



City of Albertville Council Agenda

Monday, August 5, 2024

City Council Chambers

7 pm

6:15 pm – Council Workshop for 2025 Preliminary Budget – Council Chambers

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 July 15, 2024 Budget Workshop Meeting minutes as presented, 3-4
- B. Approve the July 15, 2024, regular City Council Meeting minutes as presented. 5-8
- C. Authorize the Monday, August 5, 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. 9
- D. Approve Payment Application No. 16 to Gridor Construction in the amount of \$333,912 for the Wastewater System Improvements.
- E. Approve Final Payment Application to Fehn Companies in the amount of \$11,926.49 for the 2024 Concrete Improvements.

7. Public Hearing – None

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

9. Department Business

A. City Council

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

B. Building – None

C. City Clerk – None

- D. Finance**
 - 1. Tort Liability Insurance Renewal** 10-11
(Motion to not waive the City's monetary limits on tort liability established by Minnesota Statutes, Section 466.04.)

- E. Fire**
 - 1. PERA SVF Report Discussion** 12-24

- F. Planning and Zoning**
 - 1. Albertville Plaza 3rd Addition/KinderCare Daycare Zoning Amendment** 25-60
(Motion to adopt Resolution No. 2024-20 and Ordinance No. 2024-04 addressing the development applications from InSite Development Services LLC for a three lot subdivision, a zoning map and text amendment to change the zoning on the site from B-2A to PUD/ B-2A and a PUD development stage site and building plan for the construction of a 10,000 square foot KinderCare daycare facility, at 5953 Labeaux Avenue NE.)

- G. Public Works/Engineering – None**

- H. Legal – None**

- I. Administration**
 - 1. City Administrator's Update** 61-63

 - 2. Closed Meeting – Update on City of Albertville vs. Potter Litigation**

10. Announcements and/or Upcoming Meetings

August 12	STMA Arena Board, 7 pm
August 13	Primary Election, polls open 7 am to 8 pm
August 14	Planning Commission, 7 pm (Wednesday)
August 19	Council Budget Workshop, 6:15 pm
August 19	City Council, 7 pm
August 26	Joint Powers Water Board, 6 pm
	Parks Committee, 7 pm

11. Adjournment



ALBERTVILLE CITY COUNCIL WORKSHOP

DRAFT MINUTES

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

1. Call to Order

Mayor Hendrickson called the workshop to order at 6:15 pm.

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

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

Others Present: Mr. Tyler See, Abdo Eick & Meyers LLP

2. Long Range Plan Presentation by Abdo Eick & Meyers LLP

Mr. See introduced the item and explained the process used in developing the City's long range financial plan. He presented the estimated property taxes through the year 2029 and went through the assumptions that ABDO and City staff reviewed for the projected numbers which included the tax levy information, tax rate comparison, cash balances and the debt balances. Mr. See also reviewed the capital outlay through 2026 which included the Wastewater Treatment Facility and two street reconstruction projects. He answered questions from Council.

City Administrator Nafstad provided information on the proposed 2025 budget and answered questions from Council.

Finance Director Lannes provided additional information on the proposed 2025 budget and the capital plan. She answered questions from Council regarding the budget.

There was Council discussion regarding the proposed budget, capital fund and the proposed levy amount. The Council thanked Mr. See for the Long Range Plan presentation.

3. 2025 Preliminary Budget Presentation

Finance Director Lannes presented an overview of the budget process and indicated the preliminary budget must be adopted in September. She said once the preliminary levy was approved that it cannot be increased after that; however, it could be reduced. Ms. Lannes also provided the budget history, an overview of 2025 preliminary tax levy and the 2025 revenue and expense changes. She reported the debt service levy increased by 0.80% (\$5,969), the general operations levy decreased by -2.18% (-\$59,728), the capital levy increased by 10.82% (\$219,380) for a total projected levy increase of 3.00% (\$165,621).

Ms. Lannes also provided details on where the budget revenue was received from and where the tax dollars are spent which include public safety, general government operations, debt services and capital reserves. She answered questions from Council.

City Administrator Nafstad provided additional information on the preliminary budget and information on the upcoming increase to the Wright County Law Enforcement contract. He answered questions from Council and said the next Council Budget Workshop was scheduled for August 5, 2024 at 6:15 pm.

There was Council discussion regarding the preliminary 2025 budget and Council requested staff bring to the next meeting a graph of different levy examples through the year 2027 for their review.

5. Adjournment

MOTION made by Councilmember Hayden, second by Councilmember Zagorski to adjourn the meeting at 7:03 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk



ALBERTVILLE CITY COUNCIL

DRAFT REGULAR MEETING MINUTES

July 15, 2024 – 7 pm
Council Chambers
Albertville City Hall

1. Call to Order

Mayor Hendrickson called the meeting to order at 7:05 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

Ms. Sherri Schmidt, 5647 Lander Ave NE, was in attendance. She said for the last 20 years, she has had continuous flooding in her back and side yard. She explained the issues she has been having which includes continuous standing water in her yard and said City staff has come out and looked at her property and had said the City could fix the flooding issues by installing drain tile, but nothing has been done as of yet. She said her neighbor in the back has an embankment and his sump pump drains into her yard and said she felt this was part of the reason why her area was always under water. She said she called the City regarding the sump pump drain and was told it was legal to do this. She answered questions from Council.

City Administrator Nafstad explained the issues and reported the flooding is due to two different subdivision projects that were not coordinated when the projects were constructed and added the newer development was higher and causing drainage issues. He said at this time, there was no way to drain the water out of the area because there is not a storm sewer connection in her area. He continued that part of the Main Avenue project will be to extend a storm sewer line from Main Avenue down 56th Street to correct the issue. He answered questions from Ms. Schmidt and the Council.

The Council thanked Ms. Schmidt for attending the Council meeting.

5. Amendments to the Agenda

There were no amendments to the agenda.

MOTION made by Councilmember Olson, seconded by Councilmember Cocking to approve the July 15, 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 June 17, 2024, regular City Council Meeting minutes as presented.
- B. Authorize the Monday, July 15, 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. Accept Account Receivable Report.
- D. 2nd Quarter Budget to Actual Report.
- E. 10% Annual Gambling Contribution Report.
- F. Authorize purchase and installation office furniture from Business Essentials for the Wastewater Treatment Facility not to exceed \$15,000.
- G. Authorize purchase and installation of a water heater from Weidner's for the Albertville City Hall not to exceed \$11,795.
- H. Authorize purchase of five replacement wireless access points plus mounting brackets, 4 for the City Hall and 1 for STMA Ice Arena old rink, and installation assistance from Marco not to exceed a total of \$5,300.
- I. Approve a Special Event Permit and Temporary Liquor License for the Albertville Lions for their Annual Cruisin' & Rockin' Car Show on September 7, 2024, from 2 pm to 9 pm.
- J. Approve a Special Event Permit for Family Youth Community Connections (FYCC) for their 10th Annual Open Streets event on September 14, 2024, from 10:30 am to 1 pm.
- K. Approve a Temporary Liquor License for the Church of St. Albert Annual Parish Festival on September 14 and 15, 2024, to be located at St. Albert Parish Center.
- ~~L. Adopt **Resolution No. 2024-19** approving a services agreement with Allina Health Emergency Medical Systems for training and medical direction services through July 1, 2026.~~
- M. Approve Payment Application No. 15 to Gridor Construction in the amount of \$325,406 for Wastewater System Improvements.

City Administrator Nafstad requested to move item 6L under the Finance section for further discussion with the City Attorney.

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to approve the July 15, 2024, consent agenda as amended. 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 of Albertville within the past few weeks. He answered questions from Council regarding recent activities within the City.

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 Planning Commission meeting which included information on the public hearing on a new daycare development, KinderCare. He reported that the Commission discussed the private road maintenance agreement and reported the developer was working with the current property owners on the agreement.

City Administrator Nafstad provided background information on the private road that the new development would be accessed to and explained the road agreements already in place with the business currently on the private road.

Councilmember Olson provided an update from the FYCC meeting which included a discussion on the FYCC budget and the resignation of Paula Adamski.

City Administrator Nafstad provided information on the number of applications received and the process to be used to hire Paula's replacement.

B. Building – None

C. City Clerk – None

D. Finance – None

E. Fire

1. Albertville Fire Department – June 2024 Incident Data

Fire Chief Bullen reported he had provided the June 2024 Incident Data report for Council review.

