



# City of Albertville Council Agenda

Monday, March 18, 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 March 4, 2024, regular City Council Meeting minutes as presented. 3-6
- B. Authorize the Monday, March 18, 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 renewal of liquor licenses for licensee listed in the staff report for the period of April 15, 2024, through April 14, 2025, contingent upon successful Wright County Sheriff's Department review for liquor law violations. 8-9
- D. Authorize the purchase of two HVAC Rooftop Units and additional ductwork for the Fire Department. 10-11
- E. Approve renewal of Consumption and Display Permit for the Church of St. Albert's for the Parish Center located at 11400 57<sup>th</sup> Street NE and further subject to receipt of licensing approval from the State of Minnesota. 12

**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**

**1. Medart Industrial Development Applications** 13-37

*(Motion to adopt Resolution No. 2024-12 addressing the development applications for Medart to allow for the construction of a 105,257 sq. ft. warehouse/ distribution industrial building in the City of Albertville.)*

**2. Amend City Code Sign Regulations to allow Playfield Signs in P/I Zoning District** 38-43

*(Motion to adopt Ordinance No. 2024-02 approving amendments to City Code Title 10, Chapter 7 Sign Regulations, Section 10-7-6 establishing regulations and standards for allowing temporary signs within Central Park playfields.)*

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

**H. Legal – None**

**I. Administration**

**1. Cooperative Construction Agreement between the Department of Transportation and City of Albertville** 44-53

*(Motion to adopt Resolution No. 2024-13 approving a Cooperative Contract between Minnesota Department of Transportation and the City of Albertville.)*

**2. City Administrator’s Update** 54-55

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

March 25	Joint Power Water Board, 6 pm Parks Committee, 7 pm
April 1	City Council, 7 pm
April 8	STMA Arena Board, 7 pm
April 9	Planning Commission, 7 pm
April 15	City Council, 7 pm
April 22	Joint Power Water Board, 6 pm Parks Committee, 7 pm
April 29	Joint Governance Meeting, 6 pm (Albertville City Hall)

**11. Adjournment**



## ALBERTVILLE CITY COUNCIL

### DRAFT REGULAR MEETING MINUTES

March 4, 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, 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

There was no one present for the public forum.

#### 5. Amendments to the Agenda

City Administrator Nafstad requested to add item 9I4 under Administration entitled “Special Assessment Agreement for SAC and WAC charges” and item 9I5 entitled “County Road 137 Design Update”.

**MOTION** made by Councilmember Olson, seconded by Councilmember Zagorski to approve the March 5, 2024, agenda as amended. 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 February 20, 2024, regular City Council Meeting minutes as presented.
- 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.
- C. Approve Payment Application No. 11 to Gridor Construction in the amount of \$534,765 for Wastewater System Improvements.

**MOTION** made by Councilmember Cocking, seconded by Councilmember Hayden to approve the March 4, 2024, consent agenda as submitted. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

#### 7. Public Hearing – None

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

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

**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 Joint Power Water Board meeting, and he answered questions from the other Councilmembers.

**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**

City Administrator Nafstad reported he planned to meet with the Personnel Committee in the next couple of months to discuss options for the replacement of Al Brixius, the City Planner, who plans to retire at the end of the year. He said he intended to work with the City Attorney to develop a draft RFP for Planning Consultant Services and added he would like to hire a replacement in September so that the new consultant firm would have time to work with the current City Planner before the end of the year. Administrator Nafstad answered questions from Council.

**2. 2024 Street Improvement Project Discussion**

City Administrator Nafstad reported the City would be advertising for bids on two 2024 Street improvement projects soon. He said one project would be specific to concrete flatwork and include commercial driveway aprons and some sidewalk and would be completed prior to the overlay. Administrator Nafstad said this would streamline the 2024 Street Improvement project and he discussed specific areas that would be included in it. He said the bid results would be presented at a future Council meeting for Council's approval and answered questions from Council.

**3. City Administrator's Update**

City Administrator Nafstad reported the TIF evaluation report for the Albertville Outlet Mall was completed and the east side of the Mall would qualify as a redevelopment district and added he had notified the developer.

City Administrator Nafstad reported the City has received many questions regarding plowing the sidewalks in Town Lakes. He said his understanding was the HOA would like to discontinue the service which they have contracted out since the beginning of the development. He stated the City's policy has always been for residents to clear their own sidewalks. He added City Staff does plow sidewalks once the City streets and schools are cleared but it was usually more than 24 hours after the know event.

There was Council discussion regarding City staff plowing the Towne Lake's sidewalks and the consensus was for the City to continue to follow the City's policy and only clear resident's sidewalk after all City streets and school routes are clear and dependent on City staff's available time.

#### **4. Special Assessment Agreement for SAC and WAC charges**

City Administrator Nafstad reported a new business, Boba and Snacks, would like to relocated to the strip mall next to Coborn's. He said the building was current for WAC and SAC charges and a new business with food and drink components would add new WAC and SAC charges. He said the new charges would be just under \$33,000. Administrator Nafstad reported the tenant approached the property owner, Phillip Edison Group, and asked that the new charges be incorporated into their lease in which the property owner stated they were willing to do. Administrator Nafstad said the City has approved this type of agreement in the past and answered questions from Council.

City Attorney Couri explained how the special assessment agreement would work and answered questions from Council.

There was Council discussion regarding the proposed Special Assessment agreement.

**MOTION** made by Councilmember Cocking, seconded by Councilmember Olson to approve the use of the Standard Special Assessment Agreement drafted by the City Attorney for the Special Assessment to the property owner, Phillip Edison Group. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

#### **5. County Road 137 Design Update**

City Administrator Nafstad provided background information on the County Road 137 design. He said the design would eventually need to be approved by the City and also Wright County. He said the current proposed design includes a combination of roundabouts and  $\frac{3}{4}$  access at Lymon. He said another option may be another roundabout at Lymon to allow for full access to the Marketplace properties. He said a traffic study would be conducted in the area and it would provide information on the traffic levels in the area. He answered questions from Council regarding the proposed layout.

There was Council discussion regarding the proposed County Road 137 layout design, the partial access at Lymon and how the businesses would be affected, traffic concerns in the area if Costco was built, and other options for the proposed layout design.

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

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

March 25      Joint Power Water Board, 6 pm  
                 Parks Committee, 7 pm  
April 1        City Council, 7 pm

**11. Adjournment**

**MOTION** made by Councilmember Cocking, second by Councilmember Hayden to adjourn the meeting at 7:59 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

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Kristine A. Luedke, City Clerk

March 18, 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 18, 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)

March 18, 2024

**SUBJECT: CONSENT – CLERK – ANNUAL RENEWAL OF LIQUOR LICENSES**

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

**MOTION TO:** Approve the renewal of liquor licenses for the licensees listed below for the period of April 15, 2024, through April 14, 2025, contingent upon successful Wright County Sheriff’s Department review for liquor license violations.

**BACKGROUND:** Each year, the City of Albertville and the Minnesota Alcohol and Gambling Enforcement Division (AGED) must approve the renewal of liquor licenses for establishments within Albertville. The City must verify there are no outstanding fines, City Code violations, or delinquent taxes for each establishment. The Wright County Sheriff’s Office checks for liquor law violations within the last five years. Once Council has approved the liquor renewals locally, the renewals are sent to MN AGED for their approval. The liquor license period for the upcoming year runs April 15, 2024, through April 14, 2025. The following liquor licenses are recommended for approval:

Licensee	Address	License Type
152 Club	5794 Main Ave NE	On-Sale; Sunday & Off-Sale
BJ’s Sports Tavern	5788 Main Ave NE	On-Sale; Sunday & Off-Sale
Cedar Creek Bar & Grill	5700 Jason Ave NE	On-Sale and Sunday
Coborn’s Grocery	5698 LaCentre Ave NE	3.2 Off-Sale
Coborn’s Liquor	5600 LaCentre Ave NE, Ste 114	Off-Sale
D. Michael B’s	6550 Lamplight Drive	On-Sale; Sunday & Off-Sale
El Bamba	5986 Main Ave NE	On-Sale Wine & Strong Beer
Kwik Trip #1020	6300 LaBeaux Ave NE	3.2 Off-Sale
Neighbor’s Eatery & Saloon	5772 Main Ave NE	On-Sale; Sunday & Off-Sale
Space Aliens Grill & Bar	11166 County Rd 37	On-Sale and Sunday
Speedway #7016	11044 61 <sup>st</sup> Street NE	3.2 Off-Sale
The Hen & The Hog	5262 Kyler Ave NE, Ste 111	On-Sale and Sunday
Westside Liquor	11095 61st St NE, Ste P	Off-Sale
Willy McCoy’s	5651 LaCentre Ave NE	On-Sale and Sunday

**KEY ISSUES:**

- There are no delinquent taxes, outstanding fines, or code violations for the above establishments.
- Approval is contingent upon Wright County Sheriff’s review for liquor license violation.
- Wright County requires a \$100 investigation fee to complete background checks on liquor establishments for all annual renewals. The City added this fee to the 2024 Fee Schedule.



**POLICY/PRACTICES CONSIDERATIONS:** It is the Mayor and City Council’s policy to review and approve or deny liquor license renewals for establishments within Albertville.

**FINANCIAL CONSIDERATIONS:** The following are the fees collected from the 2024-2025 liquor license renewals:

<b>License Type</b>	<b>License Fee</b>	<b># of 2024 Licenses</b>	<b>202 Revenue</b>
On-Sale; Sunday & Off-Sale	\$3,650	4	\$14,600
On-Sale and Sunday	\$3,500	4	\$14,000
On Sale Wine & Beer	\$210	1	\$210
Off-Sale 3.2% Beer	\$100	3	\$300
Off-Sale	\$150	2	\$300
<b>Total</b>			<b>\$29,410</b>

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

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

**On File:**

- Liquor License renewal applications

March 18, 2024

**SUBJECT: CONSENT – FIRE – PURCHASE OF TWO HVAC ROOFTOP UNITS AND DUCTWORK**

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

**MOTION TO:** Authorize the purchase of two HVAC Rooftop Units and additional ductwork for the Fire Department.

**BACKGROUND:** The Fire Department is requesting approval for two heating, ventilation, and air conditioning (HVAC) rooftop units (RTU's) and additional ductwork for the Fire Department.

The Fire Department has two HVAC RTU's, and both are original to the building, 1999, unit models. Over the past three years, the Fire Department has spent a lot of time, and added expense, to keep the unit's operating. The Fire Department previously added a bi-annual maintenance plan to attempt to prolong the lifespan of the units, but recent repairs have shown that the units are at the end of their operating life.

The mezzanine / storage area of the Fire Department was constructed with no duct work, bringing both the cooled or heated air into the building space, directly next to the air return, creating air circulation issues and causing short-cycle issues with the thermostat in the room.

The Fire Department received quotes from commercial HVAC companies and is asking the City Council to approve the low proposal from Weidner's Mechanical Contractors in the amount of \$39,450.

The proposal includes:

- Demolition of the current RTU's
- Installing two high efficiency 5-ton RTU's
  - There is a rebate from Xcel Energy for both high efficiency RTU's.
- Installing two new curb adaptors
- Reconnecting electrical and gas connections
- Crane Fees
- Adding ductwork in the mezzanine / storage area

**KEY ISSUES:**

- The Fire Departments HVAC Rooftop Units are quickly reaching its unexpected end of service-life and needs replacement.
- The Fire Department received quotes from commercial HVAC companies and is asking the City Council to approve the low proposal from Weidner's Mechanical Contractors in the amount of \$39,450.

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

**FINANCIAL CONSIDERATIONS:** The low proposal for the replacement of the HVAC Rooftop Units is \$39,450. 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 quotes available on request



## Mayor and Council Request for Action

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March 18, 2024

**SUBJECT: CONSENT – CLERK – RENEWAL OF CONSUMPTION AND DISPLAY PERMIT FOR CHURCH OF ST. ALBERT**

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

**MOTION TO:** Approve renewal of the Consumption and Display permit for the Church of St. Albert's for the Parish Center located at 11400 57<sup>th</sup> Street NE and further subject to receipt of licensing approval from the State of Minnesota.

**BACKGROUND:** Staff has received the renewal Consumption and Display permit application from the Church of St. Albertville for the Parish Center. The Church rents the Parish Center for event (example: wedding, etc.) and permit allows customers renting the Parish Center to bring and consume their own alcoholic beverages with the Church's permission.

**KEY ISSUES:**

- Consumption and display permits are not issued by the City, but by the State. However, the local authority (Albertville City Council) must either approve or deny any applications before they are submitted to the State for approval.
- A consumption and display permit will run April 1, 2024, through March 31, 2025.
- There are no outstanding fire or building code issues and no outstanding fees or fines.
- MN Statute allows any applicant to be eligible for this type of license so long as they have not been convicted of a felony or liquor law violations within five years.

**POLICY/PRACTICES CONSIDERATIONS:** The City Council has the authority to approve or deny liquor licenses and/or more strictly regulate this type of liquor license.

**FINANCIAL CONSIDERATIONS:** The City would receive no revenue from this license. A fee of \$250 is payable to the State and must accompany the application.

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

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

**On File:**

- The Consumption and Display Permit application

March 18, 2024

**SUBJECT: PLANNING – MEDART INDUSTRIAL DEVELOPMENT APPLICATIONS**

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

**MOTION TO:** adopt Resolution No. 2024-12 addressing the development applications for Medart to allow for the construction of a 105,257 sq. ft. warehouse/ distribution industrial building in the City of Albertville.

**BACKGROUND:** On August 15, 2022, the Albertville City Council approved the Albertville Self-Storage facility development applications including the AVA Second Addition plat, and the I-2/PUD zoning and development plans. These development plans have not proceeded. Now Medart Inc. is pursuing the following development applications for the same properties previously considered by Albertville Self-Storage.

In proceeding with the Medart industrial development, the Planning Commission and City Council will be required to repeal the previous Albertville Self-Storage development stage PUD plans approval and approve the following Medart development applications.

1. Combining Lot 1 and 2 Block 1, AVA Second Addition into one lot and building site.
2. Vacation of select drainage and utility easements within Lots 1 and 2 Block 1, AVA Second Addition to create one lot and building site.
3. PUD Site and Building Plan Review. Review of the site and building plans required of the development of a two phased industrial warehouse/distribution facility. Phase one will be a 105,000 square foot office/warehouse. Phase two will be future 84,000 or 70,000 square foot warehouse expansion.

City Staff has reviewed the aforementioned applications and submission materials and prepared the February 27, 2024, planning report.

The Albertville Planning Commission held a public hearing to consider the development application and staff reports on March 12, 2024. Upon conclusion of the public hearing, the Planning Commission recommended approval of each of the development applications with the conditions outlined in the February 27, 2024, Planning Report with amendments.

**KEY ISSUES:**

- The project consists of 2 phases of development. Phase one will consist of 105,157 sq. ft. office/warehouse. Phase 2 is a future 70,000 to 84,000 sq. ft. warehouse expansion.
- The subject site is zoned I-2/PUD, General Industrial/Planned Unit Development district. The proposed warehouse/distribution land use is a permitted use within the I-2/PUD district.

