



## City of Albertville Council Agenda

Monday, October 5, 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 September 21, 2015 regular City Council meeting minutes as presented (pgs 4-10)
- B. Approve the September 30, 2015 City Council special meeting minutes as presented (pgs 11)
- C. Authorize the Monday, October 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 (pg 12)
- D. Approve Pay Estimate Number 4 and Final to Omann Brothers Paving, Inc. in the amount of \$33,992.40 for 2013 Street, Trail and Utility Improvements
- E. Approve Partial Pay Estimate 2 to Omann Brothers Paving, Inc. in the amount of \$265,641.29 for 57<sup>th</sup> Street NE Street and Utility Improvements
- F. Approve 3<sup>rd</sup> Quarter Accounts Receivable report (pgs 13-15)
- G. Approve 3<sup>rd</sup> Quarter Budget to Actual report (pgs 16-17)
- H. Approve Utilities Department Update (pg 18)
- I. Approve Resolution 2015-033 entitled a Resolution Adopting a Decrease in Debt Service Levies (pg 19)

7. **Public Hearings – None**

**8. Department Business**

**A. City Council**

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

**B. Fire – None**

**C. Finance – None**

**D. Public Works/Engineering – None**

**E. Planning/Zoning – None**

**F. Building – None**

**G. City Clerk**

- 1). **Set Joint Meeting with the City of St. Michael and STMA School Board**  
(*Motion to set a Joint Meeting with the City of St. Michael and STMA School Board for Monday, October 12, 2015 at 6:30 p.m. in the Albertville City Council Chambers.*)

**H. Legal**

- 1). **City Attorney Report (pg 20)**

**I. Administration**

- 1). **Recycling Contract (pgs 21-23)**  
(*Motion to approve one of the following:*

**Option 1:** Pursue a 5-year contract renewal with Republic Services with options for an annual increase, increases in years 3 & 5, or increase in year 3 only for inflation.

- 5 years with 3% annual increase = \$3.29, \$3.39, \$3.49, \$3.59, \$3.70
- 5 years with increase in years 3 and 5 = \$3.29, \$3.29, \$3.54, \$3.54, \$3.80
- 5 years with increase in year 3 = \$3.29, \$3.29, \$3.62, \$3.62, \$3.62

**Option 2:** Pursue a 2 ½ - year (30 months) contract renewal, including inflation, with Republic Services.

- 2 ½ years with annual increase = \$3.79, \$3.90, \$3.99

**Option 3:** Advertise Request for Proposals (RFP's) for a new recycling contract.)

**2). City Administrator’s Update (pg 24)**

**9. Announcements and/or Upcoming Meetings**

- October 12 STMA Ice Arena Board, 6:00 p.m.
- October 13 Planning Commission, 7:00 p.m.
- October 19 City Council, 7:00 p.m.
- October 26 Joint Powers Water Board, 6:30 p.m.
- November 2 City Council, 7:00 p.m.
- November 9 STMA Ice Arena Board, 6:00 p.m.
- November 10 Planning Commission, 7:00 p.m.
- November 11 City Offices Closed, Veterans Day
- November 23 Joint Powers Water Board, 6:30 p.m.  
Parks Committee, 8:00 p.m.
- November 26 & 27 City Offices & Public Works Closed, Thanksgiving

OCTOBER							NOVEMBER						
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4	CC 5	6	7	8	9	10	1	CC 2	3	4	5	6	7
11	Ice 12	PC 13	14	15	16	17	8	Ice 9	PC 10	H 11	12	13	14
18	CC 19	20	21	22	23	24	15	CC 16	17	18	19	20	21
25	JP 26	27	28	29	30	31	22	JP 23 PK	24	25	H 26	H 27	28
							29	30					

**10. Adjournment**



**ALBERTVILLE CITY COUNCIL  
Monday, September 21, 2015**

**DRAFT MINUTES**

**ALBERTVILLE CITY HALL**

**7:00 PM**

**1. CALL TO ORDER - PLEDGE OF ALLEGIANCE**

Mayor Hendrickson called the meeting to order at 7:01 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, Finance Director Tina Lannes, Fire Chief Eric Bullen, and City Clerk Kimberly Olson

**3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS**

**A. Women of Today Proclamation**

Hendrickson read a proclamation proclaiming the week of September 20-26 as Women of Today Week. She presented the proclamation to President Nancy Thompson, Past President Laurie Goutermont, Vice President Jennifer Feuerborn, and member Julie Davis.

**4. PUBLIC FORUM – (time reserved 5 minutes)**

There was no one present to speak at the forum.

