



City of Albertville Council Agenda

Tuesday, January 2, 2024

City Council Chambers

7 pm

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

1. Call to Order

2. Pledge of Allegiance – Roll Call

Pages

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. Items pulled will be approved by a separate motion.

- A. Approve the December 4, 2023, Truth-in-Taxation Meeting minutes as presented. 3-4
- B. Approve the December 4, 2023, regular City Council Meeting minutes as presented. 5-7
- C. Approve the December 11, 2023, special City Council Meeting minutes as presented. 8-12
- D. Authorize the Tuesday, January 2, 2024, 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. 13
- E. Adopt Resolution No. 2024-01 designating official Newspaper, Officials, Consulting Firms and Depositories for 2024. 14-16
- F. Accept quote from Midstates Equipment & Supply in the amount of \$10,457.50 for the purchase and delivery of five pallets or 11,750 lbs. of Maxwell Nuvo 3405 sealant for bituminous crack filling. 17-19
- G. Approve an On-Sale Temporary Liquor License for the Church of St. Albert's Dinner Event located at the St. Albert Parish Center, 11458 57th Street NE on January 28, 2024. 20
- H. Authorize the purchase of a Radio Base Station for the Fire Department/Fire Station. 21-22
- I. Approve Payment Application No. 2 to Design Electric Inc in the amount of \$165,303.75 for the Albertville CSAH 19/37 Signal Project.
- J. Approve Payment Application No. 8 to Gridor Construction in the amount of \$605,440 for Wastewater System Improvements.

7. Public Hearing – None

8. Wright County Sheriff's Office – Updates, reports, etc.

9. Department Business

- A. City Council**
 - 1. Committee Updates** (*STMA Arena, Planning, JPWB, Parks, Fire Board, FYCC, etc.*)
 - 2. Approve 2024 Appointments to Boards and Committees** 23-26
(*Motion to adopt Resolution No. 2024-02 appointing City Councilmembers to various boards and committees for 2024.*)
 - B. Building – None**
 - C. City Clerk – None**
 - D. Finance – None**
 - E. Fire – None**
 - F. Planning and Zoning – None**
 - G. Public Works/Engineering**
 - 1. Approve Purchase of a Fiberglass Service Body and Service Crane** 27-30
(*Motion to approve purchase of a Brand FX Fiberglass Service Body from ABM Equipment in the amount of \$34,138 and a Liftmoore 5000X-20 WP Service Crane from ABM Equipment in the amount of \$39,476. State Bid Contract #221334.*)
 - 2. Approve Purchase of a Toyota Electric Lift Truck** 31-35
(*Motion to approve purchase of a Toyota Model 8FBH25 Forklift complete with Nexsys Battery system from Atlas Toyota in the amount of \$54,837. State Bid Contract #189064.*)
 - 3. Approve Purchase of a 2024 Ford Super Duty F-250 4WD Regular Cab** 36-38
(*Motion to approve purchase of a 2024 Ford Super Duty F-250 4X4 regular cab from Saxon Fleet Services in the amount of \$45,478.*)
 - H. Legal – None**
 - I. Administration**
 - 1. City Administrator’s Update** 39-40
- 10. Announcements and/or Upcoming Meetings**
- | | |
|------------|---|
| January 8 | STMA Arena Board, 6 pm |
| January 9 | Planning Commission, 7 pm |
| January 15 | City Offices are closed in observance of Martin Luther King Jr. Day |
| January 16 | City Council, 7 pm (Tuesday) |
| January 22 | Joint Power Water Board, 6 pm |
| | Parks Committee, 7 pm |
| February 5 | City Council, 7 pm |
- 11. Adjournment**



ALBERTVILLE CITY COUNCIL

TRUTH-IN TAXATION HEARING MINUTES

December 4, 2023 – 6:15 pm
Council Chambers
Albertville City Hall

1. Call to Order

Acting Mayor Olson called the meeting to order at 6:15 pm.

2. Pledge of Allegiance – Roll Call

Present: Acting Mayor Olson, Councilmembers Hayden and Zagorski

Mayor Hendrickson arrived at 6:17 pm

Absent: Councilmember Cocking

Staff Present: City Administrator Nafstad, Finance Director Lannes and City Clerk Luedke

3. Truth-In Taxation Hearing

Finance Director Lannes provided an overview of how the property taxes are calculated and the budget process works. She presented the historical levy data and explained the 2024 revenue and expense changes and reported the City approved a preliminary budget in September with a proposed levy increase of 16.04% which equals an increase of \$763,177. Director Lannes explained the City's 2024 Tax Capacity for both residential and commercial/industrial properties and answered questions from Council.

The was Council discussion regarding the huge increase to the 2024 Wright County Sheriff's contract and the special assessment which added almost 7% to the City's overall budget. They also reported on meetings held with the Wright County Sheriff and County Attorney regarding the contract increase where the Wright County Sheriff credited the large law enforcement contract increase to providing competitive wages for their officers. The Council added at this time, it was not feasible for the City to add their own police department.

Mr. Gary Van Wyhe, 10455 Karston Circle, Albertville, asked questions regarding the Wright County Sheriff's Department law enforcement contract, the negotiation process, and the City's police coverage.

City Administration Nafstad answered questions from Mr. Van Wyhe and provided additional information on the Wright County Sheriff's contract, the City's police coverage and said the City did negotiation with Wright County but changing the police coverage or officer wages was not an option.

Ms. Karen Weber, 11001 57th Street NE, Albertville, asked why with more new businesses and an apartment opening in Albertville that the tax levy was higher than surrounding cities.

Finance Director Lannes answered questions from Ms. Weber and said it would take two years for the City to realize the investment value from the new businesses and the apartment complex.

City Administrator Nafstad provided information on other elements which factored into the City's budget and the levy. He also explained the City's capital improvement plan and the items included in it.

There was further Council discussion regarding the proposed 2024 budget revenue and expenses and future capital improvements.

Adjournment

MOTION made by Councilmember Olson, second by Councilmember Zagorski to adjourn the meeting at 6:57 pm. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk



ALBERTVILLE CITY COUNCIL

DRAFT REGULAR MEETING MINUTES

December 4, 2023 – 7 pm
Council Chambers
Albertville City Hall

1. Call to Order

Mayor Hendrickson called the meeting to order at 7:08 pm.

2. Pledge of Allegiance – Roll Call

Present: Mayor Hendrickson, Councilmembers Hayden, Olson and Zagorski.

Absent: Councilmember Cocking

Staff Present: City Administrator Nafstad, Finance Director Lannes and City Clerk Luedke.

3. Recognitions – Presentations – Introductions – None

4. Public Forum – None

5. Amendments to the Agenda

MOTION made by Councilmember Hayden, seconded by Councilmember Zagorski to approve the December 4, 2023, agenda as submitted. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion 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. Items pulled will be approved by a separate motion.

- A. Authorize the Monday, December 4, 2023, 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. Adopt **Resolution No. 2023-44** establishing 2024 City Observed Holidays.
- C. Adopt **Resolution No. 2023-45** establishing 2024 City Council Regular Meeting Dates.
- D. Approve the Albertville Fire Department's Standard Operating Policies and Procedures revisions related to the Albertville Fire Relief Association's move to the MN PERA Statewide Volunteer Firefighter Plan.

