



# City of Albertville Council Agenda

**TUESDAY, January 2, 2018**

**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 December 18, 2017 regular City Council meeting minutes as presented (pgs 4-8)**
  - B. Authorize the Tuesday, January 2, 2018 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 9)**
  - C. Approve Resolution 2018-001 designating officials, consulting firms, and depositories for 2018 (pgs 10-12)**
- 7. Public Hearings – None**
  - 8. Department Business**
    - A. City Council**
      - 1). Committee Updates** (*STMA Ice Arena, Planning, JPWB, Parks, Fire Board, FYCC, etc.*)
    - B. Planning/Zoning**
      - 1). Planning Commission Appointment**

**C. City Clerk**

**1). 2018 Fee Schedule (pgs 13-34)**

*(Motion to Approve Ordinance No. 2018-01 An Ordinance Amending Title 3, Chapter 1, Section 3-1-3 (City Fees, Fines and Rates Schedule and Other Various Titles in the Albertville Municipal Code.)*

**D. Fire – None**

**E. Finance – None**

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

**G. Building – None**

**H. Legal – None**

**I. Administration**

**1). City Administrator's Update (pg 35)**

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

January 3	Fire Advisory Committee, 6:00 p.m.
January 8	STMA Ice Arena Board, 6:00 p.m.
January 9	Planning Commission, 7:00 p.m.
January 15	City Offices Close, Martin Luther King Jr. Day
January 16	City Council, 7:00 p.m.
January 22	Joint Powers Water Board, 6:00 p.m. Parks Committee, 8:00 p.m.
January 29	Joint Governance Meeting, TBD
February 5	City Council, 7:00 p.m.
February 12	STMA Ice Arena Board, 6:00 p.m.
February 13	Planning Commission, 8:00 p.m.
February 19	City Offices Closed, Presidents' Day
February 20	City Council, 7:00 p.m.
February 26	Joint Powers Water Board, 6:00 p.m. Parks Committee, 8:00 p.m.

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

FEBRUARY						
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	H 19	CC 20	21	22	23	24
25	JP 26 <sup>PK</sup>	27	28			

10. Adjournment



**ALBERTVILLE CITY COUNCIL  
Monday, December 18, 2017**

**DRAFT MINUTES**

**ALBERTVILLE CITY HALL**

**7:00 PM**

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

Mayor Hendrickson called the meeting to order at 7:02 p.m.

**2. ROLL CALL**

**Present:** Mayor Hendrickson and Council members Cocking, Hudson, Olson and Vetsch

**Absent:** None

**Staff Present:** City Administrator-PWD Adam Nafstad, City Attorney Mike Couri, Fire Chief Eric Bullen, City Planner Alan Brixius, and City Clerk Kimberly Hodena

**Others Present:** Rebecca Halling

**3. RECOGNITIONS – PRESENTATIONS – INTRODUCTIONS - None**

**4. PUBLIC FORUM**

There was no one present for the forum.

**5. AMENDMENTS TO THE AGENDA**

Nafstad removed Item B1, 2018 fee schedule, from the agenda. Nafstad added Item I4, Northeast Wright County Study.

***Motioned by Cocking, seconded by Olson, to approve the Agenda as amended. Ayes: Hendrickson, Cocking, Hudson, Olson 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 December 4, 2017 regular City Council meeting minutes as presented
- B.** Approve the December 4, 2017 Truth-in-Taxation meeting minutes as presented

- C. Authorize the Monday, December 18, 2017 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
- D. Authorize the payment of all just claims received by December 31, 2017, which would be the year-end closeout of payment of claims
- E. Approve Resolution No. 2017-048 establishing 2018 Observed Holidays
- F. Approve Resolution No. 2017-049 establishing the 2018 City Council Regular Meeting Dates
- G. Approve the updates to the 2017 Fire Department Standard Operating Procedures and Guidelines
- H. Approve Ordinance No. 2017-13 entitled An Ordinance Amending Title 6, Public Safety, Chapter 1, Volunteer Fire Department of the Albertville Municipal Code

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

**7. PUBLIC HEARINGS – None**

**8. DEPARTMENT BUSINESS**

**A. City Council**

**1). Committee Updates**

FYCC

Olson reported the Central Park ice rink will likely be opening this weekend.

STMA Ice Arena

Hudson inquired about the lighting near the arena. Nafstad reported that the wattage on the existing light poles on Lachman was increased and a security light for the temporary parking lot was added.

Nafstad reported that he has called the power company to get a quote to add streetlights along Lachman Ave NE. Cocking inquired about adding the streetlights now and having a future developer of the parcel pay the cost by assessment.

**B. City Clerk - None**

**C. Public Works/Engineering**

**1). MN Dot Agreement**

Nafstad reported the agreement with MN Dot is needed to receive federal funding and allows MNDot to accept federal funding on behalf of the City. The agreement is not for a specific project but is for any federally funded road projects. The agreement supersedes the previous 2011 agreement.

Nafstad updated the Council on plans for the I-94 expansion from St. Michael to Albertville. He stated there would be another funding agreement for local cost participation if I-94 receives Corridors of Commerce funding.

***Motioned by Cocking, seconded by Olson, to Approve Resolution No. 2017-050 a Resolution Approving Agency Agreement No. 1029912 and Titled “State Of Minnesota Agency Agreement for Federal Participation in Construction”. Ayes: Hendrickson, Cocking, Hudson, Olson and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

**D. Planning/Zoning – None**

**E. Finance – None - None**

**F. Fire – None**

**G. Building – None**

**H. Legal – None**

**I. Administration**

**1). Tax Forfeit Lot**

Nafstad reported that the tax forfeit lot available to the City is not a buildable lot as it does not have water and sewer service. Nafstad stated that eventually the lot could be developed once utilities are accessible to the lot. The County has approved the sale of the lot to the City at a purchase price of \$15,000 plus taxes and fees.

Couri explained that if the lot is used as a public use, the lot would be deeded to the City for free. However, the lot could not be developed or sold. Nafstad stated that the lot could be used for highway or drainage easement.

