26 p.m. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

January 15, 2015

SUBJECT: CONSENT - FINANCE – PAYMENT OF BILLS

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

MOTION TO: Authorize the Tuesday, January 20, 2015 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)

January 15, 2015

SUBJECT: CONSENT - CITY CLERK – STMA YOUTH HOCKEY ASSOCIATION OFF-SITE GAMBLING PERMIT

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

MOTION TO: Adopt Resolution No. 2015-003 Approving the Application and Permit for an Off-site Gambling Permit for the STMA Youth Hockey Association to conduct a raffle on March 21, 2015 at the STMA Ice Arena, located at 5898 Lachman Avenue NE.

BACKGROUND: The applicant, STMA Youth Hockey Association, has submitted an application for an Off-site Gambling Permit to conduct a raffle during the Knight to Remember event on March 21, 2015. Annually, the STMA Youth Hockey Association holds this fundraiser to raise funds for the Association. The event takes place at the STMA Ice Arena, located at 5898 Lachman Avenue NE.

KEY ISSUES:

- This type of Gambling Permit must be approved by the local authority, City of Albertville, and receive approval prior to the submittal of the application to the MN Alcohol and Gambling Enforcement Division (AGED).
- Approval of the Gambling Permit shall be by resolution.
- STMA Youth Hockey Association is a qualifying non-profit organization that has the opportunity to apply for an Off-site Gambling Permit to allow gambling on a site other than their approved premises (i.e. Neighbors Saloon & Eatery, 152 Club, Space Aliens).

FINANCIAL CONSIDERATIONS: There is no financial revenue collected from the applicant for the Gambling Permit.

LEGAL CONSIDERATIONS: The Mayor and City Council have the authority to review and approve or deny Gambling Permit applications within the City of Albertville.

Responsible Person/Department: Kimberly Olson, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Resolution No. 2015-003
STMA Youth Hockey Association Gambling Application

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

RESOLUTION NO. 2015-003

**A RESOLUTION APPROVING AN OFF-SITE GAMBLING
PERMIT FOR THE STMA YOUTH HOCKEY ASSOCIATION TO CONDUCT
LAWFUL GAMBLING**

WHEREAS, the STMA Youth Hockey Association has submitted an application for an Off-site Gambling Permit to conduct lawful gambling activities within the City of Albertville, Minnesota, and;

WHEREAS, the purpose of the lawful gambling is to raise funds for STMA Youth Hockey Association, and,

WHEREAS, the lawful gambling will be a raffle held on March 21, 2015 at the Annual Knight to Remember fundraiser, and,

WHEREAS, the STMA Youth Hockey Association intends to comply with all lawful gambling rules and reporting requirements of the State of Minnesota and the City of Albertville, and,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Albertville that the Off-site Gambling Permit for the STMA Youth Hockey Association is hereby approved and the State Gambling Control Board is authorized to process the application.

Adopted this 20th day of January, 2015 by the Albertville City Council.

Jillian Hendrickson, Mayor

ATTEST:

Kimberly A. Olson, City Clerk

LG230 Application to Conduct Off-site Gambling

No Fee

Organization Information

Organization name ST. MICHAEL ALBERTVILLE YOUTH HOCKEY ASSOCIATION License number 03888
 Address 6995 LASALLE CIR NE City ALBERTVILLE **MN** Zip code 55301
 County WRIGHT
 Gambling manager name DANA BERG Daytime phone (612) 940-9773

Gambling Activity

- Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.
 from 3 / 21 / 15 to 3 / 21 / 15
- Check the type of games that will be conducted.
 raffle pull-tabs bingo tipboards paddlewheel

Gambling Premises

- Name of location where gambling activity will be conducted ST. MICHAEL ALBERTVILLE ARENA
- County [where gambling activity will be conducted] WRIGHT
- Street address and city [or township] 5898 LACHMAN AVE, ALBERTVILLE, MN Zip code 55301
 - Do not use a post office box.
 - If no street address, write in road designations. Example: 3 miles east of Hwy 63 on County Road 42.
- Does your organization own the gambling premises?
 Yes If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

Lease Agreement for Off-site Activity A lease agreement is not required for raffles.