MOTION made by Councilmember Olson, seconded by Councilmember Zagorski to approve the December 4, 2023, Consent Agenda as submitted. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

7. Public Hearing – None

8. Wright County Sheriff's Office – Updates, reports, etc.

The Wright County deputy that was present reviewed the traffic incidents that occurred in the City of Albertville within the past few weeks and answered questions from Council.

9. Department Business

A. City Council

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

Councilmember Olson provided an update from the Joint Water Board meeting which included an update on future capital projects. He also provided an update from the Parks Committee meeting which included a review of playground equipment options for Central Park, and he reported the Youth Baseball Association requested to be allowed to sell advertise banners for the outfield fences during the 2024 season. Councilmember Olson said the Parks Committee was in favor of the request except during the week of Friendly City Days. City Administrator Nafstad said if the Council does not have any issues with the request, he would draft a one-year memorandum of understanding between the City and Youth Baseball to allow the group to sell ads for the fences.

2. Reappointment of Planning Commissioners

City Clerk Luedke introduced the item and answered questions from Council. The Council thanked Mr. Huggins and Mr. Pinski for their service to the City.

MOTION made by Councilmember Olson, seconded by Councilmember Hayden to adopt Resolution No. 2023-46 Reappointment of Blair Huggins and Jason Pinski to the Planning Commission through December 31, 2027. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

B. Building – None

C. City Clerk – None

D. Finance

1. Adopt 2024 Property Tax Levy and 2024 Final Budget

Finance Director Lannes presented the staff report and said the preliminary budget was approved in September and reported the final budget needed to be certified to Wright County by the end of December. She answered questions from Council regarding the final budget and the City's Capital Improvement Plan.

City Administrator Nafstad answered questions and provided additional information on the proposed levy amount, upcoming City capital improvement projects and future costs the City would accrue once the Otsego Fire contract ends in 2027.

There was Council discussion regarding the proposed levy amount, the cost increase to the Wright County Sheriff's contract, planning for future improvement projects and the consensus was to approve the final budget of \$5,522,071 as certified in September.

MOTION made by Councilmember Hayden, seconded by Councilmember Olson to adopt **Resolution No. 2023-47** adopting the 2024 Property Tax Levy. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

MOTION made by Councilmember Hayden, seconded by Councilmember Olson to adopt **Resolution No. 2023-48** adopting the 2024 Final Budget. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

E. Fire – None

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal – None

I. Administration

1. City Administrator’s Update

City Administrator Nafstad reviewed the City Administrator’s Update. He also provided background information regarding the I-94 project in preparation of the I-94 Gap Project Public Hearing scheduled for December 11, 2023.

Announcements and/or Upcoming Meetings

December 11	STMA Arena Board, 6 pm
December 11	Special City Council, 7 pm
December 12	Planning Commission, 7 pm
December 18	City Council – Meeting Cancelled
December 25	City Offices Closed in observance of the Christmas Holiday
December 26	Joint Powers Water Board – Meeting Cancelled Parks Committee – Meeting Cancelled
January 1	City Offices Closed in observance of New Years
January 2	City Council, 7 pm (Tuesday)

10. Adjournment

MOTION made by Councilmember Olson, second by Councilmember Zagorski to adjourn the meeting at 7:50 pm. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk



ALBERTVILLE CITY COUNCIL

DRAFT SPECIAL MEETING MINUTES

December 11, 2023 – 7 pm
Council Chambers
Albertville City Hall

1. Call to Order

Mayor Hendrickson called the meeting to order at 7 pm.

2. Pledge of Allegiance – Roll Call

Present: Mayor Hendrickson, Councilmembers Cocking, Hayden, Olson and Zagorski.

Staff Present: City Administrator Nafstad, Fire Chief Bullen, City Attorney Couri, Finance Director Lannes and City Clerk Luedke.

3. Recognitions – Presentations – Introductions – None

4. Public Forum – None

5. Amendments to the Agenda

MOTION made by Councilmember Zagorski, seconded by Councilmember Cocking to approve the December 11, 2023, agenda as submitted. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion 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 listed on the Consent Agenda following the approval of the remaining Consent items. Items pulled will be approved by a separate motion.

- A. Approve the November 21, 2023, regular City Council Meeting minutes as presented.
- B. Authorize the Monday, December 11, 2023, 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. Authorize the payment of all claims received by December 31, 2023, which would be the year-end closeout of payment and claims.
- D. Approve the renewal of the THC license for the licensee listed in the staff report for the period of January 1, 2024, through December 31, 2024.
- E. Reduce Letter of Credit No. 750127757, held as security for Kingston Crossings to no less than \$148,000, conditioned on any outstanding balances owed to the City being paid in full.
- F. Approve Payment Estimate No. 2 to Omann Contract in the amount of \$416,668.18 for the 2023 Street Improvement Project.
- G. Approve Payment Estimate No. 1 to Fehn Companies in the amount of \$81,037.38 for the 50th Street Retaining Wall Improvements.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to approve the December 11, 2023, Consent Agenda as submitted. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

7. Public Hearing

A. Public Hearing – Special Assessment of Cleanup costs to Maeyaert Property

City Attorney Couri provided background information on the zoning violations which occurred at 10479 61st Street in Albertville. He recapped the proposed assessment amount and said the assessment would not be added to the 2024 taxes because the cutoff to submit the assessment to Wright County was in November. Attorney Couri reported assessment would begin to accrue interest at a rate of 10% now and then be added to 2025 tax roll. He answered questions from Council and said he would speak to the County to see if the assessment could be certificated to the property in 2024.

Finance Director Lannes answered questions from Council regarding Wright County's assessment process.

Mayor Hendrickson opened the public hearing. No one requested to speak.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to close the public hearing. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

MOTION made by Councilmember Olson, seconded by Councilmember Zagorski to adopt **Resolution No. 2023-49** adopting Special Assessment Roll related to the removal of Nuisances and Zoning Violations. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

B. Public Hearing – Municipal Consent for I-94 Gap Project

Mayor Hendrickson opened the public hearing.

City Administrator Nafstad introduced the item, and the representatives present from MnDOT: District 3 Engineer Mike Ginnaty, Assistant District Engineer Jim Hallgren and Project Engineer Darren Nelson. He said MnDOT was seeking Municipal Consent for the layout of the I-94 Gap Project. He said the representatives were aware of the outstanding issues the City has with the past project and believes several of the items should be included in this Gap project. He said the outstanding issues include the westbound (WB) C-D Road not being built, the Creamery stormwater pond, the short turn lane onto the freeway, and a proposed trail segment to 60th Street.

Mr. Darren Nelson, Project Engineer, reported MnDOT had a long history with the I-94 project and was at the meeting to request Municipal Consent for the I-94 Gap project layout. He said he was not as familiar with the past project as other representatives who have attended past meetings but added he has done quite a bit of homework on it. He provided the construction timeline of the Gap project, funding sources, cost participation amounts, the trail system expansion and presented the proposed layout for the Gap Project. He addressed questions from Council regarding the past I-94 project, the WB C-D road, the Creamery stormwater pond, and the short turn lane.