Cocking inquired about assessing the cost of utilities to a future purchaser of the lot.

***Motioned by Vetsch, seconded by Hudson, to Adopt Resolution No. 2017-040 Requesting the State of Minnesota to Deed Tax Forfeited Land to the City of Albertville. Ayes: Hendrickson, Cocking, Hudson, Olson and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

**2). Appointments to Boards and Committees**

***Motioned by Olson, seconded by Hudson, to Approve Resolution 2017-051 appointing City Council members to various boards and committees for 2018. Ayes: Hendrickson, Cocking, Hudson, Olson and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

**3). City Administrator’s Update**

Nafstad reported that the City is in the process of updating the median lights along CSAH 19 to LED as some of the lights need replacement and they want to avoid lights of different colors.

Nafstad stated that due to a legislative change to election rules, the City’s switch to two polling locations would have to occur in 2020 rather than 2018.

Nafstad reported that Wright County held a public meeting on the CSAH 18 improvements. Most questions from the public revolved around the need for a three lane road and the County’s response

was that the traffic along CSAH 18 merits a larger road design. Hendrickson had concerns with sightlines for the roundabout at Barthel Industrial Drive NE. Nafstad reported there will be a local cost share associated with the improvements and the County will be providing that information at a later date for the city to review.

#### **4). Northeast Wright County Study**

Nafstad stated the study was last done in 2004 and the County is looking to update the study. He stated the study was done on behalf of Northeast Wright County originally and the study has served as the area's transportation plan. The cost to update the study is approximately \$140,000 and the County is asking the cities of Albertville, Otsego and St. Michael to each contribute \$15,000 for the cost of the update. The study generally focuses on those three cities. Hendrickson inquired why the cost share is not based on population.

Olson asked if Albertville would have a say in the study and Nafstad felt they would if Albertville is paying for a share of the study. Nafstad also stated there are significant road improvements coming up as well as some intersections they may want to see included, specifically along the 19 corridor. There will also be serious conversations regarding cost share with the County about the I-94 improvements.

***Motioned by Vetsch, seconded by Cocking, to contribute \$15,000 to update the Northeast Wright County Study. Ayes: Hendrickson, Cocking, Hudson, Olson and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

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

December 25	City Offices Closed, Christmas Day
December 26	Joint Powers Water Board, 6:00 p.m.
January 1	City Offices Closed, New Year's Day
January 2	City Council, 7:00 p.m.
January 8	STMA Ice Arena Board, 6:00 p.m.
January 9	Planning Commission, 7:00 p.m.
January 15	City Offices Closed, Martin Luther King Jr. Day
January 16	City Council, 7:00 p.m.
January 22	Joint Powers Water Board, 6:00 p.m. Parks Committee, 8:00 p.m.
January 29	Joint Governance Meeting, TBD

#### **10. CONSULTANT REVIEWS**

Council conducted annual reviews of the City Planner, City Attorney, and City Administrator and reviewed many of the items completed over the course of the year. The Council discussed strategic planning needs of certain areas of the city, such as the industrial park area and 67<sup>th</sup> Street properties, and directed staff on future workshops designed to focus on these areas. The Council unanimously concluded they were pleased with the performance of the three positions.

**11. ADJOURNMENT**

***Motioned by Vetsch, seconded by Hudson, to adjourn the meeting at 8:55 p.m. Ayes: Hendrickson, Cocking, Hudson, Olson and Vetsch. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

Respectfully submitted,

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Kimberly A. Hodena, City Clerk

DRAFT



December 28, 2017

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

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

**MOTION TO:** Authorize the Tuesday, January 2, 2018 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 28, 2017

**SUBJECT: CONSENT - CITY CLERK - 2018 OFFICIAL DESIGNATIONS AND APPOINTMENTS**

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

**MOTION TO:** Approve Resolution 2018-001 designating officials, consulting firms, and depositories for 2018.

**BACKGROUND:** Each year, the City Council must designate City officials, the official newspaper for City legal publications, official depositories, and consultants to the City. These designations will be effective January 1, 2018.

**KEY ISSUES:**

- An Acting Mayor must be appointed in case of absence of the Mayor to conduct a City Council meeting.
- All consultants have expressed interest to continue their service.
- The North Crow River News has submitted a letter expressing their interest to remain the City's official newspaper.
- Staff recommends the depositories stay the same as the previous year and would include:

Bank of Elk River  
Dain Rauscher  
Financial Security Bank  
LMC 4M Fund  
Northland Securities, Inc.  
Premier Bank  
UBS Financial Services, Inc.  
Wachovia Securities/Wells Fargo

**LEGAL ISSUES:** The Mayor and City Council have the authority to review and approve designations.

**Responsible Person/Department:** Kimberly Hodena, City Clerk

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

**Attachments:** Resolution No. 2018-001

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

**RESOLUTION NO. 2018-001**

**A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER, OFFICIAL  
DEPOSITORIES, AND CITY CONSULTANTS FOR 2018**

**WHEREAS**, it has been the policy of the Albertville City Council to make annual designations and appointments at the beginning of each year, and;

**WHEREAS**, the City Council of Albertville, Minnesota, establishes the following are appointed and designated for the year 2018:

<b>Acting Mayor:</b>	John Vetsch
<b>Animal Control:</b>	Monticello Animal Control
<b>Weed Inspector:</b>	Public Works Supervisor, Tim Guimont
<b>Bond Counsel:</b>	Briggs & Morgan Kennedy & Graven
<b>Building Official</b>	Paul Heins, City of St. Michael
<b>City Attorney:</b>	Couri & Ruppe, P.L.L.P.
<b>City Engineer:</b>	Adam Nafstad, P.E.
<b>City Planner:</b>	Northwest Associated Consultants
<b>Consulting Engineer:</b>	Bolton & Menk, Inc.
<b>Financial Advisor:</b>	Northland Securities Springsted, Inc.
<b>Official Newspaper:</b>	North Crow River News (Sun Media)
<b>Official Depositories:</b>	Bank of Elk River Dain Rauscher Financial Security Bank LMC 4M Fund Northland Securities, Inc. Premier Bank

