



# City of Albertville Council Agenda

Monday, February 5, 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**

**A. Albertville Royalty**

**B. 2023 Albertville Fire Department Annual Awards**

3-8

**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 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 January 16, 2024, regular City Council Meeting minutes as presented. 9-12
- B.** Authorize the Monday, February 5, 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
- C.** Adopt Resolution No. 2024-06 approve an off-site lawful gambling permit for STMA Youth Hockey Association at St. Albert Parish Center located at 11458 57<sup>th</sup> Street NE on February 23, 2024. 14-15
- D.** Approve an On-Sale Temporary Liquor License for STMA Youth Hockey Association at St. Albert Parish Center located at 11458 57<sup>th</sup> Street NE on February 23, 2024. 16
- E.** Adopt Resolution No. 2024-07 approving a new lawful Gambling Premise Permit for Knights of Columbus #4174 at The Hen and The Hog located at 5262 Kyler Avenue. 17-18
- F.** Approve a THC License application for Neighbor’s Bar & Grill located at 5772 Main Avenue through December 31, 2024. 19
- G.** Accept Accounts Receivable Report. 20-21
- H.** 4<sup>th</sup> Quarter Budget to Actual Report 22-24

**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.)*

**B. Building – None**

**C. City Clerk**

- 1 Set Joint Governance Meetings for April 29, 2024, at 6 pm at Albertville City Hall and March 31, 2025, at 6 pm at St. Michael City Hall**

*(Motion to set a Joint Governance Meeting with the City of St. Michael and STMA School Board for Monday, April 29, 2024, at 6 pm at the City of Albertville and March 31, 2025, at St. Michael City Hall.)*

**D. Finance**

- 1. Approve Purchase of Meraki Firewall**

25-32

*(Motion to authorize staff to purchase Meraki Firewalls, 5-year license and installation assistance not to exceed \$12,000.)*

**E. Fire – None**

**F. Planning and Zoning – None**

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

**H. Legal – None**

**I. Administration**

- 1. Albertville City Hall Terrazzo Floor Restoration**

33-34

*(Motion to accept low quote for Albertville City Hall Terrazzo Floor Restoration submitted by Advanced Terrazzo & Tile Co. Inc., in amount not to exceed \$6,500.)*

- 2. Towne Lake 4<sup>th</sup> and 6<sup>th</sup> Addition Rental Discussion**

35-36

- 3. Municipal Consent for I-94 Gap Project Discussion**

37-38

- 4. City Administrator's Update**

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

February 12	STMA Arena Board, 6 pm
February 13	Planning Commission, 7 pm
February 19	City Offices are closed in observance of President's Day
February 20	City Council, 7 pm (Tuesday)
February 26	Joint Power Water Board, 6 pm Parks Committee, 7 pm
March 4	City Council, 7 pm
March 5	Presidential Nomination Primary Election, 7 am to 8 pm

**11. Adjournment**



# ALBERTVILLE FIRE DEPARTMENT

## 2023 Annual Awards





# 2024 Fire Department Recognitions

## 2023 Resignations:

- Firefighter T. Vang = 2 years

## 2024 Service-Year Awards:

- 5-years:
  - Deputy Fire Chief K. Gammell
  - Firefighter J. Grove
  - Firefighter C. Holzerland
  - Firefighter N. Ose
  - Firefighter S. Severson
- 10-years:
  - Firefighter N. Dording
  - Firefighter T. Trainor
- 15-years:
  - Captain M. Minette
- 20-years:
  - Captain D. Asleson
  - Captain J. Eull



# 2023 Fire Department Awards

## 2023 Top Training Hours:

- Top Training Hours = Lieutenant C. Thurber
  - 213.5 Training Hours
  
- Honorable Mention Training Hours:
  - Captain J. Eull = 199.5 Hours
  - Firefighter M. Aguirre = 188.5 Hours
  - Firefighter J. Grove = 188 Hours
  - Captain G. Gerads = 184.5 Hours
- **Department Average = 94 Hours**





# 2023 Fire Department Awards

## 2023 Top Volunteer Hours:

- Top Volunteer Hours = Firefighter C. Follett
  - 79.5 Volunteer Hours

- Honorable Mention Volunteer Hours:

- Firefighter T. Gonsior = 67 Hours
- Firefighter P. Gonsior = 43 Hours
- Firefighter J. Grove = 41 Hours
- Firefighter N. Ose = 40.5 Hours
- Lieutenant K. Anderson = 32 Hours
- Captain J. Eull = 32 Hours

- **Department Average = 22 Hours**



# 2023 Fire Department Awards

## 2023 Top Caller:

- **Top Caller = Firefighter C. Follett**
  - 394 Calls / 71%
  
- **Honorable Mention Top Call Percentage:**
  - Firefighter M. Aguirre = 314 Calls / 57%
  - Firefighter J. Grove = 312 Calls / 56%
  - Firefighter S. Severson = 286 Calls / 52%
  - Lieutenant K. Anderson = 277 Calls / 50%
  
- **Department Average = 194 Calls / 35%**

## 2023 Paul Heinen Above and Beyond Award:

- **Winner: Firefighter C. Follett**
  - Runner-Up: Firefighter N. Dording
  - Nominations:
    - N. Dording / J. Eull / C. Follett / G. Gerads / P. Gonsior / C. Thurber



**Congratulations to our recognized members!**





**ALBERTVILLE CITY COUNCIL**

**REGULAR MEETING MINUTES**

**January 16, 2024 – 7 pm  
Council Chambers  
Albertville City Hall**

**1. Call to Order**

Acting Mayor Cocking called the meeting to order at 7 pm.