There was much Council discussion regarding the past I-94 construction project, the concerns with the WB C-D road not being built at the same time as the bridge replacement, the MnDOT/Creamery pond land that was to be preserved, and the short turn lane from County 19 to the freeway and the safety hazards it presented. They voiced their concerns regarding MnDOT not following through on past items that were agreed upon in conjunction with the last I-94 project.

City Administrator Nafstad reported on the history of interchange planning and approvals and the financial concerns the City has with not incorporating the C-D and an appropriately designed turn lane into the Gap Project. Mr. Nafstad expressed concern that if the turn lane and C-D road were not included in the Gap project, they would need to be constructed as City projects, which would not be feasible.

City Attorney Couri provided information on the project's history and said to the representatives present that even though they may be newer to the I-94 project, MnDOT as an organization has existed during the whole time and added just because there has been MnDOT turnover the City's issues needed to be addressed.

Public Works Supervisor Guimont said the fence on the north side of the C-D road has been down for about 3 years and asked if it could be repaired. He also discussed the snowmobile trail that was no longer available on the south side of the freeway where the park and ride used to be and asked if it could be replaced.

No one from the public requested to speak.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to close the public hearing. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

The Council had further discussion regarding the project issues and the consensus was to delay the Municipal Consent decision until a date prior to March 11 which was within the 90-day Minnesota Statute requirement for the City's approval or disapproval of the layout which may give the City additional time to work with the Minnesota legislature.

8. Wright County Sheriff's Office – Updates, reports, etc.

There were no updates from the Wright County Sheriff's Department.

9. Department Business

A. City Council

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

Councilmember Cocking provided an update from the STMA Ice Arena meeting which included the approval of a new ceiling in the gold rink and a scoreboard in the in the blue rink. He said the STMA Youth Hockey Association donated the funds for the new scoreboard.

B. Building – None

C. City Clerk

1. Adopt 2024 Fee Schedule Ordinance

City Clerk Luedke presented the staff report and said the majority of the City's fees would remain the same for 2024. She provided information on the proposed fee increases and said if approved, the fee schedule would be effective on January 1, 2024. She answered questions from Council regarding the proposed fees,

There was Council discussion regarding proposed fee schedule and Councilmember Olson asked for clarification on the new "Water and Sewer Service repair" fee.

Finance Director Lannes reported the new fee was added for billing repairs to damages done to fire hydrants, etc.

City Administrator Nafstad provided information on the new repair fee and reported for clarification he would tie it to a City Code section like other fees listed in the schedule. He said he would also review the description change to the fee listed under 5-3-3C.

MOTION made by Councilmember Cocking, seconded by Councilmember Olson to adopt **Ordinance No. 2023-13**, amending Title 3, Chapter 1, Section 3-1-3 (City Fees, Fines and Rate Schedule in the Albertville City Code) as amended and approve summary Ordinance for Publication. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

D. Finance

1. Albertville Personnel Policy – Revisions to add Earned Sick and Safe Time

Finance Director Lannes presented the staff report and reported effective January 1, 2024, all employers are required to provide Earned Sick and Safe Time. She said City staff revised the City's Personnel Policy to add the Earned Sick and Safe Time and in doing so also reviewed the policy for language clarification and formatting matters. She answered questions from Council.

City Administrator Nafstad and City Attorney Couri answered questions from Council regarding the proposed Personnel Policy revision.

There was Council discussion regarding the new Earned Sick and Safe Time and the proposed changes to the Personnel Policy.

MOTION made by Councilmember Hayden, seconded by Councilmember Cocking to approve updated Albertville Personnel Policy. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

E. Fire

1. Amended Albertville Fire Relief Association Bylaws

Fire Chief Bullen presented the staff report which included background information on the proposed Albertville Fire Relief Association Bylaws amendments. He answered questions from the Council.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to approve the amended Albertville Fire Relief Association Bylaws. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal – None

I. Administration

1. City Administrator’s Update

City Administrator Nafstad reviewed the City Administrator’s Update. He also discussed the earlier public hearing. Council requested City staff submit in writing the issues the City has that directly impact the Municipal Consent, for example the addition of the WB C-D road.

Announcements and/or Upcoming Meetings

December 12	Planning Commission, 7 pm
December 18	City Council – Meeting Cancelled
December 25	City Offices Closed in observance of the Christmas Holiday
December 26	Joint Powers Water Board – Meeting Cancelled Parks Committee – Meeting Cancelled
January 1	City Offices Closed in observance of New Years
January 2	City Council, 7 pm (Tuesday)

10. Adjournment

MOTION made by Councilmember Cocking, second by Councilmember Zagorski to adjourn the meeting at 9:28 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk

January 2, 2024

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, 2024, payment of the claims as presented except the bills specifically pulled, which are passed by separate motion. The claims listing has been provided to Council as a separate document. The claims listing is available for public viewing at City Hall upon request.

BACKGROUND: The City processes claims on a semi-monthly basis. The bills are approved through their respective departments and administration and passed onto the City Council for approval.

KEY ISSUES:

- **Account codes starting with 810 are STMA Arena Expenses/Vendors (bolded) and key issues will be presented in the claims listing document.**

POLICY/PRACTICES CONSIDERATIONS: It is the City's policy to review and approve payables on a semi-monthly basis.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of payments presented.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve all bills pursuant to Minnesota State Law, which requires all bills to be paid in a timely manner, generally within 30 days unless one party determines to dispute the billing.

Responsible Person: Tina Lannes, Finance Director

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment:

- List of Claims (under separate cover)

January 2, 2024

SUBJECT: CONSENT – CITY CLERK – 2024 OFFICIAL DESIGNATIONS AND APPOINTMENTS

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

MOTION TO: Adopt Resolution No. 2024-01 designating official Newspaper, Officials, Consulting Firms and Depositories.

BACKGROUND: Each year, the City Council must designate City officials, the official newspaper for City legal publications, official depositories, and consultants for the City. These designations will be effective January 2, 2024.

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 an interest to continue their service.
- Staff recommends the depositories stay the same as the previous year and would include:

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: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-01

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

RESOLUTION NO. 2024-01

**RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER, OFFICIAL
DEPOSITORIES, AND CITY CONSULTANTS FOR 2024**

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 2024:

Acting Mayor:	Rob Olson
Animal Control:	Monticello Animal Control
Weed Inspector:	Public Works Supervisor, Tim Guimont
Bond Counsel:	Taft Stettinius & Hollister (formerly Briggs & Morgan)
City Attorney:	Couri & Ruppe, P.L.L.P.
City Engineer:	Adam Nafstad, P.E.
City Planner:	Alan Brixius, consulting planner
Consulting Engineer:	Bolton & Menk, Inc.
Financial Advisor:	Northland Securities Springsted, Inc.
Official Newspaper:	North Crow River News (Sun Media)
Official Depositories:	Dain Rauscher Financial Security Bank LMC 4M Fund Northland Securities, Inc. Premier Bank UBS Financial Services, Inc. Wachovia Securities/Wells Fargo
Tax Increment Consultants:	Taft Stettinius & Hollister (formerly Briggs & Morgan)

NOW, THEREFORE, BE IT RESOLVED, that such appointments and designations shall take effect as of January 2, 2024, and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

Adopted by the City Council of the City of Albertville this 2nd day of January 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

January 2, 2024

SUBJECT: CONSENT – PUBLIC WORKS – ASPHALT CRACK FILLING SEALANT

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

MOTION TO: Accept quote from Midstates Equipment & Supply in the amount of \$10,457.50 for the purchase and delivery of five pallets or 11,750 lbs. of Maxwell Nuvo 3405 sealant for bituminous crack filling.

