



City of Albertville Council Agenda

Monday, May 6, 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 April 15, 2024, Local Board of Appeals and Equalization Meeting minutes as presented. 3-4
- B. Authorize the Monday, May 6, 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. 5
- C. Approve a Temporary On-Sale Liquor License for Albertville Friendly City Days for June 5 through June 9, 2024, for the Annual Albertville Friendly City Days Festival contingent upon receipt of liquor liability insurance certificate. 6
- D. Approve a temporary on-sale liquor license for Albertville Lions for June 7 through 9, 2024, for the Annual 2024 Friendly City Days Festival event. 7
- E. Approve street closures as requested for Albertville Friendly City Days and extended hours for Central Park for June 5 through June 9, 2024. 8-11
- F. Approve Special Event Permit for the Family Youth Community Connections to hold their Dueling Pianos event on June 14, 2024, from 6 pm to 10 pm in Central Park contingent upon receipt of certificate of liability insurance 12
- G. Approve Special Event Permit including a Temporary Outdoor Music Permit for BJ's Sport Tavern located at 5788 Main Avenue NE for their Special Event on June 8, 2024, during Albertville Friendly City Days 13
- H. Approve Driveway Replacement Contract for property owner Tyren Schmidt located at 11420 54th Street NE, Albertville, MN 55301 – PID 101-016-003010 14-16
- I. Approve Special Event Permit for Cirque Entertainment LLC for their Cirque Italia event located at the Albertville Premium Outlet Mall, 6415 Labeaux Avenue on May 16 through May 19, 2024, contingent upon receipt of the certificate of liability insurance. 17

6. Consent Agenda – continued

- J.** Adopt Ordinance No. 2024-03 amending Title 9, Utilities and Public Services, Chapter 2, Water Use and Service relating to maintenance and repair responsibility in the Albertville City Code. 18-19
- K.** Approve the City of Albertville’s Personnel Policy retirement language as amended. 20

7. Public Hearing – None

8. WrighCounty Sheriff’s Office – Updates, reports, etc.

9. Department Business

A. City Council

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

B. Building – None

C. City Clerk – None

D. Finance – None

E. Fire – None

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal – None

I. Administration

- 1. City Administrator’s Update** 21-23

10. Announcements and/or Upcoming Meetings

- May 13 STMA Arena Board, 7 pm
- May 14 Planning Commission, 7 pm
- May 20 City Council, 7 pm
- May 27 City Offices closed in observance of Memorial Day
- May 28 Joint Power Water Board, 6 pm (Tuesday)
Parks Committee, 7 pm (Tuesday)
- June 3 City Council, 7 pm
- June 5-9 2024 Albertville Friendly City Days

11. Adjournment



LOCAL BOARD OF APPEAL AND EQUALIZATION DRAFT MINUTES

April 15, 2024 – 6:15 pm
Council Chambers
Albertville City Hall

1. Call to Order

Mayor Hendrickson called the meeting to order at 6:19 pm.

Present: Mayor Hendrickson, Councilmembers Hayden, Olson and Zagorski

Absent: Councilmember Cocking

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

Also Present: Wright County Assistant Assessor Tammy Anderson and Wright County Appraiser Corey Czycalla

2. Assessor's Presentation

Wright County Assistant Assessor Anderson and Appraiser Czycalla provided the following information and answered questions from Council:

- The purpose of this Local Board of Appeal and Equalization is to review the 2024 assessment for taxes due and payable in 2025.
- A quorum must be present and at least one of the members must be "Training Certified" under Minnesota Statutes, Section 274.014.
- Minnesota State law requires the Assessor to value property at 100% of market value; however, the Statutes allow the Assessor to be within a range of 90 to 105% of market value.
- The sales ratio study period was from October 1, 2022 through September 30, 2023. The sales data from the study period was used to appraise property as of the January 2, 2024 assessment date.
- During the study, Albertville had 97 qualified sales used in the sales ratio study.
- The state time adjusted median sales ratio was 99.38%. After adjusting for market conditions and equalization for the 2024 assessment, the final ration is 95.72% which is a result of a -2.64% decrease of total City residential value.