2. Approve Services Agreement with Allina Health Emergency Medical Services

Fire Chief Bullen reported the City Attorney requested to remove this item from the Consent agenda to add a sentence to the agreement under the indemnification clause.

City Attorney Couri said the service agreement has a mutual indemnification cause and explained what the indemnification clause meant. He reported that under Minnesota Statute, the City as a tort liability maximum of 500,000 per person 1.5 million or incident or per occurrence and the agreement does not include a limit in the clause so he recommended adding language to incorporate a limit amount to the agreement.

Fire Chief Bullen reported that the current Resolution stated the agreement was subject to review by the City Attorney therefore the Resolution would not need to be amended but the agreement would.

There was Council discussion regarding the service agreement and the recommendation from the City Attorney. The Council directed City staff to amend the Allina Health Emergency Medical Systems agreement as advised.

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to adopt **Resolution No. 2024-19** approving a services agreement with Allina Health Emergency Medical Systems for training and medical direction services through July 1, 2026 as amended. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal – None

I. Administration

1. Follow up Budget Discussion

City Administrator Nafstad reported at this time there was no further discussion needed on the budget and added City staff would bring back additional information to the next budget workshop scheduled for August 5.

City Administrator Nafstad answered questions from Council regarding damages to City property during the recent storms. He reported there had been some downed trees and power outages during the storm and noted Public Works staff set up generators at the lift stations and completed general cleanup of leaves and twigs within the City.

10. Announcements and/or Upcoming Meetings

July 22	Joint Power Water Board, 6 pm Parks Committee, 7 pm
August 5	Council Budget Workshop, 6:15 pm
August 5	City Council, 7 pm
August 12	STMA Arena Board, 6 pm
August 13	Primary Election
August 14	Planning Commission, 7 pm

11. Adjournment

MOTION made by Councilmember Cocking, second by Councilmember Hayden to adjourn the meeting at 7:45 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk

August 5, 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, August 5, 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 have 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)

August 5, 2024

SUBJECT: FINANCE – TORT LIABILITY INSURANCE RENEWAL

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

MOTION TO: Not waive the City’s monetary limits on tort liability established by Minnesota Statutes, Section 466.04.

BACKGROUND: Waiving the monetary limits increases exposure and raises the premium on an average of 3%. The League of Minnesota Cities Insurance Trust (LMCIT) requires “Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort limits to the extent of the coverage purchased. This decision must be made by the City Council. Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.”

The City Council must decide to waive or not waive the statutory limits prior to the October 1, 2024, expiration/renewal date per LMCIT requirements for coverage to continue beyond that date. Upon submission of this "signed and dated" Waiver Form, the LMCIT will issue an Extension of Coverage Binder effective with an October 1, 2024, effective date.

It usually takes more than thirty (30) days for the LMCIT to process a renewal application. The Extension of Coverage Binder assures the City of coverage beyond the October 1, 2024, renewal date.

POLICY/PRACTICES CONSIDERATIONS: It is the City’s policy to review and approve tort liability options annually.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends not waiving the tort liability.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to contract for insurance coverage including waiving the statutory tort liability limit.

Responsible Person: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachment:

- Liability Coverage – Waiver Form



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary. The decision has the following effects:

- If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
• If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
• If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- [] The member DOES NOT WAIVE the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.
[] The member WAIVES the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____

Position: _____

Public Employees Retirement Association of Minnesota
Statewide Volunteer Firefighter Plan
Actuarial Valuation Report as of December 31, 2024 for
the City of Albertville Volunteer Fire Department



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July 15, 2024

Public Employees Retirement Association of Minnesota
St. Paul, Minnesota

Re: City of Albertville Volunteer Fire Department Actuarial Valuation as of December 31, 2024

Dear PERA Trustees:

The results of the December 31, 2024 Actuarial Valuation of the City of Albertville Volunteer Fire Department (the Plan) are presented in this report.

This report was prepared at the request of the Board and is intended for use by the Public Employees Retirement Association (PERA) and the Plan and those designated or approved by the Board or the Plan. This report may be provided to parties other than PERA and the Plan only in its entirety and only with the permission of the Board or the Plan. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the Plan's funding progress and to determine the **required contribution for the fiscal year ending December 31, 2025**. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The contribution in this report is determined using the actuarial assumptions and methods disclosed on page 8 of this report. This report includes risk metrics on page 6 but does not include a more robust assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

This valuation assumed the continuing ability of the governing body to make the contributions necessary to fund this plan. A determination regarding whether or not the governing body is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2023. The valuation was based upon information furnished by PERA concerning the Plan, financial transactions, plan provisions, and active and terminated members. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by PERA.

Actuarial assumptions, including discount rates, and others identified in this report, are prescribed by Minnesota Statutes Section 353G.08, the Legislative Commission on Pensions and Retirement (LCPR), and the Trustees. These parties are responsible for selecting the plan's funding policy, actuarial valuation methods, asset valuation methods and assumptions. The policies, methods and assumptions used in this valuation are those that have been so prescribed and are described in the Methods and Assumptions section of this report. PERA is solely responsible for communicating to GRS any changes required thereto.

All actuarial assumptions used in this report are reasonable for the purposes of this valuation. The combined effect of the assumptions is expected to have no significant bias (i.e. not significantly optimistic or pessimistic). All actuarial assumptions and methods used in the valuation follow the guidance in the applicable Actuarial Standards of Practice. Additional information about the actuarial assumptions is included in the section of this report entitled Methods and Assumptions. We have assessed that the contribution allocation procedure calculated under the current funding policy is a reasonable Actuarially Determined Employer Contribution (ADEC) and is not significantly inconsistent with the plan accumulating adequate assets to make benefit payments when due.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the Plan as of the valuation date and was performed in accordance with the requirements of Minnesota Statutes Section 353G.08, and the requirements of the Standards for Actuarial Work established by the LCPR. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

Bonita J. Wurst and Sheryl L. Christensen are Members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. In addition, GRS meets the requirements of "approved actuary" under Minnesota Statutes Section 356.215, Subdivision 1, Paragraph (c).

The signing actuaries are independent of the plan sponsor.

Respectfully submitted,
Gabriel, Roeder, Smith & Company



Bonita J. Wurst, ASA, EA, FCA, MAAA



Sheryl L. Christensen, FSA, EA, FCA, MAAA



Executive Summary

The Required Contributions for 2024 and 2025 are summarized in the following table:

Summary of Results

Plan Data	2024	2023*
1. Current Benefit Level	\$ 5,400	\$ N/A
2. Number of Participants		
a. Active members	27	
b. Deferred members	2	
c. Total	29	
Funded Status	2024	2023*
1. Projected Assets at End of Year	\$ 1,261,831	\$ N/A
2. Accrued Liability at End of Year	1,031,782	N/A
3. Surplus / (Deficit)	\$ 230,049	\$ N/A
4. Funded Ratio	122.30%	N/A
5. Account Status	Surplus Over Full Funding	N/A
Contributions	2024	2023*
1. Financial Requirement		
a. Total Financial Requirement	\$ 122,697	\$ N/A
b. Reduction to the Financial Requirement	(215,084)	N/A
c. Required Contribution	\$ 0	\$ N/A
2. Contribution Due Date	12/31/2025	12/31/2024

* 2023 results calculated and provided by PERA.

Valuation Results

Financial Requirement for Following Calendar Year

	2024	2023*
1. Determination of Surplus / (Deficit)		
a. Projected Assets	\$ 1,261,831	\$ N/A
b. Accrued Liability	1,031,782	N/A
2. Surplus / (Deficit) [1a-1b]	\$ 230,049	\$ N/A
3. Financial Requirement Charges		
a. Increase/(Decrease) in liability	\$ 120,957	\$ N/A
b. Administrative Fees	1,740	N/A
c. One-Tenth of Deficit / (Surplus)^	0	N/A
d. Net Financial Requirement Charge [3a+3b+3c, not less than zero]	\$ 122,697	\$ N/A
4. Financial Requirement Credits		
a. Fire State Aid Current Year x 1.035	\$ (119,148)	\$ N/A
b. Supplemental State Aid Current Year	(20,226)	N/A
c. 6% interest on Projected Present Assets	(75,710)	N/A
d. Net Financial Requirement Credit [4a+4b+4c]	\$ (215,084)	\$ N/A
5. Required Contribution [3d+4d, not less than zero]	\$ 0	\$ N/A
6. Contribution Due Date	12/31/2025	12/31/2024

Benefit Level Analysis

	2024	2023*
1. Current Benefit Level	\$ 5,400	\$ N/A
2. Financial Requirement Charges	122,697	N/A
3. Fire State Aid (including supplemental aid)	139,374	N/A
4. Fire State Aid Use Ratio	88%	N/A

* 2023 results calculated and provided by PERA.