- The I-2 /PUD district also allows the City to consider and approve site design flexibility related to the loading area fronting on a public street, proof of parking, unpaved fire lane.
- The combination of the two lots results in a single 12.88 acre lot. The new lot meets the lot area and width requirements of the I-2 zoning district.
- The easements to be vacated are internal to the lots and were specific to the previous self-storage development project. The vacation of these easements is needed to accommodate the Medart building and site layout.
- The site design meets the required building setbacks and lot coverage requirements of the I-2 district.
- The site design segregates on-site automobile and semi-truck traffic, the City Engineer has approved the curb cut locations and widths.
- The applicant is requesting proof of parking to meet the required parking. This is an acceptable arrangement. All parking meets the City’s dimensional requirements.
- The loading areas meet the City’s dimensional requirements and are properly designed for efficient truck movements.
- The proposed building meets the City’s industrial architectural standards.
- The February 27, 2024, Planning Report outlines the conditions and PUD flexibilities that are recommended for approval of the PUD Site and Building plans. These conditions have been reviewed, revised, and recommended for approval by the Albertville Planning Commission.

**POLICY/PRACTICES CONSIDERATIONS:** The Albertville Planning Commission held a public hearing on March 12, 2024, and agreed with the recommendations outlined in the February 27, 2024, Planning Report. Upon closing a public hearing, the Planning Commission recommended that the City Council approve the Medart development application for lot combination, easement vacation, and PUD site and building plans subject to the conditions outlined in the attached resolution.

**FINANCIAL CONSIDERATIONS:** All required on-site, and off-site improvements shall be the responsibility of the developer.

**LEGAL CONSIDERATIONS:** The requested Medart Development application required public hearing before the Planning Commission and final approval by the City Council per the Albertville zoning code.

**Responsible Person:** Alan Brixius, City Planner

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

**Attachments:**

- March 27, 2024, Planning Report and Exhibits
- Resolution No. 2024-12

**PLANNING REPORT**

TO: Adam Nafstad  
FROM: Alan Brixius  
DATE: February 27, 2024  
RE: Medart Industrial  
FILE NO: 163.06 24.01  
PIDs: 101 156 001 010  
101 156 001 020

**BACKGROUND**

On August 15, 2022, the Albertville City Council approved the Albertville Self-Storage facility development applications including the AVA Second Addition plat, and the I-2/ PUD zoning and development plans. These development plans have not proceeded. Now Medart Inc. is pursuing the following development applications for the same properties previously considered by Albertville Self-Storage.

In proceeding with the Medart development, the planning commission and City Council will be required to repeal the previous Albertville Self-Storage PUD and approve the following Medart development applications.

1. Combining Lot 1 and 2 Block 1, AVA Second Addition into one lot and building site.
2. Vacation of select drainage and utility easements within Lots 1 and 2 Block 1, AVA Second Addition to create one lot and building site.
3. PUD Site and Building Plan Review. Review of the site and building plans required of the development of a two phased industrial warehouse / distribution facility. Phase one will be a 105,000 square foot office/warehouse. Phase two will be future 84,000 or 70,000 square foot warehouse expansion.

**EXHIBITS**

Exhibit A: Existing Conditions  
Exhibit B: Site Plan  
Exhibit C: Grading Plan  
Exhibit D: Storm Sewer Plan  
Exhibit E: Utility Plan

- Exhibit F: Floor Plan
- Exhibit G: Building Elevation
- Exhibit H: Building Elevation Color
- Exhibit I: Landscape Plan
- Exhibit J: Photometrics Plan

**ISSUES AND ANALYSIS**

**Lot Combination**

The Albertville Subdivision Code allow for the combination of two existing platted lot through an administrative subdivision. Lots 1 and 2, Block 1 Second Addition conforming industrial platted lots as shown below. The combined lot area exceeds the I-2 requirements for lot area and lot width.

	Lot Area	Lot Width
Lot 1	9.05 acres	450 ft.
Lot 2	3.82 acres	114 ft.
Combined lot	12.88 acres	450 ft

**Easement Vacation.**

The approval of the previous, Albertville Self-Storage PUD and plat drainage and utility easements were created internal to the Lot 1, Block 1 AVA Second Addition and Along the share lot between Lots 1 and 2. These easements were established reflecting the Self-Storage site design. These easements are not needed and will interfere with the new Medart site plan. Vacation of these easements supported with the following findings and conditions.

Findings.

1. The proposed vacated easements do not contain existing utilities and serve no public purpose.
2. The vacation of the easement will create a buildable development site that will accommodate a new industry consistent with the Albertville Land Use Plan.
3. The proposed development will be compliant with the Albertville zoning code.

Conditions.

1. The applicant shall provide a legal description of the easements to be vacated.
2. Drainage and utility easements shall be provided along the lot lines of the new combined lot and over the stormwater ponds.
3. Site grading extends beyond the site into the Outlot A Second Addition. A drainage and utility easement that encompasses this area must be provided.



4. All easement locations, sizes and configurations shall be subject to the review and approval of the City Engineer.

**Site and Building Plan Review**

Setbacks. The table below, the building setback proposed on Lot 1 in comparison with the applicable I-2 District Setback requirements.

	Required	Phase 1	Phase 2
Front (west)	30 feet	212 feet	212 feet
Side interior (north)	10 feet	61 feet	82 feet
Side corner (south)	20 feet	220 feet	170 feet
Rear yard (east)	20 feet	368 feet	109 feet

Lot Coverage. Within the I-2 zoning district lot hard coverage is limited to 85% of the total lot area. The site plan indicates that the proposed phase building and parking will cover 57.9 % of the total lot area.

Site Access and Circulation. The site subject is proposed to be accessed from 67<sup>th</sup> Street and Karen Avenue. In review of the access and circulation patterns within the site we offer the following comments.

1. The proposed site plan shows three curb cuts serving the site. The site size and street frontage allow this number of curb cuts.
2. The proposed southern curb cuts at south and west property lines measure 62 and 65 feet in width. By City Code the maximum curb cut width is 24 feet unless otherwise approved by the City Engineer. The City Engineer will review the proposed curb cuts and provide a recommendation for an acceptable curb cut width as a PUD flexibility.
3. The site plan design segregates the automobile parking from the loading area.
4. By code all drive aisles are required to be paved with bitumen or concrete. The applicant is proposing a 24 foot drive aisle around the building with a gravel surface. This drive aisle will serve as a fire lane around the building and will be improved with the future building addition or if additional parking is required. The City may allow a temporary exemption for paving this drive aisle through PUD flexibility provided the gravel drive aisle is designed to meet the 2020 Minnesota State Fire Code, Fire Apparatus Access Road for all-weather access. Staff, also recommends that this drive aisle be improved to a paved surface by October 2030 or with the future building addition whichever is sooner.

Off-Street Parking. Based on the City Zoning code the following on-site parking is required

Phased 1

Office: 7,343 sq. ft. x .9 = 6,609 / 200 = 33 parking spaces.

Warehousing: 97,814 sq. ft. x .9 = 88,032 / 1000 = 88 parking spaces  
121 parking spaces

Phase 2.

Warehousing:  $84,000 \text{ sq. ft.} \times .9 = 75,600 / 1000 = \underline{76 \text{ parking spaces}}$

Total phase 1 and 2.

197 Parking spaces.

The site plan illustrates 73 improved parking stalls and 141 proof of parking stalls, 214 total stalls. The phase 1 development parking count is below the required parking count of 121. The improved parking count is reflective of the company anticipate employee count. Proof of parking demonstrates that the site can provide adequate parking. The proof of parking is recommended to be approved as part of the PUD with the following conditions.

1. On-site parking shall be limited to approved parking stalls. Parking shall be prohibited on-street, within the drive lanes, loading areas, or unpaved surfaces.
2. The applicant shall construct additional parking meeting the City zoning standards upon notification from the City. Additional parking will be required if the on-site parking is insufficient to meet the parking demand.

All improved driveways and parking lots shall have perimeter concrete curbing, paved surfacing. The parking stalls and drive aisle are properly dimensioned. The improved parking stalls shall be striped.

Disability parking stalls. The site plan shows 4 disability parking stalls within the west parking lot. These disability parking stalls are adequate for the 73 stalls. As additional stalls are built the number of disability stalls must be increased. The site plan shows a total of 214 parking stalls this will require 6 disability stalls. The site plan must show the location and design of the 6 disability stalls.

Loading: The site plan illustrates 16 loading berths on the initial phase one building and 15 loading berths on the future building addition. In review of the site plan, we offer the following comments.

1. Loading berths located in the front yard or the side yard abutting a street may be allowed by conditional use permit. Rather than require a conditional use permit this design feature will be address as part of the PUD zoning meeting the CUP standards for approval.
2. The location of the loading berth on the south side of the building is intended to take advantage of solar access for snow melt.
3. The site design segregates on-site loading from the on-site parking to reduce traffic conflicts.
4. The loading berths and related drive aisle are dimensioned to meet code and will accommodate the turning movements for semi-trucks and trailers.
5. The loading areas facing public streets are required to be screened from public streets and residential uses. The landscape plan is intended provide screening

of the loading areas. The screening will be evaluated in greater detail later in this report.

Trash Handling. The site plan shows the location of an outdoor trash enclosure on the south side of the building. Exterior trash enclosures are to be designed to match the building. Applicant shall provide a detail of the side walls and gates showing materials and design.

Building Materials. The Building Elevations show the exterior building treatments for each of the buildings. The building will be constructed of precast concrete panels painted with three colors. The building materials meet the I-2 district standards.

Building Layout. The building has man door exiting on all sides of the building. Doors on the west and south sides of the building exit onto a sidewalk or into the paved loading area. Doors on the north and east side of the building must provide landing and sidewalks to exit and move away from the building. These landings and sidewalks must be kept clear of obstructions and snow. The site plan must show how exiting, and sidewalks will be established for the doors on the north and east sides of the building.

Mechanical Equipment. The Applicant shall provide revised site and building plans illustrating the location, size and screening of any ground mounted or rooftop mechanical equipment.

Building Height. The proposed building will be 39 feet in height at the highest parapet. The building is well within the maximum 45-foot requirement imposed in I-2 zoning districts.

Landscaping. Section 1000. 7 outlines the landscaping and screening required for commercial and industrial lots. The landscaping plan that has been submitted. In review of the landscape plan, we offer comments.

1. The site plan does a good job reestablishing ground cover over the areas disturbed by grading with sod and seed mixes that are appropriate for their areas of use.
2. The southern loading area is required to be screened from 67<sup>th</sup> Street. The landscape plan proposes single row plantings along the south curb line of the loading area. The trees consist of 8 foot tall coniferous trees. The base of the loading berths at the building is at a 961.5 elevation. The proposed trees are being planted at a 959 elevation. In this arrangement, the trees will not provide effective screening at time of installation. Staff recommends that the plan be revised to include the following.
  - a. The landscape screening shall consist of a double stagger row of coniferous trees. Trees shall be a minimum of 8 feet in height. The spacing of trees in the same row shall be no greater than ten feet.
  - b. The landscape screen shall be extended for the full length of the initial construction and the proposed future addition, to allow the plantings to grow and mature together, becoming a more effective screen over time.

- c. A landscape screen or screen wall shall be provided within the green space along the west end of the loading berths.
3. The zoning code requires screening at that periphery of the parking lot from the public street. The landscape plan must provide screening either landscaping or fence along the western edge of the west parking lot. Said screen shall be of a height to screen headlights directed toward the public street.
4. The plantings along the west side of the building meet the City requirements of the zoning code.
5. The site and landscape plan must illustrate landings and clear paths from the doors on the north and east sides of the building to a drive aisle. These landings and clear paths shall be kept clear of obstructions and snow year-round.

Lighting. The lighting plan shows a total of 21 total exterior light fixtures on site. The plan includes 13 wall mounted light fixtures and 8 freestanding light poles. In review of the lighting plan, we offer the following comments.

1. All light fixtures are 90-degree cutoff fixtures with shielded light sources meeting the City exterior light standards.
2. The proposed freestanding light will be mounted on 36-inch concrete bases and will have a total height of 25 feet, meeting City standards.
3. The photometric plan shows light levels that meet code.
4. One additional wall mounted light is required over the man door at the northwest corner of the building.

Signage. The building elevations show wall signs on the south side of the building. A separate sign permit shall be required with the submission of the building permit. The sign permit shall address the following details.

1. The wall sign details showing the sign size and location. Within the I-2 district wall may be permitted on walls facing a public street. The wall signs size may be 10% of the wall area or 200 feet whichever is less.
2. If a freestanding sign is proposed the plan must identify the sign's location and design. Within the I-2 district ground signs shall not exceed 200 sq. ft. in area or 30 feet in height.
3. If directional signs are proposed to direct traffic or on-site operations, a comprehensive sign plan can be approved for the site. The comprehensive sign plan must identify the number, size and locations of proposed directional signs. Traffic control or directional sign shall not exceed 4 sq. ft. in area.

Grading, Drainage, and Utilities. Grading, drainage, and utilities plans shall be subject to final review and approval by the City Engineer.

## **CONCLUSION**

Based on our review of the application and the submitted plan sets offer the following recommendations.

### **Lot Combination / Easement Vacation**

Staff recommends approval lot combination and easement vacation subject to the following finding and conditions.

Findings.

1. The proposed lot combination results in a single lot that meets the lot area and width requirements of the I-2 zoning district.
2. The proposed easements to be vacated do not contain existing utilities or serve a public purpose.
3. The vacation of the easements and lot combination will create a buildable development site that will accommodate a new industry consistent with the Albertville Land Use Plan.
4. The proposed industrial development will be compliant with the Albertville zoning code.

Conditions.

1. The applicant shall provide a legal description of the easements to be vacated.
2. Drainage and utility easements shall be provided along the lot lines of the new combined lot and over the stormwater ponds.
3. Site grading extends beyond the site into the Outlot A Second Addition. A drainage and utility easement that encompasses this area must be provided.
4. All easement locations, sizes and configurations shall be subject to the review and approval of the City Engineer.
5. The applicant enters into a PUD /development agreement with the City.