BACKGROUND: Annually the Albertville Public Works Department performs spring crack fillings on designated city streets. Street maintenance such as crack filling is critical to pavement preservation.

FINANCIAL CONSIDERATIONS: This is a planned purchase and included in the Public Works budget.

Responsible Person: Tim Guimont, Public Works Supervisor

Submitted Through: Adam Nafstad, City Administrator-PWD

Attached:

- Quote from Midstates Equipment & Supply

MIDSTATES

EQUIPMENT & SUPPLY

606 County Rd. #1
Mountain Lake, MN 56159
Tel. (507) 427-3807
Fax (507) 427-3709
Toll Free 1-800-929-3807

November 28, 2023

City of Albertville
Attn: Tim Guimont
5959 Main Ave NE
PO Box 9
Albertville, MN 55301
tguimont@ci.albertville.mn.us

Tim,

Thank you for giving us the opportunity to quote sealant for your asphalt maintenance needs. Listed below are the prices for the sealant you are interested in.

Pallet prices are only good while we have the current inventory on hand.

****The Maxwell Nuvo 3405 sealant is on the MN DOT approved sealant list. ****

Maxwell Nuvo 3405 with Polyskin Packaging Sealant meets and exceeds the MN State spec 3723 and the ASTM D6690 Type II & III Spec with the following modifications: 100% elongation at -20 degrees.

- **Estimating 11,750 lbs. for 5 pallets @ \$0.89/lb. = \$10,457.50 Delivered**

*pounds are approximate – actual pounds will depend on actual amount shipped

Pallet weights are estimated between 2,200 lbs. to 2,500 lbs.

****Special Terms relating to the Hot Pour Sealant – Net 30 Days.** If the balances are not paid in full within 30 days, a 2% charge will be added to the invoice totals. Again, this year we are being charged from our Material manufacturers a 2% fee if our invoices are not paid in full within 30 days, therefore we are passing it on to our customers as well. Please notify your Accounting Dept. so they are aware of the following terms.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Midstates Equipment & Supply may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Midstates Equipment & Supply reserves the right, without penalty from Owner, to stop service or shipment if the Owner does not make payments to Midstates Equipment & Supply when due. This Proposal/Contract may be withdrawn by Midstates Equipment & Supply if not accepted within 30 days, or at any time, subject to increases related to material prices as noted above.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of Acceptance _____

PO# _____

Signature _____

Signature _____

If you have any questions, please do not hesitate to call.

Sincerely,

Jerry Van Dyke

Jerry Van Dyke
MIDSTATES EQUIPMENT & SUPPLY
JVD/ab

City of Albertville – 5 Pallets - Maxwell Nuvo 3405 – 11/28/2023

Information needed when ordering:

Delivery Address: _____

Delivery Days/Hours: _____

Contact Name: _____

Contact Number: _____

January 2, 2024

SUBJECT: CONSENT – CITY CLERK – CHURCH OF ST. ALBERT’S TEMPORARY LIQUOR LICENSE APPROVAL

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

MOTION TO: Approve an On-Sale Temporary Liquor License application for the Church of St. Albert’s Dinner Event located at the St. Albert Parish Center, 11458 57th Street NE on January 28, 2024.

BACKGROUND: The Church of St. Albert has applied for a temporary liquor license for their Cana Dinner event to be located at the St. Albert Parish Center, 11458 57th Street NE, Albertville on January 28, 2024.

KEY ISSUES:

- The Church of St. Albert has applied for an on-sale temporary liquor license.
- The organization is requesting to provided alcohol during their Cana Dinner on January 28, 2024, from 5 pm to 11 pm. This is a special event celebrating marriage and will include a catered meal with wine and beer service.
- The Church has provided the appropriate liquor liability coverage and temporary liquor license fee.

FINANCIAL CONSIDERATIONS: There is minimal financial revenue collected from the applicant for the liquor licensing.

LEGAL CONSIDERATIONS: The Mayor and City Council have the authority to review and approve or deny any liquor license.

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

On File:

- Temporary Liquor License application

January 2, 2024

SUBJECT: CONSENT – FIRE – PURCHASE OF FIRE DEPARTMENT RADIO BASE STATION

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

MOTION TO: Authorize the purchase of a Radio Base Station for the Fire Department / Fire Station.

BACKGROUND: The Fire Department is requesting approval for the purchase of a Radio Base Station.

The Wright County Fire Chiefs Association received a FEMA Assistance to Firefighters Grant (AFG) radio grant in 2009. As the result of the grant, all Wright County Fire Departments received both 800 MHz ARMER compatible portable radios, and base station radios for the Fire Stations. As part of this grant award, the Albertville Fire Department (AFD) received one base station (Consolette) and 4 remote radios (Desk sets).

The AFD replaced the majority of its portable radios in 2019 with a FEMA AFG award.

During the recent reprogramming and updating of the entire AFD radio inventory, the current base station, which is located at the Fire Hall, was found to be developing some operational issues that prevented the new programming and firmware updates from being properly installed.

The current base station is over 14 years old, and the manufacturer does not offer support for the system.

Replacing the base station and 4 remote radios is estimated to cost over \$18,000.

The AFD believes that the four remote radios are not needed at this point and believes that replacing just the base station is appropriate for AFD needs. The proposed base station would allow for future expansion (the addition of remote radios) if needed.

The cost for the requested radio base station is \$9,846.72 and is based on State bid pricing.

Delivery timelines for radios have been running around 6 months.

KEY ISSUES:

- The AFD radio base station, located at the Fire Hall, is quickly reaching its end of service-life and needs replacement. The radio base station did not accept the recent programming and firmware updates completely.
- The AFD Board of Officers has identified replacement of the radio base station as a priority.

POLICY CONSIDERATIONS: It is City policy for the Council to review and approve all capital purchases and investments.

FINANCIAL CONSIDERATIONS: The quotation for the requested radio base station is \$9,846.72. The purchase would be funded by Capital Reserves.

LEGAL CONSIDERATIONS: The City has the authority to purchase equipment under the State of Minnesota contract or by quotes.

Responsible Person: Eric Bullen, Fire Chief

Submitted Through: Adam Nafstad, City Administrator-PWD

On File:

- Full quote available on request

January 2, 2024

SUBJECT: CITY COUNCIL – 2024 APPOINTMENTS TO BOARDS AND COMMITTEES

RECOMMENDATION: It is respectfully requested that the Mayor and City Council review and make any desired adjustments to the listed appointments and committee assignments, and then consider the following:

MOTION TO: Adopt Resolution No. 2024-02, appointing City Councilmembers to various boards and committees for 2024.