**5. AMENDMENTS TO THE AGENDA**

***Motioned by Hendrickson, seconded by Olson, to approve the Agenda as presented. 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 September 8, 2015 regular City Council meeting minutes as presented
- B. Authorize the Monday, September 21, 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 Memorandum of Understanding between Wright County and the City of Albertville for the Purchase of Salt for the 2015-2016 Snow and Ice Removal Season at a cost of \$82.46 per ton, which is subject to fuel escalation
- D. Reduce Letter of Credit No. 163905277 held as security for the Guardian Angels development from \$31,200 to no less than \$24,500, conditioned on any outstanding balances owed to the City being paid in full
- E. Accept the municipal improvements and to reduce Letter of Credit No. 2220 held as security for the Hunters Pass 2<sup>nd</sup> development from \$37,170 to no less than \$15,973, conditioned on any outstanding balances owed to the City being paid in full

*Motioned by Hendrickson, seconded by Vetsch, to approve the Consent Agenda as presented.*

*Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None.*

**MOTION DECLARED CARRIED.**

**7. PUBLIC HEARINGS – None**

**8. DEPARTMENT BUSINESS**

**A. City Council**

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

Fire Board

Sorensen reported the Fire Department received a \$22,000 grant for turnout gear and the Albertville Lions donated \$5,000 to help with the purchase of a thermal imaging camera.

FYCC

Vetsch reported the STMA Open Streets was successful with a large turnout at the event. Nafstad stated the new location seemed to work well and may be used again next year.

STMA Arena Board

Hudson stated that the STMA Youth Hockey Association was at the last meeting and informed them they had met the previous criteria outlined that was needed to fund a second sheet of ice. Utilizing a bank line of credit, Kraft Hockeyville USA dollars, cash on hand, and a Mighty Ducks grant, they can raise \$1 million for the second sheet.

- 2). **STMA Ice Arena Board Minutes of September 14, 2015 – Information Only**

There was no discussion on the minutes.

## **B. Fire**

### **1). Fire Update**

Bullen reported he has finished his employment with the City of Minneapolis Police Department and thanked the Council for allowing a flexible schedule to allow him to complete his twenty years with the City of Minneapolis.

He reported the grant money for the turnout gear will replace about one third of the equipment and will help with the budget so they do not have to replace all of the gear at one time. The department's current thermal camera is about ten years old and is in need of replacement. These cameras are used to find heat sources.

Bullen stated that he has reserved six spots in the Fire Inspector I class for the department. Completion of the course and certification will occur in January.

Bullen stated that the training burn has been rescheduled for Sunday, October 4 at 8:00 p.m. at 7423 Kadler Avenue NE. The next Fire Board meeting is Wednesday, September 30, at 6:15 p.m.

Hendrickson inquired how the fire inspection will work. Bullen replied five people have expressed interest and they hold varying work schedules and that will help to accommodate a variety of inspection times. He said that initially multiple firefighters would be present at an inspection until they are all fully trained. Nafstad said the ultimate goal is to have one person at each inspection.

## **C. Legal**

### **1). Sale of Tax Forfeited Lots in Prairie Run (pgs 18-26)**

Couri reported that Fieldstone Family Homes previously purchased ten detached townhome lots in Prairie Run from the City and received right of first refusal on an additional fifteen detached townhome lots. Fieldstone has begun building on the first ten and wishes to purchase the remaining fifteen lots. City staff and Fieldstone have negotiated a purchase agreement for the fifteen remaining lots for a price of \$25,000 per lot. The agreement will have Fieldstone close on three lots every six months beginning September 1, 2016 with the final three to close by September 1, 2018. Couri reported the agreement is similar to the previous purchase agreement except this one does not require planting of trees in the back yards since trees were planted ten years ago.

Olson had concerns that only four lots have been purchased in the original ten lots and inquired what would happen if they walked away from those remaining six in the first agreement and developed the next fifteen lots. Couri replied there is earnest money that the City would keep from the first purchase agreement that would write down the cost and the City could recoup the cost by sales to someone else. He also stated that if it is a concern of Council's, they could include language that Fieldstone may not close on the first lots of the fifteen until development is completed of the first ten lots. Lannes stated her concern is to receive money for all the lots in order to pay down the cost of the municipal improvements done on the lots.

Couri stated that he did not see Fieldstone walking away from any of the first ten lots. He stated the City was approached by Fieldstone for purchase of these lots and sales and demand seem to going well. They also have a fair history with the product in Albertville.

Sorensen and Hendrickson stated they were fine with the purchase agreement as drafted.