^ Zero if the plan has had a surplus for only one year.

Your organization uses only a portion of Fire State Aid towards its financial requirement.



Projection of Accrued Liability

	2024	2023*
1. Active Member Liability	\$ 1,009,880	\$
2. Deferred Member Liability	21,902	
3. Total Accrued Liability at year-end (1+2)	\$ 1,031,782	\$ N/A
4. Projected Accrued Liability at next year-end	1,152,739	N/A
5. Increase/(Decrease) in Liability (4-3)	\$ 120,957	\$ N/A

Projection of Assets

	2024	2023*
1. Actual Assets at Beginning of Year	\$ 1,063,543	\$
2. Projected Change in Asset Value		
a. Fire State Aid	115,119	
b. Fire Supplemental Aid	20,226	
c. Required Contribution	0	
d. Net Investment Income	63,813	
e. PERA Administrative Fee	(870)	
f. Net Change in Present Assets	\$ 198,288	\$
3. Projected Assets at End of Year	\$ 1,261,831	\$ N/A

** 2023 results calculated and provided by PERA.*

Cost Impact of Increase in Benefit Level

Benefit Level	2024			
	\$5,400	\$5,500	\$5,600	\$6,400
1. Determination of Surplus / (Deficit)				
a. Projected Assets	\$ 1,261,831	\$ 1,261,831	\$ 1,261,831	\$ 1,261,831
b. Accrued Liability	1,031,782	1,050,483	1,069,185	1,218,797
2. Surplus / (Deficit) [1a-1b]	\$ 230,049	\$ 211,348	\$ 192,646	\$ 43,034
3. Financial Requirement Charges				
a. Increase/(Decrease) in liability	\$ 120,957	\$ 123,174	\$ 125,389	\$ 143,114
b. Administrative Fees	1,740	1,740	1,740	1,740
c. One-Tenth of Deficit / (Surplus)^	0	0	0	0
d. Net Financial Requirement Charge [3a+3b+3c, not less than zero]	\$ 122,697	\$ 124,914	\$ 127,129	\$ 144,854
4. Financial Requirement Credits				
a. Fire State Aid Current Year x 1.035	\$ (119,148)	\$ (119,148)	\$ (119,148)	\$ (119,148)
b. Supplemental State Aid Current Year	(20,226)	(20,226)	(20,226)	(20,226)
c. 6% interest on Projected Present Assets	(75,710)	(75,710)	(75,710)	(75,710)
d. Net Financial Requirement Credit [4a+4b+4c]	\$ (215,084)	\$ (215,084)	\$ (215,084)	\$ (215,084)
5. Required Contribution [3d+4d, not less than zero]	\$ 0	\$ 0	\$ 0	\$ 0

^ Zero if the plan has had a surplus for only one year.

Summary of Participant Data

	December 31, 2024	December 31, 2023*
Active Members		
Number	27	
Average Age	40.2	
Average Service	9.4	
Deferred Vested Members		
Number	2	
Average Age	40.0	
Total Benefits	\$ 39,224	

* 2023 results calculated and provided by PERA.

Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution

The determination of the accrued liability and the actuarially determined contribution requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability and the actuarially determined contribution that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

1. **Investment Risk** – actual investment returns may differ from the expected returns;
2. **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, and are highly dependent on the timing of lump sum payments, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
3. **Contribution Risk** – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees or other relevant contribution base;
4. **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease).

The required contribution shown on page 1 may be considered as a minimum contribution that complies with Minnesota Statutes. The timely receipt of the actuarially determined contributions is critical to support the financial health of the plan. Users of this report should be aware that contributions made at the actuarially determined rate do not necessarily guarantee benefit security.

Additional Risk Assessment

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.



Low-Default-Risk Obligation Measure

Actuarial Standards of Practice No. 4 (ASOP No. 4) was revised and reissued in December 2021 by the Actuarial Standards Board (ASB). It includes a new calculation called a Low-Default-Risk Obligation Measure (LDROM) to be prepared and issued annually for defined benefit pension plans. The transmittal memorandum for ASOP No. 4 includes the following explanation:

“The ASB believes that the calculation and disclosure of this measure provides appropriate, useful information for the intended user regarding the funded status of a pension plan. The calculation and disclosure of this additional measure is not intended to suggest that this is the “right” liability measure for a pension plan. However, the ASB does believe that this additional disclosure provides a more complete assessment of a plan’s funded status and provides additional information regarding the security of benefits that members have earned as of the measurement date.”

The following information has been prepared in compliance with this new requirement. Unless otherwise noted, the measurement date, actuarial cost methods, and assumptions used are the same as for the funding valuation covered in this actuarial valuation report.

- A. Low-Default-Risk Obligation Measure of benefits earned as of the measurement date: \$1,098,427
- B. Discount rate used to calculate the LDROM: 4.83%
- C. Other significant assumptions that differ from those used for the funding valuation: none
- D. Actuarial cost method used to calculate the LDROM: Entry Age Actuarial Cost Method
- E. Valuation procedures to value any significant plan provisions that are difficult to measure using traditional valuation procedures, and that differ from the procedures used in the funding valuation: none
- F. The LDROM is a market-based measurement of the pension obligation. It estimates the amount the plan would need to invest in low risk securities to provide the benefits with greater certainty. This measure may not be appropriate for assessing the need for or amount of future contributions. This measure may not be appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan’s benefit obligation.

The difference between the two measures (Valuation and LDROM) is one illustration of the savings the sponsor anticipates by taking on the risk in a diversified portfolio.

Methods and Assumptions

Actuarial Methods	
Valuation Date	December 31, 2024, projected from data as of December 31, 2023
Funding Method	Entry age normal level dollar with no pre-retirement decrements per MN Statutes 353G.08
Market Assets	Trustee value plus any receivable income and less any payables
Actuarial Assets	Market assets projected to the end of the valuation year, per MN Statutes 353G.08

Economic Assumptions	
Valuation Rate	6.00%, net of investment expenses
Increases to Fire State Aid	3.50% per year
Future Benefit Level Increases	None
Interest on Deferred Benefits	As indicated in member data

Other Assumptions	
Mortality (pre-retirement)	None
Mortality (post-retirement)	Not Applicable
Disability	None
Withdrawal	None
Retirement Age	Later of Age 50 or 20 years of service
Form of Payment	Lump Sum
Administrative Expenses	\$30 per participant; increasing to \$60 per participant for plan year 2025

Assumption Changes: None

Summary of Plan Provisions

Following is a summary of the major plan provisions used to determine the plan’s financial position. It should not be used in determining plan benefits.

Fire Department	City of Albertville Volunteer Fire Department
Plan Year	Calendar year
Vesting Schedule	Members are 40% vested upon completion of 5 years of service. The vesting percentage increases by 4% for each complete year of service above 5 years until the member is 100% vested with 20 years of service.
Normal Form of Payment	Lump sum
Deferred Vested Benefit	Eligible upon termination, after completion of at least 5 years of service. Lump sum of \$5,400 per year of service, subject to the vesting schedule, payable at age 50. The benefit may be subject to an interest rate credit during the time that a member is deferred.
Normal Retirement Benefit	Eligible upon attainment of age 50 and completion of 20 years of service. Lump sum of \$5,400 per year of service.



Mayor and Council Request for Action

August 5, 2024

SUBJECT: PLANNING – ALBERTVILLE PLAZA 3RD ADDITION/KINDERCARE DAYCARE ZONING AMENDMENT

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

MOTION TO: Adopt Resolution No. 2024-20 and Ordinance No. 2024-04 addressing the development applications from InSite Development Services LLC for a three lot subdivision, a zoning map and text amendment to change the zoning on the site from B-2A to PUD/ B-2A and a PUD development stage site and building plan for the construction of a 10,000 square foot KinderCare daycare facility, at 5953 Labeaux Avenue NE.