BACKGROUND: Each year, the City Council must make appointments to the City’s various boards and committees.

KEY ISSUES:

- Alternates are appointed to the boards and committees to serve in the case of absence of the appointed Council member.
- Staff appointments are also made to the boards and committees.
- Below is the historical frequency, day, and time the boards and committees generally meet (subject to change):

<i>Board/Committee</i>	<i>Frequency</i>	<i>Day/Week</i>	<i>Time</i>
Cable TV Board	As needed		
Emergency Management Director	As needed		
Economic Development Authority (EDA)	As needed		
Fire Department Annual Business Meeting	Annually	1 st Thursday, January	8 pm
FYCC	Quarterly	2 nd Monday	3 pm
Joint Powers Water Board	1x/month	4 th Monday	6 pm
Library	As needed		
Otsego Creek Authority	As needed		
Parks Committee	1x/month	4 th Monday	7 pm
Personnel Committee	4x/year		
Planning Commission	1x/month	2 nd Tuesday	7 pm
Emergency Management Committee	As needed		
Public Works Committee	2x/year		
STMA Ice Arena Board	1x/month	2 nd Monday	6 pm
I-94 West Corridor Coalition	1x/month	2 nd Thursday	1 pm

LEGAL ISSUES: The Mayor and City Council have the authority to review and approve appointments to boards and committees of the City.

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-02

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

RESOLUTION NO. 2024-02

**RESOLUTION APPOINTING CITY COUNCIL MEMBERS TO
BOARDS AND COMMITTEES FOR 2024**

WHEREAS, it has been the policy of the Albertville City Council to make annual appointments of City Council members to its various boards and committees at the beginning of each year; and

WHEREAS, the City Council establishes the following are appointed for the year 2024:

Cable TV Board	Jillian Hendrickson
Director of Emergency Management	Fire Chief
Economic Development Authority (EDA)	Mayor and all Council members
Emergency Management Committee	Aaron Cocking Rob Olson Fire Chief Alternate – Bob Zagorski
Fire Advisory Committee – Annual Meeting	Aaron Cocking Rob Olson Fire Chief Finance Director City Administrator
Fire Relief Association Representative	Fire Chief
FYCC	Rob Olson Alternate – Jillian Hendrickson
Joint Powers Water Board	Rob Olson Bob Zagorski Alternate – Jillian Hendrickson
Library	Jillian Hendrickson
Otsego Creek Authority	Rob Olson Planning Commission Rep
Parks Commission	Rob Olson Alternate – Jillian Hendrickson Public Works Supervisor

Personnel Committee

Jillian Hendrickson
Rob Olson

Planning Commission

John Hayden
Alternate – Bob Zagorski

Public Works Committee

Aaron Cocking
Rob Olson
Water/Wastewater Supervisor
Public Works Supervisor
City Administrator

STMA Ice Arena Board

Aaron Cocking
Bob Zagorski
Alternate – John Hayden
Arena Manager
City Administrator
Finance Director

STMA Finance Advisory Committee

Bob Zagorski
John Hayden
City Administrator

I-94 West Corridor Coalition

Rob Olson
Jillian Hendrickson
City Administrator

NOW, THEREFORE, BE IT RESOLVED that such appointments shall take effect on the date January 2, 2024, and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

Adopted by the City Council of the City of Albertville this 2nd day of January 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

January 2, 2024

SUBJECT: UTILITY DEPARTMENT – PURCHASE OF A FIBERGLASS SERVICE BODY AND SERVICE CRANE

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

MOTION TO: Approve purchase of a Brand FX Fiberglass Service Body from ABM Equipment in the amount of \$34,138 and a Liftmoore 5000X-20 WP Service Crane from ABM Equipment in the amount of \$39,476. State Bid Contract #221334.

BACKGROUND: This is part of the programmed replacement of the 2003 Chevrolet 3500 Utilities crane truck. The 2024 F550 that was ordered in August 2023 has now arrived, and we are now able to order the box and crane for it.

KEY ISSUES:

- The proposed purchase will replace the 2003 Chevrolet 3500 crane truck.
- The price is based on the Minnesota State Contract Pricing.
- Staff would like to purchase the utility box and service crane now that the truck has been received.
- The crane truck is essential to the utility department and WWTF. The new crane has longer reach capabilities that are needed for operations of the WWTF and new biosolids processing operations.
- We are reviewing options for the 2003 truck, which include selling the vehicle as is at auction, or selling just the box and crane and adding a dump box to the chassis.

POLICY CONSIDERATIONS: It is the Mayor and Council’s policy to review and approve the purchase of the Utilities Department.

FINANCIAL CONSIDERATIONS: The Purchase of the truck, box and crane will be paid with ARPA funds, which is consist with the planned use of funds.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve the purchase for the Utilities Department.

Responsible Person: John Middendorf, Utilities Superintendent

Submitted Through: Adam Nafstad. City Administrator-PWD

Attachment:

- Quote from ABM Equipment



333 2nd Street NE
 Hopkins, MN 55343
 952-938-5451
 800-229-5451
 Fax 952-938-0159
www.abmequip.com

Custom Truck Equipment for the Utility, Construction, Municipal and Refuse Industries

Quotation # 121923-230

December 19, 2023

City of Albertville
 11822 63rd St. NE
 Albertville, MN 55301
 ATTN: Mr. John Middendorf

Mr. Middendorf,

In response to your request for a price quotation on a fiberglass service body to fit your dual rear wheel 2024 Ford F-550 chassis (gas) with an 84" C/A, we are pleased to submit the following:

- 1.09 Contoured body for a Dual Rear Wheel 84" CA application
 Chassis CA Dimension – 84"
 Body Length – 132"
 Body Width – 94"
 Body Height – 42"
 Compartment Depth – 20"
 Make & Model Brand FX BFXB – 84LS.....Price: \$ 17,369.00
 Installation of Utility/Service Body.....Price: \$ 1,485.00
 Price of FMVSS 108 lighting package.....Inc.
 Installation of FMVSS 108 lighting package.....Inc.
 Warranty.....One Year
- 1.6.2 3/16 aluminum treadplate floor.....Included
- 1.9.12 Furnish and install 7-way trailer socket & boot with weatherproof connection (spade).....Price: \$ 186.00
- 1.9.22 Aluminum rock guards at front of body (both sides).....Price: \$ 104.00
- 1.9.27 Furnish and install rear mud flap (set).....Price: \$ 255.00
- 1.10.2 Recessed floor tie downs – (3) each side of bed evenly spaced front to rear (\$149 ea x 6)..Price: \$ 894.00
- 1.11.1 10" aluminum tailgate with automotive style latch.....Price: \$ 608.00
- 1.12.4 Galvanized sure step bumper with pintle recess.....Price: \$ 1,138.00
- 1.12.6 Installation of bumper.....Price: \$ 434.00
- 1.13.4 Class V receiver hitch installed and reinforced for towing (includes adj. hitch plate).....Price: \$ 1,441.00
- 1.14.3 Load wall liner, aluminum (\$698 per side x 2).....Price: \$ 1,396.00
- 1.21.1 Stainless steel grab handle - mounted one (1) each side at rear of body (\$69 each x 2).....Price: \$ 138.00
- 1.23.16 Extend exhaust to edge of body.....Price: \$ 170.00