***Motioned by Sorensen, seconded by Olson, to approve the purchase agreement to sell lots 1-15, Block 1, Prairie Run to Fieldstone Family Homes for \$25,000 per lot. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

**D. Finance – None**

**E. City Clerk – None**

**F. Public Works/Engineering – None**

**G. Planning/Zoning – None**

**H. Building – None**

**I. Administration**

**1). Mighty Ducks Grant Application**

Hudson/Nafstad stated that the STMA Arena Board meeting the STMA Youth Hockey Association (STMA YHA) spoke about their ability to raise \$1 million to contribute to the second sheet of ice. The funds would come from cash on hand, a line of credit from a bank, the KRAFT Hockeyville USA money, and a Mighty Ducks grant. The STMA YHA would like the three entities that make up the Arena Board to pass a resolution to apply for a \$250,000 Mighty Ducks grant. Nafstad stated that resolution is before the Albertville City Council and the STMA School Board tonight for consideration and will go to the St. Michael City Council tomorrow. Nafstad stated the proposed resolution is slightly different from the program's sample resolution in that it more accurately describes the current status of the STMA Arena Board's funding position for a second sheet. He stated there is no formal financing plan for a second sheet. He stated there are current unknowns, so the resolution had to be tailored due to those unknowns. Nafstad noted the Minnesota Amateur Sports Commission will likely want more commitment that a second sheet will be constructed if a grant is awarded.

Sorensen inquired about the second sheet having to be completed 18 months after award of the grant money. Nafstad replied that Minnesota Amateur Sports Commission would require the second sheet to be completed from the date the agreement is signed. Sorensen inquired about matching the Mighty Ducks grant dollars. Nafstad stated that it could be met by either the STMA YHA or proof that the entities have the ability to construct a multimillion dollar project. He stated the grant funds would be given once the second sheet is completed and would be in the form of a reimbursement. Hudson stated that clearly the second sheet will be more than \$250,000 and that will not be an issue. He stated that applying for the grant does not bind them to complete the project and stated that it is the first step in moving towards a second sheet. By

not applying for the grant, they would be choosing not to pursue a second sheet. He stated that he perceived the STMA Arena Board consensus was to not walk away from an opportunity such as this. Nafstad stated that MASC may not allow grant funds for this type of improvement every year; they may rotate different types of funding categories.

Olson inquired why this is being brought up now as they have already set the preliminary budget. Hudson invited Chris Hansen and Roger Lucy, STMA YHA, to speak. Hansen stated they had worked with MASC last year on the second sheet feasibility study and he stated it was that organization that prompted them to look into this Mighty Ducks grant. He stated it was only very recently that the STMA YHA was able to possibly meet that \$1 million figure that was given to them years ago. Hansen discussed the line of credit they are eligible for and how they would pay that down. Olson inquired what assurances there are that a facility can be built in 18 months that would meet the STMA Arena Board and STMA YHA's standards. Hudson stated that much more conversation is needed and more concrete items need to be in place such as the \$250,000 Mighty Ducks dollars. However, this is a place to start.

Olson inquired if they would be setting themselves up for failure if they received the grant funds and then began the discussions; he felt that would eat away the time in which they would be required to build the second sheet. He stated that it will take time to design and develop plans. Both Sorensen and Olson could see them applying next year for the grant funds. Sorensen stated that he can see both sides. Hudson agreed and stated that it is gambling either way. Vetsch stated that it was implied they would receive the grant funds if they applied this year and he did not want to waste that opportunity. Lucy stated that now is the time as they have developed a very good relationship with MASC. They worked on the feasibility study and they know how to build ice rinks. Hansen stated the announcement of the grant awards would be in December and conversations could begin in interest immediately after that.

Nafstad stated that because the arena is located in Albertville, Albertville would likely have to be the ones to issue a bond. Lannes outlined how that would work or that the City would have to borrow from the SAC fund which could jeopardize other projects. Sorensen stated that original discussions had the total amount of a second sheet quite a bit different than what has been discussed lately. Hansen stated that until they get started they don't know what they are dealing with and the current estimates were for a fully loaded arena and there may be other options or phasing that can be done. Hansen stated that the STMA YHA has gone out and brought \$1 million to the table.

Hudson stated that he doesn't see the downside of applying for the grant. He stated that ultimately if there is not a second sheet, it is not a failure but shows they had the conversation and it didn't work. Olson stated that if they had discussed this several months ago, the preliminary levy may have been different. Nafstad stated the grant announcement was just recently sent out in August and the Arena Board just recently met for the first time since May.

Hudson stated that the STMA Arena Board had instructed staff to move forward with the application.



Vetsch felt that the STMA School Board is a partner and should be accountable for some contribution, even if it's not the same as the Cities of Albertville and St. Michael. Sorensen stated that he can see it is worth pursuing, but is concerned if they can't do it within the 18 months, that it could hurt any future chances of receiving Mighty Ducks grant funds.

Hansen stated that the demands are not currently being met.

Sorensen stated there is a benefit to the schools and the STMA School Board should be part of the conversation. Hansen stated there are creative ways to hold those conversations. Sorensen inquired if there has been discussion of putting this to a referendum. Hanson stated hockey is a niche group and it would be difficult.

