



City of Albertville Council Agenda

TUESDAY, February 17, 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 February 2, 2015 regular City Council meeting minutes as presented (pgs 3-9)
- B.** Authorize the Tuesday, February 17, 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 10)

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). Variance Review Criteria (pgs 11-14)**

(Motion to adopt Ordinance 2015-01 Amending Appendix A, Zoning Ordinance of the Albertville City Code, Related to Changes to Chapter 500, Section 500.1 Variance Review Criteria.)

C. Legal

1). Sale of Prairie Run Lots (pgs 15-17)

(Motion to advertise for bids for the sale of Lots 35 and 37, Block 2, Prairie Run consistent with the attached advertisement.)

D. Finance - None

E. City Clerk - None

F. Public Works/Engineering - None

G. Building - None

H. Administration

1). City Administrator's Update (pgs 18-19)

9. Announcements and/or Upcoming Meetings

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.
March 2	City Council, 7:00 p.m.
March 9	STMA Ice Arena Board, 6:00 p.m.
March 10	Planning Commission, 7:00 p.m.
March 16	City Council, 7:00 p.m.
March 23	Joint Powers Water Board, 6:30 p.m. Parks Committee, 8:00 p.m.
March 30	Joint Governance Meeting, 6:00 p.m., St. Michael City Center

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

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

10. Adjournment



**ALBERTVILLE CITY COUNCIL
Monday, February 2, 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, Finance Director Tina Lannes, City Clerk Kimberly Olson, Sergeant Eric Kunkel, Sandy Greninger, Craig Rens, Eric Lucero, and Max Musicant

3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS

A. Representative Eric Lucero

Representative Lucero gave a legislative update to the Council. He reported that he serves on four committees in the Legislature: Education Innovation Policy, Mining and Outdoor Recreation Policy, Public Safety and Crime Prevention Policy and Finance, and Transportation Policy and Finance. He stated the Legislature is currently hearing overviews from the various agencies.

Lucero reported he has chief authored two bills: one on equity in education and one on the I-94 third lane expansion from Highway 241 to CSAH 19. He stated he has also co-authored several bills and will be submitting a bill on second amendment rights in the near future.

Lucero stated that he is opposed to any increase in taxes, specifically gas taxes.

B. Certificate of Achievement for Excellence in Financial Reporting

Nafstad stated that Finance Director Tina Lannes and the Finance Department received the Certificate of Achievement for Excellence in Financial Reporting for the 2013 Comprehensive Annual Financial Report. The award is the highest form of recognition in the area of governmental accounting and financial reporting. He indicated only about 11% of municipalities in the United States receive this recognition and this is the sixth year Lannes has received this recognition.

4. PUBLIC FORUM – (time reserved 5 minutes)

There was no one present for the forum.

5. AMENDMENTS TO THE AGENDA

Hendrickson added Wright County United Way under City Council as Item A1. Couri added Prairie Run Association Changes/Cul-de-sac Lots as Item D2.

Motioned by Olson, seconded by Sorensen, to approve the Agenda as amended. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. 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 Tuesday, January 20, 2015 regular City Council meeting minutes as presented
- B.** Authorize the Monday, February 2, 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
- C.** Approve the annual permit renewal for Consumption and Display of liquor for the City Hall building, located at 5959 Main Avenue NE, for the period of April 1, 2015 through March 31, 2016
- D.** Approve a One-Day 3.2% Malt Liquor License application submitted by the Albertville Lions Club for March 6, 2015 for the Albertville Lions Club Shrimp and Fish Fry
- E.** Approve Pay Estimate #13 and Final to Eureka in the amount of \$72,838.24 for W.B. I-94 C-D Road

Vetsch abstained from the vote as he was not present at the January 20, 2015 City Council meeting.

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

7. PUBLIC HEARINGS – None

8. DEPARTMENT BUSINESS

A. City Council

1). Wright County United Way

Sandy Greninger and Craig Rens were at the meeting to give a verbal update on the Wright County United Way program. Both are volunteer members of the Wright County United Way Board.

Rens provided an update on contributions given by the Wright County United Way. He stated local donations stay local and Wright County United Way serves the communities of Buffalo, Monticello, and St. Michael/Albertville. In 2014, they gave \$271,257 in contributions with \$94, 047 going to 21 local organizations in St. Michael/Albertville.

Greninger stated they will be focusing on presenting to local businesses to offer employee donation options. Rens stated there are easy payroll deductions that employees can choose to donate and those donating can indicate a specific 501 (c)(3) nonprofit group for their donation to go to.

Nafstad indicated they would get the Wright County United Way information on the City's website.