333 2nd Street NE
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 952-938-5451
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Custom Truck Equipment for the Utility, Construction, Municipal and Refuse Industries

Quotation # 121923-230

-2-

December 19, 2023

- 1.23.18 Mount OEM back up camera (must be ordered with truck).....Price: \$ 176.00
- 1.24.1 Non metallic color gelcoat - customer to supply color code before order can be placed...Price: \$ 1,140.00

INDIVIDUALIZED COMPARTMENTATION

STREETSIDE:

- S1 - 1.3.2 (2) adjustable fiberglass shelves.....Price: \$ 426.00
- 1.3.7 Divider pack for fiberglass shelves (4 dividers) (\$29/pk x 2).....Price: \$ 58.00
- S2 - 1.3.2 (2) adjustable fiberglass shelves.....Price: \$ 426.00
- 1.3.7 Divider pack for fiberglass shelves (4 dividers) (\$29/pk x 2).....Price: \$ 58.00
- S3 - Vacant.
- S4 - 1.5.2 Locking swivel hooks 2-3-0 (\$53 each x 5).....Price: \$ 265.00

CURBSIDE:

- C1 - 1.3.2 (2) adjustable fiberglass shelves.....Price: \$ 426.00
- 1.3.7 Divider pack for fiberglass shelves (4 dividers) (\$29/pk x 2).....Price: \$ 58.00
- C2 - 1.3.2 (2) adjustable fiberglass shelves.....Price: \$ 426.00
- 1.3.7 Divider pack for fiberglass shelves (4 dividers) (\$29/pk x 2).....Price: \$ 58.00
- C3 - Vacant.
- C4 - 1.8.2 Crane reinforcement for 25,000 ft. Lb. crane. Understructure long sills to be 4" x 4" x 1/4" square tubing. Cross members at front and rear to be 4" x 4" x 1/4" tube. All intermediate cross members to be 4" x 4" x 3/8". Crane tower to have 5/8" top plate. Mounting requires (4) shear plates per side..Price: \$ 5,003.00

TOTAL PRICE AS DESCRIBED.....\$ 34,138.00

ABOVE PRICES DO NOT INCLUDE ANY APPLICABLE TAX(ES)

Thank you for your interest in ABM Equipment. I hope the above information will allow you to place this business with us. Should you have any questions or need additional information, please do not hesitate to contact Rick Loosbrock.

Best regards,


 Sam Fahey
 Sales Coordinator



333 2nd Street NE
Hopkins, MN 55343
952-938-5451
800-229-5451
Fax 952-938-0159
www.abmequip.com

Custom Truck Equipment for the Utility, Construction, Municipal and Refuse Industries

Quotation # 121923-231

December 19, 2023

City of Albertville
11822 63rd St. NE
Albertville, MN 55301
ATTN: Mr. John Middendorf

Mr. Middendorf,

In response to your request for a price quotation on a service crane to fit the body to be mounted on your Ford F-550, we are pleased to submit the following for your consideration (priced per MN State contract # C-798(5) 221334).

2.1 Liftmoore 5000X-20 WP

25,000 ft lb moment rating. Capacity 5000 lbs at 5 ft load radius. 12 VDC planetary gear drive electric winch. Continuous, unlimited power rotation. Power boom elevation. 25 ft of battery power cable and 3 ft of battery ground wire. 150 amp circuit breaker and master disconnect included. Includes 80 ft of 5/16" galvanized aircraft cable. Traveling block with roller bearing swivel safety hook. Anti two-block is included. Load sensor is included. Drum to wire rope ratio meets ANSI requirements. Crane meets OSHA 29 CFR 1910.180 and ANSI B30.5. Tested with strain gauges as required by SAE J1063. Power telescoping boom from 10 ft to 15 ft with manually extendable section from 15 ft to 20 ft. Wireless proportional control instead of wired remote control, digital voltmeter/ammeter, capable of Wi-Fi diagnostics through 26684 tool.....Price: \$ 33,326.00

2.1 Boom rest.....Price: \$ 450.00

2.9.1 Add leaf springs to crane side of chassis at rear above 16,000 ft/lb crane.....Price: \$ 2,275.00

Misc. (25K 36CMOCD-12SMOCD) Manual In / Out and Manual Crank Up / Down Operation outriggers; CS 36" outward extension, SS 12" outward extension.....Price: \$ 3,425.00

TOTAL PRICE AS DESCRIBED.....\$ 39,476.00

ABOVE PRICING DOES NOT INCLUDE ANY APPLICABLE TAX(ES)

Thank you for your continued interest in ABM Equipment LLC. We hope this information will allow you to place this business with us. If you have any questions, please do not hesitate to contact Rick Loosbrock.

Best regards,


Sam Fahey
Sales Coordinator

January 2, 2024

SUBJECT: UTILITY DEPARTMENT – PURCHASE OF A TOYOTA ELECTRIC LIFT TRUCK

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

MOTION TO: Approve purchase of a Toyota Model 8FBH25 Forklift complete with Nexsys Battery system from Atlas Toyota in the amount of \$54,837. State Bid Contract #189064.

BACKGROUND: At the new Wastewater Treatment Facility, a new piece of equipment will be needed to move chemical totes within the building. The chemical totes will also need to be unloaded and stored on the mezzanine and a large shelving unit. Along with moving and lifting the chemical totes, a forklift will be used for multiple other tasks/projects throughout the City.

The forklift purchase is included with the WWTF biosolids processing project and was included in the contractor's bid as part of the project allowance. To save cost, staff is recommending the City purchase the equipment directly instead of through the construction contract.

KEY ISSUES:

- The purchase is part of the WWTF project contract. Purchasing the forklift directly will cost less than purchasing through the contract.
- The proposed purchase would allow safe handling of heavy objects.
- The forklift can be used for multiple City projects.
- The price is based on the Minnesota State Contract Pricing.

POLICY CONSIDERATIONS: It is the Mayor and Council's policy to review and approve the purchases of the Utilities Department.

FINANCIAL CONSIDERATIONS: The equipment purchase is included in the project bid for the WWTF. Instead of paying our Contractor to procure the equipment, the City is able to save money by purchasing the equipment directly. The cost of the forklift will be paid out of the Wastewater Biosolids Improvement Project fund.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve the purchase for the Utilities Department.

Responsible Person: John Middendorf, Utilities Superintendent

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachment:

- Quote from Atlas Toyota Material Handling



Atlas Toyota Material Handling (MN)
 8601 Xylon Ct
 Minneapolis, MN 55445-1840
 Phone: 763-425-9066
 Fax: 763-425-4926
 www.toyotaequipment.com

To: State Of Minnesota L-517 Contract
 444 Lafayette Rd N
 Saint Paul, MN 55155-3802
 Attn: John Middendorf

Date: October 9, 2023
 Our Ref: 41269619

For: Albertville Water Treatment Plant

We respectfully submit this quotation for the following NEW Toyota Electric Lift Truck (1 each):

Toyota...Proud to be the world's #1 forklift manufacturer!

