



City of Albertville Council Agenda

Monday, November 21, 2016

City Council Chambers

7:00 p.m.

PUBLIC COMMENTS -The City of Albertville welcomes and encourages public input on issues listed on the agenda or of general community interest. Citizens wishing to address the Council regarding specific agenda items, other than public hearings are invited to do so under Public Forum and are asked to fill out a "Request to Speak Card". Presentations are limited to five (5) minutes.

- 1. Call to Order**
- 2. Pledge of Allegiance – Roll Call**
- 3. Recognitions – Presentations – Introductions**
- 4. Public Forum – (time reserved 5 minutes)**
- 5. Amendments to the Agenda**
- 6. Consent Agenda**

All items under the Consent Agenda are considered to be routine by the City staff and will be enacted by one motion. In the event an item is pulled, it will be discussed in the order it is listed on the Consent agenda following the approval of the remaining Consent items. These items will be approved by a separate motion.

- A. Approve the October 17, 2016 regular City Council meeting minutes as presented (pgs 3-8)**
- B. Approve the November 7, 2016 regular City Council meeting minutes as presented (pgs 9-13)**
- C. Approve the November 14, 2016 Canvass Board meeting minutes as presented (pg 14)**
- D. Authorize the Monday, November 21, 2016 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 15)**

7. Public Hearings – None

8. Department Business

A. City Council

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

B. Finance

- 1). 2017 Property Tax Levy and Final Budget Review (pg16-18)**
- 2). Water and Sewer Rates (pg 19) – No Action Needed**
- 3). Enterprise Budgets (pgs 20-23) – No Action Needed**

- C. Fire – None
- D. City Clerk – None
- E. Public Works/Engineering – None
- F. Planning/Zoning – None
- G. Building – None
- H. Legal – None
- I. Administration
 - 1). City Administrator’s Update (pg 24)

9. Announcements and/or Upcoming Meetings

November 24/25 City Offices Closed, Thanksgiving
 November 28 Joint Powers Water Board, 6:00 p.m.
 Parks Committee, 8:00 p.m.
 December 5 Truth in Taxation Hearing, 6:30 p.m.
 City Council, 7:00 p.m.
 December 12 STMA Ice Arena Board, 6:00 p.m.
 December 13 Planning Commission, 7:00 p.m.
 December 19 City Council, 7:00 p.m.
 December 26 City Offices Closed, Christmas Day Observed
 December 27 *Joint Powers Water Board, 6:00 p.m. *(date may be rescheduled)*

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

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

10. Adjournment



**ALBERTVILLE CITY COUNCIL
Monday, October 17, 2016**

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.

Leo Kruger was present to lead the pledge of allegiance.

2. ROLL CALL

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

Absent: None

Staff Present: City Administrator-PWD Adam Nafstad, City Attorney Mike Couri, City Planner Al Brixius, Fire Chief Eric Bullen, Finance Director Tina Lannes

3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS - None

4. PUBLIC FORUM – (time reserved 5 minutes)

There was no one present for the forum.

5. AMENDMENTS TO THE AGENDA

Nafstad added Tree of Life Massage License as C2 under City Clerk. He also added MN Dot Transportation Funding Alternatives Solicitation as D2 under Public Works.

Motioned by Vetsch, 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 October 3, 2016 regular City Council meeting minutes as presented
- B.** Authorize the Monday, October 17, 2016 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 Planned Unit Development Agreement for Karston Cove Fourth Addition
- D. Adopt Resolution 2016-028 Resolution Assuming Maintenance Obligations Over Storm Water Ponds Located On Lot 15, Block 1, In The Plat Of Karston Cove 3rd Addition Within The City Of Albertville

Motioned by Sorensen, seconded by Hudson, 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 Advisory Committee

Sorensen reported that Otsego will be conducting a fire station study and the consensus was for the committee to wait until that is completed to move forward with the Joint Powers Agreement for fire service. Nafstad reported that Otsego received a resignation notice from their City Administrator.

B. Fire

- 1). Purchase of Self-Contained Breathing Apparatus (SCBA)**

Bullen stated the department had applied for a FEMA grant for the SCBA and were turned down in August 2016. He stated that several of the SCBA's have issues and will be costly to repair. Bullen stated the purchase would include 12 SCBA packs, 30 SCBA bottles, 34 SCBA masks, and 2 RIT packs in the amount of \$84,716. He stated this order is smaller than the order for the FEMA grant, because the heavy rescue will be removed from the fleet. When that vehicle is replaced, additional SCBA equipment will need to be ordered at that time.

Motioned by Olson, seconded by Vetsch, to Authorize the purchase of new Fire Department SCBA, based on low quotes, for a total purchase amount not-to-exceed \$84,716. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

- 2). Fire Update**

Bullen reported they had the kindergartners from Albertville Primary at the Fire Station to learn about fire prevention. Sorensen stated the event was a great success and very well done.

Bullen stated that conditional job offers for reserve firefighters were sent to four candidates and he hopes for a January start. Bullen reported they are in the process of the biannual promotions for captain and lieutenants. He stated that they have ten applicants for three captains and three lieutenants.

Bullen reported that for the 2016 AFG grant, they are gathering information and hoping for seven sets of turn-out gear, 6 SCBA packs/6 SCBA bottles, and turn-out gear dryer.

Bullen reported that Assistant Fire Chief Mills begins his new job next week as the Fire Service Specialist for the MN State Fire Marshal's Office.

C. City Clerk

1). 2017 Open Book Meeting Option

Nafstad reported the Council must decide by December if they wish to change to the Open Book option for the Local Appeal and Equalization process for home valuations. The Open Book option allows resident to meet directly with Wright County assessing staff and bypass the formal meeting at the City Council. Nafstad stated no action is needed unless the Council wants to go to the Open Book meeting option. Sorensen and Vetsch stated their preference to keep the Local Board of Appeals and Equalization with the City Council and to continue with their current practice. Nafstad clarified that even if the Council maintains the local board a property owner can still meet with the County and then appeal to the Council. Council reached a consensus to maintain the Local Board of Appeals and Equalization.

2). Tree of Life Massage Therapy Enterprise License

Nafstad reported that Tree of Life wishes to open a wellness center at 5676 LaCentre Avenue NE, Suite 202, and is requesting a massage therapy enterprise license as required by the City Code.