**2. Pledge of Allegiance – Roll Call**

**Present:** Acting Mayor Cocking, Councilmembers Hayden and Zagorski.

**Absent:** Mayor Hendrickson and Councilmember Olson

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

**3. Recognitions – Presentations – Introductions – None**

**4. Public Forum**

There was no one present for the public forum.

**5. Amendments to the Agenda**

City Administrator Nafstad added an item under 9I2. Administration entitled “ Approve Agreement for TIF Evaluation” and an item under H1. Legal entitled “Joint Powers Agreement with Wright County for Enforcement of Cannabis.”

**MOTION** made by Councilmember Hayden, seconded by Councilmember Zagorski to approve the January 16, 2024, agenda as amended. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. 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 January 16, 2024, regular City Council Meeting minutes as amended.
- B.** Authorize the Tuesday, January 3, 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.** Approve One-Day Temporary Consumption and Display Permit application for the Albertville Fire Relief Association and an exemption from prohibition of liquor consumption at the Albertville Fire Hall, located at 11350 57<sup>th</sup> Street NE for Saturday, February 17, 2024.

**6. Consent Agenda - continued**

- D.** Adopt **Resolution No. 2024-03** approving appointment of the Election Judges and Absentee Ballot Board for the Presidential Nominating Primary Election to be held on March 5, 2024.
- E.** Approve the renewal of THC retail establishment license for One Stop Smoke Shop for January 16, 2024, through December 31, 2024.
- F.** Approve the annual permit renewal for Consumption and Display of liquor for the Albertville City Hall building, located at 5959 Main Avenue NE, for the period of April 1, 2024, through March 31, 2025.
- G.** Adopt **Resolution No. 2024-04** calling for a Public Hearing on the proposed Establishment of Tax Increment Financing District No. 21 within Municipal Development District No. 1; The proposed adoption of a Tax Increment Financing Plan relating thereto; and the proposed granting of a Business Subsidy.
- H.** Reduce Letter of Credit No. 750127757, held as security for Kingston Crossings to no less than \$87,700, conditioned on any outstanding balances owed to the City being paid in full.
- I.** Approve Payment Application No. 9 to Gridor Construction in the amount of \$402,763 for Wastewater System Improvements.

The Council thanked City staff for the list of claims updated format.

**MOTION** made by Councilmember Zagorski, seconded by Councilmember Hayden to approve the January 16, 2024, Consent as submitted. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. The motion carried.

**7. Public Hearing – None**

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

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

**9. Department Business**

**A. City Council**

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

Acting Mayor Cocking provided an update from the STMA Arena Board meeting which included a discussion on the 2024 budget, possible rate increases and ceiling repairs. He answered questions from the other Councilmembers.

**B. Building – None**

**C. City Clerk**

**1. Local Board of Appeals and Equalization Meeting Date**

City Clerk Luedke reported Wright County tentatively set the Albertville Local Board of Appeals and Equalization meeting for Monday, April 15 at 6:15 pm and said City staff recommended setting the meeting for this time.

**MOTION** made by Councilmember Hayden, seconded by Councilmember Zagorski to set the meeting date for the Albertville Local Board of Appeals and Equalization for April 15, 2024, at 6:15 pm. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. The motion carried.

**D. Finance – None**

**E. Fire – None**

**F. Planning and Zoning – None**

**G. Public Works/Engineering**

**1. Generator Installation Contract**

City Administrator Nafstad presented the staff report which included background information on which generators would be installed and added this contract would be only for the installation of the generators. He reported the actual generators would be purchased under a separate contract which staff would submit to the Council for review at a later date. Administrator Nafstad answered questions from Council.

**MOTION** made by Councilmember Zagorski, seconded by Councilmember Hayden to approve low bid in the Amount of \$61,977 from Design Electric, Inc. to install back-up generators at the fire hall and Albert Villas lift station. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. The motion carried.

**H. Legal**

**1. Joint Powers Agreement with Wright County for Enforcement of Cannabis**

City Attorney Couri presented the staff report and reported with this agreement, Wright County would have the ability to enforcement and regulate cannabis similar to the tobacco licenses within Albertville. He said the County would issue the cannabis licenses and perform the required compliance checks, but the City would continue to maintain control over local zoning regulations which could include limiting the number of licenses issued within the City. Attorney Couri answered questions from Council regarding the Joint Powers Agreement and the current Sheriff's contract.

City Clerk Luedke answered questions from Council regarding the licensing process for tobacco and THC establishments.

There was Council discussion regarding the Joint Powers Agreement with Wright County and the current Wright County Enforcement Agreement.

**MOTION** made by Councilmember Zagorski, seconded by Councilmember Hayden to adopt **Resolution No. 2024-05** approving the Joint Powers Agreement between the County of Wright and the City of Albertville for the enforcement and regulation of Cannabis. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. The motion carried.

## **I. Administration**

### **1. City Administrator's Update**

City Administrator Nafstad reviewed the City Administrator's Update which included two upcoming events: the I-94 West Chamber's State of the Cities luncheon on January 30 and the I-94 Corridor Coalition Legislative preview event on February 9. He provided an update on the I-94 Gap Project Municipal Consent Agreement discussions that were conducted with the District Engineer and the Assistant Commissioner. He reported the City should receive additional information on the Consent agreement on January 19<sup>th</sup> and answered questions from Council.