BACKGROUND: InSite Development Services LLC is proposing three lot subdivision, a zoning map and text amendment to change the zoning on the site from B-2A to PUD/ B-2A and a PUD development stage site and building plan for the construction of a 10,000 square foot KinderCare daycare facility, at 5953 Labeaux Avenue NE. To facilitate this development, the following applications are required:

Subdivision: Existing site is a 4.67 acre unplatted parcel which is proposed to be subdivide into three commercial lots. This will require preliminary and final plat approval.

PUD Zoning. The proposed subdivision will create three lots that will be accessed via a private street that extends from the Albertville Plaza PUD Subdivision to the north. The provision of a private street may only be approved within a PUD zoning district. The PUD/B-2A zoning district will define the allowed uses within the district and allow the City to approve a private street.

PUD Development Stage Site and Building Plan Approval: The site will be zoned PUD/ B-2A Special Business District. The B-2A district allows for the daycare land use by conditional use permit. The site and building plan are being requested for a daycare facility being constructed on the proposed Lot 3.

City Staff has reviewed the aforementioned applications and submission materials and prepared the July 2, 2024, Planning Report, the June 19, 2024, Engineer's Memorandum and July 1, 2024, County Highway Department review.

The Albertville Planning Commission held a public hearing to consider the development application and staff reports on July 9, 2024. Upon conclusion of the public hearing, the Planning Commission recommended approval of each of the development applications with the conditions outlined in the July 2, 2024, Planning Report and June 19, 2024, Engineer's Memorandum and the July 1, 2024, County Highway Department Memorandum.

KEY ISSUES:

- The 3rd Addition is an extension of the previous Albertville Plaza subdivisions and is reliant on the extension of the private street and utility systems. The extension of the private street requires cross access easements between the Albertville Plaza 1st, 2nd, and 3rd Additions.
- The original Albertville Plaza PUD required the establishment of a Business Association to manage, maintain and repair the private street and other common elements within the subdivision. The Association must be in place and active with this project.
- The subject site is zoned B-2A/PUD, Special Business/Planned Unit Development district. The proposed commercial daycare is a conditional use within the B-A/PUD/CUP district.
- The Albertville Plaza 3rd Addition lots meet the lot area and width requirements of the B-2A zoning district. The building's location meets all the setbacks of the B-2A district.
- The Site abuts a single family neighborhood to the west. The plat design and the Kindercare Daycare plans provide a compatible relationship between the two uses.
- The proposed Kindercare Daycare building meets the City's B-2A district architectural standards.
- The July 2, 2024, Planning Report, the June 19, 2024, Engineer's memorandum and July 1, 2024, County Highway memorandum outlines the conditions and PUD flexibilities that are recommended for approval of the PUD Site and Building plans. These conditions have been reviewed and recommended for approval by the Albertville Planning Commission.

POLICY/PRACTICES CONSIDERATIONS: The Albertville Planning Commission held a public hearing on July 9, 2024, and agreed with the recommendations outlined in the July 2, 2024, Planning Report, June 19, 2024, Engineer's Memorandum and the July 1, 2024 County Highway Department review. Upon closing a public hearing, the Planning Commission recommended that the City Council approve the InSite Development Services LLC development applications for preliminary plat, PUD zoning map and text amendment and PUD site and building plans for Kindercare Daycare 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 InSite Development Services LLC development applications require 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

Attachments:

- July 2, 2024, Planning Report and Exhibits
- June 19, 2024, Engineer's Memorandum
- July 1, 2024, Wright County Memorandum
- Resolution No. 2024-20
- Ordinance No. 2024-04

PLANNING REPORT

TO: Adam Nafstad
FROM: Alan Brixius
DATE: July 2, 2024
RE: Albertville Plaza 3rd Addition / KinderCare Daycare PUD/B-3 Zoning Amendment
FILE NO: 163.06 24.03

BACKGROUND

InSite Development Services LLC is proposing three lot subdivision, a zoning map and text amendment to change the zoning on the site from B-2A to PUD/ B-2A and a PUD development stage site and building plan for the construction of a 10,000 square foot KinderCare daycare facility, at 5953 Labeaux Avenue NE. To facilitate this development, the following applications are required:

Subdivision. Existing site is a 4.67 acre unplatted parcel which is proposed to be subdivide into three commercial lots. This will require preliminary and final plat approval.

PUD Zoning. The proposed subdivision will create three lots that will be accessed via a private street that extends from the Albertville Plaza PUD Subdivision to the north. The provision of a private street may only be approved with PUD zoning district. The PUD/B-2A zoning district will define the allowed uses within the district and afford the City to approve a private street.

PUD Development Stage Site and Building Plan Approval. The site will be zoned PUD/ B-2A Special Business District. The B-2A district allows for the daycare land use by conditional use permit. The site and building plan are being requested for a daycare facility being constructed on the proposed Lot 3.

Last month, the Planning Commission opened the public hearing on the PUD zoning and the site and building plans for KinderCare and the Albertville Plaza 3rd Addition. Absent the submission of a preliminary plat and a grading plan for the entire site, the Planning Commission continued public hearing until July to allow the applicant to submit the preliminary plat and address a number of issues raise with the zoning review. The applicant has now provided the following exhibits for City consideration.

EXHIBITS

- Exhibit A Site Survey
- Exhibit B Project Narrative
- Exhibit C Preliminary Plat Concept Plan
- Exhibit D Site Plan
- Exhibit E Truck Turning Movements.
- Exhibit F Utility Plan
- Exhibit G Grading Plan
- Exhibit H Landscape Plan
- Exhibit I Fence Details
- Exhibit J Lighting Plan
- Exhibit K Building Floor Plan
- Exhibit L Building Elevations

SUBDIVISION

The applicant has submitted a preliminary plat for a three lot subdivision, which will be accessed via a private street connection from Albertville Plaza. In review of the preliminary plat, we offer the following comment.

Lots. The site is zoned B-2A, the following table compares the proposed lots to the district standards. Each of the lots complies with the B-2A lot standards.

	Required lot Area B-2A	Proposed Lot Area	Required lot Width B-2A	Proposed Lot Width	Compliance
Lot 1	1 Acre	1.45 Acre	150 feet	198/181*feet	Yes
Lot 2	1 Acre	1.40 Acre	150 feet	200/183*feet	Yes
Lot 3	1 Acre	1.72 Acre	150 feet	393** feet	Yes

*The first measurement is from the lot line and the second measurement is from the edge of the private street.

** The lot 3 lot width is measured at the building setback line along the private street.

Setbacks. The Applicant has provided a concept plan illustrating a development option for each of the lots. At this time only Lot 3, will be developed at this time. The following table illustrates the building setback requirements for each site.

Building setback	Required	Lot 1	Lot 2	Lot 3
Front	35 ft	East – 118 ft.	East – 83 ft.	East - 75/60 ft.*
Side Corner	35 ft	South – 27/12 ft.*	North -95/80 ft.*	North – 142 ft.
Side interior	10 ft	North -50 ft.	South – 67 ft.	South – 123 ft.
Rear	20/35ft	West - 122/106 ft.*	West -137/122 ft.*	West – 44 ft.

The concept plan shows that each of the buildings meet the required B-2A district setbacks at the periphery of the subdivision. The PUD overlay district allows the City to approve some setback flexibility within the subdivision. In review of the concept plan, Staff recommends minimum building setback of 20 feet from the back of curb of the private

street. A parking lot setback of 10 feet from back of curb of the private street. The KinderCare site plan complies with these setbacks.

The Concept plan illustrates that Lots 1 and 2 offer sufficient size and configuration to allow for commercial development.

Streets. The subdivision is reliant on the extension of the private street from Albertville Plaza 2nd Addition. In review of the Street layout, we offer the following comment.

1. The proposed street is 30 feet wide and matches the street design of Albertville 2nd Addition.
2. The lot lines extend to the centerline of the private street. A private street easement over the lots must be prepared by the applicant that defines the location and configuration of the street. The Street easement must allow shared access to all the lots in Albertville Plaza 1st, 2nd, and 3rd Additions.
3. All lots within the Albertville Plaza 1st, 2nd and 3rd Additions shall be members of a business association that jointly manages and maintain the private streets.
4. The plat will provide right in / right out curb cut onto County Road 19. The curb cut will require an access permit from the County and be subject to county requirements.

Grading/Stormwater. The applicant has provided a grading plan and drainage plan for the entire Plat. The plat grading and drainage plan shall be subject to the review and approval of the City Engineer.