Motioned by Sorensen, seconded by Olson, to approve a Massage Therapy Enterprise License for Tree of Life, located at 5676 LaCentre Avenue NE #202, contingent upon final inspection and approval of the Building Official and Fire Chief, payment of license fees, and successful background check. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

D. Public Works/Engineering

1). 2017 CSAH 19 & 57th Street NE Signal Improvements - Discussion

Nafstad reported the Council had previously reviewed a traffic report from SRF for the intersection of CSAH 19 and 57th Street NE. The report concluded that dedicated left turn lanes and signalization are needed at the intersection. Staff has been working with SRF to develop a scope and proposal for design services should it be considered for a 2017 improvement. The proposal is not to exceed \$45,205.

Olson inquired what funds would be used and Nafstad replied funds would come from a combination of street improvement and overlay funds, State Aid funds that have already been pulled, and general funds. Olson inquired if they would have to go through the State Aid process and Nafstad replied they would not since the funds have already been pulled.

Motioned by Vetsch, seconded by Hudson, to approve the SRF proposal for preparation of plans and specification of the design services for CSAH 19 and 57th Street NE Signal and Intersection Improvements at an hourly not-to-exceed \$45,205. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

2). MN Dot Transportation Alternatives

Nafstad reported that federal grants and opportunities for those non-street related projects that have been administered by MnDOT have now been consolidated into the Transportation Alternatives Funding Solicitation which addresses projects such as trails, sidewalks, etc. He stated they are working with the Wright County Highway Department, Wright County Commissioners, and the City of Otsego on restriping CSAH 37 on the bridge over I-94. He stated that it would have turn lanes and reduce the shoulder of CSAH 37. He reported that this would be the time to consider a pedestrian bridge over I-94 at CSAH 37. He stated they would make formal application for a grant for the project and he would need to submit a letter of intent to the State. He stated he is looking for Council approval to begin the process and did state the City would need to contribute some funds to the project. He reported that Albertville would probably take the lead on the application.

Hendrickson inquired if they should have a resolution of support. Nafstad replied that would eventually come into play later in the application process.

Council directed staff to proceed with the grant.

E. Finance – None

F. Planning/Zoning – None

G. Building – None

H. Legal - None

I. Administration

1). City Administrator’s Update

Nafstad reported that they have received resignation notice from Jane Arnoldy and she is planning to retire after the November election.

Nafstad stated that MOE is looking to update the existing AUAR (Alternative Urban Area Review) and is a large step in the development process. He stated that a traffic analysis will need to be done and ideally it should be the City to conduct the study, but the City would need to be reimbursed for that work. At the next meeting, he anticipates a scope of services for the traffic study from SRF and an agreement for how the City will be reimbursed.

Nafstad reported that the 2017 Street Improvements will include streets west of CSAH 19 and he will be holding a neighborhood meeting to discuss the details with impacted residents.

9. ANNOUNCEMENTS AND/OR UPCOMING MEETINGS

- October 24 Joint Powers Water Board, 6:00 p.m.
- October 31 CANCELLED, Joint Governance Meeting
- November 7 City Council, 7:00 p.m.
- November 8 Election Day, 7:00 a.m. – 8:00 p.m.
- Planning Commission, 8:00 p.m.
- November 10 City Offices Closed, Veterans Day observed

November 14 STMA Ice Arena Board, 6:00 p.m.
 November 21 City Council, 7:00 p.m.
 November 24/25 City Offices Closed, Thanksgiving
 November 28 Joint Powers Water Board, 6:00 p.m.
 Parks Committee, 8:00 p.m.

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

10. WATER RATE PRESENTATION

Lannes reported the first presentation reviewed the water rates for 2017, the need for an increase, and options to address the shortage. The second presentation gave options for increasing the base rate, increasing the tiered rates, or increasing a combination of both. She stated Council had asked to see the residential utility accounts. Lannes reported that the majority of residential accounts did not hit the tiered rates and there are under 200 accounts that are considered high users and in the tiered rate.

Lannes reported they could match the tiers to mirror Joint Powers Water Board. She then presented several options to the Council that would match Joint Powers, but not address depreciation:

- 4 tier option with an increase to tiers
- 4 tier option with no increase
- 4 tier option with an increase to the base

Lannes explained how the different options would affect commercial versus residential accounts and stated there are endless options on how to adjust the rates.

Olson inquired how much they are short in the fund. Lannes explained they are currently depleting the fund and are short \$60,000 a year in operations. If they include depreciation, it would be \$120,000 per year. She stated that the fund would be in the negative in four years, so she would like to see the solution in place before then.

Council discussed several options, factors that impact water usage, and impact to water users.

Nafstad stated the Council will need to make a decision in December.

Hendrickson was concerned about covering depreciation. Couri stated that if depreciation is not funded now, when the time comes to replace infrastructure, the Council will need to issue debt to cover the cost. Then there is no choice but to raise rates to cover replacement and interest. He stated that the Council is in the position now to make a small change over time rather than being forced to make a big change suddenly.

Lannes inquired if Council is comfortable moving forward with the 4 tier option to match Joint Powers rather than staying with 3 tiers and Council indicated they are.

Hendrickson inquired if there were professionals they could ask for advice about the rates. Lannes explained that would be the rate study that the auditors had discussed. Nafstad explained that a rate study would tell the Council to the cent what the rates should be. Lannes reported this presentation gives the Council options.

Nafstad reported that staff will come back to Council with a hybrid of a base and tier increase and an implementation plan.

11. ADJOURNMENT

Motioned by Vetsch, seconded by Sorensen, to adjourn the meeting at 8:40 p.m. Ayes: Hendrickson, Hudson, Olson, Sorensen, and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk



**ALBERTVILLE CITY COUNCIL
Monday, November 7, 2016**

DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mayor Hendrickson called the meeting to order at 7:00 p.m.

2. ROLL CALL

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

Absent: Council member Hudson

Staff Present: City Administrator-PWD Adam Nafstad, City Attorney Mike Couri, City Planner Al Brixius, Fire Chief Eric Bullen, and Finance Director Tina Lannes

Others Present: Samara Postuma, Judy Roden, Casey Darkenwald, Darren Lazen

3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS - None

4. PUBLIC FORUM – (time reserved 5 minutes)

There was no one present for the forum.