Appraiser Czycalla provided an overview of the 13 calls he received from Wright County residents with 6 of them being from Albertville residents. He also provided an overview of the review process if the residents had questions on their property value. He said the calls were way down from recent years. Appraiser Czycalla said after reviewing the properties, he had a total of one residential and Assistant Assessor Anderson had one commercial property that they had recommended a reduction on. He answered questions from the Council.

3. Public Hearing

Mayor Hendrickson called for the Local Board of Appeal and Equalization public hearing to open.

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

There was no one in the audience that wished to speak.

Assessor Czycalla said the property he recommended a reduction on was PID# 101-062-005080 – 10485 Karston Ave NE reducing it from \$488,700 to \$480,300 based on cleaning up an error in the County's records.

MOTION made by Councilmember Olson, seconded by Councilmember Zagorski to accept the recommended changes from the Wright County Assessors. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

Assistant Assessor Anderson said the commercial property the assessors recommended a reduction was PID# 101-022-002020 – Albertville Storage, 5458 Barthel Industrial Drive NE reducing it from \$2,088,000 to 1,975,800 due to additional depreciation.

MOTION made by Councilmember Hayden, seconded by Councilmember Zagorski to accept the recommended changes from the Wright County Assessors. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

Appraiser Czycalla requested to open an appeal on the following properties to allow the individuals to work with the Wright County's Assessors office prior to the Wright County Board meeting.

Gary & Deborah Van Wyhe – 101-068-001050 – 10455 Karston Circle NE

Patricia & Donald Vorderbruggen – 101-014-002030 – 11300 60th Street NE

Jillian Hendrickson – 101-093-010110 – 6638 East Laketowne Drive NE

MOTION made by Councilmember Hayden, seconded by Councilmember Olson to open the appeals to allow individuals to work with the Wright County Assessors. Ayes: Hayden, Hendrickson, Olson and Zagorski. Nays: None. Absent: Cocking. The motion carried.

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

4. Adjournment

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

Respectfully submitted,

Kristine A. Luedke, City Clerk

May 6, 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, May 6, 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)

May 6, 2024

SUBJECT: CONSENT – CLERK – ON-SALE TEMPORARY LIQUOR LICENSE FOR ALBERTVILLE FRIENDLY CITY DAYS FESTIVAL

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

MOTION TO: Approve a Temporary On-Sale Liquor License for Albertville Friendly City Days for June 5 through June 9, 2024, for the Annual Albertville Friendly City Days Festival contingent upon receipt of liquor liability insurance certificate.

BACKGROUND: Albertville Friendly City Days Inc has applied for a temporary on-sale liquor license for this year's annual Albertville Friendly City Day Festival. The license will cover the Knights of Columbus, Albertville Fire Relief Association and Foxtailers Snowmobile Club for sales at the festival. This year's festival is scheduled for Wednesday, June 5 through Sunday June 9, 2024.

KEY ISSUES:

- Albertville Friendly City Days has applied for a temporary on-sale liquor license for the Knights of Columbus, Albertville Fire Relief Association and Foxtailers Snowmobile Club for this year's Albertville Friendly City Days Festival.
- Albertville Friendly City Days is requesting to serve liquor from June 5 to June 9 during the Albertville Friendly City Days festival. As in the past, the organization along with the Albertville Lions are requesting a flat fee of \$100 to cover the application fees for event.
- The approval of the temporary liquor license will be contingent upon receipt of the certificate of liquor liability insurance.

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

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

Responsible Person: Kris Luedke, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

On File:

- Temporary Liquor License applications is on file in the City Clerk's Office

May 6, 2024

SUBJECT: CONSENT – CLERK – ON-SALE TEMPORARY LIQUOR LICENSE FOR ALBETVILLE LIONS

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

MOTION TO: Approve a Temporary On-Sale Liquor License for the Albertville Lions for June 7 through June 9, 2024, for the 2024 Annual Albertville Friendly City Days Festival event.