### **2. Approve Agreement for TIF Evaluation**

City Administrator Nafstad said the Albertville Outlet Mall was pursuing options for the sale of the east side of the mall. He reported the developer inquired if there were any economic development items available for the development of site. Administrator Nafstad said the only option the City would have for economic funds would be through TIF and with this agreement, the buildings would be analyzed to see if they were considered blighted. He answered questions from Council regarding the agreement.

Finance Director Lannes answered questions from Council regarding funding sources for the cost of the TIF evaluation agreement.

City Attorney Couri answered questions from Council regarding how the property would be valued and TIF process.

**MOTION** made by Councilmember Hayden, seconded by Councilmember Zagorski to approve the Agreement for Investigative Services Albertville Outlet Mall TIF Analysis not to exceed \$9,800. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. The motion carried.

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

January 22	Joint Powers Water Board, 6 pm Parks Committee, 7 pm
February 5	City Council, 7 pm
February 12	STMA Arena Board, 6 pm
February 13	Planning Commission, 7 pm
February 19	City Hall closed in observance of President's Day
February 20	City Council, 7 pm (Tuesday)

## **10. Adjournment**

**MOTION** made by Councilmember Hayden, second by Councilmember Zagorski to adjourn the meeting at 7:47 pm. Ayes: Cocking, Hayden and Zagorski. Nays: None. Absent: Hendrickson and Olson. The motion carried.

Respectfully submitted,

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Kristine A. Luedke, City Clerk

February 5, 2024

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

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

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



February 5, 2024

**SUBJECT: CONSENT – CLERK – OFF-SITE GAMBLING PERMIT FOR STMA  
YOUTH HOCKEY ASSOCIATION AT ST. ALBERT PARISH CENTER**

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

**MOTION TO:** Adopt Resolution No. 2024-06 approve an off-site lawful gambling permit for the STMA Youth Hockey Association at the St. Albert Parish Center on February 23, 2024.

**BACKGROUND:** The STMA Youth Hockey Association has applied to conduct off-site gambling for their annual fundraising event to be held at St. Albert Parish Center, located at 5700 Lander Avenue in Albertville, on Friday, February 23, 2024.

**KEY ISSUES:**

- City approval is required to approve the permit prior to STMA Youth Hockey Association submitting the application for lawful gambling to Minnesota Alcohol and Gambling Enforcement Division.
- This is a permit for a one-time off premise event.
- The type of gambling to be conducted is a raffle.

**POLICY/PRACTICES CONSIDERATIONS:** The Mayor and City Council have the authority to either approve or deny any gambling license application received by the City.

**Responsible Person:** Kris Luedke, City Clerk

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

**Attachments:**

- Resolution No. 2024-06

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

**RESOLUTION NO. 2024-06**

**RESOLUTION APPROVING AN OFF-SITE LAWFUL GAMBLING PERMIT  
FOR STMA YOUTH HOCCKEY ASSOCIATION FOR ST. ALBERT PARISH  
CENTER ON FEBRUARY 23, 2024**

**WHEREAS**, the STMA Youth Hockey Association has applied for an off-site gambling permit to conduct lawful gambling activities within the City of Albertville, Minnesota; and

**WHEREAS**, the purpose of the lawful gambling is to raise funds; and

**WHEREAS**, the lawful gambling permit will be for a raffle to be held on February 23, 2024, at St. Albert Parish Center, located at 5700 Lander Avenue in Albertville; and

**WHEREAS**, the STMA Youth Hockey Association intend to comply with all lawful gambling rules and reporting requirements of the State of Minnesota and the City of Albertville.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Albertville, that the off-site gambling permit for the STMA Youth Hockey Association is hereby approved and the State Gambling Control Board is authorized to process the application.

**Adopted by the City Council of the City of Albertville this 5<sup>th</sup> day of February 2024.**

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Jillian Hendrickson, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk

February 5, 2024

**SUBJECT: CONSENT – CLERK – TEMPORARY LIQUOR LICENSE FOR STMA  
YOUTH HOCKEY ASSOCIATION AT ST. ALBERT PARISH CENTER**

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

**MOTION TO:** Approve an On-Sale Temporary Liquor License for STMA Youth Hockey Association at St. Albert Parish Center located at 11458 57<sup>th</sup> Street NE on February 23, 2024.

**BACKGROUND:** The STMA Youth Hockey Association has applied for a temporary liquor license for their annual fundraising event to be held at St. Albert Parish Center, located at 5700 Lander Avenue in Albertville, on Friday, February 23, 2024.

**KEY ISSUES:**

- STMA Youth Hockey Association has applied for an on-sale temporary liquor license.
- STMA Youth Hockey Association is holding a fundraising event on February 23, 2024, from 6 pm to 12 am at the St. Albert Parish Center.
- The \$100 fee for a temporary liquor license has been submitted for the event.

**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 is on file in the City Clerk's Office

## Mayor and Council Request for Action

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February 5, 2024

**SUBJECT: CONSENT – CLERK – LAWFUL GAMBLING PREMISES PERMIT FOR KNIGHTS OF COLUMBUS #4174 AT THE HEN AND THE HOG**

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

**MOTION TO:** Adopt Resolution No. 2024-07 approving a new lawful Gambling Premise Permit for Albertville Knights of Columbus #4174 at The Hen and The Hog, located at 5262 Kyler Avenue in Albertville, MN.