### **PUD Site and Building Plan**

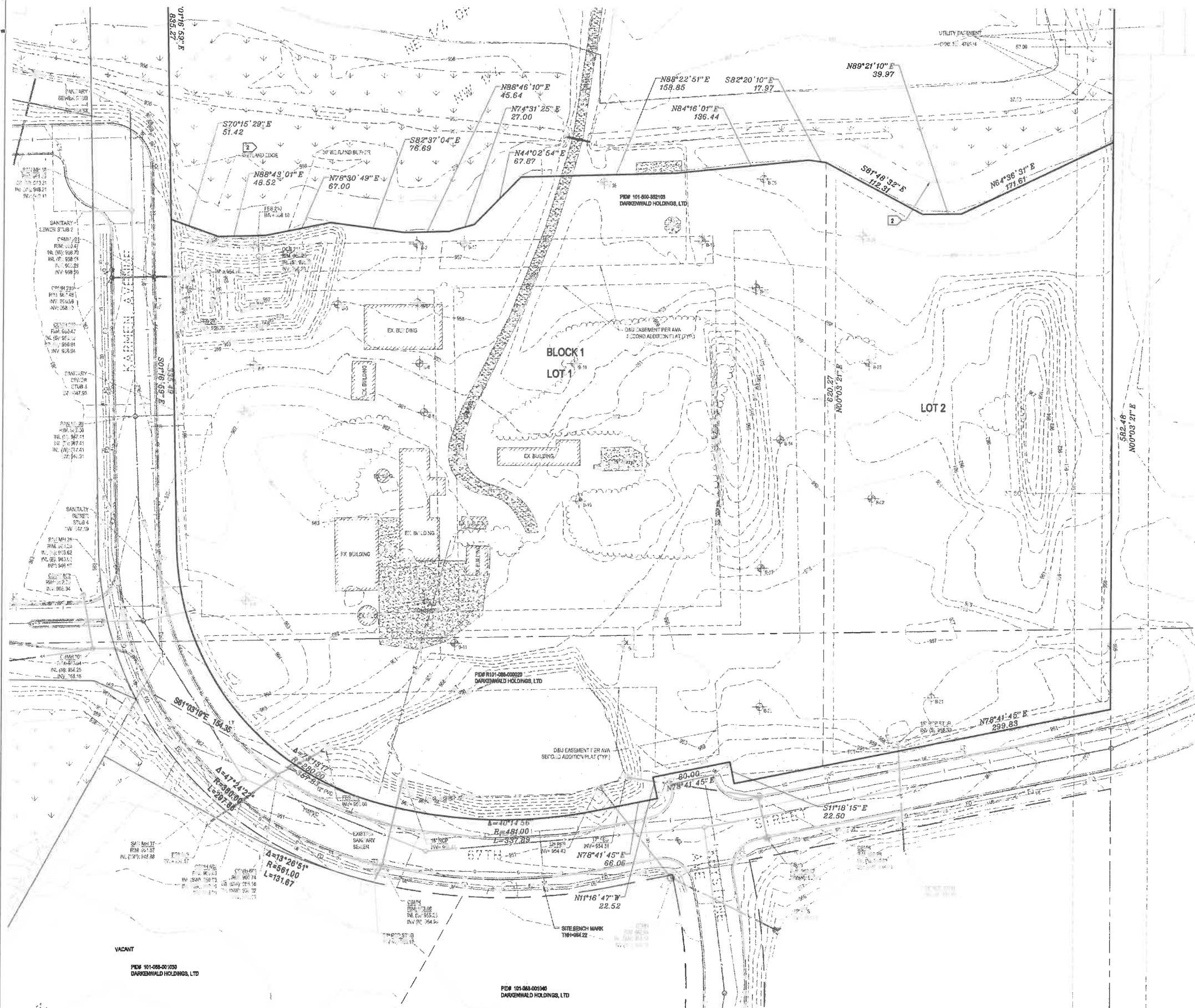
Based on our review of the submitted architectural drawings dated January 16, 2024, and the Civil Plans dated February 13, 2024, Staff recommends approval of the Medart Industrial Warehouse Facility site and building plans with the following conditions.

1. The City Council repeals the 2022, PUD approval for Albertville Self-Storage for the same lot.

2. The site plan be revised to implement the City Engineer's recommendation for curb cut widths for the site.
3. The City approves PUD flexibility for a gravel fire lane around the north and east side of the building per the approved site plan. The gravel drive aisle shall be designed to meet the 2020 Minnesota State Fire Code, Fire Apparatus Access Road for all-weather access. The gravel fire land shall be improved to a paved surface by October of 2030 or with the future building addition whichever is sooner.
4. The City approves PUD flexibility to allow the initial construction of 73 parking stalls west of the building with the 141 proof of parking stalls provided the following conditions.
  - On-site parking shall be limited to approved parking stalls. Parking shall be prohibited on-street, within the drive lanes, loading areas, or unpaved surfaces.
  - The applicant shall construct additional parking meeting the City zoning standards upon notification from the City. Additional parking will be required if the on-site parking is insufficient to meet the parking demand.
  - All parking shall be designed and constructed to meet City parking standards.
  - The site plan shows a total of 214 parking stalls this requires 6 disability stalls. The site plan must be revised to show the location and design of the 6 disability stalls.
5. The Applicant shall provide a design detail of the proposed trash enclosure showing the exterior materials of the enclosure and gate.
6. The site and landscape plan must be revised to show landings and sidewalks for the doors on the north and east sides of the building. These landings and clear paths shall be kept clear of obstructions and snow from the doors to a drive aisle.
7. The Applicant shall provide revised site and building plans illustrating the location, size and screening of any ground mounted or rooftop mechanical equipment.
8. The landscape plan shall be revised to include the following.
  - The landscape screening shall consist of a double stagger row of coniferous trees. Trees shall be a minimum of 8 feet in height. The spacing of trees in the same row shall be no greater than ten feet on center.
  - The landscape screen shall be extended for the full length of the initial construction and the proposed future addition, to allow the plantings to grow and mature together, becoming a more effective screen over time.

- A landscape screen or screen wall shall be provided within the green space along the west end of the loading berths.
  - The landscape plan must provide screening either landscaping or fence along the western edge of the west parking lot. Said screen shall be of a height to screen headlights directed toward the public street.
9. The lighting plan be revised to include one additional wall mounted light over the man door at the northwest corner of the building.
  10. A separate sign permit shall be required with the submission of the building permit showing wall signs, freestanding signs and any on-site directional or traffic control signs.
  11. Grading, drainage, and utilities plans shall be subject to final review and approval by the City Engineer.
  12. The Applicant shall enter into a PUD/Development agreement outlining the terms of site development and conditions of PUD approval.

Cc. Maeghan Becker  
Kris Luedke  
Casey Darkenwald  
Tom Mayer Landform.



**EXISTING CONDITIONS**

1. Background information shown is from a combination of a survey by Landform, Minneapolis, MN, on December 7, 2018, expressly for the project, City of Albertville, MN record drawings, construction document drawings for the Advanced Volumetric Alliance s/c, and utility service providers. Landform offers no warranty, expressed or written, for information provided by others. Existing project conditions shall be verified prior to beginning construction. Errors, omissions, or omissions discovered shall be reported to the Engineer IMMEDIATELY.
2. Wetland delineation prepared by Kjaiburg, dated 10/04/16, 12/04/18 & 03/02/21.

**DEVELOPER**



**MUNICIPALITY**



**PROJECT**

**MEDART INC.**

**ALBERTVILLE, MN**

**ISSUE / REVISION HISTORY**

DATE	SCALE / REVISION	REVIEW
28 JAN 2024	PROJNO 0001	CAC
10 FEB 2024	CITY SUBMITTAL	KEB

**RECEIVED**  
**FEB 14 2024**  
 By: .....

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**CITY SUBMITTAL**  
 02.13.24



105 South Fifth Avenue Suite 613  
 Minneapolis, MN 55401  
 Tel: 612-252-0070  
 Fax: 612-252-0077  
 Web: landform.net

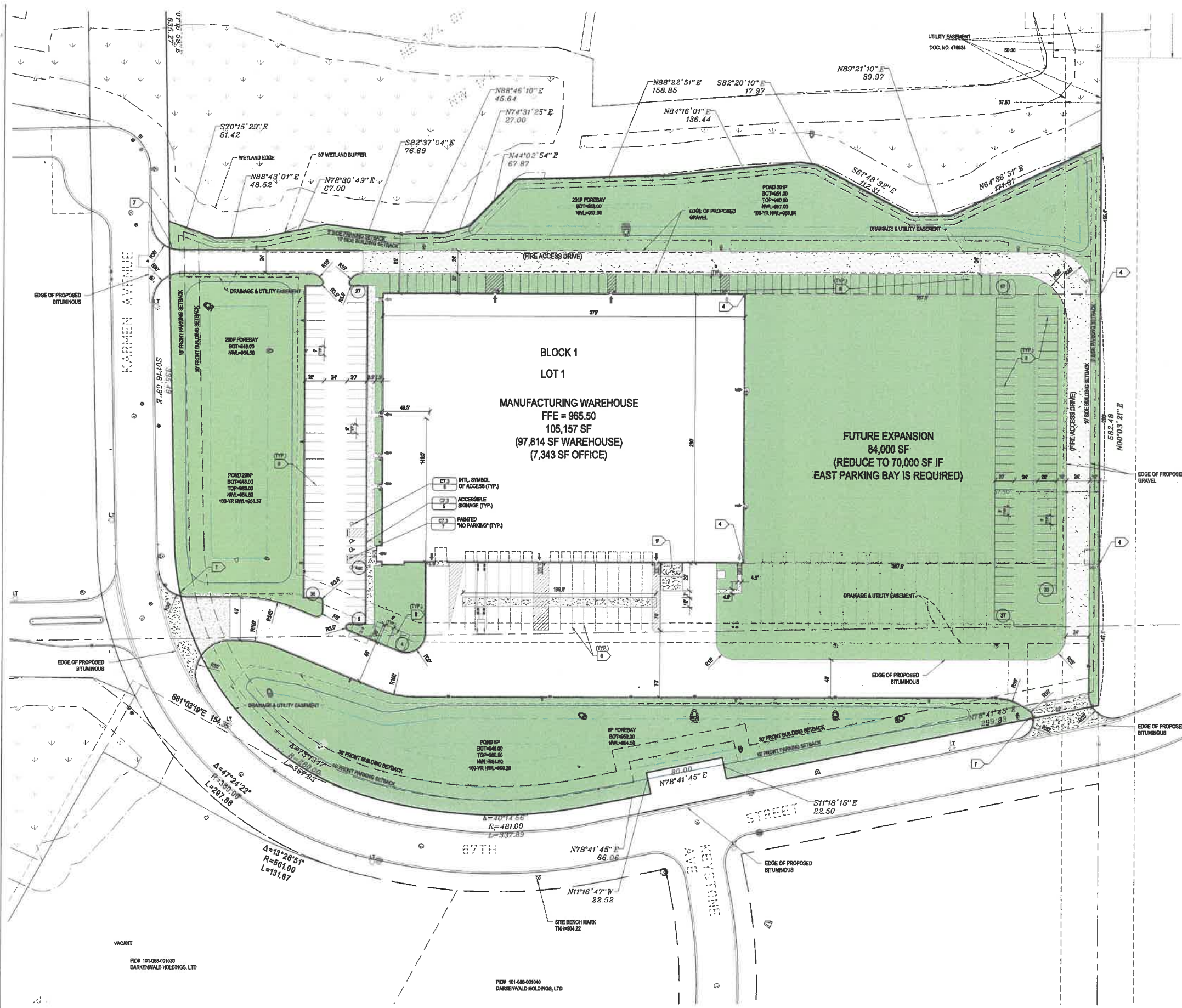
FILE NAME: C101ME001.DWG  
 PROJECT NO.: ME24001

**EXISTING CONDITIONS**

**C1.1**

Exhibit A





**GENERAL NOTES**

1. For construction staking and surveying services contact Landform at 612.252.0070.

**SITE PLAN NOTES**

- Obtain all necessary permits for construction within, or use of, public right-of-way.
- The digital file, which can be obtained from the Engineer, shall be used for staking. Discrepancies between the drawings and the digital file shall be reported to the Engineer. The building footprint, as shown on these drawings, and the digital file, shall be compared to the structure drawings prior to staking.
- Building layout angles are parallel with or perpendicular to the property line at the location indicated.
- Dimensions shown are to face of curb and exterior face of building unless noted otherwise.
- Delimitate parking stalls with 4-inch wide white painted strips. Delimitate access aisles with 4-inch wide white painted stripes 18 inches on center and at 45 degree angle to direction of travel.
- Install new stop sign and post. Sign shall conform to the latest edition of the MUTCD.
- Proof of parking.
- Trash container. Refer to Architectural plans.

**ZONING AND SETBACK SUMMARY**

The Property is Zoned PUD (Planned Unit Development)  
Underlying PUD Zoning P-2 (General Industrial)

Building Setback Information is as follows:  
Front Yard = 30 ft.  
Rear = 20 ft.  
Side (Ordinary) = 10 ft.  
Side (Corner) = 20 ft.

Parking Setback Information is as follows:  
Front Yard = 5 ft.  
Rear = 5 ft.  
Side (Ordinary) = 5 ft.  
Side (Corner) = 5 ft.  
Side (Street) = 15 ft.

Lot Coverage Information is as follows:  
Lot Width Minimum = 100 ft.  
Total Site Area = 500,000 s.f. = 12.80 ac.  
Maximum 85% Impervious Coverage

**AREA SUMMARY**

	sq. ft.	ac.	%
Total Existing:			
Pavement	520,983	12.18	94.5%
Impervious	91,086	0.72	5.8%
<b>Total</b>	<b>600,069</b>	<b>12.88</b>	<b>100.0%</b>
Total Proposed:			
Pavement	324,829	7.45	67.8%
Impervious	238,440	5.63	42.1%
<b>Total</b>	<b>563,269</b>	<b>12.88</b>	<b>100.0%</b>

**PARKING SUMMARY**

Required Parking:

3 Stalls Plus 1 Stall per 200 s.f. of Office Floor Area, Plus 1 Stall per 1,000 s.f. of Warehouse Floor Area, Plus 1 Stall per Employee on Maximum Shift, Plus 1 Stall per Company Owned Truck, 7,343 s.f. Office, 97,814 s.f. Warehouse Floor Area

Office Floor Area Parking Stalls Required	40
Warehouse Floor Area Parking Stalls Required	88
<b>Total Parking Stalls Required</b>	<b>128</b>

Provided Parking:

Standard Stalls (8x20)	88
Accessible Stalls (8x20)	4
<b>Total Parking Stalls Provided</b>	<b>92</b>

Proof of Parking:

Standard Stalls (8x20)	141
<b>Total Parking Stalls Provided</b>	<b>141</b>

Total (Provided & Proof of Parking):

Standard Stalls (8x20)	209
Accessible Stalls (8x20)	4
<b>Total Parking Stalls</b>	<b>213</b>

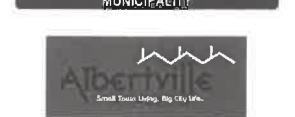
**LEGEND**

Green Open (Landscape Area)

**DEVELOPER**



**MUNICIPALITY**



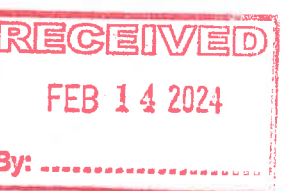
**PROJECT**

**MEDART INC.**

**ALBERTVILLE, MN**

**ISSUE / REVISION HISTORY**

DATE	ISSUE / REVISION	REVIEW
26 JULY 2024	PRELIMINARY	DMC
07 FEB 2024	CITY SUBMITTAL	DMC



**CERTIFICATION**

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CONSTRUCTION

IF THE SIGNATURE, SEAL, OR POWERS OF ATTORNEY ARE NOT VALID, THIS PROJECT HAS BEEN WITHDRAWN FROM THE RECORDS AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