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

Fire Board

Sorensen reported that eight applicants for the full-time Fire Chief position were selected for a preliminary interview and those will be held on February 4. He stated the State Fire Marshal is assisting with the process and has been extremely helpful in reviewing the applications. Nafstad stated there were many well qualified applicants.

Parks Committee

Hudson reported there was no action taken, but there was discussion on the upcoming feasibility study for a second sheet of ice at the STMA Ice Arena. He reported the caboose in Central Park is going to be restored and Nafstad stated restoration will likely occur after Albertville Friendly City Days.

B. Planning/Zoning

1). Albertville Crossing Feb Fest Event

Brixius stated they received an application from the Musicant Group for a Temporary Outdoor Music Event for Saturday, February 21, 2015 from 12:00-3:00 p.m. He stated they have met all the conditions relating to noise requirements and the only issues were in relation to a fire lane. Brixius stated the applicant is willing to meet the Interim Fire Chief's recommendations.

Conditions of approval would be control of the volume of the music and staff does not anticipate any issues with the request.

Nafstad clarified that the event is aiming to bring in new businesses and revitalize the Albertville Crossing area.

Max Musicant, The Musicant Group, was present to speak about the event. He is the event planner for the event and his company specializes in commercial buildings. They are hoping to boost business and allow the community to submit and vote on ideas of businesses they would like to see in Albertville Crossing.

Motioned by Hudson, seconded by Sorensen, to adopt Resolution No. 2015-005 approving an outdoor music event at Albertville Crossing, located at 5600 LaCentre Avenue NE, for the date of

February 21, 2015. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). Goose Hunting

Brixius stated there is a request for a hunting permit to hunt the geese at the lot north of the Joint Powers Water building and east of CSAH 19. The property in question is vacant and guided for residential and commercial development, but is currently being farmed in the interim. The City Code prohibits the discharge of firearms within City limits. In order to allow hunting during the goose season, Council would need to temporarily lift the prohibition of discharging firearms in order to grant the temporary hunting permit.

Brixius listed several items of concern such as proximity of residential and commercial developments, a heavily traveled main thorough fare, and nearby school. He also addressed the ranges of shot to be used. He showed sample blind locations that could be used and Nafstad stated only one blind location was acceptable to the DNR. Brixius stated that the geese are shot in the wing and it is unpredictable as to where the birds may end up. He also cited concerns with property damage and injury. If a temporary hunting permit is granted, he suggests identification of the blind location, limited hunting hours, and indemnification of the City in any claims brought forward as a result of property damage or injury.

Brixius stated that even though the request is for a temporary goose hunting permit, there are other options available to deter the geese such as pyrotechnics, dogs, and decoys. He stated that the DNR had indicated the hunting would need to occur more than once in order to be effective.

Hudson inquired about liability to the City. Couri stated they do have an ordinance on the books to protect the health and safety of residents and suspending that provision could potentially increase the City's liability rather than if the City had no ordinance at all. He did not know if someone would be successful in a lawsuit against the City. He felt that it would be more of a public safety issue than a liability issue.

Council discussed possibly holding a public hearing to hear comments from the neighborhood. Brixius stated that if the hunting were to occur, there will be perceptions of danger when shots are heard.

Olson inquired of Sergeant Kunkel if the Wright County Sheriff's Office had seen this elsewhere within the County. Sergeant Kunkel replied that their office responded to calls when hunting occurred in St. Michael. Sorensen stated that even if they hold a public hearing and send notices to the surrounding properties, residents will still call if they hear gunshots.

Hudson inquired if the property owner(s) have met with the surrounding neighborhood to gauge public reaction. Brixius stated they have not.

Motioned by Hendrickson, seconded by Sorensen, not to suspend Section 6-2-3 of the Albertville City Code prohibiting the discharge of firearms within the City limits for temporary goose hunting permits. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTIONED DECLARED CARRIED.

3). Planning Report

Brixius inquired of Council if they would be willing to set up a workshop on 2015 Goal Setting and 2014 accomplishments at the next meeting. Vetsch stated that he will not be able to attend a workshop prior to the February 17, 2015 regular meeting. Hendrickson stated that a workshop held after the regular meeting may not work for all members. Nafstad suggested prior to the March 2, 2015 regular meeting. Brixius would like the workshop to be a joint meeting with the Planning Commission.

C. Building

1). Year End Building Report

Nafstad reported that there were 23 new homes built in 2014. There were a total of 453 permits for the year with a valuation of \$9.86 million. 209 properties were licensed as rental properties and of those, 111 were inspected.

D. Legal

1). City Attorney Report

There were no comments on the report.

