



City of Albertville Council Agenda

Monday, March 4, 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 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 February 20, 2024, regular City Council Meeting minutes as presented. 3-6

B. Authorize the Monday, March 4, 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. 7

C. Approve Payment Application No. 11 to Gridor Construction in the amount of \$534,765 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.*)

B. Building – None

C. City Clerk – None

D. Finance – None

E. Fire – None

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal – None

I. Administration

1. City Planning Consultant Services Discussion

2. 2024 Street Improvement Project Discussion

3. City Administrator’s Update

8-9

10. Announcements and/or Upcoming Meetings

March 5	PNP Election Day
March 11	STMA Arena Board, 7 pm
March 12	Planning Commission, 7 pm
March 18	City Council, 7 pm
March 25	Joint Power Water Board, 6 pm Parks Committee, 7 pm
April 1	City Council, 7 pm

11. Adjournment



ALBERTVILLE CITY COUNCIL

DRAFT REGULAR MEETING MINUTES

February 20, 2024 – 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 and Zagorski.

Councilmember Olson arrived at 7:39 pm

Staff Present: Fire Chief Bullen, Finance Director Lannes, Utilities Supervisor Middendorf 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

There were no amendments to the agenda.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to approve the February 20, 2024, agenda as submitted. Ayes: Cocking, Hayden, Hendrickson and Zagorski. Nays: None. Absent: 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 February 5, 2024, regular City Council Meeting minutes as presented.
- B. Authorize the Tuesday, February 20, 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.
- C. Adopt **Resolution No. 2024-08** accepting a donation from the Albertville Lions in the amount of \$1,750 for Fire Prevention materials for the Albertville Fire Departments.
- D. Reduce Letter of Credit No. 757, held as security for Particle Control to no less than \$7,200, conditioned on any outstanding balances owed to the City being paid in full.
- E. Adopt **Resolution No. 2024-09** for 2024 Grant Application for Outdoor Recreation Grant Program.
- F. Approve Payment Application No. 10 to Gridor Construction in the amount of \$238,975 for Wastewater System Improvements.

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to approve the February 20, 2024, consent agenda as submitted. Ayes: Cocking, Hayden, Hendrickson and Zagorski. Nays: None. Absent: Olson. The motion carried.

7. Public Hearing

A. Public Hearing – Medart Inc. Tax Increment Financing (TIF) Request

Finance Director Lannes presented the staff report which included information on the TIF request from Medart Inc. She reported the company was proposing to construct a 100,000 square foot warehouse and distribution center and would like to use TIF assistance to defray development costs. She said the approval would only be for the TIF request and added Medart submitted site and building plan which are scheduled to be heard at the March 13 Planning Commission meeting. Finance Director Lannes requested the approval allow for minor amendments for the TIF Bond Council and answered questions from Council.

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 and Zagorski. Nays: None. Absent: Olson. The motion carried.

MOTION made by Councilmember Hayden, seconded by Councilmember Zagorski to adopt **Resolution No. 2024-10** establishing Tax Increment Financing District No. 21 within Development District No. 1 (the “TIF District”) and adopting the tax increment financing plan therefor; authorizing the terms of an interfund loan; authorizing the execution of a development agreement; and approving a business subsidy agreement as amended to allow minor changes from the TIF Bond Council. Ayes: Cocking, Hayden, Hendrickson and Zagorski. Nays: None. Absent: Olson. The motion carried.

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

The Wright County Sheriff’s deputy who was present reviewed the incidents that occurred in the City of Albertville within the past few weeks.

9. Department Business

A. City Council

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

Councilmember Zagorski provided an update from the STMA Arena Board meeting which included a review of the preliminary budget and a discussion on the ongoing parking issues at the Ice Arena during busy times.

Councilmember Hayden provided an update from the Planning Commission Meeting which included a discussion on the hot tub regulations and land usage around the proposed Costco site.

B. Building

1. 2023 Year-End Building Permit Review

Finance Director Lannes presented the staff report and summarized the 2023 Building Permit Activity report. She also reviewed the information on the rental licenses and the number of inspections conducted in 2023.

C. City Clerk – None

D. Finance – None

E. Fire

1. Albertville Fire Department Presentation – 2023 Year in Review

Fire Chief Bullen presented the 2023 call data and said the fire department had received a total of 555 calls in 2023. He also provided details on the incident statistics by City along with the date and time frame of the incidents. Chief Bullen reported on the department’s 2023 accomplishments and reviewed the grants received. He answered questions from Council regarding the review.

The Council thanked the Albertville Fire Department for their service to the City.