**CITY SUBMITTAL**  
02.13.24



105 South Fifth Avenue  
Suite 513  
Minneapolis, MN 55401

Tel: 612-252-0070  
Fax: 612-252-0077  
Web: landform.net

FILE NAME: C2D1ME001.DWG  
PROJECT NO.: ME24001

**SITE PLAN**

**C2.1**

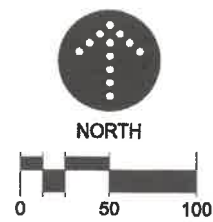
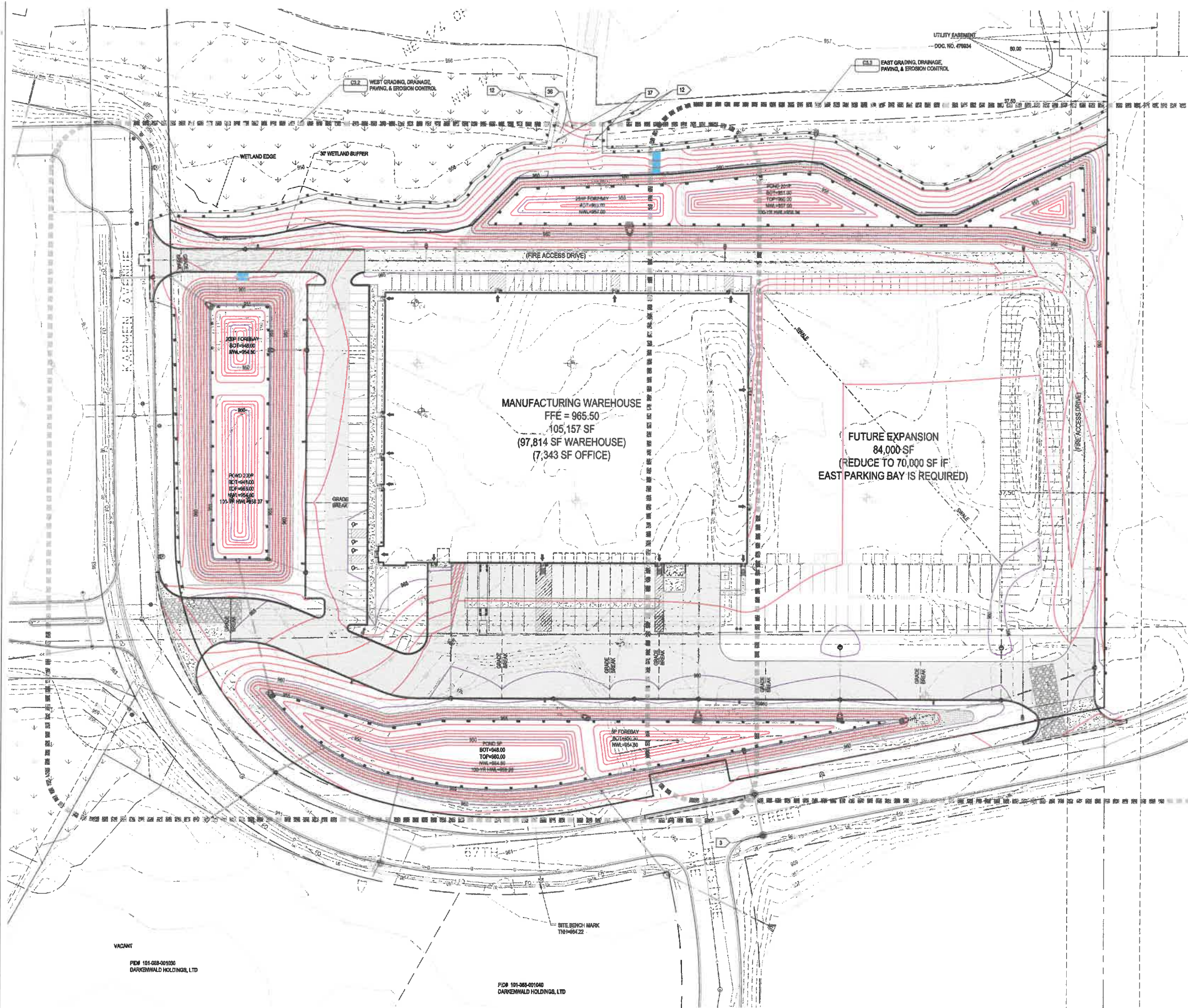


Exhibit B





- GENERAL NOTES**
- For construction staging and surveying services contact Landform at 612.252.0070.
  - EROSION PREVENTION AND SEDIMENT CONTROL NOTES**
  - Install perimeter sediment control prior to beginning work and maintain for duration of construction. Remove controls after areas contributing runoff are permanently stabilized and dispose of off site.
  - Install inlet protection: Whimsi RD or CG models as appropriate, or approved equal. Maintain protection until project is stabilized.
  - Limit soil disturbance to the grading limits shown. Schedule operations to minimize length of exposure of disturbed areas.
  - Management practices shown are the minimum requirement. Install and maintain additional controls as work proceeds to prevent erosion and control sediment control by wind or water.
  - Refer to SWPPP Notes on Sheet C3.4 for additional requirements.
  - Excavate ponds early in the construction sequence. Remove sediment from ponds periodically and after areas contributing runoff are permanently stabilized.
  - Contractor shall prevent sediment laden water from entering the ponds until the site is completely stabilized.
    - Contractor shall furnish and install floating head siltstrainers at each pond outlet until the site is stabilized.
  - Siltstrainers must be started immediately to limit soil erosion when the construction activity in that portion of the site has temporarily or permanently ceased and will not resume for 14 calendar days.
- Seed, Soil, Mulch, Erosion Control Blanket, and Fertilizer shall meet the following Specifications, as modified:
- | Item                    | Specification Number |
|-------------------------|----------------------|
| Seed                    | MNDOT 2875           |
| Soil                    | MNDOT 2876           |
| Mulch                   | MNDOT 2892           |
| Erosion Control Blanket | MNDOT 2895           |
| Fertilizer              | MNDOT 2891           |
| General Placement       | MNDOT 2876           |
- See Landscape Sheets for permanent turf and landscape establishment.
  - Scrape adjacent streets clean daily and sweep clean weekly.
  - Install a double row of 4' tall fences spaced 5' apart adjacent to wetlands.
  - Reserved.

- GRADING NOTES**
- Contact utility service providers for field location of services 72 hours prior to beginning grading.
  - Refer to the Geotechnical Report for additional information on bedrock material and groundwater conditions.
  - Remove topsoil from grading areas and stockpile sufficient quantity for reuse.
  - Remove surface and ground water from excavations. Provide initial lifts of stable foundation material if exposed soils are wet and unstable.
  - Rough grade Building Pad to 12 inches below Finished Floor Elevation (FFE).
  - Refer to Structural Specifications for earthwork requirements for building pads.
  - An Independent Testing Firm shall verify the removal of organic and unsuitable soils, soil correction, and compaction and provide periodic reports to the Owner.
  - Place and compact fill using 88 (three-pass minimum) to soil type and compaction equipment to obtain specified compaction throughout the fill.
  - Compact cohesive soils in paved areas to 95% of maximum dry density, Standard Proctor (ASTM D698) except the top 3 feet which shall be compacted to 100%. Compact to 95% density where fill depth exceeds 10 feet. The soil shall be within 2% of optimum moisture content. In granular soils all portions of the embankment shall be compacted to not less than 85% of Modified Proctor Density (ASTM D1557).
  - Coordinate with Architectural for building slope locations. Slopes shown on adjacent walls and pavements should continue over slopes.
  - Reserved.

- PAVING NOTES**
- Spot Elevations at curbside indicate finished grades unless noted otherwise. See sheet C4.1 for rim elevations of catch basins.
  - Grades between proposed spot elevations shall be continuous and nonvariable. Spot Elevations shall govern over contour lines.
  - Meet and Match existing curb. Transitions as needed.
  - Paving Sections (Refer to Geotechnical Report)
    - Bituminous Paving (Light Duty)
    - Bituminous Paving (Heavy Duty)
    - Concrete Walkways  
4-inch Concrete Walk, 4000 PSI, 5% Air Entrainment, Min. 4" Stamp (MNDOT 2201)  
4-inch Aggregate Base (MNDOT)  
Compacted Subsoil
    - Concrete Drives, Aprons, and Exterior Slabs
    - Gravel Access Drive
  - Concrete Joints  
Install joints as shown and align across sidewalks, curbs, and pavement, paying attention to spacing of expansion joints. Joint spacing shall be as follows:
    - Tied Joints: Divide panels into nominally equal areas unless otherwise noted.
    - Expansion Joints: Sidewalks - 40 feet max.; Curb - 60 feet max.; Pavement: 90 feet max.; Adjacent to building foundations and slopes.
    - Construction Joints: Sidewalks - 8 to 10 feet; Curb and Apron - 12 to 15 feet.
  - Accessible Parking: Slabs and adjacent access aisles shall not exceed a 2.00% slope in any direction.
  - Accessible Routes shall have a maximum cross slope of 2.00% and a maximum running slope of 5.00%.
  - Adjust all structure items to match permanent elevations.
  - Transition from 8812 Curb & Gutter to Ribbon Curb per Detail C7.44 Type A. Refer to plan for length of transition.
  - Replace curb and gutter exterior pavement in kind. Match existing elevations.
  - Contractor shall strip topsoil, spread remaining stockpile, and reseed excess topsoil placed on north parcel.
  - Remove culvert and restore ditch after earthwork operations are complete.
  - Restore wetland to existing conditions where disturbed.

**LEGEND**

SYMBOL	DESCRIPTION	ESTIMATED QUANTITY
	Silt Protection	16 ea.
	Silt Fence	6,000 ft.
	Compost or Bio Log	0 ft.
	Vehicle Tracking Pad	2 ea.
	Erosion Control Blanket	7,200 sq.
	Tip Out Curb	
	Pavement Sawcut	
	Eriamert	

**TEMPORARY SEDIMENTATION BASIN CALCULATIONS**

TEMPORARY SEDIMENTATION BASIN STORAGE (REQUIRED IF DRAINAGE AREA IS GREATER THAN 5 ACRES)

BASIN	TRIBUTARY AREA (AC)	REQUIRED LIVE STORAGE VOLUME (8500 CF/AC)	PROVIDED LIVE STORAGE VOLUME (CF)
BP	33	118,500	187,209
200P	4	N/A	N/A
221P	4	N/A	N/A

DEVELOPER

MUNICIPALITY

PROJECT

**MEDART INC.**

ALBERTVILLE, MN

ISSUE / REVISION HISTORY

DATE	BY / REVISION	REVIEW
28 JAN 2024	PROJECT NAME: CITY SUBMITTAL	CHK: JES
12 FEB 2024		

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By: .....

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02.13.24

LANDFORM

From Site to Finish

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FILE NAME: C301ME001.DWG

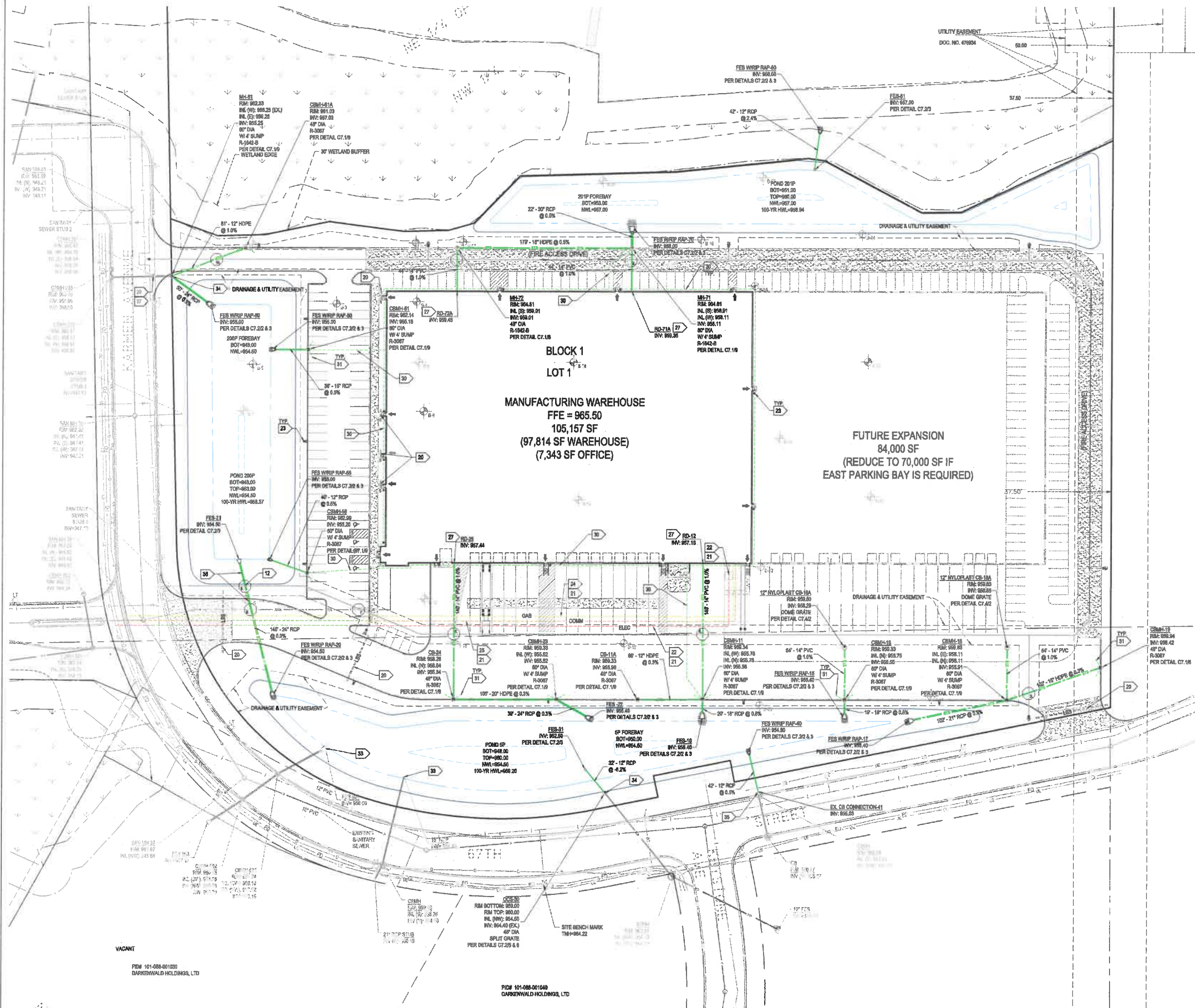
PROJECT NO.: MEI24001

OVERALL GRADING, DRAINAGE, PAVING, & EROSION CONTROL

**C3.1**

Exhibit C





**GENERAL NOTES**

- For construction staking and surveying services contact Landform at 612.252.0071.
- Pipe Materials**  
 Watermain: C900 PVC  
 Private Sanitary Sewer: PVC Schedule 40 (ASTM: D1785, D2065, F754, F1986)  
 Storm Sewer: PVC Schedule 40 (ASTM: D1785, D2065, F754, F1986)  
 RCP: 12\"/>
- Contract utility service providers for field location of services 72 hours prior to beginning.
- Contractor to field verify location and elevation of all utility points of connection prior to construction of any proposed utilities. Contractor to notify Engineer immediately if there is any discrepancy.
- Contractor to provide all utility coverage prior to construction of new utilities to verify depths of existing lines. Contact Engineer immediately if any conflicts are discovered.
- Provide means and measures to protect adjacent property from damage during utility installation.
- Pipe lengths shown are from center of structure to center of structure or end of end section.
- Install tracer wire with all non-conductive utilities in accordance with City of Albertville Standards.
- Connect to City utilities in accordance with City of Albertville Standards.
- All exterior manholes shall be epoxy coated and all fittings and valves shall be secured utilizing stainless steel bolts, or approved equal, with the use of neoprene gaskets.
- Maintain 7.5 feet of cover on water.
- Deflect water to maintain 18-inch minimum outside separation at sewer crossings. Center pipe lengths to provide greatest separation between joints.
- Contact John Mollerstrom, City of Albertville Public Works Department, at 703.497.3304 for flushing and pressure test inspections.
- The water distribution system shall be distributed per Minnesota Rules, Part 4714.
- Provide 4-inch rigid foam (ASTM D1821) insulation on sanitary sewer lines less than 7 feet deep.
- Reserved.
- All portions of the storm sewer system, located within 10 feet of the building or water service line must be tested in accordance with Minnesota Rules, Part 4714.
- All joints and connections in the storm sewer system shall be gasketed or water tight. Approved malleable iron joints must be used to make watertight connections to manholes, catch basins, and other structures.
- Catch basins in curb and gutter are warped 2 inches below the gutter grade. Refer to Detail 10 on Sheet C7.2.
- Irrigation risers to be 4 inch Schedule 80 PVC buried 24\"/>