- Rent to be paid for the leased area _____ If none, write "0."
- All obligations and agreements between the organization and the lessor are listed below or attached.
 - Any attachments must be dated and signed by both the lessor and lessee.
 - This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
 - Other terms, if any _____

- Lessor's signature _____ Date ____/____/____
 Print lessor's name _____

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-site Gambling

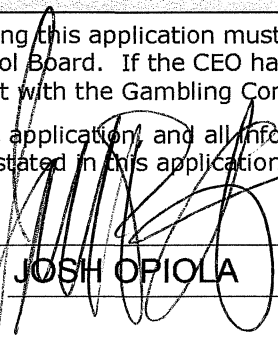
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits.	COUNTY APPROVAL for a gambling premises located in a township
City name <u>CITY OF ALBERTVILLE</u>	County name _____
Date approved by city council _____	Date approved by county board _____
Resolution number (if none, provide meeting minutes) _____	Resolution number (if none, provide meeting minutes) _____
Signature of city personnel _____	Signature of county personnel _____
Title _____ Date Signed _____	Title _____ Date Signed _____

Chief Executive Officer [CEO] Acknowledgment

10. The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

11. I have read this application and all information is true, accurate, and complete, and if applicable, agree to the lease terms as stated in this application.

CEO signature  Date 1/11/14

12. Print CEO name JOSH OPIOLA Daytime phone (612) 203-9423

Mail or fax to:

Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113
FAX: 651-639-4032

No attachments required.

This publication will be made available in alternative format (i.e. large print, Braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information</p>	<p>provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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Mayor and Council Request for Action

January 15, 2015

SUBJECT: CONSENT – CITY CLERK – ONE-DAY TEMPORARY CONSUMPTION AND DISPLAY LIQUOR LICENSE AND EXEMPTION FROM LIQUOR CONSUMPTION FOR THE ALBERTVILLE FIRE HALL

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

MOTION TO:

- Approve a One-Day Temporary Consumption and Display Liquor License for January 24, 2015 for the Albertville Fire Hall, located at 11350 57th Street NE
- Approve an Exemption from the Prohibition of Consumption of Liquor at the Fire Hall for January 24, 2015

BACKGROUND: Annually, the Albertville Fire Department holds a department-wide party and dinner event. Members and guests are allowed to consume alcoholic beverages at the event. No liquor sales will occur at the event, so a One-Day Temporary Consumption and Display Liquor License must be obtained in order to consume alcoholic beverages. In addition, City Code Section 8-4-2 prohibits the following:

LIQUOR CONSUMPTION:

A. Prohibited Areas: The consumption of alcohol is prohibited at the fire hall, the public works facility, the wastewater treatment facility and on any of the property on which those facilities are located unless the city has issued a permit for such consumption pursuant to subsection B of this section.

Therefore, the Albertville Fire Department is seeking a One-Day exemption from this prohibition.

KEY ISSUES:

- This is a one-time annual event and the St. Michael Fire Department covers all Albertville Fire calls for the evening.

POLICY/PRACTICES CONSIDERATIONS: The Mayor and City Council have the authority to approve or deny liquor licenses.

FINANCIAL CONSIDERATIONS: There is no fee for the One-Day Temporary Consumption and Display Liquor License.

Responsible Person/Department: Kimberly Olson, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: One-Day Temporary Consumption and Display Liquor License Application



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TEMPORARY CONSUMPTION AND DISPLAY PERMIT**
 (City or county may not issue more than 10 permits in any one year)

Name of organization Albertville Fire Department		Date organized	Tax exempt number	
Address 11350 57th Street NE		City Albertville	State Minnesota	Zip Code 55301
Name of person making application Kimberly Olson, City Clerk		Business phone 763.496.6801	Home phone 796.497.3384	
Date(s) of event January 24, 2015		Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name X Tate Mills, Interim Fire Chief		City Albertville	State Minnesota	Zip 55301
Add New Officer				

Location where permit will be used. If an outdoor area, describe.
 11350 57th Street NE, Albertville, MN 55301

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Albertville	City/County	Date Approved
n/a	City Fee Amount	1-24-15
n/a	Date Fee Paid	Permit Date

Kimberly A. Olson
 Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Mayor and Council Request for Action

January 15, 2015

SUBJECT: PLANNING DEPARTMENT - APPOINTMENT OF PLANNING COMMISSIONERS FOR TWO VACANT PLANNING COMMISSION SEATS

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

MOTION TO: Adopt Resolution No. 2015-004 entitled Resolution to Appoint Planning Commissioners to Vacant Planning Commission Seats.

BACKGROUND: By ordinance, the Albertville Planning Commission has five members. In 2014, the City received and accepted a letter of resignation from Brian Totman from the Planning Commission. Mr. Totman had one year of his term remaining at the end of 2014. Additionally, Jeffrey O'Brien's term expired at the end of 2014. Mr. O'Brien has indicated that he would not pursue another term as Planning Commissioner.

With two Planning Commission seats open, the City advertised for volunteers to fill these vacant positions. The City received four letters of interest. On January 5, 2015, the Personnel Committee met to interview each volunteer applicant. Upon completion of interviews and Committee discussion, the Personnel Committee recommended:

Ron Klecker to serve a one-year term as Planning Commissioner beginning in January 2015 and expiring on December 31, 2015.