BACKGROUND: The Albertville Lions has applied for a temporary on-sale liquor license for this year's annual Albertville Friendly City Days festival. This year's festival is scheduled for Wednesday, June 5 through Sunday June 9, 2024.

KEY ISSUES:

- The Albertville Lions has applied for a temporary liquor license for this year's Albertville Friendly City Days Festival.
- The organization has submitted the appropriate liquor liability coverage for the event.
- The Albertville Friendly City Days has submitted the \$100 fee for the event.

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

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

Responsible Person: Kris Luedke, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

On File:

- Temporary Liquor License application is on file in the City Clerk's Office



Mayor and Council Request for Action

May 6, 2024

SUBJECT: CONSENT – CLERK – ALBERTVILLE FRIENDLY CITY DAYS STREET CLOSING AND PARK HOURS REQUEST

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

MOTION TO: Approve the Albertville Friendly City Day’s requests for street closings and modified Central Park hours identified below:

| Street Closure Requested | Date(s) | Time | Activity |
|--|---|----------------|------------------------|
| 58 th St NE (Main Ave to Lander Ave) | June 3-9 | All day | Carnival |
| Lander Ave NE (58 th St to Gordy Berning’s driveway) | June 3-9 | All day | Carnival |
| Main Ave NE (57 th St to 59 th St) | Fri. June 7 | 6 pm – 2:30 am | Friday activities |
| Main Ave NE (57 th St to 59 th St) | Sat. June 8 | 8 am – 2:30 am | Saturday Activities |
| Lachman Ave (between Arena driveway and commercial driveways to the south) | Sat. June 8 | 8 am – 3 pm | Lions Car & Truck Show |
| Main Ave NE (50 th St to 60 th St), 59 th St NE (Barthel Ind. Dr to Main St) Barthel Ind. Dr. (51 st St to 59 th St) 51 st St NE (Barthel Ind. Dr to Main St) 60 th St NE (CSAH 37 to Main Ave) | Sun. June 9 | 12 pm – 4 pm | Parade |
| Extended Central Park Hours Requested | Wednesday and Thursday, June 5 and June 6, until 11 pm Friday and Saturday, June 7 and June 8, until 1:30 am | | |

BACKGROUND: Friendly City Days will be held Wednesday, June 5 through Sunday, June 9, 2024. The Friendly City Days Committee and the Albertville Lions are requesting the street closure for the dates and times listed above for the festival.

City Code Section 8-3-2 designates that City parks close at 10 pm unless special permission is given. The Committee is requesting an extension of park hours in Central Park for Wednesday, June 7 and Thursday, June 8 until 11 pm and Friday, June 9 and Saturday, June 10 until 1:30 am. However, in Section 5-5-1, Noise Control, a civic celebration recognized by the City Council is except from the noise provisions.

KEY ISSUES:

- The Albertville Friendly Days Committee has requested the same road closures in previous years.
- The Albertville Lions have requested the closure of Lachman Avenue on Saturday, June 8 for the Lion’s Car and Truck Show.
- The Committee has notified to the Wright County Highway Department for closure of CSAH 18 (50th Street NE) on June 11.

- The Committee has also submitted a request for assistance from the Wright County Sheriff's Office for security and traffic control for the event.
- The bands scheduled for the Friday and Saturday performances are already under contract to perform until 1 am.

POLICY/PRACTICES CONSIDERATIONS: The Mayor and City Council have the authority to approve or deny requests for street closures and the extension of City park hours. The City Council has approved the request as presented in the past.