Utilities. The submitted utility plan shows the proposed sanitary sewer, water, and storm water systems for the plat. In review of the utility plan, the following comments are offered.

1. The utility plan shall be subject to the review and approval of the City Engineer.
2. Potable water and fire suppression will require separate service lines and valves leading into the building.
3. All minor utilities shall be installed and located in a joint trench.
4. The plat shall provide utility easements over all utilities serving the plat, the size and location shall be subject to the review and approval of the City Engineer.

PUD ZONING. To accommodate the subdivision with a private street the property, a Planned Unit Development District is being requested. The following criteria must be addressed in considering any zoning map amendment.

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City comprehensive plan.

Comment: The Albertville Proposed Land Use plan guides the subject site for commercial land uses. The proposed PUD/B-2A zoning district will allow for the subdivision of the site to provide for the creation of three commercial lots. The B-2A district in combination with the PUD is consistent with the guided land use for the area.

2. The proposed use is or will be compatible with present and future land uses of the area.

Comment: The current project is an extension of the Albert Plaza 1st and 2nd addition. The Albertville Plaza planned for the extension of their private street and public utilities for this property. The proposed daycare and future commercial development is consistent with the commercial development in the balance of Albertville Plaza and along County 19.

The plat also abuts Parkside 4th Addition single family neighborhood. The applicant is proposing to locate the KinderCare daycare on Lot 3 along the residential neighborhood. This commercial land use and the site design will be compatible with the adjoining neighborhood.

3. The proposed use conforms with all performance standards contained herein.

Comment: The Daycare facility site and building plan will be evaluated later in this report.

4. The proposed use will not tend to or actually depreciate the area in which it is proposed.

Comment: The proposed land use will be compatible with the adjoining commercial land use along County Road 19. The site is separated from the residential neighborhood to the west. Proper site design and screening will not depreciate the area.

5. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

Comment: The City has capacity within its utilities to accommodate the proposed three lot commercial subdivision.

6. Traffic generation by the proposed use is within the capabilities of streets serving the property.

Comment: The proposed subdivision will be accessed by a private street extending from Albertville Plaza 2nd Addition to County Road 19. This requires the following conditions being met.

1. The establishment of a shared access easement over the proposed private street in all Albertville Plaza Additions.
2. The lots in Albertville Plaza 3rd Addition join the Business Association of Albertville Plaza.

The change in zoning to PUD/B-2A district is needed to facilitate the commercial development of this lot consistent with the City’s land use plan. The proposed change in zoning meets the zoning criteria and may be approved.

PUD DEVELOPMENT STAGE PLAN REVIEW

The Applicant has submitted a site plan for the daycare facility on Lot 3. The applicant has also provided a concept plan showing the site grading and development plan for Lot 1 and 2 showing at these lots offer lot size and configuration to support future commercial development. The concept plan is intended to demonstrate the development potential for each of the lots, the concept plan does not infer any development rights. Separate development applications shall be required with future site developments of lots 1 and 2.

The following review comments focus on the KinderCare daycare development plan.

Lot Area and Setbacks: The lot meets the B-2A lot area and width setbacks as follows:

	Required	Proposed	Compliant
Lot Area	1 acre	1.72 acres	Yes
Lot Width	150 feet	393 feet*	Yes
Setbacks:			
Front (Private Street)	25 feet	76 feet	Yes
Side (North)	20 feet	144 feet	Yes
Side (South)	25 feet	115 feet	Yes
Rear (West)	20 feet	45 feet	Yes
Parking Setbacks:			
Front (Private Street)	20 feet	10 feet*	No*
Side (North)	5 feet	12 feet	Yes
Side (South)	10 feet	58 feet	Yes

*The 10 foot parking setback is a PUD setback flexibility.

Parking. The daycare floor plan proposes a 10,000 sq. ft. building with a maximum enrollment capacity of 131 children and 22 staff people. The City parking standards do not specify the amount of parking required for a daycare. The ITE standard for daycare centers ranges from 2.7 to 3.6 parking stalls per 1,000 feet of gross floor area. The ITE standard would require 24 to 32 parking spaces. The site plan shows 29 total stalls, which falls within the range ITE suggested range.

The parking lot shows bituminous surfacing, concrete curbing, and striping meeting the City zoning standards. Parking spaces are required to be 20 feet in length and 9 feet in width. The site plan shows the parking lot design that meets the City requirements. The site plan also meets the required disability parking stall standards.

Loading. The proposed floor plan shows a warming pantry within the building. The applicant has identified the type and size of vehicles that will serve the daycare as a 40 foot long intermediate semi tractor and trailer. (e.g. food trucks, beverage trucks, office deliveries, garbage trucks, etc.) Exhibit E is a site plan showing on-site turning movements for these delivery vehicles. The turning movements appear to be tight accessing and egressing the daycare parking lot. Staff would recommend increasing the center and northern curb cut into Lot 3 to 30 feet to allow for ease of truck movements through the daycare parking lot.

Trash Enclosure. The trash enclosure is located on the north end of the parking lot. This location is acceptable. Plans for trash enclosure including elevations showing materials, gate, and design compatible with the principal structure shall be provided. The City Code requires the exterior walls of the trash enclosure shall be masonry or similar and/or complement the principal building.

Outdoor Lighting. The provided photometric plan shows that lighting levels over the parking lot meeting City standards at the property lines. The Applicant has provided cut sheets of the proposed exterior fixtures both wall mounted and freestanding demonstrating a 90-degree cut off and screened light source. The freestanding light poles shall not exceed a height of 30 feet.

The daycare building sits at a higher elevation than the homes to the west. Concern exists with exterior lighting on the west side of the building may have an exposed light source visible to these homes. Lights on the west side of the building shall have the light source shielded from the houses to the west.

Fence. The site plan indicates that there will be fencing around the playground and around the west and south side of the building. Exhibit I shows the fence design. The proposed fence is an attractive 6 ft tall ornamental steel rail fence with exit only gates and latches. The fence design is acceptable.

Building/Architecture. Exterior materials consist of EIFS panels of various colors and textures and cement panels surround the entrance providing some an attractive building exterior. The exterior wall treatments are composed of preferred materials or replicants that meet the City standards. Any ground mounted or rooftop mechanical equipment must be screened from view of adjoining properties and streets.

Landscape Plan. The plantings meet the size and type requirements of the zoning code. In review of the landscape plan, we recommend the following.

1. The grading plan extends to the west lot line and near existing trees on the adjoining properties. The landscape plan and grading plan must provide tree preservation fencing located at the dripline of the boundary line trees to prevent root compaction that would damage these trees.
2. The landscape provides conifer street plantings along the west lot line. These trees do not provide screening of the daycare. The trees are 6 feet tall, but are located at a 953-grade elevation with the first floor elevation building elevation

being 962 ft. The applicant has provided a cross section showing the view shed between the homes and commercial building. The cross section has relocated the proposed new tree plantings at the top of the slope near the rear yard fence to be more effective in breaking up the building mass. The landscape plan and grading plan must be revised to show the new location of the rear yard tree plantings.

The daycare provides an attractive building design and operational hours that will be compatible adjacent to the residential neighborhood to the west. The landscaping plan is approved with the following conditions.

1. The landscape and grading plans provide tree preservation fencing along the drip lines of the existing trees at the northwest portion of the site to prevent compaction of the roots of these trees.
2. The landscape plan and grading plan be revised to relocated the conifer trees along the west boundary to the up-slope area of the site to break up the building mass.
3. Lighting on the west side of the building must be 90 degrees cut off light fixtures with extend hoods to shield the light source from the homes to the west.

CONCLUSION

Subdivision. In review of the Albertville 3rd Addition preliminary plat, we recommend approval with the following conditions.

1. City approval of the Albertville Plaza 3rd Addition B-2A/PUD zoning district over the entire development site.
2. A private street easement over the lots must be prepared by the applicant that defines the location and configuration of the private street. The Street easement must allow shared access to all the lots in Albertville Plaza 1st, 2nd, and 3rd Additions. The street easement shall be recorded simultaneously with the final plat.
3. All lots within the Albertville Plaza 1st, 2nd and 3rd Additions shall be members of a business association that jointly manages and maintains the private streets.
4. The applicant shall provide a copy of the business association document that outline the terms for the management and maintenance of the private street and any common owned amenities.
5. The plat proposes right in/right out curb cut onto County Road 19. The curb cut will require an access permit from the County and subject to County requirements.
6. The plat grading and drainage plan shall be subject to the review and approval of the City Engineer.
7. The utility plan shall be subject to the review and approval of the City Engineer.