5. AMENDMENTS TO THE AGENDA

Motioned by Olson, seconded by Sorensen, to approve the Agenda as presented. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. 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.** Authorize the Monday, November 7, 2016 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
- B.** Release Letter of Credit No. 805 held as security for the Niemeyer Trailer Sales development conditioned on any outstanding balances owed to the City being paid in full

- C. Release Letter of Credit No. 163905277 held as security for the Guardian Angels development, conditioned on any outstanding balances owed to the City being paid in full
- D. Approve Resolution 2016-029 Awarding the Sale of, and Providing the Form, Terms, Covenants, and Directions for the Issuance of its Tax Revenue Note to Fraser Building Limited Partnership
- E. Approve Assessment Agreement for SAC and WAC charges for Glacier Ridge Properties LLC (Mold-Tech)
- F. Approve Park Payment #5 and Final Payment to Kuechle Underground in the amount of \$68,300.26 for 2014 54th Street NE and Barthel Industrial Drive NE Improvement Project

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

7. PUBLIC HEARINGS – None

8. DEPARTMENT BUSINESS

A. Planning/Zoning

1). Darkenwald/Mall of Entertainment AUAR

Casey Darkenwald, Darkenwald Holdings Ltd, and Darren Lazan, Landform Professional Services, were present at the meeting.

Lazan gave a brief update on the project. He reviewed the original concept. He added that they would like to have multi-family housing as part of the concept. There will be office and medical along I-94.

Lazan stated AUAR (Alternative Urban Area Review) update will update the 2003 AUAR that was done and will address any changes from the original plan. He stated the City must request the update of the AUAR and will need to review the funding agreement for that. It would be most efficient to have the City’s consultant, SRF, conduct the traffic study. However, they are requesting a smaller escrow deposit at the beginning that may be rechargeable or require additional escrows. Hendrickson stated the original escrow proposed was \$100,000. Lazan replied the City has asked for the \$100,000 and the traffic study would be about \$60,000. Couri stated that if the City estimates \$100,000 they should try their best to get that amount upfront; if the City were to accept a lesser amount of escrow and the costs came in above that number, the City could face some business risk for those costs. Lazan stated the developer would like to put an escrow in place that covers the estimated cost of the traffic study rather than the \$100,000.

Vetsch had concerns about multi-family housing. Lazan replied that the mixed use in the concept is what will make their concept successful. Brixius stated this is only one scenario that will be reviewed in the AUAR. Lazan proposed a \$75,000 escrow. Brixius and Couri recommended that the escrow not fall below \$10,000. Couri stated they can modify the cost reimbursement agreement to reference a \$75,000 escrow and provided the following language to replace the last two sentences of bullet item 3 in the agreement:

Darkenwald shall maintain the escrow at minimum amount of \$10,000 at all times. From time to time, the City shall inform Darkenwald of the anticipated draws on the escrow and Darkenwald replenish the escrow in the amount the City reasonably requests within 10 days of a written request by the City. The City shall provide Darkenwald with invoices from all consultants when such invoices contain charges that are to be reimbursed from the escrow.

Nafstad requested that the resolution authorizing the AUAR be amended. He asked the paragraph with the last “whereas” in the resolution be removed.

Motioned by Sorensen, seconded by Olson, to Approve Resolution 2016-030 Authorizing the Preparation of an AUAR For Land Owned By Darkenwald Holding Ltd In Northwest Albertville; Authorizing a Traffic Study Related to Said AUAR; and Authorizing the City to Enter Into a Cost Reimbursement Agreement with Darkenwald Holdings Ltd to Cover City Costs Associated with Said AUAR. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. MOTION DECLARED CARRIED.

B. Finance

1). Approval of the 2016 Certification of Outstanding Utility Bills and Invoices

Lannes reported that the Council should open the meeting to anyone wishing to speak regarding outstanding bills and invoices that will be certified to taxes. There was no one present to speak.

Motioned by Vetsch, seconded by Olson, to approve Resolution No. 2016-031 entitled a Resolution Certifying the 2016 Uncollected Utility Bills and invoices to Wright County for Collection with Real Estate Taxes. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. MOTION DECLARED CARRIED.

C. City Council

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

FYCC

Olson reported that programs are being well attended. FYCC is advertising for winter rink attendants and there has been some difficulty in the past with getting applicants. Hendrickson wanted to make sure it is advertised on the City’s website and Facebook.

D. Public Works/Engineering

1). 2017 Street and Sidewalk Improvements

Nafstad reported that over the last five years they have evaluated the condition of city streets and identified needs. Generally, the City has taken on a major street project every other year. The streets identified that need repair are below:

- 57th Street NE – 58th Street NE to CSAH 19
- 56th Street NE – Kahler Drive NE to Kalenda Drive NE
- Kahler Drive NE – Karston Drive NE to 58th Street NE
- Karston Ave NE – Kahler Drive NE to 500’ east of Kahler Drive NE
- 58th Street NE – 57th Street NE to Kalland Ave NE
- Kalland Avenue NE – 58th Street NE to 250’ south of Kalland Drive NE

Nafstad stated that he added the overlay of the Oakside Park trail and replacement of the bituminous trail along 57th Street NE, Karston Avenue NE, and Kalland Avenue NE with a concrete walk and grass boulevard. He stated there will be an impact to residents and a neighborhood meeting will be planned. Preliminary cost estimate is \$655,000. Nafstad is looking for approval for Bolton and Menk to prepare plans and specs

Motioned by Vetsch, seconded by Sorensen, to approve October 25, 2016 design proposal from Bolton and Menk for preparation of plans and specifications for the 2017 improvements at an estimated fee of \$29,782. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. MOTION DECLARED CARRIED.

E. Legal

1). MN Data Practices Act Requirements

Couri reported that all government agencies must have policies in place should someone from the public request government data or information. It addresses the classification of data, how the data is secured, who has access to the data, etc. The proposed policy sets out all the requirements outlined in State Statute.

Brixius suggested a revision to copy costs for color and large copies.

Motioned by Olson, seconded by Sorensen, to Approve City of Albertville Summary of Data Practices Procedures with an amendment to allow staff to set the cost for copies to the public. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. MOTION DECLARED CARRIED.

F. City Clerk

1). Set Time for November 14, 2016 Canvass Board Meeting

Motioned by Sorensen, seconded by Olson, to set the Canvass Board Meeting for 5:45 p.m. on November 14, 2016. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. MOTION DECLARED CARRIED.

G. Building – None

H. Fire – None

I. Administration

1). City Administrator's Update

Nafstad reported that since their discussion of water rates, it has been determined that an error in the billing software has been undercharging accounts. He stated staff is researching whether a rate increase will be needed.

Nafstad reported that MN Dot is asking for a plan regarding the restriping of CSAH 37 over I-94. Wright County generally does not prepare plans for such work, rather just contracts out the work, and therefore, they requested the City to prepare the plan and the County will reimburse the City. He stated he has asked SRF to prepare the plan.