Responsible Person: Kris Luedke, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments:

- Albertville Friendly City Days Committee request letter
- Albertville Lions request letter

Albertville Friendly City Days

P.O. Box 162
Albertville, MN 55301

April 1, 2024

City of Albertville
P.O. Box 9
Albertville, MN 55301

City Council,

The Albertville Friendly City Days committee is requesting permission to close down the following list of streets on the days listed during Friendly City Days.

| Street | Date | Time | Activity |
|---|------------------|-----------------|---------------------|
| 58th Street (Main Avenue to Lander Avenue) | June 3-9 All Day | | Carnival |
| Lander Avenue (58th Street to Gordy Berning's Driveway) | June 3-9 All Day | | Carnival |
| Main Avenue (57th Street to 59th Street) | June 7 | 6:00 pm-2:30 am | Friday Activities |
| Main Avenue (57th Street to 59th Street) | June 8 | 8:00 am-2:30 am | Saturday Activities |
| Main Avenue (50th Street to 60th Street) | June 9 | 12:00 - 4:00 pm | Parade |
| 59th Street (Barthel Industrial Drive to Main Street) | June 9 | 12:00 - 4:00 pm | Parade |
| Barthel Industrial Drive (51st Street to 59th Street) | June 9 | 12:00 - 4:00 pm | Parade |
| 51st Street (Barthel Industrial Drive to Main Street) | June 9 | 12:00 - 4:00 pm | Parade |
| 60th Street (CSAH 37 to Main Avenue) | June 9 | 12:00 - 4:00 pm | Parade |

For your information, the committee has submitted applications to Wright County Highway Department for closing CSAH18 (50th Street) on June 9th. We have also requested assistance from the Wright County Sheriff's office for security and traffic disbursement for the entire weekend.

Again this year, The carnival will open on Wednesday from 3:00 p.m. to 10:00 p.m. The Firemen's Relief Association will again be sponsoring Craft Beer Tasting event during the garage band performances on Thursday evening from 6:00 p.m. to 10:00 p.m. The Lions, Foxtailers, and Firemen Relief Association will apply for a Strong Intoxicating Liquor License for the weekend. The events in the Park on Wednesday and Thursday evenings would end at 10:00 p.m. We are requesting permission to extend the hours in the city park for Wednesday and Thursday, June 5th and 6th until 11:00 p.m., Friday and Saturday, June 7th and 8th to 1:30 am and the next morning for the Carnival, Softball tournament, and Live Bands.

Sincerely,

LeRoy Berning
Albertville Friendly City Days Committee

Albertville Friendly City Days / Albertville Lions

April 30th 2024

City of Albertville
PO box 9
Albertville MN 44301

City Council,

The Albertville Friendly City Days / Albertville Lions car show committee is requesting permission to close the following street for Friendly City Days Car show.

Lachman Ave. (57th Street to 60th Street) / June 9th / 8:00am – 3:00pm / Lion Car and Truck Show

Thanks,

Pat Adamski

Albertville Friendly City Days / Albertville Lions car show committee

May 6, 2024

**SUBJECT: CONSENT – CLERK – SPECIAL EVENT PERMIT – FYCC DUELING
PIANOS EVENT**

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

MOTION TO: Approve Special Event Permit for the Family Youth Community Connections (FYCC) to hold their Dueling Pianos event on June 14, 2024, from 6 pm to 10 pm in Central Park contingent upon receipt of certificate of liability insurance.

BACKGROUND: FYCC submitted a special event permit application for their Dueling Piano event to be held on Friday, June 14, 2024, from 6 pm to 10 pm at the Central Park Depot. This event is the annual fundraiser for the Family Youth Community Connection.

KEY ISSUES:

- The event will be held outdoors at the Central Park Depot.
- The event will be held on Friday, June 14, 2024, from 6 pm and 10 pm.
- Alcohol and snacks will be provided by Tavern at Green Haven. The event will be confined within a controlled area.
- The event will have live music sponsored by Dueling Duo playing from 6 pm to 10 pm.
- FYCC has contacted the Wright County Sheriff's Department requesting an officer be present at the event.
- Guests will be asked to park in the ballfield parking lot as there are no ball games scheduled for the evening.
- Estimated attendance will be approximately 200 people.
- The approval will be contingent upon receipt of the certificate of liability insurance for the event.
- Outdoor special events shall only occur between April 1 to November 1 of each year.

POLICY/PRACTICES CONSIDERATIONS: Special events permits are subject to the approval of the City Council.

LEGAL CONSIDERATIONS: The applicant shall comply with the regulations for outdoor liquor sales.