8. Potable water and fire suppression will require separate service lines and valves leading into the building.
9. All minor utilities shall be installed and located in a joint trench.
10. The plat shall provide utility easements over all utilities, drainage ways and stormwater ponds serving the plat, the size and location shall be subject to the review and approval of the City Engineer.
11. The applicant shall enter into a development agreement with the City for the required site improvements and the installation of the public utilities and private street.

PUD /B-2A zoning. Based on the findings of this report, City Staff is recommending approval of the Albertville Plaza Third Addition B-2A/ PUD zoning district for the Albertville Plaza 3rd Addition plat with the following terms.

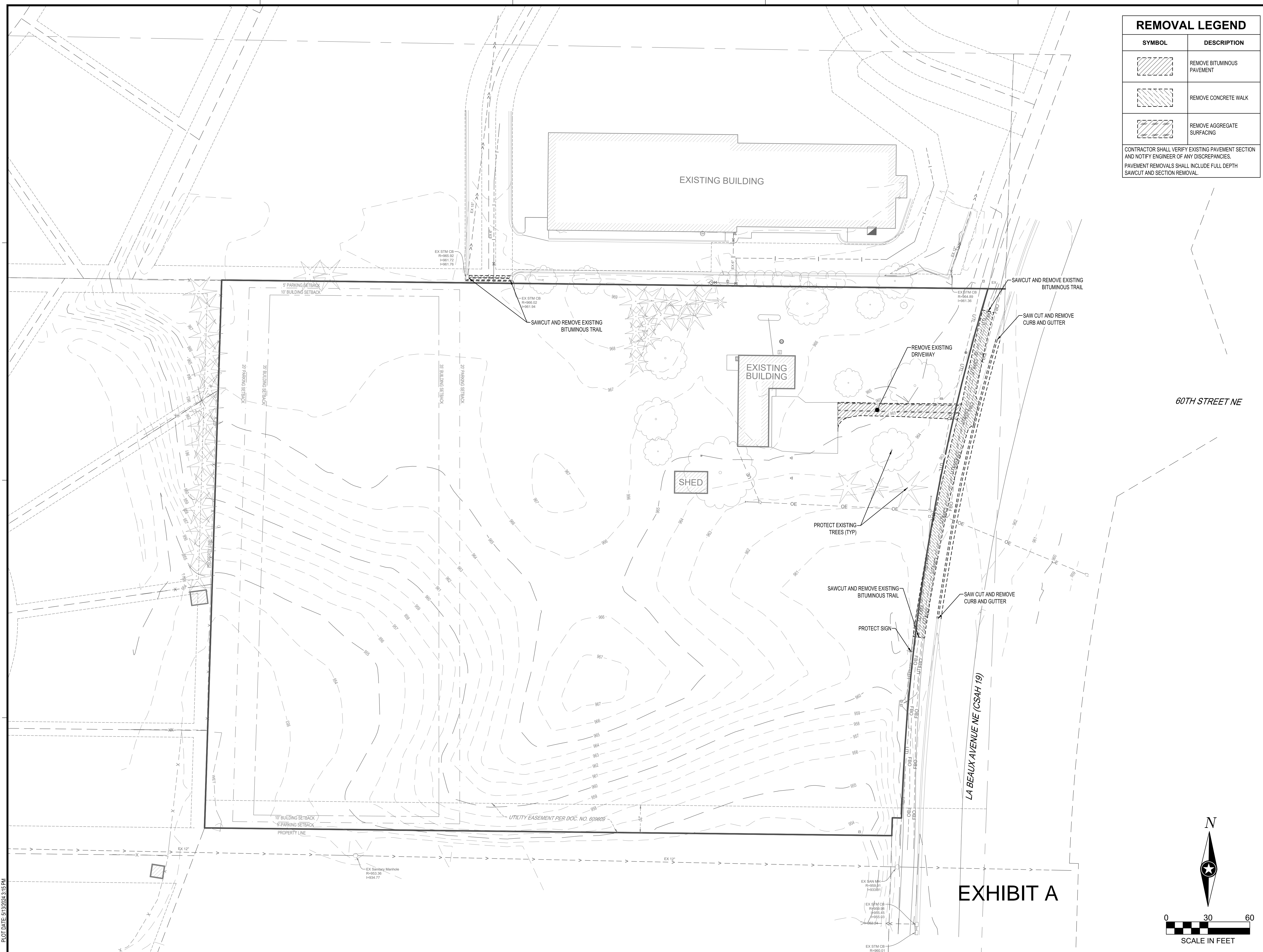
1. Uses allowed in the B-2A/PUD district shall be the same as the B-2A base zoning district.
2. Setbacks in the B-2A/PUD district shall be same the B-2A district except the building setback shall be a minimum of 20 feet from the back of curb of the private street. Parking setback shall be a minimum of 10 feet from the back of curb of the private street.
3. The Lots within the Albertville Plaza 3rd Addition shall be a member of a business association responsible for the management and maintenance of the private street and common owned amenities.

PUD/B-2A Development Stage – Site and Building Plan. Based on the Building plan set dated December 5, 2023, and the Civil plans dated May 14, 2024, for the KinderCare daycare on Lot 3 Albertville Plaza 3rd Addition Staff recommends approval of the site and building plans with the following conditions being met.

1. Approval of the Albertville Plaza 3rd Addition Plat and its B-2A/ PUD zoning district.
2. Increasing the center and northern curb cut into Lot 3 to 30 feet to allow for ease of truck movements through the Daycare parking lot.
3. Applicant shall provide a construction detail for the trash enclosure demonstrating compliance with zoning code standards.
4. The site or building plans shall show the location of all ground mounted or rooftop mechanical equipment and its screening from view of adjoining properties and streets.

5. The landscape and grading plans provide tree preservation fencing along the drip lines of the existing trees at the northwest portion of the site to prevent compaction of the roots of these trees.
6. The landscape plan and grading plan relocated the conifer trees along the west boundary to the up-slope area of the site to break up the building mass.
7. Lighting on the west side of the building must be 90 degrees cut off light fixtures with extended hoods to shield the light source from the homes to the west.
8. Grading and Utility plan shall be subject to the review and approval of the City Engineer.

Cc. Maeghan Becker
Kris Luedke
Sean Graham



REMOVAL LEGEND	
SYMBOL	DESCRIPTION
	REMOVE BITUMINOUS PAVEMENT
	REMOVE CONCRETE WALK
	REMOVE AGGREGATE SURFACING

CONTRACTOR SHALL VERIFY EXISTING PAVEMENT SECTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES.
PAVEMENT REMOVALS SHALL INCLUDE FULL DEPTH SAWCUT AND SECTION REMOVAL.



InSite
INSITE DEVELOPMENT SERVICES, L.L.C.

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 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY

ALBERTVILLE MN

REVISION SCHEDULE		
05/14/24	CITY SUBMITTAL #1	ARA

PROJECT NO. 24-31013
FILE NAME 31013-C2-EXIST
DRAWN BY DST / SMW
DESIGNED BY DST / SMW
REVIEWED BY ARA, RA
ORIGINAL ISSUE DATE 05/14/2024
CLIENT PROJECT NO. -

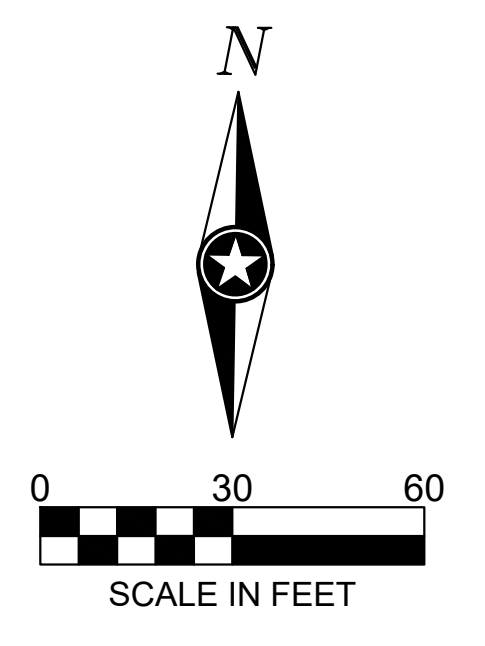
TITLE
EXISTING SITE AND REMOVAL PLAN

SHEET
C2-10

60TH STREET NE

LA BEAUX AVENUE NE (CSAH 19)