2). Prairie Run Homeowner's Association Changes/Cul-de-sac Lots

Couri reported the original association had many shared features such as: driveways, street and driveway plowing, irrigation systems, and landscaping services. As part of the Fieldstone purchase agreement, the City will be making changes to the association to remove landscaping and street maintenance and have individual driveways. Of the two homes currently in the association, one homeowner is concerned with keeping their irrigation system. The irrigation system is run commonly through the association. Couri reported the City must pay two months worth of association dues when the City sells a lot. Staff is suggesting the City pay the two months of association for all ten lots and then the association can reimburse the property owner to connect their existing irrigation pipes/system to their home. Council was supportive of moving forward with the association changes.

Nafstad reported that the City has taken title from the State of Minnesota for the two cul-de-sac lots in Prairie Run. They will now need to establish a price for the sale of each lot and market the lots. Couri will bring forward pricing and marketing back to Council at another meeting. He stated they have received several calls from persons interested in the parcels and he stated there are no restrictions on the sale of the lots.

E. City Clerk

1). Set Local Board of Appeal and Equalization Meeting

Clerk Olson stated they must set their annual Local Board of Appeal and Equalization meeting for the year. A tentative date was scheduled for April 20, 2015 prior to the regular City Council meeting.

Hudson inquired as to the purpose of the meeting. Couri replied that the meeting is the first step for a resident to appeal the valuation of their property and this is required by State law. If the valuation is not reset at the local level, the resident can appeal to Wright County and then to the courts.

Sorensen encouraged Hudson to attend the next certification training as that certification will last for four years.

Motioned by Vetsch, seconded Sorensen, to set the Local Board of Appeal and Equalization Meeting for Monday, April 20, 2015 at 5:30 p.m. in the City Council Chambers. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). Set February 17, 2015 Workshop

Per previous discussion, Clerk Olson suggested changing the workshop on 2015 Goal Setting to March 2, 2015 at 6:00 p.m. in the City Council Chambers.

Motioned by Olson, seconded by Hendrickson, to set a City Council workshop on 2015 Goal Setting for Monday, March 2, 2015 at 6:00 p.m. in the City Council Chambers. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

3). Code Enforcement – Verbal Update

Clerk Olson stated that code enforcement is generally going well. There is one situation in relation to a habitually barking dog that has been occurring since the summer of 2014. She stated that usually animal complaints are resolved with one or two letters to the homeowner, however the situation has developed into a situation where an administrative fine could be given. Clerk Olson stated staff is bringing this to the attention of the Council as administrative fines can be appealed by the homeowner to the City Council. The Council directed staff to move forward and follow the Code Enforcement Policy.

F. Finance – None

G. Public Works/Engineering – None

H. Administration

1). City Administrator's Update

Nafstad reported he will be meeting with the Church of St. Albert's administrator this week in regards to the 57th Street NE improvements and coordinated Church improvements. The project is currently advertised for bids with a bid opening set for February 17. He anticipates bringing the bids to Council at the first meeting in March.

Staff has obtained quotes for painting of several areas of City Hall. If Council has no objections, staff will move forward with scheduling. Council had no objections.

9. ANNOUNCEMENTS AND/OR UPCOMING MEETINGS

Nafstad reported that Transportation Day at the Capitol will be on Thursday, February 12, 2015. Hendrickson stated it is a good opportunity to meet the area's representatives and senators.

Nafstad reported that there will be a Joint Meeting with STMA School District #885 and the City of St. Michael on Monday, March 30, 2015 at St. Michael City Center.

Hendrickson reported that the State of the Cities went well and she noticed many local businesses in attendance.

10. ADJOURNMENT

Motioned by Vetsch, seconded by Sorensen, to adjourn the meeting at 8:36 p.m. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

February 12, 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, February 17, 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)



PLANNING REPORT

TO: Adam Nafstad
FROM: Alan Brixius
DATE: February 3, 2015
RE: Albertville – Zoning Amendments: Variances
FILE NO: 163.05 – 15.02

BACKGROUND

In examining a recent variance request, we identified that Albertville's variance review criteria have not been updated to match current State Statutes. In 2011, the Minnesota State Statutes were amended to give cities greater flexibility in granting variances from local zoning standards. The attached draft ordinance repeals the current local regulation under Section 500.1.B of the Albertville Zoning Ordinance and replaces it with the following review criteria:

1. Variances must be consistent with the general intent of the City Code and Comprehensive Plan.
2. Variances are needed to overcome **non-economic** practical difficulties unique to the property that prevents use of the lot in a reasonable manner.
3. The circumstances for the variance are not created by the property owner.
4. The variance will not alter the essential character of the locality or zoning district.
5. The variance is not a use variance.
6. The variance is the minimum necessary to accomplish the use of the property in a reasonable manner.