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

On File:

- The Special Event Permit application is on file in the City Clerk's Office

May 6, 2024

**SUBJECT: CONSENT – CLERK – SPECIAL EVENT PERMIT – BJ'S SPORT TAVERN
MUSIC EVENT**

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

MOTION TO: Approve Special Event Permit including a Temporary Outdoor Music Permit for BJ's Sport Tavern located at 5788 Main Avenue NE for their Special Event on June 8, 2024, during Albertville Friendly City Days.

BACKGROUND: BJ's Sport Tavern has submitted a special event permit application including a temporary outdoor music permit for their music event to be held Saturday, June 8, 2024, from 8 pm to 11 pm during Albertville Friendly City Days. BJ's plans to set up the stage close to their building within their fenced in back area. Normally with BJ's proximately being within 300 ft from a resident within a residential area, a temporary outdoor music permit would not be allowed. According to the Albertville City Code, the exemption would be with an approved special event permit during a Community Festival.

KEY ISSUES:

- The event will be held at BJ's Sport Tavern located 5788 Main Avenue NE in their back fenced in area during Albertville Friendly City Days.
- The event will be held on Saturday, June 8, 2024, from 8 pm and 11 pm and will feature a live band.
- The applicant has submitted a site plan showing the stage will be located close to their building.
- Estimated attendance will be approximately 200 people.
- Outdoor special events shall only occur between April 1 to November 1 of each year.

POLICY/PRACTICES CONSIDERATIONS: Special events permits are subject to the approval of the City Council.

LEGAL CONSIDERATIONS: The applicant shall comply with the regulations for a special event permit and the outdoor music ordinance.

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

On File:

- The Special Event Permit application is on file in the City Clerk's Office

May 6, 2024

SUBJECT: CONSENT – FINANCE – DRIVEWAY IMPROVEMENT ASSESSMENT

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

MOTION TO: Approve Driveway Replacement Contract for property owner Tyren Schmidt located at 11420 54th Street NE, Albertville, MN 55301 – PID 101-016-003010.

BACKGROUND: In July of 2018, the City Council approved the driveway replacement program, which provides a financing option for residents to replace their driveway.

Generally, how the program works, the City enters into a special assessment agreement with the resident, pays the resident's contractor to replace the driveway, and the resident pays the city back through property taxes over a period of 5 years.

The term of the special assessment is five years at an interest rate of 5%.

KEY ISSUES:

- The City has the statutory right to special assess improvements.
- Per policy, the program will finance up to \$8,000; however, the Property Owner is requesting \$10,900.00 for a concrete driveway.
- An upfront fee of \$100 is paid by the property owner to the City.

FINANCIAL CONSIDERATIONS: Currently, the fund balance for the driveway program is \$157,833.10 and the balance of collectable special assessments is \$53,243.00

City staff has reviewed and recommends approval of the Driveway Replacement.

Responsible Person: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Autora Asphalt & Concrete Quote #228648



Aurora Asphalt & Concrete

16200 Hwy 10 | Elk River, Minnesota 55330
 763-493-2976 | sales@aurora-asphalt.com | www.aurora-asphalt.com

RECIPIENT:

Ty Schmidt

11420 54th St NE
 Albertville, MN 55301
 Phone: 763-443-0927

SERVICE ADDRESS:

11420 54th St NE
 Albertville, MN 55301

| Estimate #228648 | |
|------------------|---|
| Sent on | Oct 23, 2023 |
| Estimator | Rory |
| Payment Terms | 25% Down, Final Balance Due Upon Completion |
| Total | \$10,900.00 |

| Product/Service | Description | Total |
|---------------------------------|--|--------------|
| | | Optional |
| Concrete Drive | Remove existing driveway, re-establish 4-6" of subgrade with base material, form and pour 4" of 4500 PSI concrete with rebar, brush finish, place control joints and apply sealer. | \$9,500.00 |
| | | Not included |
| Garage Slab | Remove existing garage floor, re-establish subgrade with base material, form and pour 4" of 4500 PSI concrete with rebar, smooth finish and apply sealer. | \$7,725.00 |
| | | Optional |
| Concrete Sidewalk | Remove existing sidewalk, re-establish 4-6" of subgrade with recycled base material, form and pour 4" of 4500 PSI concrete with rebar, brush finish, place control joints and apply sealer. Priced if done with either garage floor or driveway or both together | \$1,400.00 |
| Additional Terms and Conditions | Not responsible if some of the paver patio come up when removing existing concrete sidewalk. Homeowner will have to replace any pavers that to come up. | \$0.00* |