Nafstad reviewed the changes that he made to the resolution. Hendrickson asked if MASC will have issues with the changes that were made. Nafstad stated that they would, but the changes were the only way all three entities would and could support the resolution. Sorensen asked the City attorney if he saw any red flags. Couri replied that he did not and felt the resolution was an honest view of where all the entities are at.

Olson would like to see conversations begin sooner rather than later, not in December or January. Hansen agreed they will have to move quickly. Nafstad stated that if awarded, the next steps would include professional services such as an architect, etc. The application itself will include letters of support, the feasibility study, demand study, and more. Sorensen and Olson would support a future joint meeting of all the entities. Sorensen suggested after the next STMA Arena Board meeting and Clerk Olson stated they could set that at the October 5, 2015 City Council meeting if the other entities agree.

***Motioned by Olson, seconded by Hudson, to approve Resolution of STMA Arena Mighty Ducks Grant Application. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

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

Nafstad reported the recycling contract expires at the end of the year and the Council will need to consider whether to renew with Republic Services or go out for Request for Proposal (RFP's). He has begun discussions with Republic about possible options for a renewal contract. Olson stated that he has not heard any issues with Republic and customers seem happy. Sorensen felt they should pursue the RFP option in order to get the best price. Nafstad stated that one concern that staff has is that if the City goes with a new vendor, the switch out of recycling carts will occur in the winter right after the holidays and could cause issues for residents. Lannes stated that the last time carts were switched out it created a lot calls and staff time. Sorensen inquired if the recycling fund could buy down any increases in recycling costs in a new contract. Lannes reported that it could and they would want to ladder that out over several years.

Nafstad stated there have been some issues with the cleaning services provided at City Hall and currently Public Works staff is filling in for the contract cleaners.

Nafstad reported that the CSAH 19 and 70<sup>th</sup> Street NE intersection will be turned into a four way stop due to visibility and crash history at the location. This will happen within the next several weeks.

Vetsch inquired about the completion of the 57<sup>th</sup> Street NE and Church of St. Albert construction project. Nafstad replied the contractor is expected to be done by October 15.

**9. ANNOUNCEMENTS AND/OR UPCOMING MEETINGS**

- September 28            Joint Powers Water Board, 6:30 p.m.  
                                 Parks Committee, 8:00 p.m.
- October 5                City Council, 7:00 p.m.
- October 12               STMA Ice Arena Board, 6:00 p.m.
- October 13               Planning Commission, 7:00 p.m.
- October 19               City Council, 7:00 p.m.
- October 26               Joint Powers Water Board, 6:30 p.m.

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

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

**10. ADJOURNMENT**

*Motioned by Hendrickson, seconded by Sorensen, to adjourn the meeting at 9:16 p.m. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.*

Respectfully submitted,

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Kimberly A. Olson, City Clerk



**CITY COUNCIL SPECIAL MEETING  
FIRE HALL – TRAINING ROOM**

**Wednesday, September 30, 2015  
DRAFT MINUTES**

**1. CALL TO ORDER**

Acting Mayor Vetsch called the meeting to order at 6:05 p.m.

**Present:** Council members Hudson, Sorensen, and Vetsch

Mayor Hendrickson arrived at 6:06 p.m.

**Absent:** Council member Olson

**Others Present:** City Administrator-PWD Adam Nafstad, City Clerk Kimberly Olson, and Tyler Jungers

**2. WESTSIDE LIQUOR LICENSE**

*Motioned by Hendrickson, seconded by Vetsch, to approve an Off-Sale Liquor License for Robert and Linda Feuling for Westside Liquor, located at 11095 61<sup>st</sup> Street NE. Ayes: Hendrickson, Hudson, Sorensen, and Vetsch. Nays: None. Absent: Olson. MOTION DECLARED CARRIED.*

**3. ADJOURNMENT**

Motioned by Hendrickson, seconded by Hudson, to adjourn the meeting at 6:07 p.m.

Respectfully submitted,

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Kimberly A. Olson, City Clerk

September 30, 2015

**SUBJECT: CONSENT - FINANCE – PAYMENT OF BILLS**

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

**MOTION TO:** Authorize the Monday, October 5, 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)

September 30, 2015

**SUBJECT: CONSENT - FINANCE – ACCOUNTS RECEIVABLE REPORT**

**ACCOUNTS RECEIVABLE:**

Total accounts receivable outstanding through September 28, 2015 is \$48,857.39

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

0-30 days outstanding	\$17,470.44	35.76%
30-60 days outstanding	\$13,771.83	28.19%
60-90 days outstanding	\$ 813.75	1.67%
Over 90 days outstanding	\$16,801.37	34.39%