**BACKGROUND:** The Knight of Columbus #4174 has applied for a new Lawful Gambling Premise Permit for The Hen and The Hog, located at 5262 Kyler Avenue for pull-tabs and electronic pull tabs.

**KEY ISSUES:**

- A Resolution to approve the Lawful Gambling Premises Permit for the Knights of Columbus #4174 is attached. Local governing board approval is required prior to submitting the application to Minnesota Alcohol and Gambling Enforcement Division.
- Lawful Gambling Premises Permits are perpetual, requiring no renewals once issued.

**POLICY/PRACTICES CONSIDERATIONS:** The Mayor and City Council have the authority to either approve or deny any gambling license application received by the City.

**Responsible Person:** Kris Luedke, City Clerk

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

**Attachments:**

- Resolution No. 2024-07

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

**RESOLUTION NO. 2024-07**

**A RESOLUTION APPROVING A NEW LAWFUL GAMBLING PREMISE  
PERMIT FOR ALBERTVILLE KNIGHTS OF COLUMBUS #4174 AT THE HEN AND  
THE HOG LOCATED AT 5262 KYLER AVENUE IN ALBERTVILLE, MN**

**WHEREAS**, the Albertville Knights of Columbus #4174 has applied for a Lawful Gambling Premises Permit at The Hen and The Hog located at 5262 Kyler Avenue in Albertville, MN; and

**WHEREAS**, the City Council of the City of Albertville allows lawful gambling licenses within the City.

**BE IT RESOLVED**, the premises gambling permit approved by the City of Albertville City Council runs concurrently on a perpetual basis with the license of the Knight of Columbus #4174 according to the requirements stated in MN State Statute 349.165 Subd. 1.

**NOW, THEREFORE, BE IT FUTHER RESOLVED**, the City Council of the City of Albertville hereby approves the new lawful gambling premises permit application for the Albertville Knights of the Columbus #4174 at The Hen and The Hog located at 5262 Kyler Avenue in Albertville, Minnesota.

**Adopted by the City Council of the City of Albertville this 5<sup>th</sup> day of February 2024.**

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Jillian Hendrickson, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk





## Mayor and Council Request for Action

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February 5, 2024

**SUBJECT: CONSENT – CLERK – APPROVE NEW THC LICENSE APPLICATION FOR NEIGHBOR’S BAR & GRILL LOCATED AT 5772 MAIN AVENUE**

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

**MOTION TO:** Approve a Tetrahydrocannabinol (THC) License application for Neighbor’s Bar & Grill located at 5772 Main Avenue through December 31, 2024.

**BACKGROUND:** At the August 7 City Council meeting, an ordinance was approved amending the City Code to allow for the regulation of THC products. The City received a new THC license application from Neighbor’s Bar & Grill located at 5772 Main Avenue. The applicant, Neighbor’s Bar & Grill, has completed the appropriate forms for a new THC license.

**KEY ISSUES:**

- The business meets the eligibility standards set by City Code section 4-10-4 (c). It is a license holder of an on-sale liquor establishment license, and the THC products will be sold within the same premises as licensed for liquor sales.
- The license period for all THC licenses runs January 1 through December 31.
- The applicant has provided the THC license fee.

**POLICY/PRACTICES CONSIDERATIONS:** The Mayor and City Council have the authority to either approve or deny a THC license application.

**FINANCIAL CONSIDERATIONS:** The applicant has provided the annual fee per the City of Albertville’s fee schedule.

**Responsible Person:** Kris Luedke, City Clerk

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

**Attachments:**

- The THC license application is on file in the Clerk’s Office and is available upon request.

February 5, 2024

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

**ACCOUNTS RECEIVABLE:** Total accounts receivable outstanding through January 31, 2024, is \$12,600.53.

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

0-30 days outstanding	\$7,231.00	57.39%
30-60 days outstanding	\$ 867.15	6.88%
60-90 days outstanding	\$ 60.00	0.48%
Over 90 days outstanding	\$4,442.38	35.26%

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

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

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

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

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

**Attachment:**

- Accounts Receivable Report

<b>Vendor</b>	<b>Amount Due</b>	<b>0-30 Days</b>	<b>30-60 days</b>	<b>60-90 days</b>	<b>90 days &amp; Over</b>
Axys Construction	<b>\$488.54</b>	\$4.02	\$3.52		\$481.00
Classic Construction	<b>\$2,510.42</b>	\$873.17		\$60.00	\$1,577.25
FYCC	<b>\$27.99</b>	\$27.99			
Hockey Finder	<b>\$1,481.78</b>	\$1,481.78			
HSB Ventures	<b>\$272.92</b>	\$2.24	\$2.24		\$268.44
Landform Professional	<b>\$612.00</b>	\$612.00			
Maeyaert, Chuck	<b>\$645.00</b>		\$645.00		
Mohrmann, Gordon	<b>\$200.00</b>		\$200.00		
SFR II Borrower 2021-3 LLC	<b>\$327.51</b>	\$2.69	\$2.69		\$322.13
State of MN - Tax Forfeit	<b>\$1,821.03</b>	\$13.77	\$13.70		\$1,793.56
Wright County Highway Dept	<b>\$4,213.34</b>	\$4,213.34			
<b>Total</b>	<b>\$12,600.53</b>	<b>\$7,231.00</b>	<b>\$867.15</b>	<b>\$60.00</b>	<b>\$4,442.38</b>

February 5, 2024

**SUBJECT: CONSENT - FINANCE – 4TH QUARTER BUDGET TO ACTUAL REPORT – UN-AUDITED**

**4th QUARTER BUDGET TO ACTUAL:** Attached are the 4<sup>th</sup> Quarter 2023 un-audited General Fund summaries of revenues and expenditures. Revenues are expected to be at 100%. Expenses are expected to be at 100%. This summary shows operating revenues are at 102.62% and operating expenses are at 98.92%.