9. ANNOUNCEMENTS AND/OR UPCOMING MEETINGS

November 8 Election Day, STMA Middle School West, 7:00 a.m.-8:00 p.m.
 Planning Commission, 8:00 p.m. * (start time change)

November 10 City Hall Closed, Observance of Veterans Day

November 14 Canvass Board, TBD – Prior to Arena Board
 STMA Ice Arena Board, 6:00 p.m.

November 21 City Council, 7:00 p.m.

November 24/25 City Offices Closed, Thanksgiving

November 28 Joint Powers Water Board, 6:00 p.m.

December 5 Truth-in-Taxation Meeting, 6:30 p.m.

December 12 STMA Ice Arena Board, 6:00 p.m.

December 13 Planning Commission, 7:00 p.m.

December 19 City Council, 7:00 p.m.

December 26 City Offices Closed, Observance of Christmas Day

December 27 Joint Powers Water Board, 6:00 p.m.

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

10. ADJOURNMENT

Motioned by Olson, seconded by Sorensen, to adjourn the meeting at 8:43 p.m. Ayes: Hendrickson, Olson, Sorensen, and Vetsch. Nays: None. Absent: Hudson. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk



**ALBERTVILLE CANVASSING BOARD
Monday, November 14, 2016**

DRAFT MINUTES

1. CALL TO ORDER

Mayor Hendrickson called the meeting to order at 5:48 p.m.

2. ROLL CALL

Present: Mayor Hendrickson, and Council members Olson and Sorensen

Absent: Council members Hudson and Vetsch

Others Present: City Administrator-PWD Adam Nafstad and City Clerk Kimberly Olson

3. CANVASS ELECTION RESULTS

Motioned by Sorensen, seconded by Olson, to adopt Resolution 2016-032 certifying the results of the 2016 Municipal Election for terms as listed below:

<i>Mayor</i>	<i>Jillian Hendrickson</i>	<i>2 year term expiring Dec. 31, 2018</i>
<i>Council Member</i>	<i>Aaron Cocking</i>	<i>4 year term expiring Dec. 31, 2020</i>
<i>Council Member</i>	<i>John Vetsch</i>	<i>4 year term expiring Dec. 31, 2020</i>

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

MOTION DECLARED CARRIED.

4. SHOP STMA WEEK PROCLAMATION

Motioned by Hendrickson, seconded by Sorensen, to approve a proclamation proclaiming November 20-26, 2016 as Shop STMA Week. Ayes: Hendrickson, Olson, and Sorensen.

Nays: None. Absent: Hudson and Vetsch. MOTION DECLARED CARRIED.

5. ADJOURNMENT

Motioned by Sorensen, seconded by Olson, to adjourn the meeting at 5:50 p.m. Ayes: Hendrickson, Olson, and Sorensen. Nays: None. Absent: Hudson and Vetsch. MOTION DECLARED CARRIED.

Respectfully submitted,

Kimberly A. Olson, City Clerk

November 18, 2016

SUBJECT: CONSENT - FINANCE – PAYMENT OF BILLS

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

MOTION TO: Authorize the Monday, November 21, 2016 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)

December 2, 2015

SUBJECT: FINANCE DEPARTMENT – 2017 PROPERTY TAX LEVY AND FINAL BUDGET REVIEW

INTRODUCTION: Attached are the preliminary 2017 Property Tax Levy and Final Budget previously approved by Council and scheduled to be approved at the first meeting in December. The levy and budget are included as an agenda item for further Council discussion, in desired. No Council action is required, unless the Council would like to reduce the levy and revise the 2017 preliminary budget prior to final approval.

2017 BUDGET OVERVIEW: In September the city approved a preliminary levy increase of 2.94% for a total 2017 levy for taxes payable of \$3,779,235. Albertville's 2017 debt service budget has decreased from 2016 by \$5,646. The general fund operations levy has increased by \$113,642 (which includes capital outlay) for a net levy increase of \$107,996 or 2.94%. The levy funds debt and maintains essential services. Included in the 2017 budget is anticipated Local Government Aid of approximately \$92,181, which will assist with infrastructure expenses.

KEY ISSUES:

- The public Truth-in-Taxation hearing will be held prior to Council approvals on December 5th.
- Received insurance quotes back for 2017 and they are a little higher than budgeted, but not significant enough to amend the budget at this time.
- Staff provides the final levy to the County Auditor no later than end of business day December 15, 2016.

POLICY CONSIDERATIONS: The Council reviews and approves all budgets and tax levies.

FINANCIAL CONSIDERATIONS: In reviewing the projected 2017 budget, staff anticipates maintaining the Office of the State Auditors recommendation of 40% of the budget in designated funds for general reserve.

Responsible Person/Department: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments: Summary 2017 Budget

On File: Budget Detail



**2017 PRELIMINARY BUDGET SUMMARY COMPARISON
GENERAL FUND**

General Fund Revenue:		2016 Budget	2017 Budget	Difference 16 to 17 \$	Difference 16 to 17 %
31010	Current Ad Valorem Taxes	1,812,084	1,876,761	\$64,677	3.57%
32100	Business Licenses & Permits	27,000	27,000	\$0	0.00%
32110	Liquor Licenses	29,500	29,500	\$0	0.00%
32120	3.2 Liquor Licenses	75	75	\$0	0.00%
32150	Sign Permits	1,200	1,200	\$0	0.00%
32210	Building Permits	79,000	85,917	\$6,917	8.76%
32240	Animal Licenses	600	700	\$100	16.67%
33401	LGA Revenue expected	90,462	92,181	\$1,719	1.90%
33405	Police Aid	30,000	33,000	\$3,000	10.00%
33406	Fire Aid	43,000	61,000	\$18,000	41.86%
33422	Other State Aid Grants	10,000	11,000	\$1,000	10.00%
34000	Charges for Services	2,000	3,000	\$1,000	50.00%
34005	Engineering As Built Fee	3,000	3,000	\$0	0.00%
34101	Leases - City Property	1,440	0	-\$1,440	-100.00%
34103	Zoning & Subdivision Fees	2,000	2,000	\$0	0.00%
34104	Plan Check Fee	38,000	40,000	\$2,000	5.26%
34107	Title Searches	2,000	3,000	\$1,000	50.00%
34113	Franchise Fee - Cable	72,000	72,000	\$0	0.00%
34202	Fire Protection Contract Charges	253,304	274,646	\$21,342	8.43%
34780	Rental Fees	10,000	10,000	\$0	0.00%
34950	Other Revenues	8,000	8,000	\$0	0.00%
34110	Arena	12,323	12,693	\$370	3.00%
34112	Electric Franchise Fee	115,000	115,000	\$0	0.00%
36210	Interest Earnings	25,000	20,000	-\$5,000	-20.00%
102	Capital Levy	937,464	986,429	\$48,965	5.22%
Total Revenues		3,604,452	3,768,100	\$163,648	4.54%