UBS Financial Services, Inc.  
Wachovia Securities/Wells Fargo

**Tax Increment Consultants:** Briggs & Morgan  
Kennedy & Graven

**NOW, THEREFORE, BE IT RESOLVED**, that such appointments and designations shall take effect on January 1, 2018 and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

**Adopted this 2<sup>nd</sup> day of January, 2018 by the Albertville City Council.**

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Jillian Hendrickson, Mayor

ATTEST:

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Kimberly A. Hodena, City Clerk

## Mayor and Council Request for Action

December 28, 2017

**SUBJECT: CLERK – 2018 FEE SCHEDULE**

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

**MOTION TO:** Approve Ordinance No. 2018-01 An Ordinance Amending Title 3, Chapter 1, Section 3-1-3 (City Fees, Fines and Rates Schedule and Other Various Titles in the Albertville Municipal Code.

**INFORMATION:** Annually, the City reviews and updates its fee schedule for various services, licenses, fines, permits, etc. Listed below are the most significant changes to the fee schedule for 2018:

**KEY ISSUES:**

- Room/facility rental fees were increased to cover maintenance costs associated with room rentals and to fund commercial cleaning of the kitchen. Civic organizations and non-profits still receive one room free (up to four hours) per month.
- Fees were added for use of audio/visual equipment.
- Included fees associated with small cell wireless facility collocation.
- Included the recycling fee and buy down amounts.
- Incorporated building permit flat fee costs.
- Removed plumber license fee as the City does not license plumbers.
- Corrected the false alarm fee to reflect fee after the third false alarm.
- Added language that the City charges a fee for fire lock/key boxes and fire suppression inspections.
- Removed reference to fee for a final Certificate of Occupancy. That cost is included in the cost of the building permit.
- Reduced the fee for a temporary one day intoxicating liquor license from \$200.00 to \$100.00. This more accurately reflects actual costs and was a request from local non-profit groups.
- Increase fence permit fee from \$25 to \$50 to cover for permit review and site inspection.
- Added a fee to cover the cost of consultants to prepare a zoning verification letter.

**POLICY/PRACTICES CONSIDERATIONS:** The Mayor and City Council have the authority to set fees for services.

**Responsible Person/Title:** Kimberly A. Hodena, City Clerk  
**Submitted Through:** Adam Nafstad, City Administrator-PWD

**Attachments:** Ordinance No. 2018-01

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

**ORDINANCE NO.: 2018-01**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 1  
(GENERAL FINANCE PROVISIONS), SECTION 3-1-3  
(CITY FEES, FINES, AND RATES SCHEDULE) AND  
VARIOUS OTHER TITLES IN THE ALBERTVILLE  
MUNICIPAL CODE**

**The City Council of the City of Albertville, Minnesota hereby ordains:**

**Section 1.** Section 3-1-3 of the Albertville City Code is hereby amended to repeal the language stricken and add the underlined language as follows:

**3-1-3: CITY FEES, FINES, AND RATES SCHEDULE:**

PC = Plan check

SC = Surcharge based on PC value

\$1 SC = Surcharge on flat fee permits

Section	Subject	Fee/Escrow/Penalty
	Administration:	
<a href="#">1-4-1A</a>	Misdemeanor penalties	Not more than \$1,000-
<a href="#">1-4-1A</a>	Petty misdemeanor penalties	Not more than \$300.
<a href="#">1-5-2C1</a>	Fee for special meeting	\$150
<a href="#">1-6-2</a>	Code offense	\$200
<a href="#">1-6-6A</a>	Failure to pay late charge	15% for each 7 days
<a href="#">1-6-7A</a>	Second violation	25% over penalty amount
<a href="#">1-6-7B</a>	Third violation	50% over penalty amount
<a href="#">1-6-7C</a>	Fourth violation	100% over penalty amount
	City finances:	
<a href="#">3-1-2</a>	Returned check fee	\$25

<u>4-4-3C</u>	Licenses:			
		Canvasser	\$50	
		Mobile food unit	\$75 annually	
	<u>10-4-10 D1</u>		Real estate (includes parade)	\$50 annually
			Rental units - residential:	
			Multiple-family/apartment	\$150/bldg. + \$10 per unit
			Single-family/townhomes	\$100 per year
	Rental unit inspection fee ( <u>after 1<sup>st</sup> reinspection</u> )	\$50 per occurrence		
<u>3-1-3</u>	Rentals - city hall:			
		Damage deposit	\$100	
		Full community room <u>with kitchen</u> - nonresident	<del>\$400</del> 250 per 4 hour block + tax	
		Full community room <u>with kitchen</u> - resident	<del>\$200</del> 150 per 4 hour block + tax	
		Key deposit	\$10	
		Kitchen <u>ONLY</u> - nonresident	<del>\$200</del> 75 per event + tax	
		Kitchen <u>ONLY</u> - resident	<del>\$75</del> 50 per event + tax	
		Multipurpose room <u>with kitchen</u> - civic group	1 4-hour meeting/month free Additional meeting <del>\$150</del> 400 per 4 hours + tax	
		Multipurpose room <u>with kitchen</u> - nonresident	<del>\$300</del> 150 per 4 hour block + tax	
		Multipurpose room <u>with kitchen</u> - resident	<del>\$150</del> 400 per 4 hour block + tax	
		<u>Use of Audio/Visual Equipment</u>	<del>\$30</del> (cart only) – Multipurpose Room <del>\$50</del> – Full Community Room	
		Upstairs - nonresident	<del>\$200</del> 425 per 4 hour block + tax	

