



# City of Albertville Council Agenda

**Monday, April 1, 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 18, 2024, regular City Council Meeting minutes as presented.** 3-6
  - B. Authorize the Monday, April 1, 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
- 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**
    - 1. Fire Contract Discussion**
  - F. Planning and Zoning – None**

**G. Public Works/Engineering**

- 1. 2024 Street Overlay Project Presentation of Bids**
- 2. 2024 Concrete Improvement Presentation of Quotes**

**H. Legal – None**

**I. Administration**

- 1. City Administrator’s Update**

8-9

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

- |          |  |
|----------|--|
| April 8  | STMA Arena Board, 7 pm                                 |
| April 9  | Planning Commission, 7 pm                              |
| April 15 | Local Board of Appeal and Equalization, 6:15 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) |
| May 6    | City Council, 7 pm                                     |

**11. Adjournment**



## ALBERTVILLE CITY COUNCIL

### DRAFT REGULAR MEETING MINUTES

March 18, 2024 – 7 pm  
Council Chambers  
Albertville City Hall

#### 1. Call to Order

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

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

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

Mayor Hendrickson arrived at 7:03 pm

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

#### 3. Recognitions – Presentations – Introductions – None

#### 4. Public Forum

Wright County Commissioner Holland provided background information on the Middle Housing Bill and what was included in it. She reported on Senator Lucero's amendment to the Bill which would limit cities' ability to mandate specific aesthetics on residential building permits. She said some of the Wright County Commissioners and local City leaders met with the Senator to ask him to remove the amendment from the Bill but he said because it was part of the Omnibus Bill, he did not believe it could be taken out. She answered questions from Council.

City Administrator Nafstad provided additional information and said the Bill would eliminate the City's ability for zoning approvals on lot size requirements, design elements and other components for residential developments. He said some neighboring cities had sent letters to the legislators stating they do not support the Bill and added City staff could prepare one if Council would like them to. He answered questions from Council.

City Planner Brixius reported that his previous partner and himself prepared a position paper on the item stating that the Bill would take away the City's authority to make local planning and zoning decisions. He answered questions from Council.

There was Council discussion regarding the Bill and the Senator's amendment.

#### 5. Amendments to the Agenda

Mayor Hendrickson requested to add item 9I3. Under Administration entitled "Discuss Residential Housing Bill Letter"

**MOTION** made by Councilmember Olson, seconded by Councilmember Zagorski to approve the March 18, 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 March 4, 2024, regular City Council Meeting minutes as presented.
- 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.
- 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.
- D. Authorize the purchase of two HVAC Rooftop Units and additional ductwork for the Fire Department.
- 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.

**MOTION** made by Councilmember Cocking, seconded by Councilmember Hayden to approve the March 18, 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.

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

## 9. Department Business

### A. City Council

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

Councilmember Hayden reported he had attended the March 12 Planning Commission meeting and said the items would be discussed later in the agenda.

### B. Building – None

### C. City Clerk – None

### D. Finance – None

### E. Fire – None

### F. Planning and Zoning

## 1. Medart Industrial Development Applications

City Planner Brixius presented the staff report which included background information the previous Albertville Self-Storage Facility development applications which did not proceed. He reported Medart Inc. was pursuing development applications of the property now. Planner Brixius said the approval would include the combination of two lots, the vacation of a certain easements within the lots, approval of the development and said the plans included a future phase two warehouse expansion. He reported the Planning Commission held a Public Hearing on the applications and recommended approval. He answered questions from Council regarding the landscaping plan and development applications .

City Attorney Couri reported a Stormwater Maintenance Agreement would be required and said the City would do the vacation of easements once the new legal description was provided.

City Administrator Nafstad provided additional information on the curb cuts and answered questions from Council.

There was Council discussion regarding the Medart Development, the future warehouse expansion project, and the landscape plan. Council directed City staff to amend the Resolution to include the following item 5 under the Conditions: “The applicant shall enter into a stormwater pond maintenance agreement.”