General Fund Department Expenditures:		2016 Budget	2017 Budget	Difference 16 to 17 \$	Difference 16 to 17 %
41000	General Government	30,000	30,000	\$0	0.00%
41100	Council	40,059	40,588	\$529	1.32%
41300	Combined Administrator/Engineer	89,858	100,848	\$10,989	12.23%
41400	City Clerk	98,256	102,049	\$3,793	3.86%
41440	Elections	15,500	15,500	\$0	0.00%
41500	Finance	111,757	121,522	\$9,764	8.74%
41550	City Assessor	29,870	29,870	\$0	0.00%
41600	City Attorney	40,000	40,000	\$0	0.00%
41700	City Engineer	20,000	20,000	\$0	0.00%
41800	Economic Development	5,000	6,000	\$1,000	20.00%
41910	Planning & Zoning	41,507	41,507	\$0	0.00%
41940	City Hall	131,696	150,128	\$18,432	14.00%
42000	Fire Department	442,808	468,877	\$26,069	5.89%
42110	Police	684,750	710,290	\$25,540	3.73%
42400	Building Inspection	159,144	171,344	\$12,200	7.67%
42700	Animal Control	5,000	6,000	\$1,000	20.00%
43100	Public Works - Streets	299,124	293,578	-\$5,546	-1.85%
45000	Culture & Recreation	69,809	71,811	\$2,002	2.87%
45100	Parks & Recreation	269,348	278,331	\$8,982	3.33%
43160	Electric street lights	81,000	83,430	\$2,430	3.00%
102	Capital 102	938,465	986,429	\$47,963	5.11%
Total Expenditures		3,602,952	3,768,100	165,148	4.58%

Levy	2016	2017	Difference 16 to 17 %
General Fund & EDA	1,812,084	1,876,761	3.57%
Capital Levy	937,464	986,429	5.22%
Total Tax Levy (Oper. Levy)	2,749,548	2,863,190	4.13%
357 GO Improvement Bond 03	273,743	276,677	
354 Bonds 03 PF Lease Rev	78,721	76,642	
359 City Hall 05	266,085	263,959	
360 Go Imp 2012A CSAH 19	26,157	26,157	
358 PW Facility 04	100,824	103,449	
361 Go Imp 2012A Lach	31,600	31,600	
362 Go Imp 2012A Ind Park	84,561	84,561	
468 I-94	60,000	53,000	
Total Debt Service Levy	921,691	916,045 Debt Levy	-0.61%
Total Levy	3,671,239	3,779,235 Total Levy	2.94%

November 17, 2016

SUBJECT: FINANCE - WATER AND SEWER RATES

INFORMATION: Over the past few months Council and staff have held several workshop discussions regarding adjusting water rates to address the annual fund shortage. However, since the last workshop a programming error in the utility billing software has been discovered that was essentially un-charging the upper tier users. The software has been updated and the effect will be additional water and sewer revenue.

Prior to correcting the software (or formula in the software), the system was calculating rates based on the tier rate per 1,000 gallons and treating the base-fee as a minimum rate to charge. So instead of using the base plus the tier usage rates the system was using the tier only, which is the reason the annual \$1 increase on the base has had little effect since it was passed in 2012.

Correcting the error primarily affects the high user accounts, which are mainly commercial accounts. In a single billing cycle, a high user account could see a total of up to an \$8 increase for sewer and water, depending on usage. Staff estimates this correction will increase water revenues by about \$37,000 annually and sewer revenues by \$13,000, if usage remains the same. This projection, with the previously programmed \$1.00 base rate increase for 2017, should sufficiently fund operations in 2017.

At this time staff believes the best option is to continue with the annual \$1 base rate increase in 2017 and review the performance of the fund again in 2017.

KEY ISSUES:

- A programming error in the utility billing software was not accurately calculating the annual rate increases.
- The software correction will increase the revenues.
- Commercial accounts and other high usage accounts will notice a higher monthly rate beginning this month.
- Projected revenue for 2017 will likely cash flow operations, but will not fund depreciation.
- In 2017, the base water rate will be \$7.38.

Responsible Person/Title: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Fund	Source	Description	2014	2015	2016	2016	2017	2016-2017
Waste Water	601		Actual 12/15/14	Actual 12/31/15	Budget	Actual 10/15/16	Budget	\$ Change
601-00000-	34000	Charges for Services	\$2,200.00	\$1,800.00	\$1,000.00	\$1,500.00	\$100.00	-\$900.00
601-00000-	36105	Certified Del Utilities	\$1,907.91	\$4,094.06	\$2,000.00	\$3,976.41	\$2,000.00	\$0.00
601-00000-	36210	Interest	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
601-00000-	37200	Sewer Sales	\$652,443.68	\$730,052.74	\$720,000.00	\$578,517.00	\$757,000.00	\$37,000.00 Inc \$1.00 base
601-00000-	37260	Sewer Penalty	\$12,537.20	\$14,619.27	\$6,000.00	\$10,214.63	\$6,000.00	\$0.00
			\$669,088.79	\$750,566.07	\$744,000.00	\$594,208.04	\$780,100.00	\$36,100.00

Fund	Source	Description	2014	2015	2016	2016	2017	2016-2017
Water	602		Actual 12/15/14	Actual 12/31/15	Budget	Actual 10/15/16	Budget	\$ Change
602-00000-	34000	Charges for Services	\$2,200.00	\$2,310.00	\$1,000.00	\$1,500.00	\$1,000.00	\$0.00
602-00000-	36105	Certified Del. Utilities	\$2,791.11	\$5,027.29	\$3,000.00	\$5,743.70	\$3,000.00	\$0.00
602-00000-	36210	Interest	\$0.00	\$4,933.65	\$12,000.00	\$0.00	\$1,200.00	-\$10,800.00
602-00000-	37100	Water Sales - City	\$190,526.26	\$218,643.89	\$212,015.00	\$190,966.84	\$273,015.00	\$61,000.00 Inc \$1.00 base
602-00000-	37160	Water Penalty - City	\$8,855.30	\$10,614.29	\$5,000.00	\$8,739.77	\$5,000.00	\$0.00
602-00000-	37177	nsf/shut off fees	\$2,397.64	\$1,919.53	\$500.00	\$1,046.08	\$500.00	\$0.00
602-00000-	37190	Meter Sales	\$8,100.00	\$6,720.00	\$3,000.00	\$4,650.00	\$3,000.00	\$0.00
			\$214,870.31	\$250,168.65	\$236,515.00	\$212,646.39	\$286,715.00	\$50,200.00