		Upstairs - resident	\$75 per 4 hour block + tax
		West conference room - nonresident	\$20 per hour + tax (2 hour min.)
		West conference room - resident	\$10 per hour + tax (2 hour min.)
<u>3-1-3</u>		Rentals - parks:	
		<u>Adult winter</u> <del>Broomball</del> leagues	\$75/team per season + tax
		<u>Adult league winter</u> <del>Broomball</del> tournaments	\$100 per rink per day + tax
		Central Park shelter - nonresident	\$150 per day + tax
		Central Park shelter - resident	\$100 per day + tax
		Field damage deposit	\$100
		Field rental - nonresident	\$150 per field per day + tax
		Field rental - resident	\$100 per field per day + tax
		Key deposit - shelter only	\$10
		<u>Youth baseball/softball tournaments</u>	<u>\$25 per field per day</u>
		<u>Adult summer</u> <del>Softball</del> leagues	\$175/team per season + tax
		<u>Adult summer</u> <del>Softball</del> tournaments	\$100 per field per day + tax
<u>3-1-3</u>		Services:	
		Copies - 8 <sup>1</sup> / <sub>2</sub> x 11	\$0 <del>.25</del> <sup>30</sup> + sales tax
		Faxes (send or receive)	\$0.25 per page
		Maps:	
		Street or zoning - 2' by 3'	\$5 + sales tax
		Street or zoning - 11" by 17"	\$2 + sales tax
		Planning and zoning:	
		City code	\$300 + sales tax
		Comprehensive parks plan	\$75 + sales tax



			Comprehensive plan	\$100 + sales tax
			Standard detail plates	\$25 + sales tax
			Zoning/subdivision/sign ordinance	\$100
			Snowplowing	\$100 minimum + man hours + equipment <u>+ tax</u>
			Special assessment search	\$20 per property per search
<a href="#">3-4-3</a>			Filing for deferral status	\$25
<a href="#">3-5-1C</a>			Burglar alarm:	
			False alarm:	
			First - third	Free
			Fourth	\$200
			Fifth	\$250
			Sixth	\$300
			Seventh	\$350
			Eighth	\$400
			Ninth	\$450
			Tenth	\$500
<a href="#">3-5-2A</a>			Fire protection/emergency response/chemical/hazardous materials spill	
			False alarms:	
<a href="#">3-5-2A1a</a>			First - third	Free
			Fourth	\$200
			Fifth	\$250
			Sixth	\$300
			Seventh	\$350

				Eighth	\$400
				Ninth	\$450
				Tenth	\$500
<a href="#"><u>3-5-2A2</u></a>				<a href="#"><u>Engines - all types</u></a>	Hourly rate for personnel and equipment per Wright County Fire Chiefs Association Joint Cooperative Agreement for Use of Fire Personnel and Equipment
				<a href="#"><u>Ladder/aerial</u></a>	
				<a href="#"><u>Heavy rescue/rescue/ambulance</u></a>	
				<a href="#"><u>Command vehicle/utility or grass truck</u></a>	
				<a href="#"><u>Water tender</u></a>	
				<a href="#"><u>ATV/UTV with water tank</u></a>	
				<a href="#"><u>Extra personnel</u></a>	
				<a href="#"><u>Special Response Unit (County-wide Response Team)</u></a>	
				<a href="#"><u>Fire Investigation Team (County-wide Response Team)</u></a>	
<a href="#"><u>3-5-2B</u></a>				Fire watch	Hourly rate for personnel and equipment per Wright County Fire Chiefs Association Joint Cooperative Agreement for Use of Fire Personnel and Equipment
<a href="#"><u>3-5-2C</u></a>				Preventative fire watch	Hourly rate for personnel and equipment per Wright County Fire Chiefs Association Joint Cooperative Agreement for Use of Fire Personnel and Equipment
<a href="#"><u>3-5-2D</u></a>				Car fires/accidents (nonresidential)	Hourly rate for personnel and equipment per Wright County Fire Chiefs Association Joint Cooperative Agreement for Use of Fire Personnel and Equipment
				Business regulations:	
<a href="#"><u>4-1-6A</u></a>				Liquor license:	

		On-sale intoxicating liquor	\$3,300 per year
		Sunday on-sale intoxicating liquor	\$200 per year
		Off-sale intoxicating liquor	\$150 per year
		On-sale 3.2 malt liquor	\$100 per year
		Off-sale 3.2 malt liquor	\$100 per year
		On-sale wine	\$110 per year
		On-sale taproom	\$210 per year
		Temporary intoxicating on-sale (1 - 4 days)	\$ <del>100</del> <sup>220</sup> per day
		Temporary 3.2 malt on-sale	\$10 per day
		Consumption and display	State license fee
<a href="#">4-1-15A</a>		Revocation/suspension of liquor license:	
		Liquor violation - first	\$500
		Liquor violation - second	\$1,000
		Liquor violation - third	\$1,500 + 2 day suspension of license
		Liquor violation - fourth	\$2,000 + a suspension of not less than 5 but no more than 60 days or revocation as determined by city council
<a href="#">4-2-3</a>		Coin operated amusement location	\$15 annually
<a href="#">4-2-3</a>		Coin operated amusement device - max. 2 per \$15	\$15 annually
<a href="#">4-3-1D</a>		Bingo	\$25 annually
<a href="#">4-3-2B2</a>		Charitable gambling <u>investigation fee</u>	\$100 <del>annually</del>
<a href="#">4-4-3C</a>		Transient business, peddling, soliciting	\$50 per individual per 90 days
<a href="#">4-5-7</a>		Massage enterprise license/investigate	\$300 initially + \$50 annually
<a href="#">4-5-7</a>		Massage therapist (individual)	\$50 annually