The past provisions of the amended ordinance places the burden of justifying the variance on the applicant to demonstrate that the aforementioned conditions have been satisfied.

RECOMMENDATION

Based on our review of the current Albertville Zoning Ordinance and Minnesota State Statutes, staff recommends approval of the attached zoning text amendment.

c: Kim Olson
Sue Schwalbe
Paul Heins
Mike Couri

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

ORDINANCE NO. 2015-01

**AN ORDINANCE AMENDMENT TO APPENDIX A, ZONING ORDINANCE
OF ALBERTVILLE CITY CODE RELATED TO CHANGES TO
CHAPTER 500, SECTION 500.1 VARIANCE REVIEW CRITERIA**

THE CITY COUNCIL OF THE CITY OF ALBERTVILLE ORDAINS:

Section 1. The Albertville Zoning Ordinance is hereby amended by repealing Section 500.1.B in its entirety and replacing it with the following language:

500.1. General Provisions and Standards.

- B. Criteria for granting variances. The planning commission shall hear and the city council serving, as the board of adjustments and appeals, shall make findings of fact that the proposed variance from the literal provisions of this chapter be granted or denied pursuant to the requirements of Minn. Stats. § 462.357 and any amendments thereto, which include, but are not limited to the following considerations:
1. Variances shall only be permitted when they are in harmony with the general purpose and intent of city code and consistent with the comprehensive plan.
 2. Variances may only be permitted when the applicant establishes that there are non-economic practical difficulties in complying with the zoning ordinance, meaning the property owner proposes to use the lot or parcel in a reasonable manner not permitted by the zoning code.
 3. The plight of the property owner must be due to circumstances that are unique to the lot or parcel and is not created by the property owner.
 4. The variances must not alter the essential character of the locality including all zoning district and overlay district provisions.
 5. The board of adjustments and appeals shall have the sole discretion to consider whether any variance request meets the criteria herein.
 6. The request is not a use variance.
 7. Variance requested is the minimum variance necessary to accomplish the use of the property in a reasonable manner.

- C. Application for a variance shall set forth reasons that the variance is justified in order to make reasonable use of the land, structure or building.
- D. Should the council find that the conditions outlined heretofore apply to the proposed lot or parcel, the council may grant a variance from the strict application of this ordinance so as to relieve such practical difficulties to the degree considered reasonable, provided such relief may be granted without impairing the intent of this ordinance. The planning commission, in the case of major variance, based upon a report and recommendation by the city staff, shall have the power to advise and recommend such conditions related to the variance regarding the location, character and other features of the proposed building, structure, or use as it may deem advisable in the interest of the intent and purpose of this ordinance.

Section 2. Effective Date. This ordinance shall be effective upon passage and publication.

Approved by the Albertville City Council this 17th day of February, 2015.

Jillian Hendrickson, Mayor

ATTEST:

Kimberly A. Olson, City Clerk

Mayor and Council Request for Action

February 12, 2015

SUBJECT: LEGAL – ADVERTISEMENT FOR BIDS FOR THE SALE OF TWO PRAIRIE RUN LOTS OWNED BY THE CITY

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

MOTION TO: Advertise for bids for the sale of Lots 35 and 37, Block 2, Prairie Run consistent with the attached advertisement.

BACKGROUND: In August 2014, the City received deeds from the State of Minnesota to 17 residential properties in Prairie Run. Two of these properties are regular-sized cul-de-sac lots, while the other 15 are small detached townhome lots. Staff believes that the 15 townhome lots will likely sell to one builder, perhaps after Fieldstone Family Homes sells most of the 10 townhome lots it is already under contract to buy from the City. The two cul-de-sac lots can be sold separately or together, either to individuals or to builders. The two cul-de-sac lots are valued for tax assessment purposes at \$35,000 each.

Staff would like to put the two cul-de-sac lots up for sale via sealed bids in March 2015. The City has a list of four people who have expressed interest in the lots. These people would be contacted, as would several of the builders in the neighborhood, and be informed of the sealed bid process. Additionally, an ad would be placed in the newspaper about 15 days before bid opening, which would occur on March 10th.

The proceeds of the sale would be applied to the unpaid special assessments that remain outstanding from this project.

KEY ISSUES:

- The City acquired these properties for \$5,000 each from the State after the properties went tax forfeit.
- All proceeds of the sale will reduce the deficit in the Prairie Run project fund.
- Staff recommends the City set a minimum bid price in the ad.
- The City can reject all bids if it does not like the bids it receives.

