



City of Albertville Council Agenda

Monday, June 17, 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 June 3, 2024, regular City Council Meeting minutes as presented. 3-6
- B. Authorize the Monday, June 17, 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. Adopt Resolution No. 2024-18 Appointment of Election Judges and Absentee Ballot Board for the Primary Election on August 13, 2024. 8-9

7. Public Hearing – None

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

9. Department Business

- A. **City Council**
 - 1. **Committee Updates** (*STMA Arena, Planning, JPWB, Parks, Fire Board, FYCC, etc.*)
- B. **Building – None**
- C. **City Clerk – None**
- D. **Finance – None**
- E. **Fire – None**

F. Planning and Zoning – None

G. Public Works/Engineering

1. Main Avenue Reconstruction Discussion

H. Legal – None

I. Administration

1. City Administrator’s Update

11-12

10. Announcements and/or Upcoming Meetings

- | | |
|---------|--|
| June 19 | City Offices closed in observance of Juneteenth |
| June 24 | Joint Power Water Board, 6 pm
Parks Committee, 7 pm |
| July 4 | City Offices closed in observance of the 4 th of July |
| July 8 | STMA Arena Board, 7 pm |
| July 9 | Planning Commission, 7 pm |
| July 15 | Council Budget Workshop, 6:15 pm |
| July 15 | City Council, 7 pm |

11. Adjournment



ALBERTVILLE CITY COUNCIL

DRAFT REGULAR MEETING MINUTES

June 3, 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: Acting Mayor Olson, Councilmembers Cocking, Hayden, and Zagorski.

Mayor Hendrickson arrived at 7:15 pm.

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

3. Recognitions – Presentations – Introductions

A. Civil Air Patrol Presentation

Major Marybeth Slocumb delivered a presentation on the activities of the Civil Air Patrol (CAP). Her presentation included the history and background information on the organization, the programs available and the training missions CAP has been involved in. Cadet Chief's Slocumb and Slocumb provided additional background information. Major Slocumb answered questions from Council.

The Council thanked them for coming to the meeting and their service with CAP.

B. City Employee Service Award – Tina Lannes (20 years)

Mayor Hendrickson recognized Finance Director Lannes for her 20 years of service to the City of Albertville.

The Council thanked Ms. Lannes for her service and congratulated her on 20 years with the City of Albertville.

C. Wright County Commissioner Jeanne Holland

Commissioner Holland reported on a meeting that the Wright County Commissioners had with the Wright County Sheriff's Department. She stated she had hoped that there would not be an increase to the Sheriff's Contract but reported there would be a \$5 an hour increase in 2025 and another \$5 an hour increase in 2026. Commissioner Holland said the increase was due to raising fuel and employee costs. She answered questions from the Council regarding the upcoming contract and reported that next year, the City of Albertville would be able to negotiate the number of hours the City needed. Ms. Holland said the Sheriff's department was working towards having a consistent Wright County deputy for the City instead of a constant change.

There was Council discussion regarding the upcoming Wright County Sheriff's contracts and the services provided by the department.

4. Public Forum

There was no one present for the public forum.

5. Amendments to the Agenda

There were no amendments to the agenda.

MOTION made by Councilmember Olson, seconded by Councilmember Zagorski to approve the June 3, 2024, agenda as submitted. 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 April 15, 2024, regular City Council Meeting minutes as presented.
- B. Approve the May 6, 2024, regular City Council Meeting minutes as presented.
- C. Approve the May 13, 2024, special City Council Meeting minutes as presented.
- D. Authorize the Monday, June 3, 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.
- E. Approve a Community Festival Permit Application for Neighbors Eatery and Saloon located at 5772 Main Avenue NE for Wednesday, June 5 through Sunday, June 9, 2024.
- F. Approve Special Event Permit including a Temporary Outdoor Music Permit for the 152 Club located at 5794 Main Avenue for the Chad Smith Ride for Life Benefit event on June 15, 2024.
- G. Approve the purchase of a Toro 4000 Z master HDX Pro With 52” deck and bagger for the amount of \$14,669 from Minnesota Equipment.
- H. Approve Payment Application No. 13 to Gridor Construction in the amount of \$391,713 for the Wastewater System Improvements.
- I. Approve Payment Application No. 14 to Gridor Construction in the amount of \$190,600 for the Wastewater System Improvements.
- J. Approve Payment Application No. 1 to Fehn Companies in the amount of \$161,794.84 for the 2024 Concrete Improvements.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to approve the June 3, 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.

Wright County Sheriff Deputy Cassidy reviewed the incidents that occurred in the City within the past few weeks and provided safety tips for the upcoming festival.