Dec 22, 2023 *Ty Schmidt*
 Date Client Signature

Total \$10,900.00

* Non-taxable
 It was nice meeting you both today. Just a reminder December 31 is the cut off date to get you deposited to lock 2023 pricing for 2024.
 ***LANDSCAPE/IRRIGATION IS HOMEOWNER'S/PROPERTY MANAGERS RESPONSIBILITY TO RE-ESTABLISH



Aurora Asphalt & Concrete

16200 Hwy 10 | Elk River, Minnesota 55330
763-493-2976 | sales@aurora-asphalt.com | www.aurora-
asphalt.com

Notes Continued...

***ALL DISCOUNTS REFLECTED IN ESTIMATE

***PERMIT FEES ARE NOT INCLUDED IN ESTIMATE

Contract Agreement: By signing this contract, you acknowledge that you have read and agree with the specifications above, Terms and Conditions attached and Pre-Lien Notice. 25% down with balance paid upon completion. You agree to pay said amount for services selected and your signature authorizes credit card payment, if applicable.

May 6, 2024

SUBJECT: CONSENT – CLERK – SPECIAL EVENT PERMIT – CIRQUE ITALIA

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

MOTION TO: Approve Special Event Permit for Cirque Entertainment LLC for their Cirque Italia event located at the Albertville Premium Outlet Mall, 6415 Labeaux Avenue on May 16 through May 19, 2024, contingent upon receipt of the certificate of liability insurance.

BACKGROUND: Cirque Entertainment LLC has submitted a special event permit application for their temporary acrobatic theatrical cirque show to be held Thursday, 16 through Sunday, May 19, 2024, under a big top tent in the Albertville Premium Mall’s westside parking lot. The event will include 2 large tents and will not include animals, rides, alcohol, pyro, street closures or parades but will include sale of pre-packed concession items. Cirque Entertainment LLC has a crew of certified crowd managers that patrol the grounds at all times throughout the stay of the event at the venue. The show hours are May 16 at 7:30 pm, May 17 at 7:30 pm, May 18 at 1:30 pm, 4:30 pm and 7:30 pm and lastly on May 19 show times are 1:30 pm and 4:30 pm.

KEY ISSUES:

- The event will be held at the Albertville Premium Outlet Mall (west side) in the parking lot.
- The Cirque Italia event will be held on Thursday, May 16 through Sunday, May 19, 2024, at various times.
- The applicant has submitted a site plan showing the tents will be located in the main parking lot at the Albertville Premium Outlet Mall.
- Estimated attendance will be approximately 300 people per show.
- Cirque Entertainment LLC has a security team that will patrol the grounds throughout the event.
- Outdoor special events shall only occur between April 1 to November 1 of each year.

POLICY/PRACTICES CONSIDERATIONS: Special events permits are subject to the approval of the City Council.

LEGAL CONSIDERATIONS: The applicant shall comply with the regulations for a special event permit.

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

On File:

- The Special Event Permit application is on file in the City Clerk’s Office

May 6, 2024

**SUBJECT: CONSENT – ADMINISTRATION – ORDINANCE RELATING TO
MAINTENANCE AND REPAIR OF WATER USE AND SERVICE**

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

MOTION TO: Adopt Ordinance No. 2024-03 amending Title 9, Utilities and Public Services, Chapter 2, Water Use and Service relating to maintenance and repair responsibility in the Albertville City Code.