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

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

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

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

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

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

**Attachment(s):** Accounts Receivable Report

**Mayor and Council Communication – October 5, 2015**  
**FINANCE – Accounts Receivable Report**

<b>Vendor</b>	<b>Amount Due</b>	<b>0-30 Days</b>	<b>30-60 days</b>	<b>60-90 days</b>	<b>90 days &amp; Over</b>
Aboagy, Ernest & Winifred	<b>\$745.61</b>	\$423.25	\$1.72	\$100.00	\$220.64
Affeldt, Roxanne	<b>\$455.00</b>	\$455.00			
Albertville Meadows	<b>\$900.00</b>		\$900.00		
Albertville Meadows Townhomes	<b>\$930.02</b>	\$7.50	\$15.02		\$907.50
Albertville Phase III, LLC	<b>\$106.88</b>	\$106.88			
ARG Towne Lakes Assoc	<b>\$1,000.00</b>		\$1,000.00		
Artisan Spa & Salon	<b>\$320.00</b>	\$2.50	\$5.00		\$312.50
Bird/Norby, Angela	<b>\$200.00</b>	\$200.00			
Boitnott, Chad	<b>\$1,885.56</b>	\$11.34	\$22.69		\$1,851.53
Carlson, Jamie	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Core Logic	<b>\$106.88</b>	\$106.88			
ECCO	<b>\$50.00</b>				\$50.00
Emma Krumbees	<b>\$504.17</b>	\$4.17		\$500.00	
Farrand, Lucas	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
FYCC	<b>\$241.94</b>	\$120.97	\$120.97		
Giving, Dale & Leigha Huffman	<b>\$1,398.04</b>	\$7.59	\$465.18		\$925.27
Grambart, Milton or Christie	<b>\$905.00</b>	\$905.00			
H.R. Nelson, Inc	<b>\$636.19</b>	\$5.23	\$3.45	\$213.75	\$413.76
Hampton Industries	<b>\$1,810.00</b>	\$1,810.00			
Hughes, Terrance & Lynda	<b>\$431.07</b>	\$215.54	\$1.78		\$213.75
Hunters Pass Estates Assoc	<b>\$150.00</b>	\$150.00			
IH2 Property Illinois LP	<b>\$905.00</b>	\$905.00			
Inspiration Salon	<b>\$312.50</b>	\$2.50	\$5.00		\$305.00
Keenan, Shaun	<b>\$1,398.04</b>	\$7.59	\$465.18		\$925.27
Kratz, Scott & Shannon	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Lallak, Douglas	<b>\$1,383.03</b>	\$3.84	\$907.67		\$471.52
Madson, Kent	<b>\$905.00</b>	\$905.00			
Midwest Hockey	<b>\$2,437.50</b>	\$2,437.50			
MDOT	<b>\$600.00</b>				\$600.00
Morrell, Krista & Jacob	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Morrison, Phillip & Nancy	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Orttel, William	<b>\$1,830.02</b>	\$7.50	\$915.02		\$907.50
Pebble Boutique	<b>\$53.76</b>	\$0.42	\$0.83		\$52.51
Rejuvenate Salon	<b>\$103.33</b>	\$0.83	\$1.67		\$100.83
Roden, Wayne	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Rogers Mini Energy	<b>\$761.29</b>	\$6.05	\$12.09		\$743.15
Rykal, Jason	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Schulte, Cody& Kristi	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Schultz & Schupp LLC	<b>\$213.76</b>	\$213.76			

**Mayor and Council Communication – October 5, 2015**  
**FINANCE – Accounts Receivable Report**

<b>Vendor</b>	<b>Amount Due</b>	<b>0-30 Days</b>	<b>30-60 days</b>	<b>60-90 days</b>	<b>90 days &amp; Over</b>
Shoppes at Town Lakes 2nd	<b>\$106.88</b>	\$106.88			
Signature Bank	<b>\$2,500.00</b>		\$2,500.00		
Simpson, David & Jennifer	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Stemler, Jay & Amy	<b>\$543.00</b>	\$0.75	\$451.50		\$90.75
Stillwell, Jeff & Angie	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
STMA Soccer Club	<b>\$5,572.37</b>	\$5,572.37			
STMAYHA	<b>\$2,250.00</b>	\$2,250.00			
Triden, Carole	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Turner, Joni	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
Walker, James	<b>\$52.51</b>	\$0.42	\$0.83		\$51.26
Werp, Markus	<b>\$455.00</b>	\$455.00			
Westbridge Community Church	<b>\$1,802.91</b>	\$14.43	\$28.60		\$1,759.88
Yabandith, Pathana	<b>\$915.01</b>	\$3.75	\$457.51		\$453.75
<b>Total</b>	<b>\$48,857.39</b>	<b>\$17,470.44</b>	<b>\$13,771.83</b>	<b>\$813.75</b>	<b>\$16,801.37</b>
<b>Current 0-30 days</b>		<b>\$17,470.44</b>	<b>35.76%</b>		
<b>30-60 days</b>		<b>\$13,771.83</b>	<b>28.19%</b>		
<b>60-90 days</b>		<b>\$813.75</b>	<b>1.67%</b>		
<b>Over 90 day</b>		<b>\$16,801.37</b>	<b>34.39%</b>		