F. Planning and Zoning

1. Approve Albertville Zoning Code amendment relating to Hot Tub Fences

City Clerk Luedke presented the staff report and provided an overview of the proposed amendment to the City Code relating to the fencing requirements for above ground hot tubs. She said the Planning Commission held a public hearing and recommended the Council approve the amendment and answered questions from Council.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to adopt **Ordinance No. 2024-01** amending Section 1000.5.E.2e of the Albertville Municipal City Code relating to Hot Tub Fences. Ayes: Cocking, Hayden, Hendrickson and Zagorski. Nays: None. Absent: Olson. The motion carried.

G. Public Works/Engineering

1. Approve Purchase of Two Generators and Automatic Transfer Switch

Utilities Supervisor Middendorf presented the staff report and background information on the current number of generators that City has. He also reported on the proposed generator purchases and where the new generators would be used. He answered questions from Council regarding the generator’s lead times.

Finance Director Lannes provided details on the funding source for the purchase of the generators.

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to approve purchase of two Generators Model C70N6 and Model C45N6 and an Automatic Transfer Switch from Cummins Inc, Des Moines Iowa for \$122,250. Ayes: Cocking, Hayden, Hendrickson and Zagorski. Nays: None. Absent: Olson. The motion carried.

2. Approve Purchase of New Caterpillar Portable Generator

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to approve purchase of a Caterpillar Model XQ125BM Generator complete with Trailer, Enclosure, and assorted Power Cords from Ziegler Power Systems for \$137,650. Ayes: Cocking, Hayden, Hendrickson and Zagorski. Nays: None. Absent: Olson. The motion carried.

A. Legal – None

B. Administration

1. Municipal Consent for I-94 Gap Project Discussion

Mayor Hendrickson provided background information on the conversations that occurred between the City and MnDOT representatives. She said in response to the City’s concerns regarding the project, the Commissioner of Transportation, Nancy Daubenberger, sent a letter addressing the concerns that the City expressed. She stated if the Resolution was not approved, a special meeting would be required on Friday, March 1.

Fire Chief Bullen provided additional details on the project and the letter the City received from the Commissioner. He answered questions from Council.

There was Council discussion regarding the I-94 Gap Project, the letter received from Commissioner Daubenberger, and the layout approval for the project. After much discussion, the Council agreed to approve the Resolution based on the letter received from the MnDOT Commissioner committing to work cooperatively with the City on the project. The Council thanked Mayor Hendrickson and City Administrator Nafstad for their work on the project.

MOTION made by Councilmember Hayden, seconded by Councilmember Zagorski to adopt **Resolution No. 2024-11** for layout approval for State Project 8680-189 for Interstate Highway 94. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

2. City Administrator’s Update

City Clerk Luedke reported absentee voting for the Presidential Primary continues through March 4 and said the City Hall would be open for voting on Saturday, March 2. She reported on the current opening the Parks Committee has and said the vacancy has been posted on the City’s website and Facebook page.

10. Announcements and/or Upcoming Meetings

- 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
- March 11 STMA Arena Board, 6 pm
- March 12 Planning Commission, 7 pm
- March 18 City Council, 7 pm

11. Adjournment

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

Respectfully submitted,

Kristine A. Luedke, City Clerk

March 4, 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, March 4, 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)

GENERAL ADMINISTRATION

Absentee Voting: Absentee voting for the March 5 Presidential Nominating Primary (PNP) continues through March 4. 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. Direct Balloting began on February 20 which allows the absentee voter to place their voted ballot directly into the ballot counter instead of a series of envelopes for later processing.

Spring Newsletter: The Spring newsletter hit resident's mailbox at the end of February.

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 60th Street NE and Mackenzie Avenue has been turned over to the City Attorney.

Parks Committee Vacancy: The Parks Committee has a vacancy due to a recent resignation. The vacancy has been posted on the City's website and Facebook page.

Outlet Mall (East) TIF Analysis: The City received the TIF Analysis back from LHB. The final report shows the east side of the Mall would qualify as a TIF redevelopment district.

MPCA MS4 Compliance Audit: We have been notified by the MPCA the City has been selected for a routine audit. We have submitted requested and the MPCA will be conducting the in-person audit on March 14.

ENGINEERING/PUBLIC WORKS

Towne Lakes Sidewalk Snow Removal – We have been receiving many questions regarding plowing sidewalks in Towne Lakes. For many years, the Towne Lake HOA has paid a contractor to clear the neighborhood sidewalks. It is my understanding that the HOA is considering going away from the service and believes the City will provide the service. I would like to discuss the City snow removal policy at the meeting. Generally, sidewalk snow removal is the responsibility of property owners. The City does clear walks, but only after streets and school routes are clean, and as resources permit.

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.

Generator Improvements: All three generators have been ordered. The generator for the fire hall and Villas Lift Station are expected to arrive by the end of the year. The trailer mounted generator is expected within the next 6 weeks.

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 Projects: We are scheduled to receive bids by late March. This year's street improvements will likely be separated into two projects. One project will be specific to commercial concrete apron replacements, the other project specific to mill and overlay.