**VARIANCES:**

Revenue:

- Current Ad Valorem Taxes – included some delinquent taxes paid
- Fire Aid – not received as fire relief moved to PERA
- Administrative Fee – AVA Property Holdings Plat fees \$11,649
- Other Revenues – received \$14,413 in reimbursement for fire trainings.
- Gas Franchise – started collection in 2023 not budgeted

Expenses:

- General Government – switch to Microsoft 365 monthly subscription unbudgeted, switch configuration, computer equipment replacement.
- City Attorney – additional work enforcement
- City Engineer – additional work Central Park, Marlowe and retaining wall
- Public Works – Albertville portion of grinding and screening compost \$16,000
- Capital Expenses – Overlay project and purchase of equipment

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

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

**Attachment:**

- 2023 Budget to Actual

<b>2024 Council Update</b>				
<b>General Fund Operations</b>				
<b>General Fund Revenue:</b>		<b>2023 Budget</b>	<b>2023 Actual 12/31/23</b>	<b>Ytd % Budget</b>
31010	Current Ad Valorem Taxes	2,519,337	2,588,706	102.75%
32000	Licenses & Permits	30,500	33,297	109.17%
32110	Liquor Licenses	30,000	28,766	95.89%
32150	Sign Permits	2,500	245	9.80%
32210	Building Permits	200,000	204,512	102.26%
33401	LGA Revenue expected	50,391	49,164	97.57%
33405	Police Aid	45,000	55,748	123.88%
33406	Fire Aid	100,000	0	0.00%
33422	Other State Aid Grants	700	0	0.00%
33423	Municipal Maintenance	11,000	11,535	104.86%
34000	Charges for Services	20,000	11,663	58.31%
34001	Administrative Fee	1,500	11,676	778.41%
34005	Engineering As Built Fee	3,000	450	15.00%
34101	Leases - City Property	31,000	32,067	103.44%
34103	Zoning & Subdivision Fees	2,500	1,450	58.00%
34104	Plan Check Fee	80,000	56,026	70.03%
34107	Title Searches	2,500	3,295	131.80%
34112	Franchise Fee - Electric	128,000	133,449	104.26%
34113	Franchise Fee - Cable	60,000	45,302	75.50%
34114	Franchise Fee - Gas	0	146,499	
34202	Fire Protection Contract Charges	520,602	520,602	100.00%
34780	Rental Fees	15,000	18,086	120.58%
34950	Other Revenues	15,000	31,961	213.07%
34110	Arena	14,654	14,654	100.00%
36210	Interest Earnings	10,000	2,428	24.28%
	General Fund Reserves	120,250		0.00%
	<b>Total Revenues</b>	<b>4,013,434</b>	<b>4,118,769</b>	<b>102.62%</b>



<b>General Fund Department Expenditures:</b>		<b>2023 Budget</b>	<b>2023 Actual 12/31/23</b>	<b>Ytd % Budget</b>
41000	General Government	65,000	95,037	146.21%
41100	Council	57,428	57,385	99.93%
41300	Combined Administrator/Engineer	190,554	181,158	95.07%
41400	City Clerk	153,061	148,661	97.13%
41410	Elections	27,000	2,464	9.13%
41500	Finance	133,361	127,167	95.36%
41550	City Assessor	48,000	50,055	104.28%
41600	City Attorney	30,000	35,040	116.80%
41700	City Engineer	35,000	71,629	204.65%
41800	Economic Development	25,000	3,502	14.01%
41910	Planning & Zoning	56,507	63,289	112.00%
41940	City Hall	166,354	152,188	91.48%
42000	Fire Department	720,524	677,763	94.07%
42110	Police	949,913	949,913	100.00%
42400	Building Inspection	294,595	277,566	94.22%
42700	Animal Control	12,000	6,984	58.20%
43100	Public Works - Streets	423,700	472,876	111.61%
43160	Electric streetlights	101,200	103,049	101.83%
45000	Culture & Recreation	88,346	78,867	89.27%
45100	Parks & Recreation	435,891	415,685	95.36%
	<b>Total Expenditures</b>	<b>4,013,434</b>	<b>3,970,278</b>	<b>98.92%</b>
<b>2023 Council Update</b>				
<b>Capital Fund</b>				
<b>Capital Reserve Fund Revenue:</b>		<b>2023 Budget</b>	<b>2023 Actual 12/31/23</b>	<b>Ytd % Budget</b>
102-31010	Capital Levy	1,601,861	1,601,861	100.00%
	<b>Total Revenues</b>	<b>1,601,861</b>	<b>1,601,861</b>	<b>100.00%</b>
<b>2023 Council Update</b>				
<b>Capital Fund</b>				
<b>Capital Reserve Fund Expenditures:</b>		<b>2023 Budget</b>	<b>2023 Actual 12/31/23</b>	<b>Ytd % Budget</b>
102	Capital Expenditures	1,601,861	1,955,053	122.05%
	<b>Total Expenditures</b>	<b>1,601,861</b>	<b>1,955,053</b>	<b>122.05%</b>

February 5, 2024

**SUBJECT: FINANCE – APPROVE PURCHASE OF MERAKI FIREWALL**

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

**MOTION TO:** Authorize staff to purchase Meraki Firewalls, 5-year license and installation assistance not to exceed \$12,000.