TOYOTA MODEL 8FBH25, 4-Wheel Sit-Down AC Electric Lift Truck, quality engineered with the following specification:

- Pneumatic Tires
- Electric Battery Powered

SYSTEM OF ACTIVE STABILITY™ (SAS)

Toyota's industry exclusive System of Active Stability (SAS) helps reduce lift truck instability by electronically monitoring and controlling various functions of the lift truck.

- **Active Control Rear Stabilizer:** Various lift truck sensors simultaneously monitor vehicle speed, fork height, load weight, and vehicle yaw (or angular acceleration). Should the operator inadvertently place the truck in a potentially unstable lateral condition, the sensors trigger the SAS controller to activate the Active Control Rear Stabilizer to help reduce the likelihood of a lateral tip over. (Note: Does not apply to dual drive configured models)
- **Active Mast Function Controller (AMC):** Should the operator inadvertently place the lift truck in a potentially unstable longitudinal condition, these same sensors trigger the SAS controller to activate the AMC, which limits forward tilt and/or tilt back speed to help reduce the likelihood of a longitudinal tip over.



Photo may portray optional equipment not included in your quotation.

AC DRIVE & LIFT SYSTEM

Quicker acceleration. Higher top speeds. Longer lasting power. Low maintenance. These are the hallmark benefits of the revolutionary electric forklift with AC Drive and Lift that distinguish it from conventional DC powered forklifts. In addition, this truck is designed for outdoor operation with weatherproof protection equal to IPX4 standards. Simply put, Toyota's models are electric marvels, offering unprecedented power, performance and energy efficiency. They are the sum total of creative engineering, breakthrough design and proven technology. All driven by a single vision: to create a superior-performing electric forklift that helps boost productivity and minimize operating costs.

AUTOMATIC FORK LEVELING

Toyota's Automatic Fork Leveling feature increases productivity while reducing damage with a push of a button. By depressing the Automatic Fork Leveling button during forward tilt, operators are quickly and easily able to level the forks.

Mast 3-Stage (FSV) mast with full free lift provides excellent visibility to load and fork tips, while providing smooth, quiet and consistent operation. Mast specifications:
Maximum Fork Height - **196.5"**
Overall Lowered Height - 87.6" (Overhead Guard Height - 82.90)
Free Lift - 39.6" with standard Load Backrest

Lifting Capacity **Base Model Capacity - 5,000 lbs. @ 24" load center**
Actual Capacity, based on quoted specifications, - 3,280 lbs. @24" load center to 196.5" MFH

Actual capacity ratings stated above are based on standard features, options, and attachments available through Toyota at the time of quoting. Non-standard features, options, and attachments may affect actual capacity ratings. Please contact your Toyota sales representative for additional information.

Tilt 7 degrees forward and 5 degrees backwards

Carriage ITA Hook Type, 40" Carriage

Forks **Forks, 48" x 5" x 1.6"**

Load Backrest 48" High Load Backrest

Attachments **4 Way Valve (With 3rd & 4th Function Hosing)**

Speeds Travel Speed: 10 mph Lift Speed: 112 fpm

Voltage 48 Volt Electrical System

Steering Load sensing fully-hydraulic power steering (LSPS) with Memory Tilt Steering Column

**Battery
Compartment** 32.4" (L) x 35.9" (W) x 21.3" (H)

**Wheels and
Tires** Front Tires: 21x8-9-14PR
Rear Tires: 18x7-8-14PR

Additional Equipment included

- High Load Backrest (Flat Steel Type)
- Back-Up Chime
- Rear Pillar Assist Grip w/Horn
- Pencil and Tape Holder
- Name Plate (English)
- Wire Harness for Accessories
- LED Rear Combination Lights
- LED Blue Light (Selective Lighting Condition)
- Unit Indicator (inch/lbs)
- Steering Wheel with Knob
- Seat Belt Interlock
- Front Pneumatic Tires, J-Lug, Side Ring
- Rear Solid Pneumatic Tires, Side Ring
- 24-75-17 Wet cell Battery
- Battery Charger with communication device
- Battery Accessories including single point watering system, water level light

Other Outstanding Toyota Features

- Regenerative Braking
- Auto Shut-Off (after 15 minutes)
- Operator Presence Sensing System (OPSS)
- Travel Power Control (Programmable)
- Dual Action Hand Parking Brake
- Adjustable Headlights with Guards
- Memory Tilt Steering Column
- Durable Rubber Floor Mat
- Digital Multifunction Display

Some standard items listed within this quotation may be replaced or altered due to optional equipment.

Warranty 12 Months or 2,000 hours whichever occurs first: Basic
 24 Months or 4,000 hours whichever occurs first: Powertrain

Warranty coverage for non-standard option components will be covered by the manufacturer of that component and not covered under the Toyota forklift standard or powertrain warranty.

We offer a Toyota factory authorized warranty on all new Toyota Material Handling Equipment.

Investment	Price-Toyota Model 8FBH25 as specified above:	\$47,360	Each
	Net Price:	\$47,360	Each

Financing and Maintenance A broad range of competitive and flexible financing options are available through Toyota. Financing requires credit approval. Terms and conditions are subject to change.

In addition, Full Maintenance and Planned Maintenance programs are available.

Terms and Conditions

Payment: Net 10 days / Cash or Financed
Delivery: Will advise at time of order.

F.O.B. Delivery to Albertville, MN is included.
Expiration: Pricing Valid for 30 days from date of proposal
Cancellation: Buyer may cancel its order, reduce quantities, revise specifications or extend schedules only by mutual agreement. Reasonable and proper cancellation charges (minimum of 15% of purchase price per unit) will apply and which shall take into account expense already incurred and commitments made by Seller and shall indemnify Seller against any loss.

Prices are exclusive of any sales or use taxes now in force or which may be made effective in the future by any federal, state, or local governments.
Lease offerings subject to credit approval
Performance and specifications stated are based on specific testing and operating conditions. Actual performance and specifications may vary based on application, option configuration, operating conditions, and environmental factors.
Some options and configurations may void UL.
Conditions subject to change to those in effect at time of delivery.
Your signature on this proposal constitutes an order.
Please contact your Toyota sales representative for additional information.
This quote and order will be subject to the terms and conditions on the reverse side hereof.

Sincerely,
Atlas Toyota Material Handling (MN)

Accepted:
City of Albertville

Cash Price \$ _____
Financed Payment* \$ _____ Per Month _____ Months

By: *Nathan Kotila*

By: _____

Name: Nathan Kotila

Name: _____

Title: Sales Representative

Title: _____

Date: _____

Optional Equipment
(not included in this Quotation)

<u>Item</u>	<u>Price</u>	<u>Accepted*</u>
Upgrade to the Nexsys Battery system and receive a maintenance free, 99% pure lead battery with opportunity charge profile.	\$7,477	_____



Mayor and Council Request For Action

January 2, 2024

SUBJECT: UTILITY DEPARTMENT – PURCHASE OF 2024 FORD SUPER DUTY F-250 4WD REGULAR CAB

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

MOTION TO: Approve purchase of a 2024 Ford Super Duty F-250 4X4 regular cab from Saxon Fleet Services in the amount of \$45,478.