9. Department Business

A. City Council

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

There were no Council updates.

B. Building – None

C. City Clerk

1. Set Preliminary 2024 Budget Workshops

City Clerk Luedke said City staff would like to set the 2024 budget workshops to discuss the 2025 preliminary budget. She reported the proposed workshop dates were July 15, August 5 and August 19 if needed and asked if the Council preferred to meet before or after the regular City Council meeting. She added in the past, the workshops were set for 6:15 pm.

There was Council discussion regarding the proposed budget workshop dates and the consensus was to set the workshops for 6:15 pm.

MOTION made by Councilmember Hayden, seconded by Councilmember Cocking to set the workshops for July 15, August 5, and August 19, 2024, at 6:15 pm to discuss the 2025 preliminary budget. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

D. Finance – None

E. Fire

1. Albertville Fire Department – May 2024 Incident Data

Fire Chief Bulletin provided information on the May fire incident data report and answered questions from Council.

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal

1. Potter Property Ordinance Enforcement

City Attorney Couri presented the staff report which included an update on the ongoing nuisance and zoning code violations on the Potter property. He said that the property has been about two-thirds of the way cleaned up since March of 2023. He reported on the nuisance items that are still located the property and added the property owner was working on a schedule as to when the rest of the items would be removed. He reported the nuisance case was currently in the Wright County District Court with a pretrial conference set for the end of July. He answered questions from Council regarding the cleanup process and stated it was similar to other nuisance property cleanups.

Ms. Heidi Potter asked if some of the items that were left on the property would be grandfathered in and would not need to be moved if they were on the property before the City ordinance was changed.

City Attorney Couri replied there are two different ordinance violations. He said one was the zoning ordinance and under that ordinance the only items that may be grandfathered in would be if they were on the property before it was annexed into Albertville which was around 1996 and he added that none of the items were on an aerial photo from the year 2000. The other ordinance was the nuisance ordinance in which man-made items such as trailers, wood, etc. are not grandfathered in.

Mayor Hendrickson asked if anyone else who like to speak. No one came forward.

The was Council discussion regarding the miscellaneous items on the property and the cleanup process.

City Administrative Nafstad answered questions from Council and reported no Council action was needed at tonight's meeting.

2. Everbrooke Daycare Developer's Agreement Amendment

City Attorney Couri presented the staff report which included information on the orginial developer's agreement and the proposed amendments to it. He reported that Oppidan Holding was proposing the construction of a daycare on the property which would require changes to the original conditions in the agreement. He answered questions from Council regarding the developer's agreement and the proposed changes

There was Council discussion regarding the proposed amendments and the daycare construction.

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden to approve First Amendment to Planned Unit Development Shoppes at Towne Lakes Two (Everbrook Daycare Developer's Agreement). Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

I. Administration

1. City Administrator's Update

City Administrator Nafstad presented the City Administrator's Update and provided information on upcoming events within the City.

10. Announcements and/or Upcoming Meetings

June 5-9	2024 Albertville Friendly City Days
June 10	STMA Arena Board, 6 pm
June 11	Planning Commission, 7 pm
June 17	City Council, 7 pm
June 19	City Offices closed in observance of Juneteenth
June 24	Joint Power Water Board, 6 pm Parks Committee, 7 pm

11. Adjournment

MOTION made by Councilmember Cocking, second by Councilmember Zagorski to adjourn the meeting at 8:07 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk

June 17, 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, June 3, 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)

June 17, 2024

SUBJECT: CONSENT – CLERK – APPOINTMENT OF ELECTION JUDGES AND ABSENTEE BALLOT BOARD FOR AUGUST 13, PRIMARY ELECTION

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

MOTION TO: Adopt Resolution No. 2024-18 approving appointment of the Election Judges and Absentee Ballot Board for the Primary Election to be held on August 13, 2024.

BACKGROUND: As required per Minnesota Statute 204B.21, the Council needs to approve the appointment of the Election Judges for the upcoming election at least 25 days before the August 13, 2024. The City is the responsible authority to conduct absentee voting for the Albertville residents and is required by Minnesota State Statute 203B.121 to establish an Absentee Ballot Board. The Absentee Ballot Board judges will have the responsibility for accepting/rejecting absentee ballots based on the criteria set by State Statute.

KEY ISSUES:

- The Primary Election will be held on Tuesday, August 13, 2024.
- Minnesota Statute 204B.21 requires that persons serving as election judges must be appointed by Council at least 25 days before the election.
- The City of Albertville is the responsible authority to conduct absentee voting for its residents and is required to establish an Absentee Ballot Board.