Jeremy Dominick to serve a three-year term as Planning Commissioner beginning in January 2015 and expiring on December 31, 2017.

POLICY/PRACTICES CONSIDERATIONS: The City Council, in accepting the Personnel Committee's recommendation, fills the vacant seats of the Planning Commission.

LEGAL CONSIDERATIONS: Chapter 2 of the Albertville City Code stipulates that the Planning Commission shall consist of five members. The requested action will fill the City's vacant Planning Commission seats per Code requirements.

Responsible Person/Department: Alan Brixius, City Planner

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Resolution No. 2015-004

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

RESOLUTION NO. 2015-004

**RESOLUTION TO APPOINT PLANNING COMMISSIONERS TO
VACANT PLANNING COMMISSION SEATS**

WHEREAS, Albertville's Planning Commission is comprised of five Planning Commission members; and

WHEREAS, at the end of 2014, the City had two vacant seats due to a resignation and the expiration of a Planning Commission term; and

WHEREAS, the City of Albertville advertised the vacancies to solicit resident volunteers for the vacated seats; and

WHEREAS, the Albertville Personnel Committee, a subcommittee of the City Council, interviewed four applicants and recommended to the City Council that Ron Klecker be appointed to fill the one-year vacancy and that Jeremy Dominick be appointed to the three-year vacancy; and

WHEREAS, the City Council has reviewed and agrees with the recommendation of the Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the following appointments:

Ron Klecker to serve a one-year term as Planning Commissioner beginning in January 2015 and expiring on December 31, 2015.

Jeremy Dominick to serve a three-year term as Planning Commissioner beginning in January 2015 and expiring on December 31, 2017.

Adopted by the City Council of the City of Albertville this 20th day of January, 2015.

Jillian Hendrickson, Mayor

ATTEST:

Kimberly A. Olson, City Clerk

GENERAL ADMINISTRATION

Parks Committee Vacancy: Notice of the one vacant seat on the Parks Committee will be advertised in the local newspaper, City website, and January utility bills. Staff expects to review letters of interest at the March meeting.

Fire Department: The advertisement for the full-time chief position closed on Monday, January 12. Applications are being reviewed and a Selection Committee meeting is scheduled for Wednesday, January 21. The Committee will review applications and set interview dates.

Development Applications: The City is in receipt of two development applications that will have public hearings at the February Planning Commission meeting. One application is for the Steve Nelson billboard variance and the other is for a rezoning and comp plan amendment for Outlot A - Heuring Meadows to rezone the property to Public/Institutional for Westbridge Community Church.

Council Workshops: There are a number of upcoming topics that merit workshop sessions. Staff is seeking input from Council on whether to schedule these workshops prior to or after the regular City Council meetings.

ENGINEERING/PUBLIC WORKS

CASH 37 and 19 Signal: This signal system has been experiencing timing/detection issues. The County Highway Department is aware of these issues and are working to correct and monitor. Any issues we notice or complaints we receive are forwarded to the County.

57th Street NE/Church of St. Albert Improvement Project: I will be meeting with the Church to finalize the cost-share agreement and project details soon. The new church administrator, Mike Logeais, and I have spoken on the phone and it is understood that the Church still desires to pursue the joint project. Plans and specifications are complete and unless the Council desires otherwise, staff will advertise the project now so it can be bid in mid-February. If bids are favorable and once the cost-share agreement is executed, Council can consider awarding the project. Construction would be scheduled to start shortly after Friendly City Days and be completed early fall. I can discuss more of the background of this project at the meeting on January 20.

Sanitary Sewer Service Area: There may be an opportunity for Albertville to provide sanitary sewer service to the property south of Fieldstone Elementary and east of Jamieson Avenue NE. There is development interest for single-family residential on this land and it appears Albertville's system can readily serve this area. Albertville and St. Michael staff have discussed

this service arrangement concept and I would like to know if this is something the Council is interested in exploring. Albertville would benefit from the added service hook-ups, development fees, and may be able to improve drainage for the adjacent Albertville neighborhoods. If the Council is open to the concept, staff will review available capacities of the system and determine the best way to extend service to the area. I would like to discuss this topic in concept at the meeting.

City Hall Maintenance: Staff is getting a couple quotes to paint the main hallway and community rooms at City Hall. Staff is also consulting with school district staff on better ways to maintain the terrazzo floor. Options for both will be presented at a future meeting.

UPCOMING EVENTS and ANNOUNCEMENTS

- January 27 (Tuesday) – I-94 Chamber State of the Cities Event, 11:15 a.m., St. Michael City Center. Please let us know if you are interested in attending.
- Newly Elected Officials Conference – January 30-31, Earle Brown Heritage Center
- February 12 – Transportation Day at the Capitol

Attachments: (none)