**UTILITY CROSSINGS**

1. Crossing 1 Watermain Top=967.24 Storm Sewer Bottom=959.09 Clearance = 1.85'	8. Crossing 8 RESERVED
2. Crossing 2 Watermain Top=967.29 Storm Sewer Bottom=959.99 Clearance = 1.77'	7. Crossing 7 Watermain Bottom=968.21 Sanitary Sewer Top=961.44 Clearance = 4.77'
3. Crossing 3 Watermain Top=962.69 Storm Sewer Bottom=968.06 Clearance = 3.33'	6. Crossing 6 Sanitary Sewer Top=949.66 Storm Sewer Bottom=964.25 Clearance = 6.17'
4. Crossing 4 Watermain Top=963.07 Storm Sewer Bottom=959.30 Clearance = 3.32'	5. Crossing 5 Watermain Top=966.82 Storm Sewer Bottom=964.25 CONFLICT - REFER TO NOTE 12 ADJUST TOP OF WATERMAIN TO 962.33, CLEARANCE = 2.00'
5. Crossing 5 Watermain Top=963.05 Storm Sewer Bottom=966.87 Clearance = 3.82'	10. Crossing 10 Watermain Top=964.22 Storm Sewer Bottom=966.81 Clearance = 2.39'

**DEVELOPER**



**MUNICIPALITY**



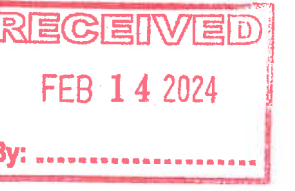
**PROJECT**

**MEDART INC.**

**ALBERTVILLE, MN**

**ISSUE / REVISION HISTORY**

DATE	ISSUE / REVISION	REVISION
02 JUN 2024	PROJECT ISSUE	001
02 FEB 2024	CITY SUBMITTAL	002



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02.13.24

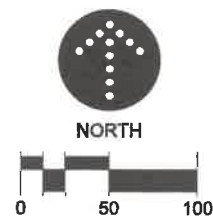


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 Minneapolis, MN 55401 Web: landform.net

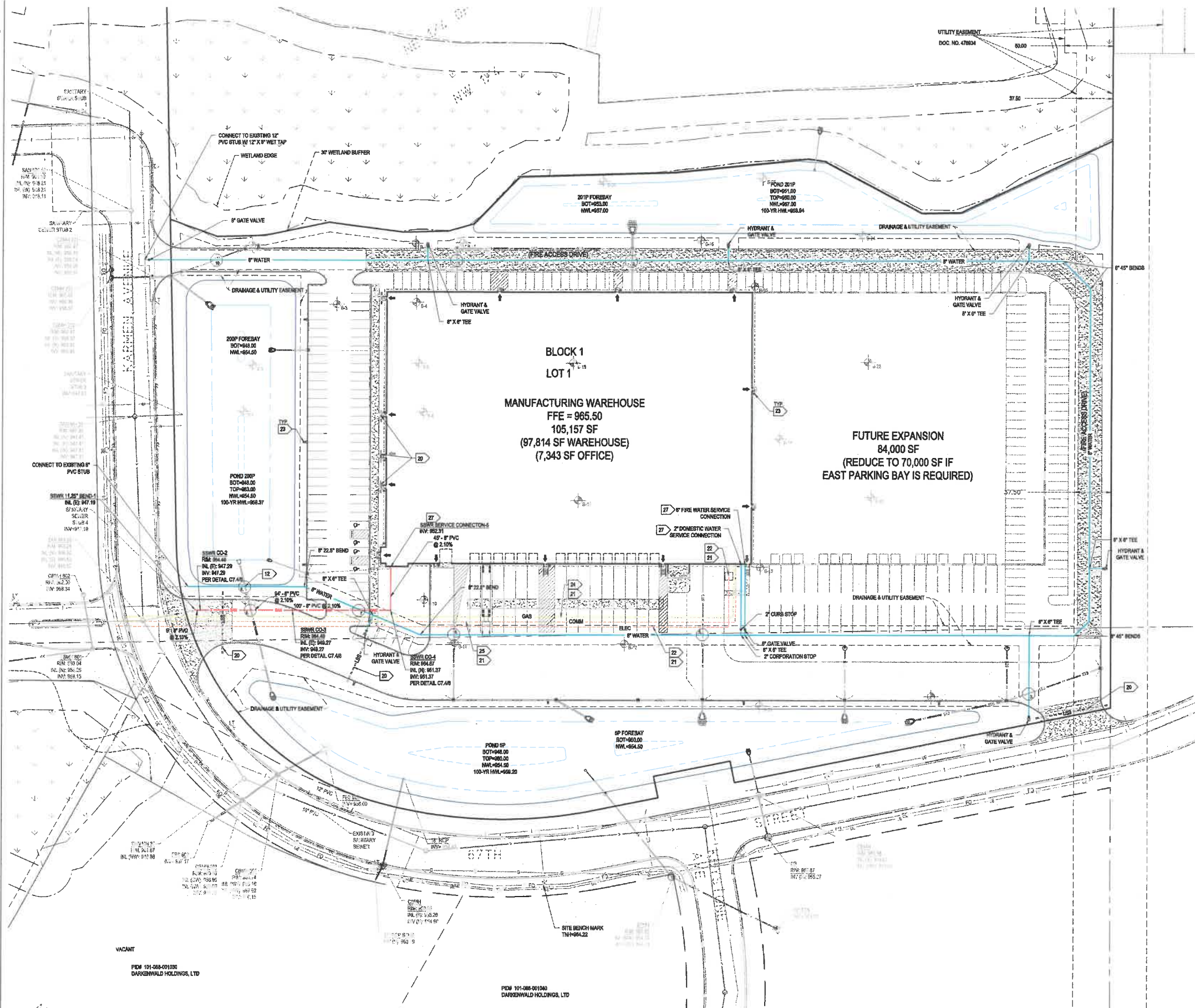
FILE NAME: C401ME001.DWG  
 PROJECT NO.: ME124001

**STORM SEWER**  
**C4.1**

**Exhibit D**







**GENERAL NOTES**

- For construction staking and surveying services contact Landform at 612.252.0070.
- UTILITY NOTES**

  - Watermain: C200 PVC
  - Private Sanitary Sewer: PVC Schedule 40 (ASTM: D1785, D2085, F794, & F1965)
  - Storm Sewer: PVC Schedule 40 (ASTM: D1785, D2085, F861, F1488 & F1780)
  - RCP: 12"-18" Class 6 (ASTM C78)
  - RCP: 21" Class 4 (ASTM C78)
  - RCP: 24"-48" Class 3 (ASTM C78)
  - HDPE - Corrugated, Smooth Interior, Water Tight (ASTM D3350, ASTM D4979, ASTM D3340, AASHTO M252)
  - HDPE - Corrugated & Perforated (ASTM F867)
- Contact utility service providers for field location of services 72 hours prior to beginning.
- Contractor to field verify location and elevation of all utility points of connection prior to construction of any proposed utilities. Contractor to notify Engineer immediately if there is any discrepancy.
- Contractor to provide all utility crossings prior to construction of new utilities to verify depths of existing lines. Contact Engineer immediately if any conflicts are discovered.
- Provide means and measures to protect adjacent property from damage during utility installation.
- Pipe lengths shown are from center of structure to center of structure or end of end section.
- Install tracer wire with all non-conductive utilities in accordance with City of Albertville Standards.
- Connect to City utilities in accordance with City of Albertville Standards.
- All watermain fittings shall be epoxy coated and all fittings and valves shall be secured utilizing stainless steel bolts, or approved equal, with the use of sealant also on bolts caps.
- Maintain 7.5 feet of cover on water.
- Deflect water to maintain 18-inch minimum vertical separation of sewer crossings. Center pipe lengths to provide graded separation between joints.
- Contact John Mollerstrom, City of Albertville Public Works Department, at 763.467.3384 for flushing and pressure test inspections.
- The water distribution system shall be constructed per Minnesota Rules, Part 4714.
- Provide 4-inch rigid foam (ASTM D1821) insulation on sanitary sewer less than 7 feet deep.
- Reserved.
- All portions of the storm sewer system, located within 10 feet of the building or exterior service line must be tested in accordance with Minnesota Rules, Part 4714.
- All joints and connections in the storm sewer system shall be gasketed or water tight. Approved resilient rubber joints must be used to make watertight connections to manholes, catch basins, and other structures.
- Catch basins in curbs and gutters are required 2 inches below the gutter grade. Refer to Detail 10 on Sheet C7.2.
- Irrigation shall be to 4 inch Schedule 80 PVC installed 5' below grade. Extend at least 5-feet beyond the edge of pavement. Mark each end of sleeve with 3/4-inch rebar 12 inches below finish grade. (Coordinate with Irrigation contractor.)
- Coordinate with Private Utilities to provide electric, natural gas, and communications services to building.
- The primary electric feed, transformer, and meter are provided and installed by Wright-Henrich Electric Co-op. The transformer pad design is provided by the Utility and construction is by the Contractor. Contact Utility for pad detail. The secondary electric and controls shall be installed by the Electrical Contractor.
- See site lighting plan for additional information.
- CenterPoint Energy will furnish and install gas service piping from the mainline to the meter and the meter. Gas service from the meter shall be installed by the Mechanical Contractor.
- Provide one 4-inch PVC conduit with pull-string from existing telephone service to building.
- Provide conduit for cable television and other electronic communication.
- Coordinate with Mechanical, Plumbing, and Electrical Drawings for locations of service connections and continuation of services within building.
- Compact cohesive soils in paved areas to 95% of maximum dry density, Standard Proctor (ASTM D698) except the top 8 feet which shall be compacted to 100%. compact to 80% density where fill depth exceeds 10 feet. The soil shall be within 2% of optimum moisture content. In granular soils all portions of the embankment shall be compacted to not less than 80% of Modified Proctor Density (ASTM D1557).
- Adjust structures to final grade where disturbed. Comply with requirements of UDOT. Meet requirements for traffic loading in paved areas.
- 4" HDPE foundation drain the system, refer to architectural and structural plans. Connect foundation drain tie to storm structures with well seal HDPE. Coordinate with plumbing and structural plans.
- All storm sewer catch basins shall include 10 LF of drain tie in all directions under the pavement. Refer to plan for layout. Refer to Detail 1 on Sheet C7.2 for additional information. The tie-in to the catch basins shall be installed above the top of the highest sewer pipe in the structure.
- All utility improvements shall be constructed in accordance with the latest edition of CEAA's Standard Utility Specifications and Albertville City Standards.
- Install new rip rap at existing pond outside as necessary from the outlet to the normal water level. Refer to Detail C7.2D.
- Construct utility structure over existing utility pipes, connection shall be water tight. Contractor shall field verify existing location prior to construction.
- Core drill existing structures for proposed pipe connection. Connections shall be water tight.
- Install a 20 LF single piece of HDPE storm sewer centered on the water crossing. Transition from HDPE to RCP per Detail 9 on Sheet C7.4.
- Furnish and install new R-390-A ceiling or approved equal or existing catch basin.

**UTILITY CROSSINGS**

1. Crossing 1 Watermain Top=957.24 Storm Sewer Bottom=959.09 Clearance = 1.85'	6. Crossing 6 RESERVED
2. Crossing 2 Watermain Top=957.29 Storm Sewer Bottom=959.39 Clearance = 1.77'	7. Crossing 7 Watermain Top=958.21 Sanitary Sewer Top=951.44 Clearance = 4.77'
3. Crossing 3 Watermain Top=962.88 Storm Sewer Bottom=962.06 Clearance = 3.36'	8. Crossing 8 Sanitary Sewer Top=949.68 Storm Sewer Bottom=964.29 Clearance = 6.17'
4. Crossing 4 Watermain Top=953.07 Storm Sewer Bottom=959.39 Clearance = 3.32'	9. Crossing 9 Watermain Top=955.92 Storm Sewer Bottom=964.33 CONFLICT - REFER TO NOTE 12 ADJUST TOP OF WATERMAIN TO 962.98, CLEARANCE = 2.07'
5. Crossing 5 Watermain Top=953.05 Storm Sewer Bottom=958.67 Clearance = 3.82'	10. Crossing 10 Watermain Top=954.22 Storm Sewer Bottom=959.81 Clearance = 2.39'

**DEVELOPER**



**MUNICIPALITY**

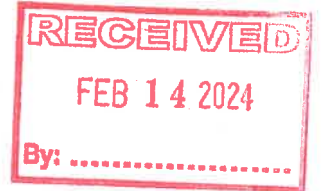


**PROJECT**  
**MEDART INC.**

**ALBERTVILLE, MN**

**ISSUE / REVISION HISTORY**

DATE	DATE / REVISION	REVIEW
30 JAN 2024	PROJECT ISSUE	DK
07 FEB 2024	CITY SUBMITTAL	RS



**CERTIFICATION**

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REQUIREMENT HAS NOT LONGER A VALID DOCUMENT. PLEASE CONTACT  
THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

**CITY SUBMITTAL**  
02.13.24



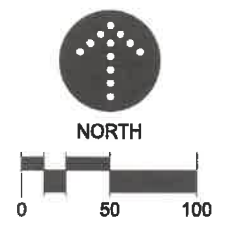
105 South Fifth Avenue Tel: 612-252-0070  
Suite 513 Fax: 612-252-0077  
Minneapolis, MN 55401 Web: landform.net