EXHIBIT A



PLOT DATE: 5/13/2024 3:15 PM

PRELIMINARY NOT FOR CONSTRUCTION

Albertville Plaza Third Addition

Albertville, MN

5953 Labeaux Ave NE

Planned Unit Development Application

Project Narrative

May 14th, 2024

Property Owner: Beatrice Irene Roden

5953 Labeaux Ave NE, Albertville, MN 55301
(612) 810 – 4227 • c.haas@nailegacy.com

Applicant: InSite Development Services, L.L.C., an Illinois limited liability company

1400 16th Street, Suite 300, Oak Brook, IL 60523
(630) 592 – 3203 • sgraham@insiterealestate.com

Exhibit B

Dear Members of City Staff, Planning Commission and City Council,

InSite Development Services, L.L.C. (“InSite”), on behalf of Beatrice I. Roden (“Owner”), is applying to create a new three-lot subdivision and Planned Unit Development (PUD) associated with development of a proposed commercial Child Daycare Center. InSite is a national developer of commercial real estate and is currently under contract with the Owner to acquire the property and subsequently develop the site for InSite’s tenant, a nationwide child-care provider.

The subject property is located at 5953 Labeaux Ave NE (Parcel ID #101500021101) which is further described in the attached Legal Description. This property is located along Labeaux Avenue between the Albertville Plaza 2nd Addition and the Parkside Commercial Center. The site is presently zoned B-2A, Special Business District, and is surrounded by commercial uses to the north, south, and east, and single-family residential homes to the west. The subject property is presently developed as a single-family residential home on approximately 1-acre of land, with the rest of the site being vacant/undeveloped. Site access is presently provided by a gravel drive connecting to Labeaux Avenue.


The proposed development includes construction of a 10,000 square foot, 22’ high, single-story, commercial Child Daycare building on Lot 3. The building’s exterior finishes shall consist of EIFS, Concrete Masonry Units, Fiber Cement Paneling, and Stone Veneer designed to blend with the adjacent retail users in the Albertville Plaza. Proposed signage consists of three wall signs with one on the north, east, and west building faces, in addition to proposed 30’ multi-tenant pylon sign located on the proposed Lot 2.

Currently, there are no proposed tenants for the proposed Lots 1 and 2. However, the ultimate use is anticipated to be commercial. Sanitary sewer, watermain, and storm sewer will be extended and stubbed into the proposed Lots 1 and 2, in addition to servicing Lot 3. An at-grade stormwater management basin servicing Lot 3 is proposed in the southwest corner of the property. The proposed utilities shall be designed and constructed per City of Albertville, North Fork Crow River Watershed District, and State of Minnesota specifications and requirements.

Daycare Facilities are permitted as a conditional use in the B-2A district. Potential customers for the adjacent retail will be generated in the form of parents dropping their children off for daycare. In addition, the residential subdivision to the west will be benefited by an adjacent Daycare Provider. The proposed Daycare Tenant offers education and care for children six weeks to twelve years old and prioritizes purposeful learning, daily play, and social and emotional growth. Finally, the Daycare site being located on Lot 3 is an ideal location to provide a gradual transition between the residential area along Kalland Avenue and the commercial Lots along Labeaux Avenue.

In conclusion, InSite asserts this application is consistent with good development practice, furthers the community welfare, and is in substantial conformance with the principles and policies of the City of Albertville Comprehensive Plan and Sanitary Sewer Plan.

Thank you,



Sean Graham, P.E.

Project Manager

ENCLOSURES:

A – Executed Development Application for PUD Rezoning

B – Project Narrative prepared by InSite Development Services, L.L.C. dated May 14th, 2024

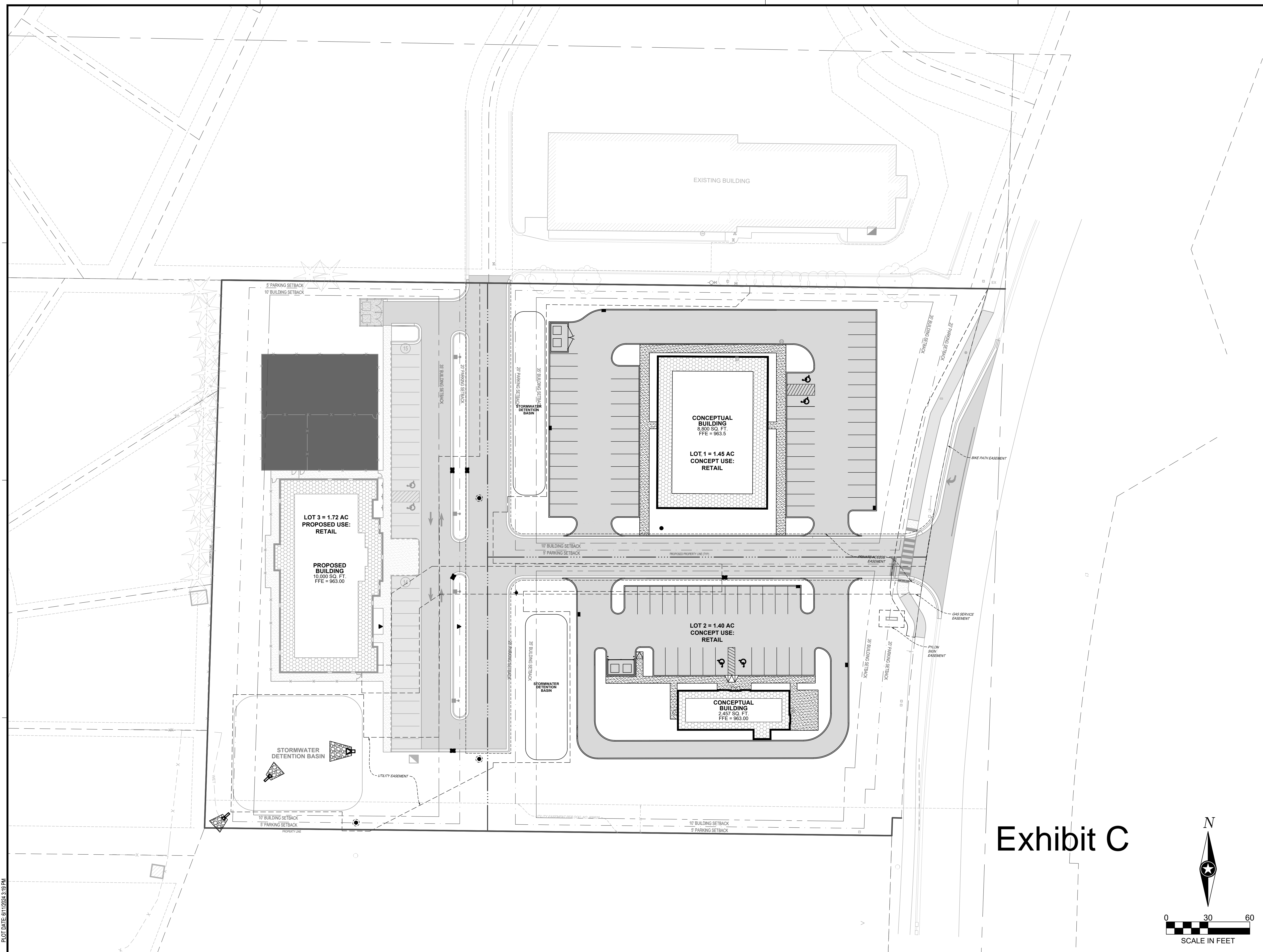
C – Civil Site Plans prepared by I & S Group, Inc. dated May 14th, 2024

D – Stormwater Management Report prepared by I & S Group, Inc. dated May 14th, 2024

E – Fit (Floor) Plan prepared by ADA Architects, Inc. dated December 5th, 2023

F – Exterior Elevations prepared by ADA Architects, Inc. dated May 13th, 2024

G – Title Commitment prepared by First American Financial Corporation dated April 8th, 2024



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INSITE DEVELOPMENT SERVICES, L.L.C.