Fund	Source	Description	2014	2015	2016	2016	2017	2016-2017
Storm Water	604		Actual 12/15/14	Actual 12/31/15	Budget	Actual 10/15/16	Budget	\$ Change
604-00000-	36105	Certified Del Utilities	\$402.70	\$1,183.62	\$400.00	\$883.65	\$500.00	\$100.00
604-00000-	36210	Interest	\$0.00	\$15,555.52	\$15,000.00	\$0.00	\$15,000.00	\$0.00
604-00000-	37400	Storm Water Charges	\$193,726.30	\$209,353.12	\$204,000.00	\$162,865.58	\$210,000.00	\$6,000.00
604-00000-	37450	Storm Water Connection	\$11,000.00	\$9,000.00	\$5,000.00	\$7,500.00	\$5,000.00	\$0.00
604-00000-	37460	Storm Water Penalty	\$2,717.20	\$3,113.41	\$1,500.00	\$2,209.46	\$1,500.00	\$0.00
			\$207,846.20	\$238,205.67	\$225,900.00	\$173,458.69	\$232,000.00	\$6,100.00

Fund	Source	Description	2014	2015	2016	2016	2017	2016-2017
Recycling	605		Actual 12/15/14	Actual 12/31/15	Budget	Actual 10/15/16	Budget	\$ Change
605-43200-	33610	County Grant/Aid	\$7,615.90	\$11,152.00	\$10,000.00	\$8,616.20	\$10,000.00	\$0.00
605-43200-	36105	Certified Del Utilities	\$210.32	\$553.11	\$200.00	\$441.82	\$200.00	\$0.00
605-43200-	36210	Interest	\$0.00	\$467.60	\$0.00	\$0.00	\$500.00	\$500.00
605-43200-	37500	Recycling Charge	\$72,306.21	\$78,692.78	\$76,296.00	\$66,511.77	\$85,000.00	\$8,704.00
605-43200-	37560	Recycling Penalty	\$1,609.55	\$1,976.69	\$1,000.00	\$1,427.33	\$1,000.00	\$0.00
			\$81,741.98	\$92,842.18	\$87,496.00	\$76,997.12	\$96,700.00	\$9,204.00

601 WasteWater			2014	2015	2016	2016	2017	2016-2017	Comments	
Fund	Dept	Obj	Description	Actual 12/31/14	Actual 12/31/2015	Budget	Actual 10/15/16	Budget	\$ Change	
	49450									
601-49450-	101		Full Time Employees Regu	141,982.71	159,281.99	164,555.00	127,615.26	176,600.00	12,045.00	Includes 3300 On call pay redistribute
601-49450-	102		Full Time Employees Over	816.98	419.20	3,800.00	174.49	3,800.00	-	
601-49450-	103		Part Time Employees	-	-	-	-	-	-	
601-49450-	104		Temporary Employees	3,523.20	2,765.55	3,500.00	1,921.25	3,500.00	-	
601-49450-	121		PERA	9,439.46	11,934.76	12,626.63	9,584.23	13,530.00	903.38	
601-49450-	122		FICA	9,851.78	11,674.15	13,146.91	9,442.65	14,068.35	921.44	
601-49450-	127		HCSA	2,366.45	3,074.85	3,367.10	2,519.62	3,608.00	240.90	
601-49450-	130		EmployerHealth/Life/Denta	21,878.14	22,251.11	25,650.00	21,060.70	32,000.00	6,350.00	
601-49450-	151		Workers Comp. Insurance	4,150.50	5,603.40	7,600.00	-	7,828.00	228.00	
601-49450-	203		Printed Forms	1,697.28	337.24	1,500.00	-	1,500.00	-	
601-49450-	208		Training & Instruction	825.00	270.00	600.00	265.00	600.00	-	
601-49450-	209		Locates	1,439.80	2,871.14	1,200.00	1,694.79	1,200.00	-	
601-49450-	210		Operating Supplies (Gener	2,722.25	1,918.55	4,000.00	1,768.58	4,000.00	-	
601-49450-	212		Motor Fuels	1,024.31	892.94	4,530.94	1,015.86	4,530.94	(0.00)	
601-49450-	217		Chemicals - Ferric Chloride	6,059.11	5,875.74	7,000.00	5,590.22	7,000.00	-	
601-49450-	218		Testing Expenses	10,422.35	10,372.20	10,000.00	8,591.80	10,000.00	-	
601-49450-	300		Professional Services	17,185.34	14,413.93	26,000.00	4,275.50	26,000.00	-	\$20K for jetting
601-49450-	301		Audit/Acct Services	8,396.44	9,965.86	10,959.00	9,693.44	11,287.77	328.77	
601-49450-	321		Telephone	648.14	688.36	1,000.00	607.17	1,000.00	-	
601-49450-	322		Postage	4,303.33	3,398.98	3,700.00	3,360.25	3,700.00	-	
601-49450-	323		Nextel Radio Units	489.25	566.13	800.00	495.69	800.00	-	
601-49450-	331		Travel Expenses	16.95	-	250.00	8.72	250.00	-	
601-49450-	335		Education	417.00	597.00	3,300.00	355.00	3,300.00	-	
601-49450-	361		General Liability Insurance	4,174.15	17,479.00	17,479.00	7,259.07	18,003.37	524.37	
601-49450-	381		Electric Utilities	65,295.70	62,176.77	60,000.00	51,375.54	61,800.00	1,800.00	
601-49450-	383		Gas Utilities	4,517.19	2,893.17	4,500.00	1,591.11	4,635.00	135.00	
601-49450-	384		Refuse/Garbage Disposal	1,053.23	1,084.39	1,200.00	982.58	1,200.00	-	
601-49450-	404		Repair/Maint Machinery/Ec	21,887.96	41,799.83	20,000.00	31,259.88	20,000.00	-	
601-49450-	405		Repair/Maint Bldgs	966.07	218.92	1,500.00	5,232.39	1,500.00	-	
601-49450-	406		Collection System	744.17	4,066.15	5,500.00	1,128.00	5,500.00	-	
601-49450-	413		Equipment Rental	3,293.97	3,055.71	4,100.00	2,564.26	4,100.00	-	
601-49450-	417		Uniform Rentals	970.89	1,366.35	1,300.00	1,171.06	1,500.00	200.00	boots \$150 each
601-49450-	433		Dues & Subscriptions	2,052.00	1,972.00	2,500.00	2,005.50	2,500.00	-	
601-49450-	552		C/O Pick-up	-	-	3,000.00	21,379.76	3,000.00	-	
601-49450-	580		Other Equipment	592.81	9,403.00	8,000.00	1,155.10	8,000.00	-	computer
601-49450-	587		C/O Tools	2,204.86	-	3,000.00	187.96	3,000.00	-	
601-49450-	590		C/O Alternative Electric So	-	-	10,000.00	-	10,000.00	-	
601-49450-	580		Capitol Improvements	3,645.20	-	65,000.00	-	65,000.00	-	
601-49450-	668		Sludge Removal	16,966.89	17,778.61	20,000.00	-	20,000.00	-	
601-49450-	670		Depreciation Expense	335,046.70	335,046.70	320,000.00	-	340,000.00	20,000.00	
			Total Fund 601 w/o bond:	713,067.56	767,513.68	856,164.57	337,332.43	899,841.43	43,676.86	
601-49450-	601		Debt Service Bond Principi:	172,053.01	2,235.00	150,000.00	569,000.00	150,000.00	-	
601-49450-	611		Bond Interest	68,960.20	150,754.53	62,063.50	38,468.75	62,063.50	-	
			Total Fund 601	954,080.77	920,503.21	1,068,228.07	944,801.18	1,111,904.93	43,676.86	
			Projected Rev	669,088.79	750,566.07	744,000.00	594,208.04	780,100.00	36,100.00	
			Transfers SAC			224,000.00	224,000.00	224,000.00	-	bond payment requirement
			Over/Short	(284,991.98)	(169,937.14)	(100,228.07)	(126,593.14)	(107,804.93)		