September 30, 2015

**SUBJECT: CONSENT – FINANCE- 3<sup>RD</sup> QUARTER REPORT**

**3<sup>rd</sup> QUARTER BUDGET TO ACTUAL:**

Below are the Second (3<sup>rd</sup>) Quarter 2015 un-audited General Fund Summary of Revenues and Expenditures. Revenues should be at 75% and expenditures should be at 75%. Revenues are at 54.0% and Expenses are at 58.9%.

**2015 Council Update  
GENERAL FUND**

General Fund Revenue:		2015 Amended Budget	2015 Actual 9/28/2015	% of Budget
31010	Current Ad Valorem Taxes	1,683,019	859,550	51.1%
102	Current Ad Valorem Taxes	864,161	432,081	50.0%
34113	Franchise Fee - Cable	67,500	55,722	82.6%
32100	Business Licenses & Permits	22,000	19,873	90.3%
32110	Liquor Licenses	29,150	29,960	102.8%
32120	3.2 Liquor Licenses	150	20	13.3%
32150	Sign Permits	1,500	1,202	80.2%
32210	Building Permits	75,000	112,432	149.9%
32240	Animal Licenses	500	730	146.1%
33405	Police Aid	28,000	-	0.0%
33406	Fire Aid	43,000	-	0.0%
33422	Other State Aid Grants	9,500	5,363	56.4%
34000	Charges for Services	2,000	2,396	119.8%
34001	Administration fees	-	800	0.0%
34005	Engineering As Built Fee	2,000	2,250	112.5%
34103	Zoning & Subdivision Fees	1,500	2,500	166.7%
34103	Plan Check Fee	32,000	57,700	180.3%
34106	Title Searches	1,500	3,760	250.7%
34107	Fire Protection Contract Charges	225,710	152,988	67.8%
34202	Rental Fees	10,000	7,379	73.8%
34780	Other Revenues	10,500	10,667	101.6%
35000	Interest Earnings	25,000	-	0.0%
36210	Arena	11,963	8,972	75.0%
	<b>LGA Revenue expected</b>	87,000	-	0.0%
	<b>Electric Franchise Fee</b>	115,000	40,951	35.6%
	<b>Total Revenues</b>	<b>\$ 3,347,653</b>	<b>\$ 1,807,297</b>	<b>54.0%</b>



General Fund Expenditures		2015 Amended Budget	2015 Actual 9/28/2015	% of Budget
41100	Council	38,419	25,688	66.9%
41300	Combined Administrator/Engineer	84,645	51,010	60.3%
41400	City Clerk	97,380	67,077	68.9%
41440	Elections	15,500	-	0.0%
41500	Finance	107,103	67,622	63.1%
41550	City Assessor	29,000	28,826	99.4%
41600	City Attorney	40,000	16,041	40.1%
41700	City Engineer	20,000	12,205	61.0%
41800	Economic Development	5,000	2,842	56.8%
41910	Planning & Zoning	38,507	39,014	101.3%
41940	City Hall	117,468	68,238	58.1%
42000	Fire Department	429,433	213,687	49.8%
42110	Police	613,020	447,308	73.0%
42400	Building Inspection	154,468	108,865	70.5%
42700	Animal Control	4,080	4,086	100.1%
43100	Public Works - Streets	268,064	203,747	76.0%
41000	Add'l Consulting	30,000	7,601	25.3%
45000	Culture & Recreation	67,910	45,535	67.1%
45100	Parks & Recreation	239,495	143,479	59.9%
43160	Electric street lights	84,000	52,741	62.8%
102	Capital 102	864,161	364,890	42.2%
<b>Total Expenditures</b>		<b>\$3,347,653</b>	<b>\$1,970,499</b>	<b>58.9%</b>

**VARIANCES:**

Revenue:

- Third payment out of four for fire protection due in October
- Fire and Police Aid are received in October
- Interest is allocated at year end

Expenses:

- Assessor is paid in full for the year

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

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

October 1, 2015

**SUBJECT: CONSENT – UTILITIES DEPARTMENT - UPDATE**

The following is a brief summary of the Utility Department activities:

**WATER**

- Meter reading continues to go well.
- There was a water main repair on 53<sup>rd</sup> Street NE near Old Castle Glass and a service line repair at 5532 Kalenda Drive NE.
- All 87 fire hydrants were serviced and painted that were scheduled for maintenance.