BACKGROUND: The City currently has a City Code relating to the maintenance and repair of the water meters and the water service pipes. The City has received questions regarding who's responsible for costs associated with repairs to valves and pipes inside homes and buildings. To better clarify the responsible, City staff has reviewed the sections of the City Code related to the maintenance and repair of these item and recommends the amendments as proposed in the attached ordinance.

The City is responsible for the maintenance and repair of watermains and services laterals between the watermain and curb stop. The City is also responsible for the curb stop. The property owner is responsible for maintenance and repair of the service line between the curb stop and the structure, and all plumbing internal to the structure. The City provides the water meter and maintains the meter; however, the property owner is responsible for the valves and plumbing on each side of the meter. When meter repair or changeout is needed, the shutoff valves in the structures need to be in working order.

KEY ISSUES:

- City staff has reviewed the current ordinances and recommends additions/modifications proposed.
- The amendment would better clarify the responsibility of the property owner/consumer.
- The ordinance shall be effective upon passage and publication.

POLICY/PRACTICE CONSIDERATIONS: The Mayor and City Council have the authority to amend the Albertville City Code.

FINANCIAL CONSIDERATIONS: The amendment would not have a financial impact to the City.

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Ordinance No. 2024-03 Water Use and Service

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

ORDINANCE NO. 2024-03

**AN ORDINANCE AMENDING TITLE 9, UTILITIES AND PUBLIC SERVICES,
CHAPTER 2, WATER USE AND SERVICE RELATING TO MAINTENANCE AND
REPAIR RESPONSIBILITY IN THE ALBERTVILLE CITY CODE**

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

Section 1. Section 9-2-5-E of the Albertville City Code is hereby amended to read as follows:

9-2-5 METERS

E. Maintenance And Repair: The city shall maintain and repair, at its expense, any meter that has become unserviceable through ordinary wear and tear and shall replace it if necessary. The consumer or owner shall be responsible for maintenance and repair of isolation valves and piping to and from the meter. Where repair or replacement is made necessary by act or neglect of the owner or occupant of the premises it serves, any city expense caused thereby shall be a charge against and collected from the water consumer, and water service may be discontinued until the cause is corrected and the amount charged is paid.

Section 2. Section 9-2-7 Maintenance and Repair of the Albertville City Code is hereby amended to read as follows:

9-2-7 Maintenance and Repair

The consumer or owner shall be responsible for maintaining the service pipe from the curb stop valve ~~box~~ into the building served, including all internal valves and piping. If the consumer or owner fails to repair any leak in such service pipe within twenty four (24) hours after notice by the city, the city may turn the water off. The water shall remain off until the leak is repaired and billing arrangements made with the city. When the discharge of water is great or damage is likely to result from the leak, the city may turn the water off immediately, upon the giving of notice, if repair is not commenced immediately.

Section 3. This amendment shall be in full force and effective upon its passage and publication.

Adopted by the City Council of the City of Albertville this 6th day of May 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

May 6, 2024

SUBJECT: CONSENT – ADMINISTRATION – REVISIONS TO PERSONNEL POLICY TO ADD/AMEND RETIREMENT UNDER VACATION AND SICK LEAVE

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

MOTION TO: Approve the City of Albertville’s Personnel Policy retirement language as amended below.

BACKGROUND: City staff has reviewed the language regarding retirement under vacation leave and sick leave in the personnel policy effective May 1, 2024.

Below is the suggested amended language:

8.1 VACATION LEAVE

- (i) Retirement: Permanent Full-time and Permanent Part-time employees leaving the service of the employer in good standing, because of retirement, shall have the option to use up to 100% of the balance of accumulated vacation leave to pay for single/family coverage medical insurance. The value is determined by the balance in the vacation leave bank times the current rate of pay for the employee at retirement. The retired employee shall have the option of remaining on the employer’s group insurance plan, with the retiree assuming full responsibility for the premium payments.