BACKGROUND: This is a programmed replacement of the 2008 Chevrolet 2500 4wd Utilities truck. Back in April, the Utility Department attempted to order a 2024 GMC 2500. That order was not placed due to General Motors closing the order date early.

Two quotes were received:

Saxon Fleet Services for	\$45,478
Cornerstone Ford for.....	\$49,880

The Utilities department would like to purchase a utility box for this truck. With the uncertainty of the purchase, Staff recommends waiting until the City receives a delivery date for the truck.

POLICY CONSIDERATIONS: It is the Mayor and Council’s policy to review and approve the purchases of the Utilities Department.

FINANCIAL CONSIDERATIONS: The truck is one of the City’s planned ARPA fund purchases. The City’s ARPA funds need to be obligated by the end of 2024.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve the purchases for the Utilities Department.

Responsible Person: John Middendorf, Utilities Superintendent.

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachment:

- Quote from Saxon Fleet Services

[Fleet] 2024 Ford Super Duty F-250 SRW (F2B) XL 4WD Reg Cab 8' Box ( Complete)

Selected Model and Options

MODEL		
CODE	MODEL	Invoice
F2B	2024 Ford Super Duty F-250 SRW XL 4WD Reg Cab 8' Box	\$45,372.00

COLORS	
CODE	DESCRIPTION
HX	Antimatter Blue Metallic

OPTIONS		
CODE	DESCRIPTION	Invoice
153	Front License Plate Bracket -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
1S	Medium Dark Slate, Cloth 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$91.00
43C	120V/400W Outlet -inc: 1 in-dash mounted outlet	\$160.00
44F	Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)	\$0.00
600A	Order Code 600A	\$0.00
64A	Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)	\$0.00
66D	Pickup Box Delete -inc: rear view camera and prep kit, Deletes tailgate, tie down hooks, rearview camera and 7/4 pin connector, Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer, In addition, Ford urges manufacturers to follow the recommendations of the Ford incomplete vehicle manual and the Ford truck body builder's layout book (and applicable supplements), Rear Bumper Delete, Spare Tire, Wheel, Jack & Tire Carrier Delete *CREDIT*	(\$569.00)
66S	Upfitter Switches (6) -inc: Located in overhead console	\$150.00
67E	250 Amp Alternator (Gas)	\$78.00
96V	XL Chrome Package -inc: 4 additional pickup box tie-downs, Halogen Fog Lamps, Bright Chrome Hub Covers & Center Ornaments, Chrome Rear Step Bumper, Chrome Front Bumper	\$205.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)	\$0.00
HX	Antimatter Blue Metallic	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S -inc: Spare may not be the same as road tire (STD)	\$0.00
X37	3.73 Axle Ratio (STD)	\$0.00
Options Total		\$115.00

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 21273, Data updated Dec 21, 2023 6:41:00 PM PST



Preview Order L175 - F2B 4x4 Reg Cab.SRW: Order Summary Time of Preview: 12/26/2023 10:52:04 Receipt: NA

Dealership Name: Cornerstone Ford

Sales Code : F58590

Dealer Rep.	Leonel Gonzalez	Type	Fleet	Vehicle Line	Superduty	Order Code	L175
Customer Name	albertville	Priority Code	B1	Model Year	2024	Price Level	420

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 STYLESIDE PICKUP/142	\$47760	JOB #2 ORDER	\$0
142 INCH WHEELBASE	\$0	FRONT LICENSE PLATE BRACKET	\$0
TOTAL BASE VEHICLE	\$47760	9900# GVWR PACKAGE	\$0
ANTIMATTER BLUE	\$0	50 STATE EMISSIONS	\$0
CLOTH 40/20/40 SEAT	\$100	120V/400W OUTLET	\$175
MEDIUM DARK SLATE	\$0	UPFITTER SWITCHES	\$165
PREFERRED EQUIPMENT PKG.600A	\$0	250 AMP ALTERNATOR	\$85
.XL TRIM	\$0	PRICE CONCESSION INDICATOR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	REMARKS TRAILER	\$0
.AM/FM STEREO MP3/CLK	\$0	XL CHROME PACKAGE	\$225
.6.8L DEVCT NA PFI V8 ENGINE	\$0	.FOG LAMPS	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	FUEL CHARGE	\$0
3.73 RATIO REGULAR AXLE	\$0	PRICED DORA	\$0
PICKUP BOX DELETE	-\$625	ADVERTISING ASSESSMENT	\$0
.REAR VIEW CAMERA & PREP KIT	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS			MSRP \$49880
DISCOUNTS			NA
TOTAL			\$49880

ORDERING FIN: KS188 END USER FIN: KS188

INCENTIVES

DISCOUNTS:

Acc. Code ID :10 Contract/Ref # :10-104R Bid Date :07/17/23State : MN

-\$600.00

Customer Name:

Customer Email:

Customer Address:

Customer Phone:

GENERAL ADMINISTRATION

I-94 West Chamber State of the Cities Luncheon: The event will be held on Tuesday, January 30, 2024, from 11 am to 1 pm at Rockwoods Event Center in Otsego.

2024 Elections: Staff is beginning to prepare for the three upcoming elections in 2024. There will be the Presidential Nominating Primary (PNP) on March 5, State Primary Election on August 13 and the State General Election on November 5. Staff and election judges will attend training for the PNP in mid to late January. Absentee voting for the PNP begins on January 19.

Local Board of Appeals Training: Training is available online for the members of local appeal boards. Albertville currently has 1 certified, trained member. The deadline to complete the training is 5 pm on February 1, 2024. Cities must have at least one member trained by the deadline or the Local Board of Appeals will lose its powers for 2024 at a minimum.

2023 Audit: The preliminary audit review began this week and the auditors will be back in March for the audit fieldwork.

Code/Zoning Enforcement: The code enforcement regrading illegal land use on Potter's property located at the southwest corner of 60th Street NE and Mackenzie Avenue has been turned over to the City Attorney.

ENGINEERING/PUBLIC WORKS

I-94 Gap Project: After the public hearing for municipal consent, staff sent a letter to MnDOT detailing the recommended project revisions necessary for the City to provide its consent to the project. The MnDOT/creamery pond was not included in the letter, as it does not relate to the capacity expansion, which MnDOT is asking the City to approve. We will continue to work with MnDOT on options for the pond site as they prepare for the upcoming Gap project.

53rd Street and CSAH 19 Signal: With the exception of final restoration and painting, the project is complete. Turf restoration and cross walk striping will be completed in the spring.

Tree Trimming and Pond Maintenance: Public works is taking advantage of the warm weather and has been trimming trees and performing pond and ditch maintenance.

WWTF Improvements: The project is progressing well. The building is fully enclosed and various trades and subcontractors will be working inside throughout the winter months.

50th Street Retaining Wall: The retaining wall work is complete.

Lift Station Upgrades: Public Works is working on 4 lift station upgrades. Generally, upgrades are related to control panels and electrical components. Eligible expenses can be paid with ARPA funds otherwise are paid with enterprise capital reserves.

2024 Street and Trail Improvements: Staff is working to identified street and trail segments to be included in the 2024 overlay project.