**BACKGROUND:** The current Watchguard M270 Firewall is reaching end of life and will no longer be supported or receive software updates. The firewall controls traffic trying to reach our server from both outside and inside of the network. The primary use for the firewall is to secure the network from cyberattacks, protects vulnerable systems and private data from unauthorized access.

**KEY ISSUES:**

- The City's current Firewall is reaching end of life and will no longer be supported.
- The Firewall is necessary to secure the City's network from cyberattacks, protects vulnerable systems and private data from unauthorized access.
- The quote includes the purchase of the Network Security/Firewall appliance, installation, and support for 5 years.

**FINANCIAL CONSIDERATIONS:** Funding would come from the Capital Fund; this purchase has been budgeted for every 5-7 years.

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

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

**Attachment:**

- Marco Quote for Meraki Firewall



January 30, 2024

PROPOSAL FOR  
**CITY OF ALBERTVILLE**  
TINA LANNES

Prepared By:

**Jeff Kirchoff**  
Technology Advisor  
320-296-1522  
jeff.kirchoff@marconet.com

Quote Number: 136183



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Meraki Firewall -- CITY OF ALBERTVILLE



**Prepared by:**  
**Marco - Hutchinson**  
 Jeff Kirchoff  
 320-296-1522  
 jeff.kirchoff@marconet.com

**Prepared for:**  
**CITY OF ALBERTVILLE**  
 PO BOX 9  
 ALBERTVILLE, MN 55301  
 TINA Lannes  
 763.496.6802  
 tlannes@ci.albertville.mn.us

**Ship To:**  
**CITY OF ALBERTVILLE**  
 5959 MAIN AVE NE  
 ALBERTVILLE, MN 55301-9776  
 TINA Lannes  
 763.496.6802  
 tlannes@ci.albertville.mn.us

**Quote Information:**  
**Quote #: 136183**  
 Version: 5  
 Date Issued: 01/30/2024  
 Expiration Date: 01/31/2024  
 Special Pricing Program:  
 \*PLEASE SELECT\*

■ Products

\* This Tab Contains Optional Items

Description	One-Time	Qty	Ext. One-Time
Meraki MX85 Network Security/Firewall Appliance - 10 Port - 1000Base-T, 1000Base-X - Gigabit Ethernet - 9 x RJ-45 - 4 Total Expansion Slots - 1U - Rack-mountable	\$1,395.00	1	\$1,395.00
Meraki MX85 Network Security/Firewall Appliance - 10 Port - 1000Base-T, 1000Base-X - Gigabit Ethernet - 9 x RJ-45 - 4 Total Expansion Slots - 1U - Rack-mountable	\$1,395.00	1	\$1,395.00
Meraki Advanced Security for MX85-HW + Support - Subscription License - 1 License - 3 Year	\$2,397.00	1	\$2,397.00
<i>Meraki Advanced Security for MX85 - License and Support - 5 Year</i>	<i>\$3,791.00</i>	<i>1*</i>	<i>\$3,791.00</i>

\* Optional Subtotal: **\$3,791.00**  
 Subtotal: **\$5,187.00**

■ Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Milestone 1	\$594.00	1	\$594.00
Marco Professional Services - T&M - Estimate	\$4,420.00	1	\$4,420.00

Subtotal: **\$5,014.00**

## ■ Professional Services Engagement

### ■ ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement), the following applies to this Professional Service Engagement:

### ■ ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF ALBERTVILLE would like Marco to replace their Watch Guard Firewall with Meraki Firewall. In addition to that deploy Secure Client for VPN users and integrate DUO into authentication for VPN.

Note this is a Managed Client.

### ■ ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:  
Field Team Deliverables:

- **Meraki Portal**
  - Marco engineer will set up the following Meraki Dashboard accounts
  - Clean up or remove any unnecessary Meraki organization admins (if required)
  - Managed
    - Add mroot@marcotechologiesllc.com as organization admin
    - Add SAML thumbprints for Marco Single Sign On
    - Add SAML Security Roles
    - Enable API access to Organization
    - Managed services agents and tools will be configured for the new equipment that is added.
- The following additional admin accounts will be used:
  - CITY OF ALBERTVILLE approved account
  - **NOTE:** additional admin accounts (if required)
- Create Network(s)
  - **NOTE:** Networks should be broken out by location
- Claim the Meraki Devices into inventory and tag physical addresses
- Scheduling for updates
- **Meraki Security Appliance - 1 - MX**
  - Update to latest software version
  - Configure basic VLANs (Data, Voice, Guest)
  - Configure Host name, IP addressing, DHCP pools, DNS for each VLAN
  - Configure Firewall Rules and Access Control up to (10)
  - Configure AMP and IPS/IDS
  - Configure Basic Content filtering to block Malware, Adware, Spyware, Adult content, and SPAM sources.
  - Configure Geo Blacklists for countries outside US
  - Ensure default traffic shaping rules are enabled
  - Create custom rule to define all VOIP and Video Conferencing, no bandwidth limit, and prioritize as "High"
  - Configure client VPN
    - Meraki Any-Connect
      - Upgrade firewall to at least MX-16 Firmware
      - MX Configuration