8.2 SICK LEAVE AND EARNED SICK/SAFE TIME

- (k) Retirement: Permanent Full-time and Permanent Part-time employees leaving the service of the employer in good standing, because of retirement, shall have 50% of the balance of accumulated sick leave and earned sick/safe time pay for single/family coverage medical insurance. The value is determined by the balance in the sick leave and earned sick/safe time bank times the current rate of pay for the employee at retirement. The retired employees shall have the option of remaining on the employer’s group insurance plan, with the retiree assuming full responsibility for the premium payments. If the retiring employee chooses not to remain on the employer’s group insurance plan, the employee may receive a percentage of their sick leave and earned sick/safe time balance as a cash payout as outlined below.

POLICY CONSIDERATIONS: The Mayor and City Council have the authority to set the City’s Employee Personnel Policies.

FINANCIAL CONSIDERATIONS: The change does not increase the City’s liability.

Responsible Person: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

GENERAL ADMINISTRATION

Congratulations Mike Jenkins: Mike's last day will be May 3. Mike is one of Albertville's longest standing employees and his dedication is unmatched. Mike will be greatly missed, and we wish him a wonderful retirement.

Congratulations Kyle Anderson: Kyle will be leaving his public works position with Albertville to pursue a career in firefighting. Kyle has accepted a position with the City of St. Cloud as a full-time firefighter. Kyle's last day will be May 3. Kyle has been great employee and I'm happy to report he will remain an Albertville firefighter.

I-94 West Chamber of Commerce First Responders Luncheon: The 2024 First Responders Luncheon is scheduled for Tuesday, May 7 from 10:30 am to 1 pm at CLAM Corporation in Rogers, MN. Please let me know if you would like to attend.

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.

Annual Recycling Rate Increase: In 2021, the City negotiated the 5-year contract extension with Republic Services. Resolution No. 2021-016 was approved on March 15, 2021, setting the recycling fees for the five-year period. Beginning June 1, 2024, through May 31, 2025, the new recycling rate will be \$4.81.

Albertville Friendly City Days Social: In the past, the City has held a social on the Thursday night of Friendly City Days in the Beer Gardens by the Main Stage. Thursday night is the Albertville Firemen's Relief Craft Beer night. This year, the event would be held on Thursday, June 6, 2024. Staff would like to know if the Council is interested in continuing to hold the social event on Thursday night, or another night?

Albertville Fire Department: The Albertville Fire Department is planning an Open House on Saturday, June 8, 2024, from 9 am to noon during this year's Friendly City Days Festival.

Notice of Pay Equity Compliance: Every three years, the City is required to complete the State's pay equity report. In April, we received our notice of compliance (letter attached). The City's next reporting date is January 1, 2027.

Streets and Parks Maintenance Position: The City is currently advertising for two to three fulltime Public Works Maintenance position. The employment opportunity and job description are listed on the City's website. Two of the job openings are to backfill exiting positions and the third is for a budgeted additional public works employee. Staff will begin the interview process on Monday and will recommend candidates for hire at the second meeting in May.

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.

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

ENGINEERING/PUBLIC WORKS

49th Street NE (St. Michael Sewer): Albertville and St. Michael have a sanitary sewer agreement for Albertville to provide sewer service to 250 single family properties in St. Michael south of Fieldstone Elementary. Currently, approximately 172 homes are complete and in service. The next phases of the residential subdivisions will require the developer to connect a sewer line to an existing manhole in the Kagan Avenue and 49th Street intersection in our Albert Villas neighborhood. The connection will require the developer to completely reconstruct the short segment of 49th Street. I anticipate the work will begin this month.

MPCA MS4 Audit: The MPCA's audit of the City's MS4 program is complete. Other than a few findings that can be easily corrected, the City's program was found compliant. I will be presenting on the City's MS4 program and the audit findings at a future meeting.

LRIP Grant: The City was notified that Main Avenue NE grant application for Local Road Improvement Funding was awarded \$1,500,000. Staff is working on preliminary design and potential construction schedules and will be presenting project concepts at the next meeting.

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

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

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

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

April 16, 2024

Local Government Official
Albertville
5959 Main Avenue N.E.

Albertville, MN 55301

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Dominique Murray
Pay Equity Coordinator