	practitioner	
<a href="#">4-6-24C</a>	Unauthorized cable connections and modifications	Not less than \$20 and the costs of the action nor more than \$500 and the costs of the action
	Health and sanitation:	
<a href="#">5-3-3C</a>	Mowing/weed elimination	\$100 (1 hour minimum) base fee + \$50 /hour for man hours and \$50 /hour for equipment after 1 hour minimum or full cost of contract work + tax
<a href="#">5-3-4</a>	Grass and weeds violation	Petty misdemeanor
<a href="#">5-4-5 A &amp; B</a>	Open burning violation	Petty misdemeanor or misdemeanor
<a href="#">5-5-2A1</a>	Excessive motor vehicle noise	Misdemeanor
<a href="#">5-5-3A2</a>	Temporary major outdoor music permit	\$50 per event
<a href="#">5-5-3B2</a>	Minor live outdoor music event	\$50 annual permit
<a href="#">5-6-3A</a>	Public property vegetation permit	\$25 per event
<a href="#">5-6-3E</a>	Unauthorized public property tree work	\$100 (1 hour minimum) base fee + \$50 /hour for man hours and \$50 /hour for equipment after 1 hour minimum or full cost of contract work + tax
<a href="#">5-6-5A3</a>	Private property pruning	
<a href="#">5-6-5B3</a>	Private property diseased and infected	
	Public safety:	
<a href="#">6-2-3B</a>	Dog license - altered (spayed/neutered)	\$10 per year per dog
	Dog license - unaltered	\$15 per year per dog
<a href="#">6-2-3C</a>	Dog license replacement	\$5
<a href="#">6-2-14A</a>	Dog impoundment - first	\$50 + boarding fees
	Dog impoundment - second	\$100 + boarding fees
	Dog impoundment - subsequent	\$200 + boarding fees
<a href="#">6-2-16B, C</a>	Commercial kennels	\$50 annually

<a href="#">6-2-17B, C</a>		Private kennels	\$50 annually
<a href="#">6-4-1D2 a-d</a>		Curfew:	
		Minors - first offense	\$75
		Parents - first offense	\$75
		Minors - second offense within 6 months	\$300
		Parents - second offense within 6 months	\$300
		Right of way fees and charges:	
<a href="#">8-2-8L</a>		<u>Collocation rent on City structure</u>	<u>\$150</u>
		<u>Maintenance cost associated with collocation</u>	<u>\$25</u>
		<u>Electrical service fee</u>	<u>\$73 per radio node less than or equal to 100 watts</u> <u>\$182 per radio node over 100 watts</u> <u>The actual cost of electricity if actual cost exceeds the foregoing</u>
<a href="#">8-2-11</a>		Registration fee	\$75 /hour/ \$150 minimum fee
<a href="#">8-2-11</a>		Excavation permit fees - hole <sup>1</sup> :	
		Verification:	
		a. Plan review	\$75 per hour
		b. Inspection:	
		Location before work	\$60 per hour
		Compliance during work	\$60 per hour
		Completion after work	\$60 per hour
		Reinspection	\$60 per hour
		c. Testing result review:	

			Compaction	\$60 per hour
			Material	\$60 per hour
			d. Mapping:	
			Review data	\$60 per hour
			Transfer to Autocad	\$60 per hour
			Insert to overlay to tie in	\$60 per hour
<a href="#">8-2-11</a>			Excavation permit fees - emergency hole <sup>1</sup> :	
			Administration	\$75 per hour
			Inspection after completion	\$60 per hour
<a href="#">8-2-11</a>			Excavation permit fees - trench <sup>1</sup> :	
			Administration	\$75 per hour
			Verification:	
			a. Plan Review	\$75 per hour
			b. Inspection:	
			Location before work	\$60 per hour
			Compliance during work	\$60 per hour
			Completion after work	\$60 per hour
			Reinspection	\$60 per hour
			c. Testing result review:	
			Compaction	\$60 per hour
			Material	\$60 per hour
			d. Mapping:	
			Review data	\$60 per hour
			Transfer to Autocad	\$60 per hour

		Insert to overlay to tie in	\$60 per hour
<a href="#">8-2-11</a>		Obstruction permit fee <sup>1</sup> :	
		Administration	\$75 per hour
		Recording	\$75 per hour
		Review	\$100 minimum base + \$75 /hour
<a href="#">8-2-11</a>		Inspection <sup>1</sup> :	
		Compliance during work	\$60 per hour
		Completion after	\$60 per hour
<a href="#">8-2-11</a>		Permit extension fee <sup>1</sup> :	
		Administration	\$75 per hour
		Recording	\$75 per hour
		Review	\$75 per hour
<a href="#">8-2-11</a>		Delay penalty:	
		Administration	\$75 per hour
		Water and sewer access charges:	
<a href="#">9-1-2B1</a>		Residential single and multiple dwellings SAC	\$4,600 per dwelling unit
<a href="#">9-1-2B2a</a>		Nonresidential SAC	\$4,600 per SAC unit
<a href="#">9-1-2C1</a>		Residential WAC	\$950 per dwelling unit + joint powers fee
<a href="#">9-1-2C2a</a>		Nonresidential WAC	\$950 per dwelling unit + joint powers fee
<a href="#">9-1-2-1D</a>		Water trunk access	\$1,925 per gross acre
<a href="#">9-1-2-2D</a>		Sanitary sewer trunk access	\$2,055 per gross acre
		CSAH 37 special district:	
<a href="#">9-1-2-3D1</a>		Municipal water trunk access	\$6,408 /acre + interest

<a href="#">9-1-2-3D2</a>		Municipal water trunk access - supplemental connection	\$14,934.86
<a href="#">9-1-2-4D1</a>		Municipal sewer trunk access	\$16,920 per acre + interest
<a href="#">9-1-2-4D2</a>		Municipal sewer trunk access - supplemental connection	\$11,266.65
<a href="#">9-2-5B</a>		Water meter - residential	<del>\$310</del> <u>340</u>
		Water meter - 1"	<del>\$440</del> <u>500</u>
		Water meter - 1.5" T10	<del>\$710</del> <u>860</u>
		Water meter - 1.5" turbine	<del>\$800</del> <u>1100</u>
		Water meter - 2" turbine	<del>\$860</del> <u>1140</u>
		Water meter - 2" T10	<del>\$930</del> <u>1040</u>
<a href="#">9-2-10A</a>		Water connection and inspection	\$100
<a href="#">9-2-10B</a>		Water base rates - 0 - 3,333 gallons	\$7.38
		Water usage rates - 3,334 - 6,667 gallons	\$0.77 per 1,000 over 3,333 and up to 6,666
		Water usage rates - 6,668 - 11,667 gallons	\$0.82 per 1,000 over 6,667 and up to 11,667
		Water usage rates - over 11,668 gallons	\$0.84 per 1,000 over 11,668
		Water joint powers portion (JP district)	Per water joint powers fee schedule
<a href="#">9-2-10C</a>		Water shutoff notice	\$20
<a href="#">9-2-10D</a>		Water shutoff and reconnection fee	\$35 per time
<del><a href="#">9-3-3A</a></del>		<del>Plumber's license</del>	<del>\$50 - per year</del>
<a href="#">9-3-3B</a>		Sewer connection and inspection/reinspection	\$100 per occurrence
<a href="#">9-3-3C</a>		Sewer base rate - 0 - 5,000 gallons	\$21.71
		Sewer usage rate: Per 1,000 over 5,000 gallons	\$3.90