POLICY/PRACTICES CONSIDERATIONS: The Mayor and City Council has the authority to appoint the Election Judges and the Absentee Ballot Board for the August 13, 2024, Primary Election.

Responsible Person: Kris Luedke, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment:

- Resolution No. 2024-18 Appointment of Election Judges and Absentee Ballot Board

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

RESOLUTION NO. 2024-18

**RESOLUTION APPROVING THE APPOINTMENT OF ELECTION
JUDGES AND ABSENTEE BALLOT BOARD FOR THE
PRIMARY ELECTION ON AUGUST 13, 2024**

WHEREAS, Minnesota State Statute 204B.21 requires that persons serving as election judges be appointed by the City Council at least 25 days before the election; and

WHEREAS, the City of Albertville is the responsible authority to conduct absentee voting for such election and is required by Minnesota Statutes 203B.121, subd.2 to establish an Absentee Ballot Board.

NOW, THEREFORE, BE IT RESOLVED by the Albertville City Council that the individuals named on Exhibit A, and on file in the office of the City Clerk be appointed as the City of Albertville Election Judges and Absentee Ballot Board for the August 13, 2024, Primary Election.

BE IT FURTHER RESOLVED, that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

Adopted by the City Council of the City of Albertville this 17th day of June 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

Exhibit A

2024 Election Judges and Absentee Ballot Board

The following individuals are appointed to serve at the Primary Election on August 13, 2024:

Election Judges

Anderson, Dave
Anderson, Rick
Bacon, Connie
Bacon, Randy
Barthel Dale
Bartholomew, David
Bartholomew, Renee
Berning, Duane
Buhrmann, Paul
Coleman-Jenson, Elizabeth
Devine, Bill
Finka, Christine
Gordon Jr., William
Haugen, Ronald
Jents, Charlotte
Kimbler, Dick
Kimbler, Janet
Kisner, Michael
O'Brien, Rick
Otto, Karen
Radde, Rhoda
Robeck, Carmen
Swinehart, Jane
Swinehart, Steve
Wilkes, Sam
Winkleman, Darrell

Absentee Ballot Board

Bartholomew, David
Becker, Maeghan
Buhrmann, Paul
Jones, Amy
Lannes, Tina
Moseng, Kristie
Smeby, Erin

GENERAL ADMINISTRATION

2025 Preliminary Budget Workshops: The 2025 Budget Workshops are set for July 15, August 5 and August 19 (if needed) at 6:15 pm before the regularly scheduled City Council Meetings.

Friendly City Days: As usual, the event was very well attended. City Halls has received a few complaints related to parking, noise and trash. I believe the parking related issues can be addressed with additional signage and enforcement and I will make the Friendly City Day Committee aware of the feedback staff has received.

Border States: Border States is making significant improvements to their parking and storage areas and have asked if they can temporarily use the City parcel next to Radiation Products on 52nd Street for storage. Scherer Bros. entered into a lease agreement with the City and used this same parcel when they relocated. Unless Council desires otherwise, staff will enter into a similar lease agreement with Border State for their use of the lot.

League of Minnesota Cities 2024 Annual Conference: This event will be held on Wednesday, June 26 through Friday, June 28, 2024, in Rochester, MN at the Rochester Mayo Civic Center.

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.

2024 Elections: Filing for City Offices will begin July 30 and run August 13, 2024. In-person absentee voting at the Albertville City Hall for the August 13 Primary Election will begin Monday, July 1, 2024. Campaign signs of all sizes are allowed beginning June 28. (46 days before the state primary in a state general election year until 10 days following the state general election.)

July 1 Council Meeting: A reminder there will not be a Council meeting the first week of July.

Parks Committee Vacancy: The Parks Committee still has a vacancy due to a 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 a pre-trial hearing scheduled in July.

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. Work is scheduled to be the week of June 24th. The intersection of Kagan and 49th will be closed for a few days to complete the connection and patching. Work on 49th will continue into August.

Main Avenue NE Reconstruct: Preliminary design and engineering is underway and we are coordinating the project with Xcel Energy as part of their Main Avenue feeder upgrades. I have added this project to Monday's agenda to have a very preliminary discussion on design concepts.

2024 Street Overlay: The project is expected to begin the second week of July.

2024 Concrete Improvements: With the exception of restoration, the project is complete.

WWTF Improvements: The project continues to progress well. Currently, the Contractor is working to complete the watermain and related site improvements.

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 anytime.

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.

Upcoming Events:

- June 13 – Opening day of the Albertville Farmer's Market
- June 14 – FYCC Dueling Piano Event