602 Water			2014	2015	2016	2016	2017	2016-2017	
Fund	Dept	Obj	Description	Actual 12/31/14	Actual 12/31/2015	Budget	Actual 10/15/16	Budget	\$ Change
Water	49400								
	602-49400-	101	Full Time Employees Regu	141,981.94	159,281.41	164,555.00	127,614.56	127,100.00	(37,455.00) Includes 3300 On call pay redistribute TN
	602-49400-	102	Full Time Employees Over	816.98	419.20	3,500.00	174.49	3,500.00	-
	602-49400-	104	Temporary Employees	3,523.17	2,765.54	3,000.00	1,921.25	3,000.00	-
	602-49400-	121	PERA	9,439.18	11,934.68	12,604.13	9,584.03	9,795.00	(2,809.13)
	602-49400-	122	FICA	9,851.67	11,674.24	13,085.71	9,442.47	10,220.40	(2,865.31)
	602-49400-	127	HCSA	2,366.34	3,074.55	3,361.10	2,519.24	2,612.00	(749.10)
	602-49400-	130	EmployerHealth/Life/Denta	21,878.12	22,251.06	25,650.00	21,060.70	24,000.00	(1,650.00)
	602-49400-	151	Workers Comp. Insurance	4,150.50	373.56	507.00	-	522.21	15.21
	602-49400-	203	Printed Forms	1,010.18	347.24	1,500.00	5.00	1,500.00	-
	602-49400-	208	Training & Instruction	425.00	475.00	600.00	235.00	600.00	-
	602-49400-	209	Locates	1,303.42	2,527.46	1,000.00	1,694.81	1,000.00	-
	602-49400-	210	Operating Supplies (Gener	1,146.72	1,428.97	1,300.00	464.61	1,300.00	-
	602-49400-	212	Motor Fuels	1,675.31	719.79	2,575.00	251.55	2,652.25	77.25
	602-49400-	250	Meters for Resale/Replace	13,869.14	10,479.30	5,300.00	11,520.13	5,300.00	-
	602-49400-	300	Professional Services	4,024.90	3,643.65	5,000.00	980.11	5,000.00	-
	602-49400-	301	Audit/Acct Services	8,396.45	9,965.87	10,959.00	9,693.44	11,287.77	328.77
	602-49400-	321	Telephone	311.98	312.12	500.00	260.49	500.00	-
	602-49400-	322	Postage	258.78	1,975.00	2,200.00	1,976.25	2,200.00	-
	602-49400-	323	Nextel Radio Units	489.25	566.13	650.00	495.70	650.00	-
	602-49400-	331	Travel Expenses	16.93	-	200.00	8.71	200.00	-
	602-49400-	335	Education	297.00	297.00	3,300.00	-	3,300.00	-
	602-49400-	361	General Liability Insurance	4,174.15	6,892.00	6,892.00	2,938.20	7,098.76	206.76
	602-49400-	404	Repair/Maint Machinery/Ec	2,684.97	29.97	3,000.00	3,907.05	3,000.00	-
	602-49400-	407	Repair/Maint Water Mains	55,878.85	18,899.78	15,000.00	13,883.60	15,000.00	-
	602-49400-	408	Repair/Maint Water Servic	7,437.56	1,039.00	2,500.00	4,283.48	2,500.00	-
	602-49400-	413	Rentals	1,497.22	1,388.91	1,850.00	1,165.54	1,850.00	-
	602-49400-	417	Uniform Rentals	970.95	1,366.30	1,100.00	1,171.21	1,400.00	300.00 \$150 boots each
	602-49400-	433	Dues & Subscriptions	696.32	671.00	700.00	827.22	800.00	100.00
	602-49400-	587	C/O Tools	105.45	562.96	2,000.00	330.00	2,000.00	-
	602-49400-	552	C/O Vehicles	-	-	3,000.00	21,209.74	3,000.00	-
	602-49400-	582	C/O Misc. Equipment	-	-	1,000.00	-	1,000.00	-
	602-49400-	582	Capital Improvements	-	-	46,000.00	-	46,000.00	-
	602-49400-	670	Depreciation Expense	62,028.52	58,347.09	44,000.00	-	70,000.00	26,000.00
			Total Fund 602	362,706.95	333,708.78	388,388.93	249,618.58	369,888.39	(18,500.54)
			Projected Rev	214,870.31	250,168.65	236,515.00	212,646.39	286,715.00	50,200.00
			Bond Payments	3280	3,180.00	16,956.00		16,956.00	
			WAC Transfer	971.63	9,184.50	16,956.00		16,956.00	bond payment requirement
			Over/Short	(151,116.64)	(77,535.63)	(151,873.93)	(36,972.19)	(83,173.39)	68,700.54