<a href="#">9-4-6D</a>	Private sewer system permit	\$300
<a href="#">9-4-8A2</a>	Private sewer system inspection	\$100 per inspection
	Stormwater utility charges:	
<a href="#">9-5-4B</a>	Connection charge - single-family	\$500 per unit
	Connection charge - multiple-family	\$400 per unit
	Connection charge - all other construction	\$1,500 per gross acre
<a href="#">9-5-5A</a>	Stormwater rates:	
	SW 1 residential	\$4 monthly
	SW 2 residential	\$5.56 monthly
	SW 3 residential	\$10 monthly
	Nonresidential 0 - 5% impervious	\$6.29 per acre monthly
	Nonresidential 6 - 35% impervious	\$11.85 per acre monthly
	Nonresidential 36 - 65% impervious	\$16.66 per acre monthly
	Nonresidential 66 - 100% impervious	\$29.98 per acre monthly
	Golf courses	\$1 per acre monthly
<a href="#">9-5-5C</a>	Delinquent stormwater utility fee payment	10% late charge subject to a minimum charge
<a href="#">9-6-3B5</a>	Noncompliance surcharge for sewer discharge	\$100 per month added to sewer bill
<a href="#">9-7-2D</a>	Stormwater pond water appropriation fee	\$150
	<u>Recycling Fee:</u>	<u>2018: \$3.62 - \$3.32 with \$0.30 buydown</u> <u>2019: \$3.62 - \$3.32 with \$0.30 buydown</u> <u>2020:-May 2021: \$3.62 - \$3.32 with \$0.30 buydown</u>
	Building and development regulations:	

<a href="#">10-1-1C</a>		Commercial certificate of occupancy (temporary <del>or</del> final)	\$50
		Escrow for new residential:	
<a href="#">10-1-3A1b</a>		Fee for temporary certificate of occupancy ( <u>single family dwelling</u> )	\$50
<a href="#">10-1-3D1-6</a>		Fee per tree escrow	\$250
		Fee for sod escrow	\$2,500
		Administration fee	\$100
		Engineer review survey fee	\$75
		Engineer review as built survey fee	\$75
		Engineering review - revised survey fee	\$75
		Reinspection fee	\$50
		Landscape reinspection fee	\$25
<a href="#">10-2-3A</a>		Building permit fees - valuation:	
		\$1 to \$500	\$50
		\$501 to \$2,000	\$50 for the first \$500 , plus \$3.70 for each additional \$100 or a fraction thereof, to and including \$2,000
		\$2,001 to \$25,000	\$105.50 for the first \$2,000 , plus \$16.55 for each additional \$1,000 or a fraction thereof, to and including \$25,000
		\$25,001 to \$50,000	\$486.15 for the first \$25,000 , plus \$12 for each additional \$1,000 or a fraction thereof, to and including \$50,000
		\$50,001 to \$100,000	\$786.15 for the first \$50,000 , plus \$8.45 for each additional \$1,000 or a fraction thereof, to and including \$100,000

		\$100,001 to \$500,000	\$1,208.65 for the first \$100,000 , plus \$6.75 for each additional \$1,000 or a fraction thereof, to and including \$500,000
		\$500,001 to \$1,000,000	\$3,908.65 for the first \$500,000 , plus \$5.50 for each additional \$1,000 or a fraction thereof, to and including \$1,000,000
		\$1,000,001 and up	\$6,658.65 for the first \$1,000,000 , plus \$4.50 for each additional \$1,000 or a fraction thereof
<a href="#">10-2-3A</a>		Surcharge fee	<del>65% of building permit</del> fee per Minnesota statute 326B.148
<a href="#">10-2-3B</a>		Plan review fee	65% of building permit fee per Minnesota statute 326B. <del>153 subd 2406</del>
<a href="#">10-2-3C, D, E</a>		Other building permit related inspections and fees:	
		Inspections outside of normal business hours	\$100 per hour
		Reinspection fees assessed	\$65 per hour
		Inspection for which no fee is specifically indicated (minimum charge 1/2 hour)	\$65 per hour
		Additional plan review required by changes, additions or revisions to plans	\$65 per hour
		For use of outside consultants for plan checking and inspections, or both	Actual costs
		<del>Commercial/industrial certification of occupancy</del>	<del>\$ 50 -</del>
		Contractor verification	\$5
		Gas filter processing fee	\$35