- Configure Authentication
- Cloud Auth – local accounts
- Active Directory (LDAP)
- RADIUS
  - **NOTE:** a change order may be required to utilize RADIUS if there is not a RADIUS server present in the environment
- Create a new VPN subnet
- Set DNS servers
- Set DNS suffix
- Configure Client routing rules
- Full-tunneling
- Log-in Banner configuration
- Client Application Deployment
  - Download the latest AnyConnect from Meraki dashboard (4.8 or later)
  - Create an AnyConnect VPN Profile
  - Utilize the Meraki DDNS name for VPN Server name
  - Install and configure AnyConnect on user laptops
    - **NOTE:** Can be deployed with Group Policy
  - Test and confirm client VPN connectivity
- Label, mount, cable, apply power and test for proper operation

● **Cabling/Installation**

- Client will engage a certified electrician or general contractor to execute installation of any necessary wiring adds/moves

■ **COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES**

The following tasks and deliverables for our Coordination Team will be considered “in-scope” for the purposes of this engagement:

**Level 2**

- Ordering/tracking of product (if applicable)
- Technical resource assignment
- Technical resource scheduling
- Scheduling of internal kick off & customer kick off meetings
- Project plan / project task list build
- Digital project communication / project status updates
- Facilitation of change orders (if applicable)
- Project closure

■ **CLIENT RESPONSIBILITIES**

- CITY OF ALBERTVILLE to provide current configurations of in-scope infrastructure
- CITY OF ALBERTVILLE to provide physical access to buildings, closets, and network enclosures to the in-scope infrastructure
- CITY OF ALBERTVILLE to provide remote and/or onsite “admin” level access to the in-scope infrastructure
- CITY OF ALBERTVILLE to provide appropriate system login information
- CITY OF ALBERTVILLE to provide appropriate IP Addressing information
- CITY OF ALBERTVILLE will provide a suitable work area for Marco personnel if work is completed on premises



- **Non-Managed Marco clients:**
- CITY OF ALBERTVILLE to ensure all operating systems, software, and hardware that are in good working order and up to date prior to the start of the project
- CITY OF ALBERTVILLE to ensure all systems/data are backed up prior to start of the project

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- Marco will not be responsible for any low voltage cabling
- Client to provide adequate power to the network closet(s) for the UPS



Quote Summary - One-Time Expenses

Description	Amount
Products	\$5,187.00
Professional Services Labor	\$5,014.00
<b>Total:</b>	<b>\$10,201.00</b>

One-Time \* Optional Expenses

Description	One-Time
Products	\$3,791.00
<i>Optional Subtotal:</i>	<b>\$3,791.00</b>

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
<b>One-Time Payment</b>	<b>1</b>	<b>One-Time</b>	<b>\$10,201.00</b>

Summary of Selected Payment Options

Description	Amount
<b>One-Time Payment: One-Time Payment</b>	



Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) (“Terms and Conditions”) which are located at [www.marconet.com/legal](http://www.marconet.com/legal) for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF ALBERTVILLE

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared for: TINA Lannes  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

February 5, 2024

**SUBJECT: ADMINISTRATION – ALBERTVILLE CITY HALL TERRAZZO FLOOR RESTORATION**

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

**MOTION TO:** Accept Low Quote for Albertville City Hall Terrazzo Floor Restoration submitted by Advanced Terrazzo & Tile Co. Inc., in the amount not to exceed \$6,500.

**BACKGROUND:** The Albertville City Hall terrazzo floors have not been re-finished in many years. Staff solicited quotes for the restoration of the City Hall Terrazzo floors and received 2 quotes back from Advance Terrazzo & Tile Co. Inc, and ACT Restoration. The project generally includes the stripping, grinding, and re-sealing of the floors with multiple layers of acrylic wax.

**KEY ISSUES:**

- The proposed improvements are recommended to restore the terrazzo floors within the Albertville City Hall.
- The quoted amount of the project is \$6,500.
- Advanced Terrazzo & Tile Co. Inc submitted the low quote.

**FINANCIAL CONSIDERATIONS:** The proposed project will be funded with general fund reserves.

**LEGAL CONSIDERATIONS:** The Mayor and Council have the authority to authorize municipal improvements, and to accept or reject quotes for municipal improvements.