FILE NAME: C401ME001.DWG  
PROJECT NO.: ME124001

**SANITARY & WATER**

**C4.2**

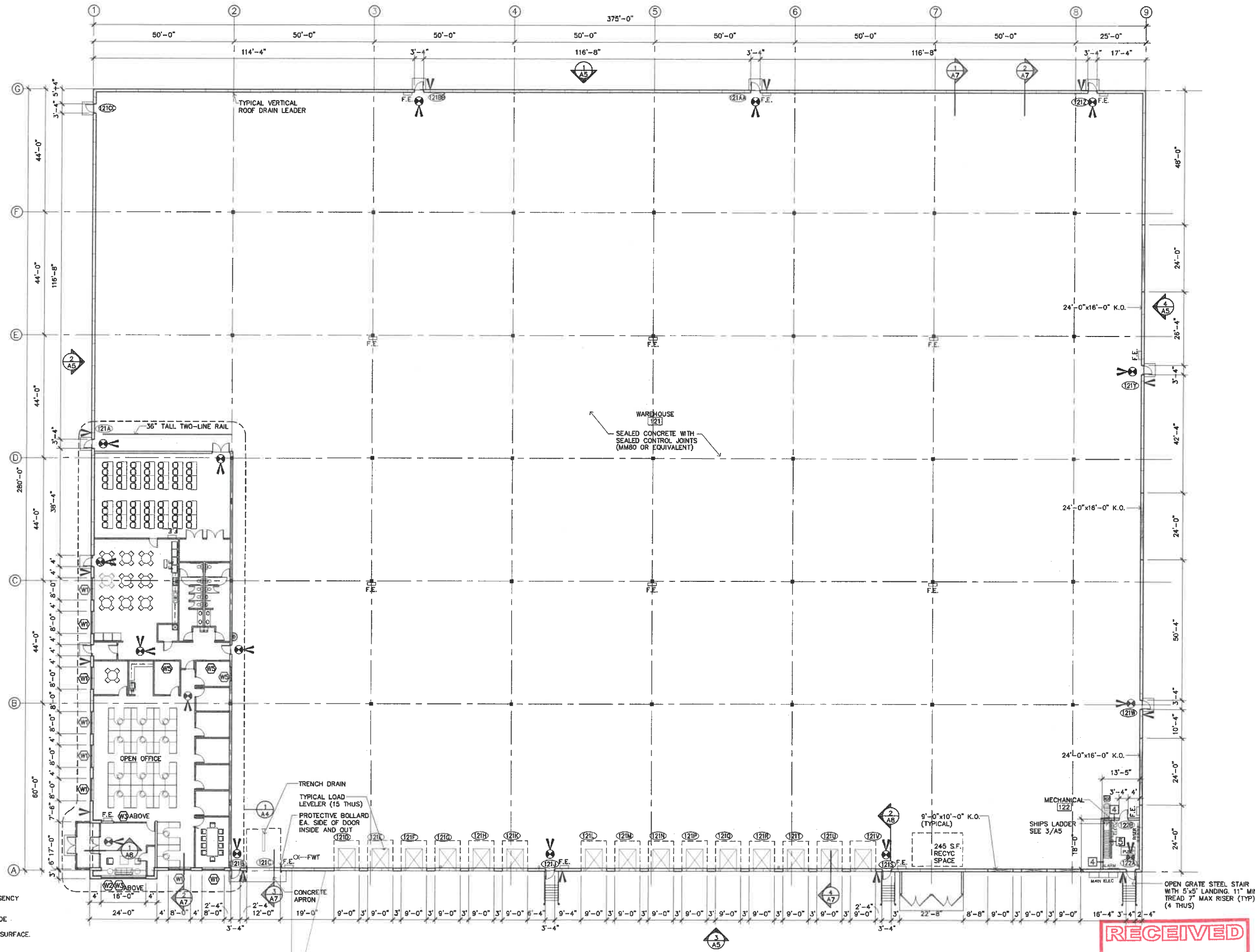
Exhibit E



Filename: MEDART\MEDART-A1

- PLAN NOTES**
- EXIT SIGNAGE. PROVIDE EMERGENCY BACK-UP POWER
  - EMERGENCY LIGHTING. PROVIDE EMERGENCY BACK-UP POWER AND (1) FOOT CANDLE AT THE WALKING SURFACE.
  - FIRE EXTINGUISHER. VERIFY SIZE AND SPACING WITH BUILDING OFFICIAL.

**1 FLOOR PLAN**  
 A1 SCALE: 1/16" = 1'-0"



**Exhibit F**



**LAMPERT ARCHITECTS**

420 Summit Avenue  
 St. Paul, MN 55102  
 Phone: 763.753.1211 Fax: 763.757.2849  
 lampert@lampert-arch.com

ARCHITECT CERTIFICATION:  
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

**PRELIMINARY NOT FOR CONSTRUCTION**

**MEDART, INC.**  
 Albertville, Minnesota

Copyright 2024  
 Leonard Lampert Architects Inc.

Project Designer: JAMES B

Drawn By: JRB

Checked By: LL

Revisions  
 1/16/24 CITY SUBMITTAL

**FLOOR PLAN**

Sheet Number

**A1**

Project No. 210831-1

**RECEIVED**  
 FEB 14 2024  
 By: .....





**LAMPERT ARCHITECTS**

420 Summit Avenue  
St. Paul, MN 55102  
Phone: 763.755.1211 Fax: 763.757.2248  
lampert@lampert-arch.com

ARCHITECT CERTIFICATION:  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

**PRELIMINARY NOT FOR CONSTRUCTION**

**MEDART, INC.**  
Ramsey, Minnesota

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Leonard Lampert Architects Inc.

Project Designer: JAMES B

Drawn By: JRB

Checked By: LL

Revisions  
1/16/24 PRELIMINARY

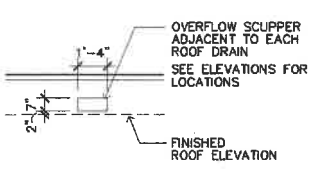
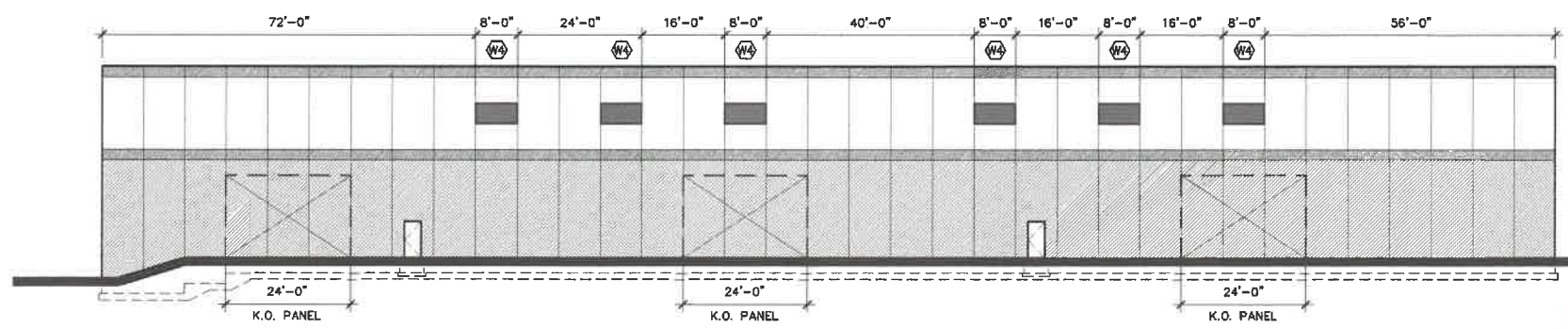
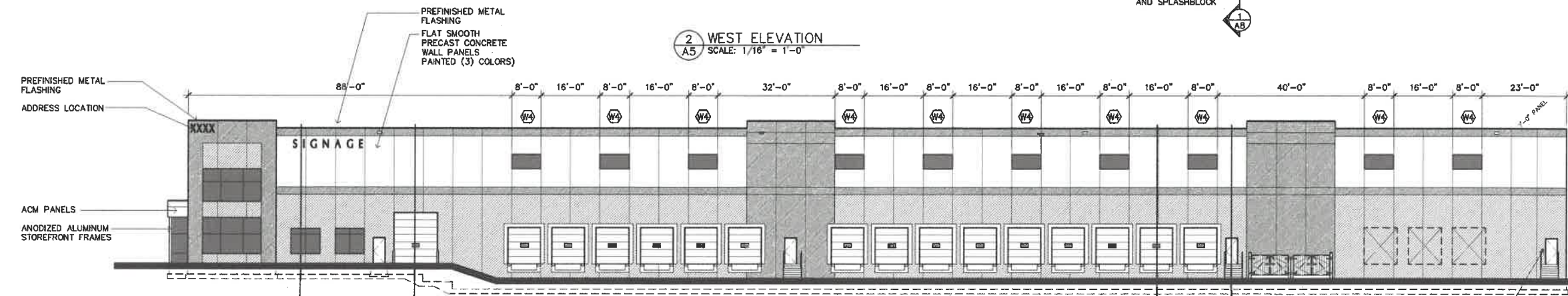
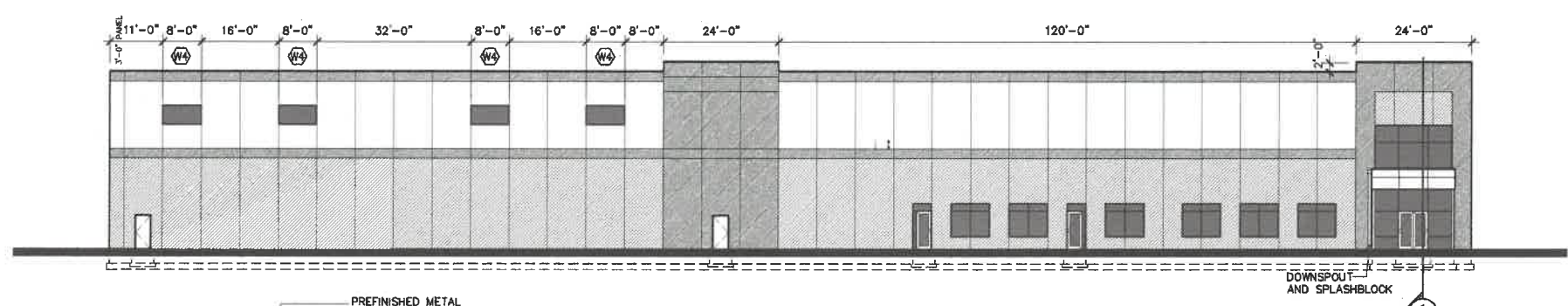
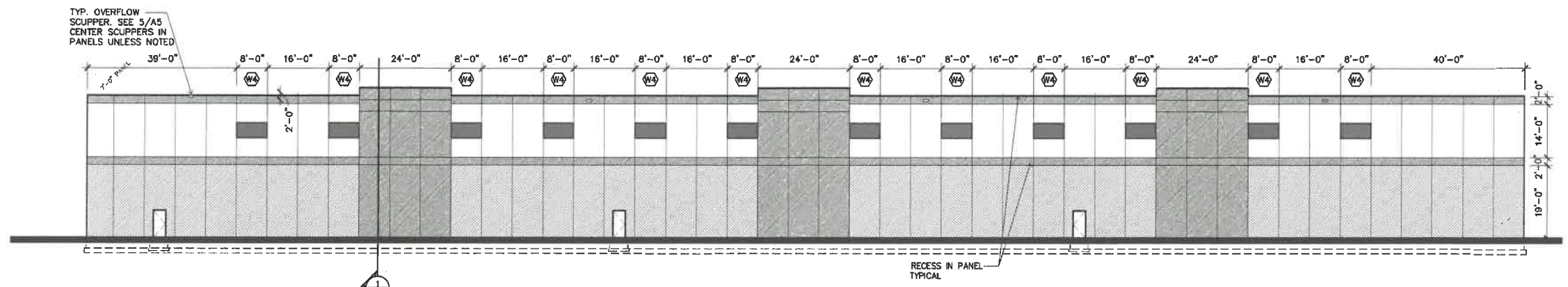
NO.	DATE	DESCRIPTION

**BUILDING ELEVATIONS**

Sheet Number

**A5**

Project No. 210831-1



NOTE: OVERFLOW SCUPPER IS SIZED ACCORDING TO IBC 1502.2.3 LEADER SIZE ASSUMED TO BE 8" DIAMETER. VERIFY WITH THE PLUMBING DESIGNER AND INT'L PLUMBING CODE

5 OVERFLOW SCUPPER DETAIL  
SCALE: 1/4" = 1'-0"

Exhibit G

**RECEIVED**  
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By: .....



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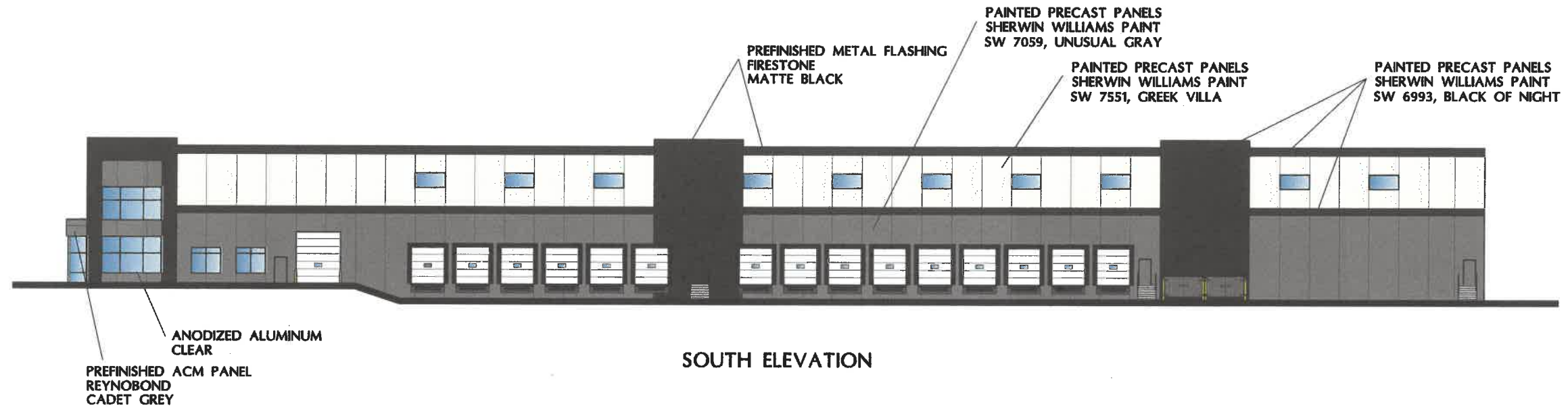


Exhibit H

M E D A R T , I N C .