		Fireplace (new residence)	\$50 <u>+\$1 SC</u>
		Fireplace (existing residence)	\$50 <u>+\$1 SC</u>
		Site inspection (residential)	\$150
		Fence (new or existing residence)	<del>\$50</del> <u>25</u>
<u>10-3-8A</u>		Fire department lock box - flush mounted	\$197 (includes tax)
		Fire department lock box - exterior mounted	\$177 (includes tax)
<u>10-2-3A</u> <u>EE</u>		Plumbing - commercial (new or existing)	Valuation or <del>\$125</del> <u>50</u> minimum <u>+\$1 SC</u>
		Plumbing (existing residence)	<u>Valuation or \$50</u> <u>Minimum +\$1 SC</u>
		Plumbing (new residence)	Valuation or \$150 minimum <u>+\$1 SC</u>
		Mechanical (new residence)	Valuation or \$50 minimum <u>+\$1 SC</u>
		Mechanical (existing residence)	<u>Valuation or \$50</u> <u>minimum +\$1 SC</u>
		Mechanical - commercial (new or existing)	Valuation (\$125 minimum) + PC + SC
		<u>Heating/Furnace (replacement only)</u>	<u>\$50 +\$1 SC</u>
		<u>Irrigation System</u>	<u>\$50 +\$1 SC</u>
		<u>Water Softener</u>	<u>\$50 +\$1 SC</u>
		<u>Water Heater</u>	<u>\$50 +\$1 SC</u>
		<u>Gas Line (residential)</u>	<u>\$50 +\$1 SC</u>
		<u>Air Conditioner</u>	<u>\$50 +\$1 SC</u>
		<u>Tenant Occupancy</u>	<u>\$50 +\$1 SC</u>
		<u>Septic Permit (new, existing, or repair)</u>	<u>\$300</u>
		Reroofing (existing residence)	<del>\$125</del> <u>150</u> <u>+\$1 SC</u>

<a href="#">10-3-9B</a>	Fire inspection - suppression/alarm	Valuation or \$125 minimum
	Fire inspection - commercial	\$50 /commence fourth inspection, first 3 free
	- Lock box - flush mount	\$197 (includes tax)
	- Lock box - exterior mount	\$177 (includes tax)
<a href="#">10-4-13F</a>	Compliance order reimbursement	Cost of remedy and administration (time + materials + equipment)
<a href="#">10-5-3</a>	Numbering buildings violation	Petty misdemeanor
	Sign regulations:	
<a href="#">10-7-7B1a</a>	Temporary and/or portable signs	\$35 per 14 days
<a href="#">10-7-8</a>	Business sign permit	Valuation + PC + SC <del>2</del>
	Advertising device - billboard	Valuation + PC + SC <del>2</del>
	Change of advertising device	Valuation + PC + SC <del>2</del>
	Advertising device renewal fee	\$75 annually
<a href="#">10-7-9B</a>	Sign code violation	\$200
	Vacant building registration:	
<a href="#">10-8-5</a>	Vacant building registration	\$100 annually
<a href="#">10-8-6C</a>	Vacant building securing by city	Cost of time + materials + equipment + tax
<a href="#">10-8-6D</a>	Vacant building mowing lawn by city	\$100 (1 hour minimum) base fee + \$50 /hour for man hours and \$50 /hour for equipment after 1 hour minimum or full cost of contract work + tax
<a href="#">10-8-8</a>	Penalty for failure to register a vacant building	\$100 per month
	Subdivision regulations:	
<a href="#">11-2-7A</a>	Administrative subdivision	\$400/\$1,500

	Sketch plan	\$200/\$2,500 plus \$50 per lot
	Preliminary plat:	
	Residential	\$450/\$5,000 or \$250 per lot, whichever is greater
	Commercial/industrial	\$450/\$5,000 plus \$500 per lot
	Final plat	\$400/\$2,500
	Park dedication:	
	Residential	\$3,300 per residential unit
	Commercial	\$8,200 per acre subdivided
	Industrial	\$2,500 per acre subdivided
	Variance/appeal	\$300/\$500
<a href="#">11-2-7B</a>	Administrative fee	3.5% of all municipal improvement costs
	Appendix A - zoning ordinance:	
300.1A	Rezoning	\$400/\$1,000
400.2A	Conditional use permit:	
	Site <4 acres	\$300/\$1,500
	Site 4 - 10 acres	\$300/\$2,500
	Site >10 acres	\$300/\$5,000
500.2A3a	Minor variance	\$100/\$100
500.2B2	Major variance/appeals	\$300/\$650
	Vacations	\$300/\$1,000
700.2	Certificate of occupancy of zoning	\$50
800.2	Administrative enforcement	\$1,000
1000.5B	Swimming pool permit	Valuation + PC + SC <del>2</del>
1000.6A	Fence permit	<del>\$25</del> 50

1000.7B1a		Landscaping, general - sodding/seeding	\$100 administrative fee + escrow of \$3,000 (minimum) or 1.5 times the cost of ground cover, whichever is more
1000.7B1b		Nongrowing season escrow	
1000.7C2b		Landscaping, new residential - required ground cover escrow	
1000.22		Temporary outdoor seasonal sales	\$50 per event
1500.4 and 1500.6A		Administrative permits and minor site and building plan review	\$250/\$250
1500.2 and 1500.5 <u>and</u> <u>1500.6</u>		Site and building plan review (major):	
		Site <4 acres	\$300/\$1,500
		Site 4 - 10 acres	\$300/\$2,500
		Site >10 acres	\$300/\$5,000
1600.3B		Special home occupation permit	\$100
1800.2A		Land filling permit (in excess of 20 cu. yards):	
		Residential - single lot	\$25
		Commercial/industrial/institutional	\$200/\$1,000 per acre
1900.3A		Land excavation, grading permit (in excess of 20 cu. yards):	
		Residential - single lot	\$25
		Commercial/industrial/institutional	\$200/\$1,000 per acre
2100.2		Essential service permit	\$300/\$1,000 plus \$50 per lot
2700.4A1		PUD rezoning	\$400 plus \$50 per lot/\$5,000
2700.4C2b		PUD concept plan	\$300/\$1,500 plus \$50 per lot
2700.4D		PUD development stage plan	\$300/\$1,000
2700.4E		PUD final plan	\$300/\$1,000
5100.10		Flood regulations <u>violation</u>	Not more than \$1,000 or imprisonment not to exceed 90

		days, or both, plus cost of prosecution in either case
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Note:

1. Fees shall be based on an hourly rate as estimated by the city engineer.

**Section 2.** Title 3, Chapter 5, Section 2.A1 (False Alarms) is hereby amended to read as follows:

- a. False Alarms: Fees for response to false fire alarms and false carbon monoxide alarms shall be charged to the property owner or tenant for any incident after the ~~second~~ third call to the property within a twelve (12) month period.