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

**Attached:**

- Advanced Terrazzo & Tile Co. Quote



# Advance Terrazzo & Tile Co., Inc.

P.O. BOX 48537

MINNEAPOLIS, MINNESOTA 55448

TEL. (763) 780-5590

FAX (763) 780-9869



MEMBER

## PROPOSAL

OUR PROPOSAL NO. \_\_\_\_\_ DATE \_\_\_\_\_

TO: Albertville City Hall TIME \_\_\_\_\_ AM PM

ATTN: Maeghan

PROJECT: Re-Finish Albertville City Hall Terrazzo

LOCATION: Albertville, MN

SECTION: \_\_\_\_\_

ADDENDAS: \_\_\_\_\_

BASE BID.....	\$	<u>6,500</u>
ALTERNATE NO. _____	ADD.....	\$ _____
	DEDUCT.	\$ _____
ALTERNATE NO. _____	ADD.....	\$ _____
	DEDUCT.	\$ _____
ALTERNATE NO. _____	ADD.....	\$ _____
	DEDUCT.	\$ _____

LABOR & MATERIALS AS SPECIFIED  YES  NO

MINN. STATE SALES TAX INCLUDED  YES  NO

EXCLUSIONS \_\_\_\_\_

REMARKS would need 3 nights to complete

John [Signature]  
ESTIMATOR



February 5, 2024

**SUBJECT: ADMINISTRATION – TOWNE LAKES 4<sup>TH</sup> AND 6<sup>TH</sup> ADDITION RENTAL DISCUSSION**

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

The Council is requested to give City staff direction as to whether they are open to amending the Towne Lakes 4<sup>th</sup> and 6<sup>th</sup> Planned Unit Development (PUD) agreements, relieving the townhomes from being owner occupied.

**BACKGROUND:** In 2004, the Albertville Council approved the Towne Lakes 4<sup>th</sup> Addition Planned Unit Development (PUD) agreements. The conditions of the PUD approval are outlined as “All townhomes within said plat shall be owner occupied. Developer shall file with this agreement deed restrictions with the Wright County Recorder of Deeds which provide that all townhome units in Said Plat shall be owner occupied and which prohibits the rental of the townhome units. Said deed restriction shall be subject to the review and approval of the City Attorney. In 2017, Council approved a second amendment to the Planned Unit Development Agreement for Towne Lakes 6<sup>th</sup> Addition which included a condition that “All townhomes shall be owner-occupied. Rental are prohibited.”

The City has received a number of requests from townhome owners to be able to rent their townhome units. The Office Manager for Acuity Group the property management company for the Towne Lakes 6<sup>th</sup> Addition also known as Cottage of Towne Lakes provided a copy of the Planned Community Cottages Of Towne Lakes Association Declaration which includes a provision "No lot may be leased for transient or hotel purposes. Any lease of any Lot shall be in writing which ...."

**KEY ISSUES:**

- Towne Lakes 4<sup>th</sup> and 6<sup>th</sup> Additions PUD Agreements do not allow for townhome owners to rent their townhome units.
- The City has received multiple requests from owners to have the ability to rent their townhomes.

**POLICY/PRACTICES CONSIDERATIONS:** The 2004 Towne Lakes 4<sup>th</sup> Addition and the 2017 Towne Lakes 6<sup>th</sup> Addition PUD agreements were negotiated in good faith and recorded with the subdivision. The City needs to evaluate if conditions warrant a change in the current PUD agreement to allow for the rental of the townhomes.

**FINANCIAL CONSIDERATIONS:** The requested change in the PUD agreement would remove the obligation that all townhomes within the PUD’s be owner occupied. The rental townhomes would need to apply and be approved for a rental license from the City.

**LEGAL CONSIDERATIONS:** The City Council has the legal authority to amend a Planned Unit Development agreement. The PUD amendment will need to be processed through a public hearing with final action by the City Council. The City may impose conditions on the PUD in exchange for the amending the current PUD agreement.

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

**On File:**

- 2005 Towne Lakes 4<sup>th</sup> Planning Unit Development Agreement
- 2017 Second Amendment to Planned Unit Development Agreement Towne Lakes 6<sup>th</sup> Addition



## GENERAL ADMINISTRATION

**Fire Service Awards:** Annually the City Council recognizes the Albertville Firefighters for years of service, retirements, etc. The Chief has scheduled the Fire Service Awards for Monday's Council meeting. The AFD has scheduled their Annual Holiday Celebration for February 17 at the Albertville Fire Hall (5 pm- Social Hour, 6 pm Dinner).

**I-94 Corridor Coalition Legislative Preview:** The event will be held on Friday, February 9, 2024, from 7:30 am to 9 am at 21<sup>st</sup> Century Bank Event Center in Rogers.

**Absentee Voting:** Absentee voting for the March 5 Presidential Nominating Primary (PNP) began on January 19. The Albertville City Hall is open 7 am to 5:30 pm Monday through Thursday for in-person voting and will be open on Saturday, March 2 from 9 am to 3 pm. Voters may also drop off their completed absentee ballots at the City Hall during this time.

**City's Domain Change:** City staff is in the process of converting the City's domain address from ci.albertville.mn.us to .gov. Council and City staff's new email addresses have been set up and are running simultaneously with the previous email addresses. Staff is also working with Granicus to update the City's website domain. The anticipated time frame for completion of the project is mid-March.

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

## ENGINEERING/PUBLIC WORKS

**I-94 Gap Project:** The City and MnDOT have had several conversations regarding the concerns the City has with the project. Earlier this week the City met with FHWA to discuss the status of the 2006 Interstate Access Request and the necessary steps to complete the CR 19 WB C-D Road. I am expecting a revised MOU for the City to consider and have included this topic as an agenda item.

**53<sup>rd</sup> 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.

**Generator Improvements:** Staff is working on procurement of the two generators, as well as a trailer mounted generator.

**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.

**Upcoming events:**

- February 17 – Albertville Fire Department Annual Retirement Celebration, 5 pm at the Fire Hall.