604 Storm Water				2014	2015	2016	2016	2017	2016-2017
Fund	Dept	Obj	Description	Actual 12/31/14	Actual 12/31/2015	Budget	Actual 10/15/16	Budget	\$ Change
604-49660	101		Full Time Employees Regu	48,379.87	62,304.82	61,800.00	49,780.71	97,200.00	35,400.00
604-49660	102		Full Time Employees Over	21.85	3.19	50.00	3.30	50.00	-
604-49660	151		Workers Comp	2,490.30	373.56	507.00	-	522.21	15.21
604-49660	361		General Liability Ins	-	1,532.00	1,532.00	622.21	1,577.96	45.96
604-49660	121		PERA	3,038.78	4,499.99	4,638.75	3,373.73	7,293.75	2,655.00
604-49660	122		FICA	3,045.29	4,326.99	4,731.53	3,553.68	7,439.63	2,708.10
604-49660	127		HCSA	755.16	1,164.70	1,237.00	971.35	1,945.00	708.00
604-49660	130		EmployerHealth/Life/Denta	7,247.16	8,172.31	9,550.00	8,342.50	17,500.00	7,950.00
604-49660	203		Printed Forms	1,254.20	337.25	1,000.00	-	1,000.00	-
604-49660	300		Professional Services	-	12,912.71	15,000.00	2,802.43	15,000.00	- pond pmt/ 52nd project 2014
604-49660	301		Audit/Acct Services	8,396.46	9,965.87	10,959.00	9,693.44	11,287.77	328.77
604-49660	303		Engineering Fees	21,330.50	10,129.00	100.00	-	100.00	-
604-49660	335		Education	148.50	222.75	1,500.00	-	1,500.00	-
604-49660	322		Postage	662.67	511.00	700.00	512.25	700.00	-
604-49660	399		misc	-	1,482.89	6,000.00	212.24	6,000.00	- carry over maint for captial improvements
604-49660	406		Collection System	5,712.50	11,428.67	5,000.00	6,242.83	5,000.00	-
604-49660	413		Rental	1,007.21	1,033.08	1,000.00	874.06	1,000.00	-
604-49660	670		Depreciation Expense	24,473.59	24,473.59	15,000.00	-	25,000.00	10,000.00
604-49660			Capital/Ditch	-	-	20,000.00	-	20,000.00	-
604-49660			Capital Improvement SW	-	-	37,500.00	-	37,500.00	-
604-49660				-	-	-	-	-	-
604-49660	412		Administration Fee	17,076.31	-	-	-	-	-
			Total Fund 604 w/o Bonds	145,040.35	154,874.37	197,805.28	86,984.73	257,616.32	59,811.04
604-49660	601		Debt Service Bond Principi	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	-
604-49660	611		Bond Interest	\$22,939.44	\$18,393.50	\$20,242.50	-	\$20,242.50	-
			Assessments	-	-	\$9,322.00	\$0.00	\$9,322.00	-
			Total Fund 604	222,979.79	173,267.87	263,725.78	86,984.73	323,536.82	59,811.04
			Projected Rev	207,846.20	238,205.67	225,900.00	173,458.69	232,000.00	6,100.00
			Over/Short	(15,133.59)	64,937.80	(37,825.78)	86,473.96	(91,536.82)	(53,711.04) short due to assessment collection

605 Recycling				2014	2015	2016	2016	2017	2016-2017
Fund	Dept	Obj	Description	Actual 12/31/14	Actual 12/31/2015	Budget	Actual 10/15/16	Budget	\$ Change
Recycle	43200								
605-43200	300		Professional Services	733.61	959.29	500.00	669.34	500.00	-
605-43200	301		Audit/Acct Services	-	-	500.00	528.96	500.00	-
605-43200	308		Recycling Contract	71,421.90	78,781.42	76,296.00	67,718.07	91,500.00	15,204.00
605-43200	203		Printed Forms	90.92	-	500.00	-	500.00	-
605-43200	322		Postage	355.00	295.00	500.00	296.25	500.00	-
			Total Fund 605	72,601.43	80,035.71	78,296.00	69,212.62	93,500.00	15,204.00
			Projected Rev	81,741.98	92,842.18	87,496.00	76,997.12	96,700.00	9,204.00
			Over/Short	9,140.55	12,806.47	9,200.00	7,784.50	3,200.00	(6,000.00)

GENERAL ADMINISTRATION

Enterprise Budgets: Included as a discussion item on the agenda are the 2017 enterprise budgets. No formal action is required. Currently we have rate increases planned through 2017 and we will continue to monitor fund balances. These four funds are funded by utility rates.

Water Rates: With the software now corrected, staff is recommending rates remain as previously approved in 2012 and with the \$1.00 per year base rate increase through 2017.

Joint Fire: The Fire Chief and I will be meeting with the Fire Committee members prior to year-end to review where we are at with the draft terms of a JPA.

Cell Phone Policy: We are working on a cell phone policy that would provide reimbursement to employees that choose to use/provide their personal phone in lieu of using the phone issued by the City.

Mall of Entertainment: The reimbursement agreement has been signed and the escrow is in place.

2017 Lobbying Services: The Mayor and I met with Andy from LGN to discuss services in 2017 and to potentially include State lobbying services. Andy will be sending service options for the city to review. Currently, our scope of service with LGN is for Federal lobbying services.

ENGINEERING/PUBLIC WORKS

CSAH 37 and I-94 Signal Revisions: SRF has completed the MnDOT required signal modification plan and I have sent to MnDOT for review

2017 CSAH 19 and 57th Street Signal Improvements: Project plans and specifications are being prepared.

Ballfield Lighting: The poles have been set and our electrician is currently wiring the system. I expect Xcel will complete the hookup this winter or early spring.

Main Avenue RR Crossing: I have been in contact with the Railroad, but still do not know when they will replace the crossing. Assuming it is yet this year, the City's portion of the project will not commence until next spring. Also, I am making modifications to the City's plans so the project is eligible for MSA needs.

CenturyLink Fiber Projects: CenturyLink is working to extend fiber to several neighborhoods. Project information is available on the City's website.