**WASTEWATER**

**Recent Repairs:**

- There was a burn out of the wastewater's treatment facility's ditch mixers. The cost to repair the mixer is \$13,700 and the price for a complete, new mixer from the dealer is \$27,000. However, staff was able to order a new one from the manufacture without the propeller and mounting apparatus for \$16,300.
- One of the main lift station pumps is out for repair.
- A transmitter was repaired on one of the flow meters.
- The variable frequency drive burned out on brush rotor #4 and could not be repaired. Staff has been struggling/limping this drive along for over a year and now has replaced it with a new one.

**Sewer Cleaning:**

- The scheduled section of town this year's section to receive sewer cleaning have been completed. A total of 65,800 feet, or over 14 miles, were cleaned.
- Three lift stations were washed down and vacuumed out. Cleaning of more lift stations before winter is planned.

**Responsible Person/Department:** John Middendorf, Water/Wastewater Supervisor

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

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

**RESOLUTION NO. 2015-033**

**A RESOLUTION ADOPTING DECREASE IN DEBT SERVICE LEVIES**

**WHEREAS**, the City Council is the official governing body of the City of Albertville;  
and,

**WHEREAS**, the City Financial Staff has advised the City Council that the amount of money available in the City's Debt Service Funds for the General Obligation Bond accounts, including interest earnings, excess funds on hand in the debt service or other income, will be sufficient principal and interest due on the following bonds during the duration of the terms until maturity,

<u>Bond Issue</u>	<u>Original 2016 Levy</u>	<u>Future Levy</u>
GO Imp. Bond 2014A	\$345,723	No levy for 2016 or future
GO Capital Imp 2012A	\$142,318	\$142,318

**WHEREAS**, the City is authorized, pursuant to the provisions of the respective Bond Resolution, and the Minnesota Statutes, Section 475.61, to direct the City Clerk of the City to certify to the County that sufficient funds are available to pay principle and interest due on the bonds for each year until the term of the bond is completed and matured and to request that the County decrease the levy for payable 2016 and the future years with respect to the Bonds.

**Adopted by the Albertville City Council this 5<sup>th</sup> day of October, 2015.**

\_\_\_\_\_  
Jillian Hendrickson, Mayor

Attest:

\_\_\_\_\_  
Kimberly A. Olson, City Clerk

# Memo

To: Adam Nafstad, City Administrator; Albertville City Council

From: Mike Couri

Date: September 30, 2015

Re: Attorney Report

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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. The State is preparing the deed with the language it wants. Once we receive it we will work with the developer of Albertville Marketplace to get the deed signed.
- **Charter Cable.** Charter Cable has finally replied to our request to regarding the free cable service it is to provide to the City. Their contention is that the City is only entitled under Federal law to collect a maximum of 5% in franchise fees, which we are already collecting. Charter believes that provision of free cable service to municipal buildings over and above that 5% is prohibited under Federal law. I will check the law on this and see if Charter's interpretation is correct.
- **Prairie Run.** As the City is selling its lots to Fieldstone, we are transitioning out of the Prairie Run Homeowner's Association. One of the last things we are doing is preparing the documents to have the 13<sup>th</sup> home finally join the Association, which the City has been trying to achieve since 2011. Fieldstone has arranged for that owner to come into the Association, which will likely occur in October.



## Mayor and Council Request for Council Action

October 1, 2015

**SUBJECT: ADMINISTRATION DEPARTMENT – RECYCLING CONTRACT**

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

**MOTION TO:**

**Option 1:** Pursue a 5-year contract renewal with Republic Services with options for an annual increase, increases in years 3 & 5, or increase in year 3 only for inflation.

5 years with 3% annual increase = \$3.29, \$3.39, \$3.49, \$3.59, \$3.70  
5 years with increase in years 3 and 5 = \$3.29, \$3.29, \$3.54, \$3.54, \$3.80  
5 years with increase in year 3 = \$3.29, \$3.29, \$3.62, \$3.62, \$3.62

**Option 2:** Pursue a 2 ½ - year (30 months) contract renewal, including inflation, with Republic Services.

2 ½ years with annual increase = \$3.79, \$3.90, \$3.99

**Option 3:** Advertise Request for Proposals (RFP's) for a new recycling contract.

If the RFP is desired, staff will advertised immediately and work to have bids in-hand for the November, 2, 2015 meeting. A Committee will likely be needed to review proposals prior to this meeting.

**BACKGROUND:** In December of 2010, a 5-year contract was negotiated and approved with Allied Waste, now Republic Services. This negotiation resulted in the move to single sort recycling with wheeled carts. The contract is set to expire on December 31, 2015. Staff is seeking direction from Council on whether to pursue a renewal with Republic Services for continued recycling services or to advertise for proposals from other waste/recycling companies.