**Section 3.** Title 9, Chapter 3, Section 3 (Fees and Charges) is hereby amended to read as follows:

~~A. Plumber License Fee: As established in section 3-1-3 of this code.~~

~~BA.~~ Sewer Connection And Inspection Fee: No connection shall be permitted to the city sewer system until a permit and inspection fee, as established in section 3-1-3 of this code, has been paid to the city. Any reinspection fee is established in section 3-1-3 of this code per occurrence. A twenty four (24) hour notice is required before the inspection will commence.

~~CB.~~ User Charges: Each user of sewer service shall pay the charge(s) applicable to the user class type of service as established in section 3-1-3 of this code. (Ord. 2017-01, 1-3-2017)

~~DC.~~ Responsibility For Charges: All charges authorized by this chapter shall be imposed against the owner of the premises or against the owner and occupant, jointly and severally, if the premises is not owner occupied. The owner shall be responsible for monitoring and shall be liable for sewer service supplied to the owner's property, whether the owner is occupying the property or not, and all charges shall be a lien upon the property until paid. All charges shall be due and payable as provided in this chapter or as provided by separate resolution of the city council or by administrative billing statement, if not provided in this section. Any unpaid charges shall constitute a lien against the premises from and after the date they were due and unpaid and shall be certified to the county auditor for collection with real estate taxes, which shall be in addition to any other remedies available to the city.

~~ED.~~ Delinquent Accounts: Delinquent accounts shall be certified by the finance director who shall periodically prepare an assessment roll each year providing for assessment of the delinquent amounts against the respective properties served. The assessment roll shall be delivered to the city council for adoption for certification to the county auditor for



collection along with taxes. Such action is optional and may be subsequent or in addition to taking other legal action to collect delinquent accounts.

~~EE~~. Discontinuance Of Service: The city may discontinue water service to any premises pursuant to subsection [9-2-11B](#) of this title which has an outstanding delinquent sewer billing sixty (60) or more days past due.

**Section 4.** Title 10, Chapter 1, Section 1C (Certificate of Occupancy for Commercial and Industrial Buildings) shall be amended as follows:

C. Fee: Applications for temporary ~~or final~~ certificate of occupancy shall be accompanied by a fee as established in section [3-1-3](#) of this code. (Ord. 2017-01, 1-3-2017)

**Section 5.** Title 10, Chapter 2, Section 3 (Permits and Fees) shall be amended as follows:

The issuance of permits and the collection of fees shall be as authorized in Minnesota statutes section 326B.~~153121~~, subdivision 1.

**Section 6.** Title 10, Chapter, Section 8A. (Key Box and As Built Plans) shall be amended as follows:

A. Key Box: When access to or within a multi-housing building of three (3) or more units or other multi-housing, commercial or industrial structure, or an area is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or firefighting purposes, the chief of the fire department may require a key box to be installed in an accessible location. The key box shall be a type approved by the chief of the fire department and shall contain keys to gain necessary access as required by the chief of the fire department. A fee as established in section 3-1-3 of this code will be required.

**Section 7.** Title 10, Chapter 3, Section 9 A and B (Fire Safety Inspections) shall be amended as follows:

A. All new construction in which a fire suppression system or a fire alarm system is installed shall be inspected by the city's fire chief or fire marshal and shall satisfactorily pass such inspection prior to the issuance of an occupancy permit for such structure. The owner of any building so inspected shall pay a ~~fifty dollar~~ fee as established in section 3-1-3 of this code for such inspection.

B. The owner of any building which has been the subject of a fire safety inspection for which the city's fire chief or fire marshal has to return to the building to reinspect any violation of the fire code found on a previous inspection shall pay a fire inspection fee of ~~fifty dollars (\$50)~~ as established in section 3-1-3 of this code per visit by the fire chief or fire marshal, commencing with the third return inspection addressing the same violation.

There shall be no charge for the initial inspection plus two (2) return inspections addressing the same issue.

**This ordinance shall be in full force and effective immediately following its passage and publication.**

**Adopted by the Albertville City Council this 2<sup>nd</sup> day of January, 2018.**

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Jillian Hendrickson, Mayor

ATTEST:

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Kimberly A. Hodena, City Clerk

## GENERAL ADMINISTRATION

**Planning Commission Appointment:** The appointment of a Planning Commissioner will be an agenda item for Monday's meeting.

**Personnel Committee:** The personnel committee will be meeting in early February to review 2017. Annually the committee meets to review personnel policies, pay schedules, salary surveys, employee performance, staffing levels, etc.

**Public Works Committee:** We plan to have a Public Works Committee meeting in February to review the city's fleet CIP and proposed purchases for 2018.

**January Joint Governance Meeting:** January 29 is scheduled for a joint governance meeting. Unless the Council has items it would like to discuss, it is suggested we cancel the meeting.

**Fire Department:** The fire committee will be meeting on January 3.

## ENGINEERING/PUBLIC WORKS

**2019 WWTP Improvements:** Prior to the holidays, we met with Jeremy Estenson with Stinson Leonard Street to discuss WWTP funding needs. Jeremy is going to be assembling the project information and will be arranging meetings with our elected leaders.

**Municipal State Aid:** We will have a few system revisions for the Council to consider in early 2018. One of the changes will be the revocation of 70<sup>th</sup> Street now that the County has designated it as CSAH 38.

**Mapping:** We are in the process of updating the City's infrastructure maps. 2018 maps should be available in late February.

**CSAH 19 Median Lights:** The decorative median lights to on CSAH 19 have been updated to LED.

**Sliding Hill:** Staff is reviewing options for a sliding hill in Central Park.

**Park Property:** Staff is researching park property pursuant to previous Council discussions.

**CSAH 19 and 57<sup>th</sup> Street Signal Improvements:** In the spring, the Contractor will need to sod all disturbed areas, and paint the signal poles and mast arms per the contract.

**Hunters Lake Estates:** The final plat and development agreement have been executed and recorded at the County.

**Towne Lakes 7<sup>th</sup>:** The final plat and development agreement have been executed and recorded at the County. The Developer is working on house plans for two spec homes to begin soon.