POLICY/PRACTICES CONSIDERATIONS: While the City is not required to advertise for the sale of land, City staff believes advertising for bids is the best method available to maximize the amount the City will realize from the sale and provide the fairest sale method in the eyes of the public.

FINANCIAL CONSIDERATIONS: The ultimate plan is to sell all 27 Prairie Run lots the City owns and apply all proceeds to the delinquent special assessments attributable to these

properties. City staff hopes that the City will break even on the development when all lots are sold, but given the litigation expenses the City incurred defending against Gold Key's lawsuit several years ago, this may not be possible.

LEGAL CONSIDERATIONS: The City can sell these lots by any method it believes best. However, once it advertises for bids, the City must either accept the high bid for each lot or reject all bids for that lot. It will not be able to sell the lot to anyone other than the high bidder unless it goes through an entirely new sale process.

Responsible Person/Department/: Mike Couri, City Attorney
Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Proposed advertisement for bids

**REQUEST FOR SEALED BIDS FOR
SALE OF RESIDENTIAL LOTS IN THE CITY OF ALBERTVILLE**

The City of Albertville owns two vacant residentially-zoned lots known as Lot 35, Block 2 and Lot 37, Block 2, Prairie Run, Albertville, Minnesota. The Albertville City Council will be accepting sealed bids through 5:00 p.m. on March 10, 2015 for the sale of each lot. All bids must be received at the Albertville City Hall, 5959 Main Avenue NE, Albertville, Minnesota by 2:00 p.m. on March 10, 2015, at which time all bids shall be opened. All bids must be in a sealed envelope and be clearly marked with "Prairie Run lot bid" on the outside. Each bid shall specify a price for each individual lot that the bidder intends to bid on. Bidders may bid on one or both lots.

The City reserves the right to reject any or all bids for any reason. No bid less than \$_____ will be accepted for either lot. The successful bidder(s) will be required to enter into a purchase agreement, the form of which is available for inspection at City Hall. All bids must be accompanied by a check made payable to the City of Albertville in the amount of 5% of the bid amount, which shall become the earnest money required by the purchase agreement. The earnest money checks of all unsuccessful bidders shall be returned to such bidders.

GENERAL ADMINISTRATION

Fire Department: On February 4, the selection committee interviewed eight very qualified applicants. Two applicants have been selected for a second interview scheduled for February 20. The selection committee for the second round of interviews will include two AFD members.

Parks Committee: The vacancy has been noticed in City utility bills, submitted to the local paper for publication, and has been posted on the City's website. To date, we have received two letters of interest.

Development Applications: The Planning Commission reviewed the two development applications on file with the City: Nelson Billboard Variance and Rezoning of Leuer-Munsterteiger property for Westbridge Community Church. The Planning Commission recommended denial of the billboard variance and recommended the rezoning of the Leuer-Munsterteiger property to P/I for Public/Institutional for Westbridge Community Church. These items will be presented to Council at the first meeting in March.

STMA Ice Arena: The YHA and Minnesota Amateur Sports Commission (MASC) presented the STMA Ice Arena Board with a draft market demand study. The report concludes with an expectation that two sheets of ice would operate close to capacity for prime-time hours during the season. The MASC representatives graciously offered to continue their pro-bono work and examine the operational feasibility of two sheets and the Board accepted the non-cost offer. The Board also began discussions regarding the 2015 budget and potential rate increases.

Joint Meeting: The next joint governance meeting will be at the St. Michael City Center on Monday, March 30 at 6:00 p.m. Tentative agenda items include updates on FYCC, Yellow Ribbon, school capacity, and legislative reports on education equity and transportation.

Shop St. Michael: Representatives of Shop St. Michael contacted staff and stated they are interested in expanding their organization to include Albertville and potentially rebranding the organization as Shop STMA. The organization indicated that they will come and update the City Council as they progress with the potential change.

ENGINEERING/PUBLIC WORKS

57th Street NE/Church of St. Albert Improvement Project: I met with the Church of St. Albert's administrator and am waiting to hear back regarding the status of the right-of-way agreement. Construction bids will be opened on the February 17.

5-Year Project Plan: The 5-year street improvement plan needs to be updated. I hope to have a draft list in early spring. The plan should be in place once the 2016 budget process begins.

Public Works Committee: Tim and I will be setting a public works committee meeting to discuss 2015 equipment purchases/replacement.

FEMA Funding: We have received the payments from Homeland Security from the disaster assistance programs we applied for.

UPCOMING EVENTS and ANNOUNCEMENTS

- March 30 – Joint Governance Meeting, St. Michael City Center, 6:00 p.m.

Attachments: (none)