**MOTION** made by Councilmember Cocking, seconded by Councilmember Hayden 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 as amended. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

## 2. Amend City Code Sign Regulation to allow Playfield Signs in P/I Zoning District

City Planner Brixius presented the staff report which included background information on the proposed Ordinance to allow the Albertville Sport Associations to sell advertising signs to be placed on the inside the City’s playfield. He reviewed the temporary playfield sign design standards and said the Planning Commission held a Public Hearing on the Ordinance amendment and recommended approval. Planner Brixius answered questions from Council.

City Administrator Nafstad answered questions from Council regarding the intent of the amendment which would allow for an agreement with the Albertville Sports Associations for temporary signage on specific ball fields.

There was Council discussion regarding the Ordinance amendment, the Albertville Sports Associations and they directed City staff to update the Ordinance to indicate only the Albertville nonprofit baseball and softball associations would be eligible to apply.

**MOTION** made by Councilmember Olson, seconded by Councilmember Hayden 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 as amended. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

## G. Public Works/Engineering – None

**H. Legal – None**

**I. Administration**

**1. Cooperative Construction Agreement between MnDOT and City of Albertville**

City Administrator Nafstad reported the Cooperative Construction Agreement was for the I-94 GAP project and added this agreement was specifically related to a portion of the trail from the east side of County Road 19 from the ramps on the south side to the ramps on the north side. He said with this agreement, the City could extend the trail into the Kwik Trip property and then connect it to the Albertville Mall’s property and then later the City could further extend the trail into Towne Lakes. He answered questions from Council.

**MOTION** made by Councilmember Cocking, seconded by Councilmember Hayden to adopt **Resolution No. 2024-13** approving a Cooperative Contract between Minnesota Department of Transportation and the City of Albertville. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

**2. City Administrator’s Update**

City Administrator Nafstad reviewed the City’s Administrator’s Update and updated the Council on the MS4 Audit.

City Clerk Luedke reported on the March 5 PNP Election which included the City’s overall election turnout, a thank you to City staff, Public Works and the City’s Election judges for all their hard work and the reimbursement process for the PNP election.

**3. Discuss Residential Housing Bill Letter**

The Council discussed submitting a letter to legislators regarding the Bill but decided to wait and monitor the issue at this time.

**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, 6 pm
- April 9        Planning Commission, 7 pm
- April 15       City Council, 7 pm
- April 22       Joint Powers Water Board, 6 pm  
                 Parks Committee
- April 29       Joint Governance Meeting, 6 pm (Albertville City Hall)

**11. Adjournment**

**MOTION** made by Councilmember Cocking, second by Councilmember Hayden to adjourn the meeting at 8:06 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

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Kristine A. Luedke, City Clerk

April 1, 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, April 1, 2024, payment of the claims as presented except the bills specifically pulled, which are passed by separate motion. The claims listing has been provided to Council as a separate document. The claims listing is available for public viewing at City Hall upon request.

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

**KEY ISSUES:**

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

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

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

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

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

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

**Attachment:**

- List of Claims (under separate cover)

## GENERAL ADMINISTRATION

**Local Board of Appeal and Equalization:** The local Board of Appeals and Equalization will be held on Monday, April 15 at 6:15 pm. Wright 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.

**Joint Governance Meeting:** The Joint Governance meeting with the City of St. Michael and the STMA School Board is scheduled for April 29 at 6 pm at the Albertville City Hall.

**2023 Audit:** The annual audit for the City of Albertville is nearing completion. The preliminary audit began in late January with the majority of the field work starting in March. ABDO will be presenting the findings to the Council at the April 15 City Council meeting.

**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.

**Summer Job Opportunities:** The City is currently advertising for multiple seasonal summer positions for both the Public Works and Utilities Department. Further information is listed on the City's website.

**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 Overlay Project:** The bid opening was March 21 and bids will be presented at the meeting.

**2024 Concrete Improvements:** Quotes were received on March 21 and will be presented at the meeting.