Albertville, Minnesota

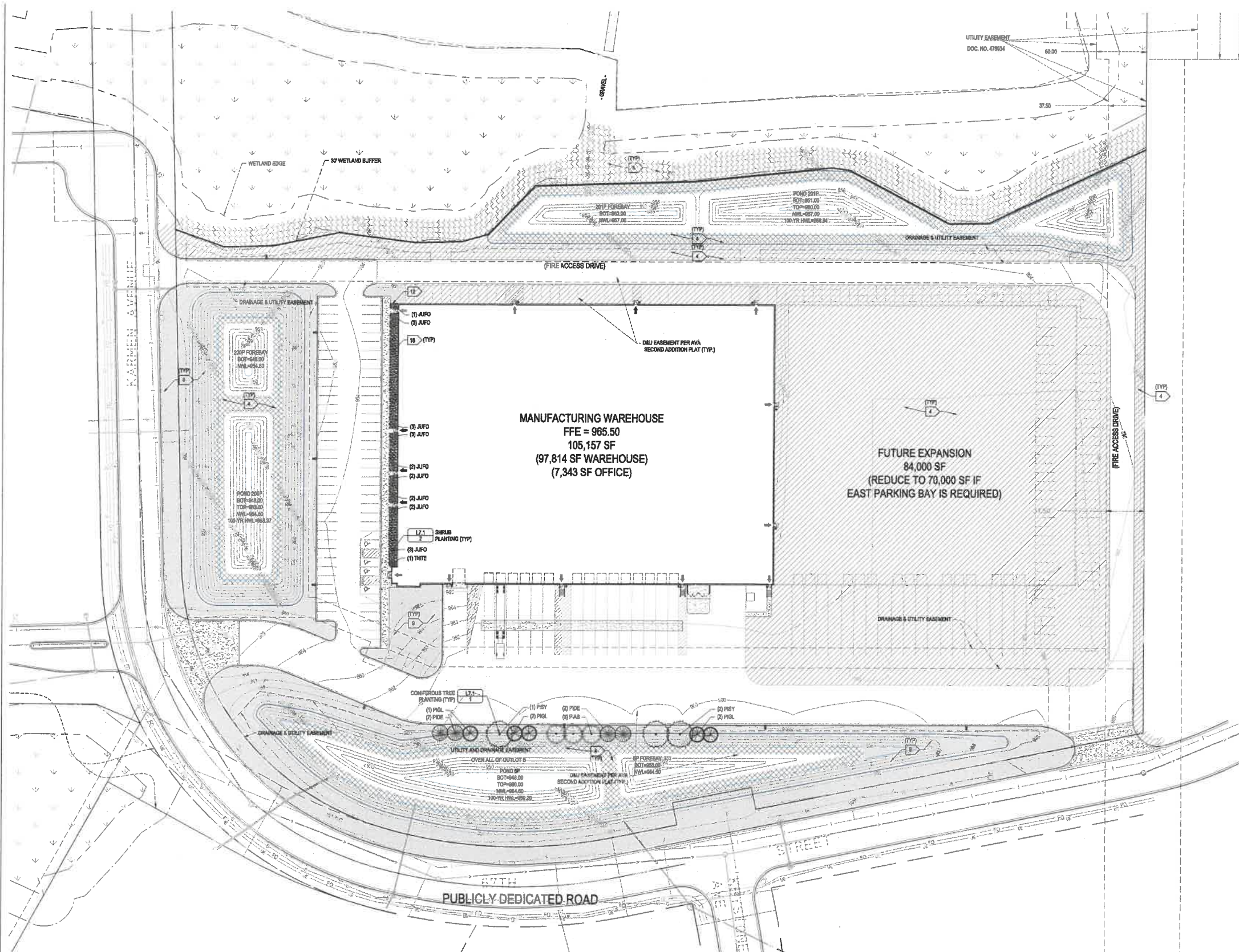
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By: .....

NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.





- GENERAL NOTES**
- For construction Staking and Surveying services contact Landform at 612.252.8070.
  - Contact Utility Service providers for field location of services 72 hours prior to beginning.
  - Coordinate installation with Contractors performing related work.
  - Seed mixture MNDOT 25-131 - Low Maintenance Turf and MNDOT 33-281 - Stormwater South and West as defined in current MNDOT Seeding Manual. Native Seeds shall be of Minnesota origin and certified by the Minnesota Crop Improvement Association (MICA). Provide verifying documentation to the Owner 30 days minimum prior to installation.
  - Seed mixture BWR-Misc Short Urban Buffer South and West as defined in current BWR Seeding Manual. Native Seeds shall be of Minnesota origin and certified by the Minnesota Crop Improvement Association (MICA). Provide verifying documentation to the Owner 30 days minimum prior to installation.
  - Plant material shall conform to the American Association of Nurserymen Standards and be of hardy stock, free from disease, infestation, damage, and disfigurement.
  - All existing deciduous/coniferous trees are to be trimmed of dead wood and pruned to a natural uniform shape.
  - Planting soil shall consist of 4 parts topsoil to 1 part peat humus, with 3 pounds of commercial fertilizer added per cubic yard.
  - Spread a minimum of 4 inches of topsoil and all turf areas disturbed by Construction.
  - Follow MNDOT Seeding Manual for planting instructions for establishment of native seed and provide coordination for required erosion prevention and sediment control.
  - Reserved.
  - Edge planting beds with 5-inch, 1/2" thick, black, commercial grade steel edging (Bar-Loc or approved equal) except where adjacent to curbing, walls or buildings.
  - Place plants according to layout with proper overall spacing. For discrepancy between the number of plants on the Schedule and the number shown on the Drawing, the Drawing shall govern.
  - See Details for depth of planting soil.
  - Reserved.
  - Reserved.
  - Install 6" diameter triple-shouldered hardwood mulch disk around trees not placed within a Strip or Perennial Planting Bed. Digging is not required, unless noted otherwise.
  - Install 2 to 3 inch (nominal size) grey trap rock to a depth of 4 inches in all planting beds unless noted otherwise. Landscape fabric shall be installed under all areas of rock mulch. Secure all edges and seams of fabric with 4-inch landscape staples.
  - Irrigation is required. Irrigation shall be designed by irrigation contractor. Contractor shall submit design plan and all shop drawings and systems components to Landscape Architect for review prior to purchase and installation. Contractor shall follow all applicable codes and obtain all necessary permits from local jurisdiction.
  - All plant material shall have a 1-year warranty. The warranty shall begin after the last plant has been installed and the Landscape Architect has approved the installation. Landscape contractor is responsible for replacing any and all plant material that dies during the warranty period. Landscape contractor shall assume all costs to any replacements. All replacements shall be same species and size and equal or better vigor as original installation.

**DEVELOPER**

**MEDART INC.**

**MUNICIPALITY**

**ALBERTVILLE**  
Small Town Living. Big City Life.

**PROJECT**

**MEDART INC.**

**ALBERTVILLE, MN**

**ISSUE / REVISION HISTORY**

DATE	ISSUE / REVISION	REVIEW
29 JAN 2024	PROJECT ISSUE	CKC
19 FEB 2024	CITY SUBMITTAL	SDP

**RECEIVED**  
FEB 14 2024  
By: .....

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**CITY SUBMITTAL**  
02.13.24

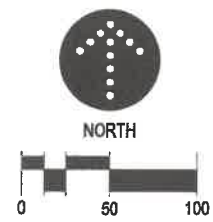
**LEGEND**

	MNDOT 25-131, Low Maintenance Turf seed mix. Seed at rate of 225 lbs/acre		Sod areas
	MNDOT 33-281, Stormwater South and West seed mix. Seed at rate of 35 lbs/acre		Rock mulch
	BWR-Misc Short Urban Buffer South and West seed mix. Seed at rate of 45.55 lbs/acre		

**PLANT SCHEDULE**

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	MATURE SIZE	PLANTING SIZE	ROOT CONDITION
<b>EVERGREEN TREES</b>						
	PIAB	3	Picea abies / Norway Spruce	50'H x 30'W	8' HT	B & B
	PIGL	5	Picea glauca / White Spruce	50'H x 20'W	8' HT	B & B
	PIDE	4	Picea glauca 'Denata' / Black Hills Spruce	45'H x 20'W	8' HT	B & B
	PIBY	3	Pinus sylvestris / Scotch Pine	45'H x 35'W	8' HT	B & B
<b>SHRUBS</b>						
	JUPO	21	Juniperus chinensis 'Sea Green' / Sea Green Juniper	4'H x 5'W	3' HEIGHT	POT
	WYTE	1	Thuja occidentalis 'Tectry' / Tectry Arborvitae	15'H x 8'W	6' HT.	B&B

Exhibit I



**LANDFORM**

From Site to Finish

105 South Fifth Avenue Suite 513 Minneapolis, MN 55401  
Tel: 612-252-8070 Fax: 612-252-8077 Web: landform.net

FILE NAME: L201ME001.DWG  
PROJECT NO.: MEI24001

**LANDSCAPE PLAN**

**L2.1**





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

**RESOLUTION NO. 2024-12**

**A RESOLUTION APPROVING REQUESTS FOR A LOT COMBINATION OF LOTS 1 AND 1 BLOCK 1, AVA SECOND ADDITION, PUD SITE AND BUILDING PLANS FOR MEDART INC. TO CONSTRUCT A 105,157 SQ. FT. WAREHOUSE /DISTRIBUTION FACILITY WITHIN THE CITY OF ALBERTVILLE**

**WHEREAS**, Medart Inc. has submitted applications and submitted plans for the development of a 105,157 sq. ft. warehouse/distribution building upon a 12.88 acre site (combined Lots 1 and 2, Block 1 AVA Second Addition) located at the northeast corner of 67<sup>th</sup> Street and Karmen Avenue. To facilitate the development proposal the following development applications have been requested,

1. Lot Combination of Lots 1 and 2, Block 1, AVA Second Addition.
2. Vacation of drainage and utility easement with the interior of Lots 1 and 2, Block 1, AVA Second Addition.
3. PUD-Site and Building Plan Review

**WHEREAS**, City Staff has reviewed submitted plans and prepared a planning report dated February 27, 2024; and

**WHEREAS**, the Albertville Planning Commission met and held a public hearing on March 12, 2024, to consider the applications for the combination of Lot 1 and 2, Block 1 of AVA Second Addition, vacation of select drainage and utility easement within the combined lots. and PUD site and building plans for Medart Inc.; and

**WHEREAS**, upon considering the application materials, the February 27, 2024 planning report and public testimony the Planning Commission closed the public hearing and recommended that the City Council approve the requested the combination of Lot 1 and 2, Block 1 of AVA Second Addition PUD, vacation of select drainage and utility easements within the combined lots, PUD site and building plans with the findings and conditions outlined in the February 27, 2024, planning report as amendments from the planning commission; and

**WHEREAS**, upon considering the application materials, the February 27, 2024 planning report and the recommendations of the Planning Commission, the City Council agrees with the findings and recommendations of City Staff and the Planning Commission.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of Albertville, Minnesota hereby approves the combination of Lot 1 and 2, Block 1 of AVA Second Addition, vacation of select drainage and utility easement within the combined lots. and PUD site and building plans based on the following findings and conditions.

### **Lot Combination / Easement Vacation**

The Albertville City Council approves the combination of Lots 1 and 2, Block 1, AVA Second Addition and the vacation select drainage and utility easement within the combined lots subject to the following finding and conditions.

#### Findings.

1. The proposed lot combination results in a single lot that meets the lot area and width requirements of the I-2 zoning district.
2. The proposed easements to be vacated do not contain existing utilities or serve a public purpose.
3. The vacation of the easements and lot combination will create a buildable development site that will accommodate a new industry consistent with the Albertville Land Use Plan.
4. The proposed industrial development will be compliant with the Albertville zoning code.

#### Conditions.

1. The applicant shall provide a legal description of the easements to be vacated.
2. Drainage and utility easements shall be provided along the lot lines of the new combined lot and over the stormwater ponds.
3. Site grading extends beyond the site into the Outlot A Second Addition. A drainage and utility easement that encompasses this area must be provided.
4. All easement locations, sizes and configurations shall be subject to the review and approval of the City Engineer.
5. The applicant enters into a PUD /development agreement with the City.

### **PUD Site and Building Plan**

The Albertville City Council approves the architectural drawings dated January 16, 2024, and the Civil Plans dated February 13, 2024, for the Medart Industrial Warehouse Facility site and building plans with the following conditions.

1. The City Council repeals the 2022, approval for Albertville Self-Storage PUD site and building plans for the same lot.
2. The City approves site plan curb cut widths per the recommendation of the City Engineer.
3. The City approves PUD flexibility for a gravel fire lane around the north and east side of the building per the approved site plan. The gravel drive aisle shall be designed to meet the 2020 Minnesota State Fire Code, Fire Apparatus Access Road for all-weather access standards. The gravel fire land shall be improved to a paved surface by October of 2035 or with the future building addition whichever is sooner.

4. The City approves PUD flexibility to allow the initial construction of 73 parking stalls west of the building with the 141 proof of parking stalls provided the following conditions.
  - On-site parking shall be limited to approved parking stalls. Parking shall be prohibited on-street, within the drive lanes, loading areas, or unpaved surfaces.
  - The applicant shall construct additional parking, meeting the City zoning standards upon notification from the City. Additional parking will be required if the on-site parking is insufficient to meet the parking demand.
  - All parking shall be designed and constructed to meet City parking standards.
  - The site plan shows a total of 214 parking stalls this requires 6 disability stalls. The site plan must be revised to show the location and design of the 6 disability stalls.
5. The Applicant shall provide a design detail of the proposed trash enclosure showing the exterior materials of the enclosure and gate.
6. The site and landscape plan must be revised to show landings and sidewalks for the doors on the north and east sides of the building. These landings and sidewalks shall be kept clear of obstructions and snow from the doors to a drive aisle.
7. The Applicant shall provide revised site and building plans illustrating the location, size, and screening of any ground mounted or rooftop mechanical equipment.
8. The landscape plan shall be revised to include the following.
  - The landscape screening shall consist of a double stagger row of coniferous trees. Trees shall be a minimum of 8 feet in height. The spacing of trees in the same row shall be no greater than ten feet on center. Applicant may submit a landscape / screening plan that is an alternative to a stagger row of trees south of the loading berths that may be approved by the City if it demonstrates an effective screening of the loading area.
  - The landscape screen shall be extended for the full length of the initial construction and the proposed future addition, to allow the plantings to grow and mature together, becoming a more effective screen over time.
  - A landscape screen or screen wall shall be provided within the green space along the west end of the loading berths.
  - The landscape plan must provide screening either landscaping or fence along the western edge of the west parking lot. Said screen shall be of a height to screen headlights directed toward the public street.

9. The lighting plan be revised to include one additional wall mounted light over the man door at the northwest corner of the building.
10. A separate sign permit shall be required with the submission of the building permit showing wall signs, freestanding signs and any on-site directional or traffic control signs.
11. Grading, drainage, and utilities plans shall be subject to final review and approval by the City Engineer.
12. The Applicant shall enter into a PUD/Development agreement outlining the terms of site development and conditions of PUD approval.

**Adopted by the City Council of the City of Albertville this 18<sup>th</sup> day of March 2024.**

---

Jillian Hendrickson, Mayor

ATTEST:

---

Kristine A. Luedke, City Clerk

March 18, 2024

**SUBJECT: PLANNING – AMEND CITY CODE SIGN REGULATIONS TO ALLOW PLAYFIELD SIGNS IN P/I ZONING DISTRICT**

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

**MOTION TO:** Adopt Ordinance No. 2024-02 approving amendments to City Code Title 10, Chapter 7 Sign Regulations, Section 10-7-6 establishing regulations and standards for allowing temporary signs within Central Park playfields.

**BACKGROUND:** The Albertville Sport Associations have inquired if the City would allow for the placement of advertising signs on the inside of the playfields. This will allow the associations and teams to sell advertising to local businesses and generate revenues to support their activities and field improvements.

The Albertville Sign code does not address the playfield signs, as such these types of signs are prohibited. In researching playfield signs, Staff discovered that many Cities permit temporary signs within their playfields as a revenue source for their Sport Associations. The attached amendment outline provisions that may allow signs within the Central Park Playfields.

The Albertville Planning Commission held public hearings on February 13 and March 12 and reviewed the sign code amendment. Upon closing the public hearing, the Planning Commission recommended that the City Council approve the playfield sign code amendment.