For the past five years Republic Services has provided the City a very good service. Staff receives very few complaints from residents and Republic Services has always been able to resolve any issues that have come up. Republic Service has stayed true to the contract and has not requested an increase over the past five years. Highlights of our current contract include: a monthly charge per household, and not per cart; a snowbird clause, where snowbirds and vacant properties are not charged; no fuel escalation and a fixed rate; and well as, no charge for additional containers. Additionally, staff has found Republic Service very good to work with. Any issues that come up on are end are simply turned over to Republic Services. Monthly, we email Republic Services the actual number of residential accounts for utilities, and Republic bill for only those households.

Staff has been working with Republic Services to negotiate rates and terms of a renewed contract. Republic has offered the above 5 year and 2 ½ (30 month) year rate options. Republic has also provided staff with the rates of 13 of their metro/north metro clients. The average of these rates is \$3.89, with of \$5.46 and \$2.85 as the high and low.

If the City Council desires, a Request for Proposal (RFP) could be advertised allowing all interested recycling hauler to bid the service. Through the RFP process, the City would contract with the lowest responsible bidder, which may not be Republic Services. If the City desires to advertise for proposal, we will need to publish the ad immediately and be prepared to award a contract at the first meeting in November. The biggest challenge with the RFP process will likely be ensuring proposals are comparative. Each provider will likely have unique terms or practices, which the City will have to consider when considering price.

**KEY ISSUES:**

- Current contract expires December 31, 2015.
- Current charge per household is \$2.89 per month.
- There has NOT been a price increase for 5 years.
- In comparing rates that surrounding cities are paying (based on households, not carts), the proposed Republic options are believed to be competitive.
- Customer service from Republic has been great and our staff works well with them.
- If a new service provider is selected, logistically there may be some challenges with changing out carts in the winter and over the holidays. This timing should be considered with either a new or renewed contract.
- The Republic proposed rates appear to be below average and competitive with the cities we have talked to.

**POLICY/PRACTICES CONSIDERATIONS:** The City reviews service contracts on a case by case basis when needed.

**FINANCIAL CONSIDERATIONS:** The current available balance in the Recycling fund is a result of unused recycle grant funds over the past five years. The annual grant amount received is dependent on tonnage collected per household per quarter. The average annual grant amount we receive is \$8,400. Today, the balance in the recycling fund is \$46,571, which \$35,000 is available for use. It has previously been the intent of the Council to use these funds for recycling purposes or to buy down the monthly cost to our residents. Today, the recycling fund balance would adequately allow for a \$0.50/month buy down for each household for a two (2) year period. It is likely the buy down period can be longer; however, it should be reviewed annually and reevaluated every couple of years.

**LEGAL CONSIDERATIONS:** The current recycling contract with Republic Services expires on December 31, 2015. The current contract allows for negotiated 1, 3, or 5 year extensions. For service contracts such as recycling, the City can seek bids, request proposals, or directly negotiate for the service. The Mayor and City Council have the authority to enter into service contracts on behalf of the City.

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

**Attachments:** (none)

## **GENERAL ADMINISTRATION**

**STMA Arena:** We completed and submitted the 2015 Mighty Ducks grant application. In discussions with the MASC, we know they would like more commitment to construct the second sheet, should we be awarded the grant. At the next joint meeting, each entity should present their funding position on the second sheet. This, however, is difficult given we do not know exact costs of the project. Several individuals have expressed interest in doing a tour of different facilities and potentially engaging an architect for design and cost estimating.

**Recycling Contract:** Recycling will be discussed at the meeting. I expect Rich Hirstein, our Republic Service representative, to be in attendance to answer questions about the service his company offers.

**Electronic Sign:** We are waiting on quotes to upgrade the digital display for the City sign at Main Ave NE and CSAH 37.

**Joint Fire Committee:** The committee met earlier this week and discussed hiring, response times, coverage areas, and the topic of a joint powers agreement. At the second meeting in October, staff will be presenting a status update on the topic of joint powers. The committee was also very excited to learn that Asst. Chief Mill's will be recognized as the Fire Officer of the Year by the MN State Fire Chiefs Association.

## **ENGINEERING/PUBLIC WORKS**

**57<sup>th</sup> Street NE/Church of St. Albert Improvement Project:** 57<sup>th</sup> Street NE will likely be opened for traffic the week of the 12<sup>th</sup>.

**Greenhaven Streets:** Work is scheduled to begin the week of the 5<sup>th</sup>. A second resident notice was sent out this week.

**Main Avenue NE Railroad Crossing:** We are still waiting for the agreement from BNSF for the crossing.

**Lachman Avenue Rear Yard Drainage:** We are working to acquire needed drainage and utility easements for the four (4) properties where the drain tile is to be placed.

## **UPCOMING EVENTS and ANNOUNCEMENTS**

**I-94 Ribbon Cutting:** Tuesday, Oct. 13, 11:00 a.m. at new Fed Ex in Rogers