**KEY ISSUES:**

- The playfield signs shall only be allowed in Central Park. Central Park fields are used in league play and are not surrounded by residential neighborhoods. The code amendment does not introduce commercial signs into the neighborhood parks in residential neighborhoods.
- The proposed sign location shall be limited to the internal face of the playfield fences. This limits the exposure of the sign face to players and spectators on a specific playfield.
- The playfield signage is intended to be a revenue source to the sport associations. The sale of signage to businesses shall be negotiated by the associations with regard to cost, duration, and location.
- The sport associations shall submit playfield signs to City Staff for review and approval. There will be no sign fee with this sign request. The City approval shall address the size, location and duration of any signs proposed within the playfield.
- Signs shall be limited to Banner signs not to exceed 3 feet in height and 5 feet in length.
- Signs may be installed between May 1 through October 1. The Sport Associations shall be responsible for the removal of all signs at the end of the season.
- The temporary banner signs must be removed two days in advance of Friendly City Days and may be reinstalled a day after the end of the festival.

- The City may remove any playfield sign that falls into disrepair or presents a public safety concern.
- The playfield sign approvals will include an agreement that outlines the conditions by which the sign may be installed on City property.

**POLICY/PRACTICES CONSIDERATIONS:** The Planning Commission held public hearings and reviewed the draft sign code amendment over two months. Upon closing the public hearings, the Planning Commission recommended the City Council approve the attached sign code amendment.

**FINANCIAL CONSIDERATIONS:** There will be a City Staff time investment in the review of the future playfield signs. The playfield signs are intended to be a revenue source for the Sports Associations, the Sport Association use their revenues to contribute to the playfield maintenance, repair, and improvements.

**LEGAL CONSIDERATIONS:** In accordance with Council procedures, the Mayor and City Council have the authority to approve or deny these amendments.

**Responsible Person:** Alan Brixius, City Planner

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

**Attachments:**

- Planning Report dated March 4, 2024
- Ordinance No. 2024-02

**PLANNING REPORT**

TO: Adam Nafstad  
FROM: Alan Brixius  
DATE: March 4, 2024  
RE: Sign Code Amendment – Playfield Signs  
FILE NO: 163.05 23.05

**BACKGROUND**

The Albertville Sport Associations have inquired if the City would allow for the placement of advertising signs on the inside of the playfields. This will allow the associations and teams to sell advertising to local businesses and generate revenues to support their activities and field improvements.

The Albertville Sign code does not address the playfield signs, as such these types of signs are prohibited. The attached amendment outline provisions that may allow ballpark signs.

In reviewing the sign amendment, the planning commission requested that staff outline design performance standards for the playfield signs.

**EXHIBITS**

Exhibit A: Draft Sign Code Amendment – Playfield signs.

**ANALYSIS**

Many cities have sign regulations that allow playfield signs as means of generating revenues for local sport associations or teams. In drafting the attached sign code amendment, we researched other Cities to determine the type of sign requirements that would be appropriate for Albertville.

Major points of the attached Sign Code amendment include:

1. The playfield signs shall only be allowed in Central Park. Central Park fields are used in league play and are not surrounded by residential neighborhoods. The code amendment does not introduce commercial signs into residential neighborhoods.



2. The proposed sign location shall be limited to the internal face of the ballpark field fences. This limits the exposure of the sign face to players and spectators on a specific ball field.
3. Ballpark signs shall be reviewed and approved by City Staff. The sign approval shall address the size, location and duration of any signs proposed within the ballpark.
4. Signs shall be limited to banner signs not to exceed 3 feet in height and 5 feet in length.
5. Signs may be installed between May 1 through October 1.
6. The temporary banner signs must be removed for the Friendly City Days.
7. The City may remove any playfield sign that falls into disrepair or presents a public safety concern.
8. The approval will include an agreement that outlines the conditions of approval.

### **CONCLUSION**

The attached code is offered for Planning Commission and Council consideration. If the code amendment is acceptable, Staff recommends approval.

Cc. Maeghan Becker  
Kris Luedke  
Mike Couri.

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

**ORDINANCE NO. 2024-02**

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 7, SIGN REGULATIONS OF  
THE ALBERTVILLE CITY CODE PERTAINING TO SECTION 10-7-6 DISTRICT  
REGULATIONS PROVISION I, SIGNS ALLOWED WITHIN THE P/I DISTRICT  
WITHOUT A PERMIT**

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

**Section 1.** Title 10, Chapter 7, Section 10-7-6. I, In P/I Districts, the following signs are allowed without permits is hereby amended to add the following:

7. Central Park / playfield advertising signs.
  - a. Temporary signs within Central Park playfields may be approved administratively provided they meet the following conditions.
  - b. The number, location, materials, and duration of advertising signs for each proposal shall be determined on an individual basis and shall be based on the park layout, natural surroundings, and potential visual impact to surrounding properties and scenic views. Playfield advertising signs shall be subject to the review and approval of City Zoning Administrator.
  - c. Temporary playfield signs shall meet the following design standards.
    - a. Banner signs only.
    - b. Banner signs shall not exceed three (3) in height and five (5) in length.
    - c. Banner signs within the Central Park playfields shall be located internal to the playfield and oriented toward the playfield.
    - d. Signs may be installed from May 1 to October 1.
    - e. All signs must be removed for the playfield fences two (2) days before Friendly City Days festival and may be reinstalled one day after the festival.
  - d. The city shall have the right to remove signs if they exceed the duration of the sign approval or the signs are not properly maintained as necessary for public health, safety and welfare, all as determined by the City's Zoning Administrator.
  - e. A written agreement shall be prepared by the city to be signed by the City and all involved parties, identifying the parameters of the advertising signs and responsibilities of maintenance and financing for the advertising signs.

**Adopted by the City Council of the City of Albertville this 18<sup>th</sup> day of March 2024.**

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Jillian Hendrickson, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk

**EXHIBIT A**

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
AND  
CITY OF ALBERTVILLE  
COOPERATIVE CONSTRUCTION  
AGREEMENT**

<b>State Project Number (SP):</b>	<u>8680-189</u>	<b>Estimated Amount Receivable</b>
<b>Trunk Highway Number (TH):</b>	<u>94=052</u>	<b><u>\$36,701.10</u></b>
<b>Federal Project Number (FP):</b>	<u>NHPP-CDS-BFP I940(052)</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the City of Albertville, acting through its City Council ("City").

**Recitals**

1. The State will perform grading, bituminous and concrete surfacing, retaining walls, noise walls, lighting, TMS, ADA improvements, Bridge No. 86819 and Bridge No. 86825 construction and other associated construction upon, along, and adjacent to Trunk Highway No. 94 from 0.37 miles west of Trunk Highway No. 25 (Monticello) to 0.42 miles east of County State Aid Highway (CSAH) No. 37 (Albertville) according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 8680-189 (TH 94=052) ("Project"); and
2. The City wishes to participate in the costs of the Shared Use Path (SUP) construction and associated construction engineering; and
3. The State will own the shared use path after construction and the City will maintain the Shared Use Path as provided in this Agreement; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

**Agreement**

**1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits**

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 4. Maintenance by the City; 9. Liability; Worker Compensation Claims; 11. State Audits; 12. Government Data Practices; 13. Governing Law; Jurisdiction; Venue; and 15. Force Majeure.
- 1.4. **Plans, Specifications, and Special Provisions.** Plans, specifications, and special provisions designated by the State as State Project No. 8680-189 (TH 94=052) are on file in the office of the Commissioner of

Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").

- 1.5. **Exhibits.** Preliminary Schedule "I" is on file in the office of the City Administrator and attached and incorporated into this Agreement.

## 2. Construction by the State

- 2.1. **Contract Award.** The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

### 2.2. **Direction, Supervision, and Inspection of Construction.**

- A. **Supervision and Inspection by the State.** The State will direct and supervise all construction activities performed under the construction contract and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- B. **Inspection by the City.** The City participation construction covered under this Agreement will be open to inspection by the City. If the City believes the City participation construction covered under this Agreement has not been properly performed or that the construction is defective, the City will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the City are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the City participation construction covered under this Agreement.

### 2.3. **Plan Changes, Additional Construction, Etc.**

- A. The State will make changes in the Project Plans and contract construction, which may include the City participation construction covered under this Agreement and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City official of any proposed addenda and change orders to the construction contract that will affect the City participation construction covered under this Agreement.
- B. The City may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made.

- 2.4. **Satisfactory Completion of Contract.** The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

## 3. Right-of-Way Access; Environmental

- 3.1. The State authorizes the City to enter upon State Right-of-Way to perform the maintenance activities described in this Agreement. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

- 3.2.** The City will not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right-of-Way. In the event of spillage of regulated materials, the City will immediately notify the State's Authorized Representative in writing and will provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state, and local laws and regulations, at the sole expense of the City.

#### **4. Maintenance by the City**

Upon completion of the Project, the City will provide the following without cost or expense to the State:

- 4.1. *Shared Use Path.*** The City will provide routine and minor maintenance of the SUP on TH 94 Right-of-Way. Routine and minor maintenance may include, but are not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, replacement of failing section(s) of pavement, vegetation control, signing, pavement markings, and any other maintenance activities necessary to perpetuate the SUP in a safe, usable, and aesthetically acceptable condition as determined by the State's District Maintenance Engineer and all applicable laws including, but not limited to, the Americans with Disabilities Act ("ADA"). If the City fails to perform its maintenance services under this Agreement in compliance with applicable laws, the State will provide the City with a notice of non-compliance. Within three business days of sending the notice of non-compliance, the State's District Maintenance Engineer and the City Engineer will meet to discuss the City performance of maintenance and decide upon next steps to remedy any non-compliant performance. If the parties cannot agree upon a remedy, the State may perform such obligation and the City will reimburse the State for the cost thereof, plus 10 percent of such cost for overhead and supervision within 30 days of receipt of the State's invoice. The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.
- 4.3. *Additional Drainage.*** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

#### **5. Basis of City Cost**

- 5.1. *Schedule "I".*** The Preliminary Schedule "I" includes anticipated City participation construction items and the construction engineering cost share covered under this Agreement and is based on engineer's estimated unit prices.
- 5.2. *City Participation Construction.*** The City will participate in the following at the percentages indicated.
- A.** 100 Percent will be the City's rate of cost participation in all of the SUP construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I".
- 5.3. *Construction Engineering Costs.*** The City will pay a construction engineering charge equal to 8 percent of the total City participation construction covered under this Agreement.
- 5.4. *Plan Changes, Additional Construction, Etc.*** The City will share in the costs of construction contract addenda and change orders that are necessary to complete the City participation construction covered under this Agreement, including any City requested additional work and plan changes.

The State reserves the right to invoice the City for the cost of any additional City requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

**5.5. Liquidated Damages.** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

**6. City Cost and Payment by the City**

**6.1. City Cost. \$36,701.10** is the City's estimated share of the costs of the contract construction and the 8 percent construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.

**6.2. Conditions of Payment.** The City will pay the State the City's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I", after the following conditions have been met:

- A. Execution of this Agreement and transmittal to the City, including a copy of the Revised Schedule "I".
- B. The City's receipt of a written request from the State for the advancement of funds.

**6.3. Acceptance of the City's Cost and Completed Construction.** The computation by the State of the amount due from the City will be final, binding, and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.

**6.4. Final Payment by the City.** Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the City. The Final Schedule "I" will be based on final quantities and include all City participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the City participation construction exceeds the amount of funds advanced by the City, the City will pay the difference to the State without interest. If the final cost of the City participation construction is less than the amount of funds advanced by the City, the State will refund the difference to the City without interest.

The State and the City waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

**7. Authorized Representatives**

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

**7.1.** The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)  
Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155  
Telephone: (651) 366-4634  
E-Mail: malaki.ruranika@state.mn.us

**7.2.** The City's Authorized Representative will be:

Name, Title: Adam Nafstad, City Administrator (or successor)  
 Address: 5959 Main Avenue NE, PO Box 9, Albertville, MN 55301  
 Telephone: (763) 497-3384  
 E-Mail: anafstad@ci.albertville.mn.us

**8. Assignment; Amendments; Waiver; Contract Complete**

**8.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City from contracting with a third-party to perform City maintenance responsibilities covered under this Agreement.

**8.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

**8.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

**8.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**9. Liability; Worker Compensation Claims**

**9.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City.

**9.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

**10. Nondiscrimination**

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

**11. State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

**12. Government Data Practices**

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.



**13. Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14. Termination; Suspension**

**14.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties.

**14.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City.

**14.3. *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

**15. Force Majeure**

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

**CITY OF ALBERTVILLE**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: \_\_\_\_\_

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

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

By: \_\_\_\_\_

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

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

**DEPARTMENT OF TRANSPORTATION**

Recommended for Approval:

By: \_\_\_\_\_  
(District Engineer)

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

Approved:

By: \_\_\_\_\_  
(State Design Engineer)

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

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

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

**INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

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

**RESOLUTION NO. 2024-13**

**RESOLUTION TO APPROVE A COOPERATIVE AGREEMENT  
BETWEEN MINNESOTA DEPARTMENT OF TRANSPORTATION AND  
THE CITY OF ALBERTVILLE**

**IT IS RESOLVED** that the City of Albertville enters into MnDOT Agreement No. 1055411 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the trail and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 94 from 0.37 miles west of Trunk Highway No. 25 (Monticello) to 0.42 miles east of County State Aid Highway (CSAH) No. 37 (Albertville) within the corporate under State Project No. 8680-189 (TH 94=052).

**IT IS FURTHER RESOLVED** that the Albertville Mayor and the Albertville City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

**Adopted by the City Council of the City of Albertville this 18<sup>th</sup> day of March 2024.**

\_\_\_\_\_  
Jillian Hendrickson, Mayor

ATTEST:

\_\_\_\_\_  
Kristine A. Luedke, City Clerk

### CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Albertville at an authorized meeting held on the 18<sup>th</sup> day of March, 2024, as shown by the minutes of the meeting in my possession.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)

Subscribed and sworn to me this _____ day of _____, 2024
Notary Public _____
My Commission Expires _____



## GENERAL ADMINISTRATION

**Local Board of Appeal and Equalization:** The local Board of Appeals and Equalization will be held on Monday, April 15 at 6:15 pm. Wirght County Assessor's Office staff will be in attendance to present and answer questions. The trained and certified Board members are Councilmembers Olson and Zagorski.

**League of Minnesota Cities 2024 Annual Conference:** This event will be held on Wednesday, June 26 through Friday, June 28 in Rochester, MN at the Rochester Mayo Civic Center. Registration is now open for the event. Please let me know if you would like to attend this year.

**Senior Center Volunteer Appreciation Brunch:** The Crow River Senior Center will be holding a Volunteer Appreciation Brunch to celebrate their hard working volunteers on Friday, April 26 from 10:30 am to 12 pm at the Crow River Senior Center. Please let me know if you would like to attend.

**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.

**Parks Committee:** The Parks Committee has scheduled this year's Explore Your Parks Night event for Thursday, May 16 from 6 pm to 8 pm. This year's event will be held in Oakside Park, Villas Park and Winter Park.

**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.

**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**

**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:** 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 4 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 have been separated into two projects. One project will be specific to commercial concrete apron replacements, the other project specific to mill and overlay.