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RYAN ANDERSON
Ryan Anderson
DATE: 06/11/2024 LIC. NO. 55938

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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY
ALBERTVILLE MN

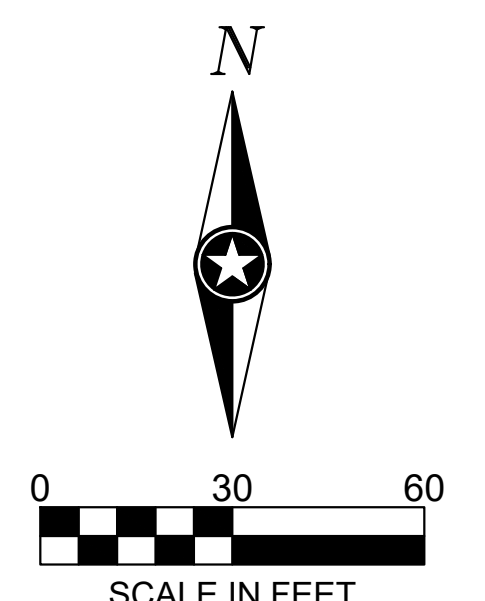
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 24-31013
FILE NAME 31013-C3-SITE-PRELIM PLAT
DRAWN BY DST / SMW
DESIGNED BY DST / SMW
REVIEWED BY ARA / RA
ORIGINAL ISSUE DATE 05/14/2024
CLIENT PROJECT NO. -

TITLE
PRELIMINARY PLAT SITE PLAN

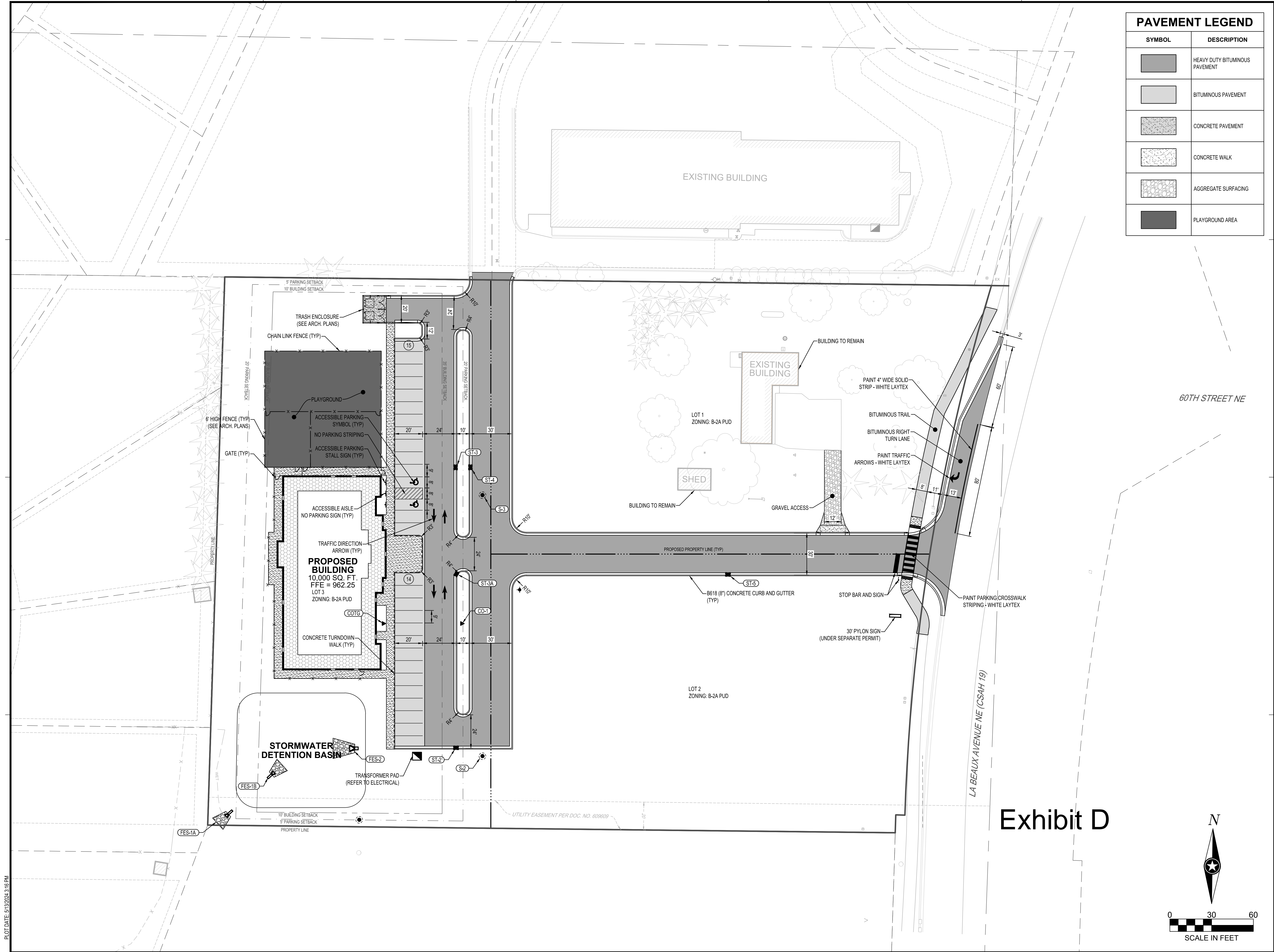
SHEET
2

Exhibit C



PLOT DATE: 01/12/2024 3:15 PM

PRELIMINARY NOT FOR CONSTRUCTION



PAVEMENT LEGEND	
SYMBOL	DESCRIPTION
	HEAVY DUTY BITUMINOUS PAVEMENT
	BITUMINOUS PAVEMENT
	CONCRETE PAVEMENT
	CONCRETE WALK
	AGGREGATE SURFACING
	PLAYGROUND AREA



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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY

ALBERTVILLE MN

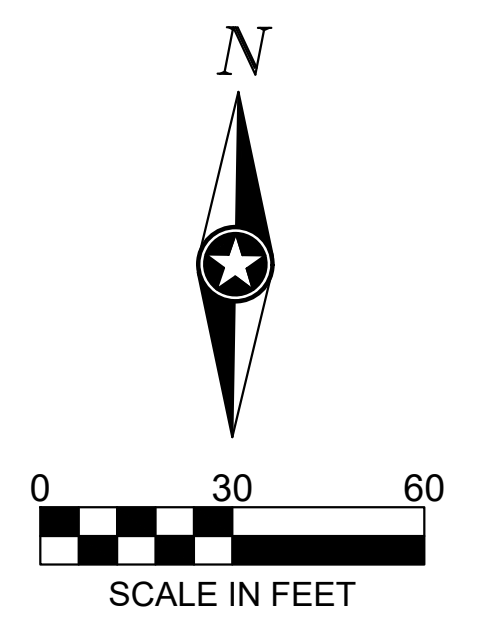
REVISION SCHEDULE		
DATE	DESCRIPTION	BY
05/14/24	CITY SUBMITTAL #1	ARA

PROJECT NO.	24-31013
FILE NAME	31013-C3-SITE
DRAWN BY	DST / SMW
DESIGNED BY	DST / SMW
REVIEWED BY	ARA / RA
ORIGINAL ISSUE DATE	05/14/2024
CLIENT PROJECT NO.	-

TITLE
SITE PLAN

SHEET
C3-10

Exhibit D

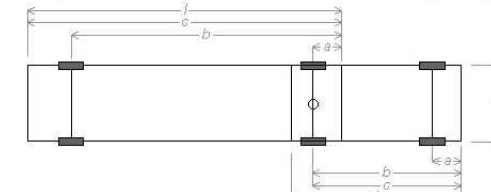


PLOT DATE: 5/13/2024 3:15 PM

PRELIMINARY NOT FOR CONSTRUCTION

PROPERTY PLAN
LOCATION: 5953 LABEAUX AVE NE
ALBERTVILLE, MN
TRUCK TURN EXHIBIT
06/10/2024

DRAWN BY: BM



Name:	AASHTO - Intermediate Semitrailer [WB-15 [WB-40]]		
Group:	User		
Type:	Truck		
Turn Radius:	36.00 ft		
Vehicle Part 1			
Length (l):	17.83 ft	(a): 3.00 ft	<input checked="" type="checkbox"/> Turn wheels
Width (w):	8.00 ft	(b): 15.50 ft	<input checked="" type="checkbox"/> Follow wheels
		(c): 15.50 ft	
Vehicle Part 2			
Length (l):	33.00 ft	(a): 3.00 ft	<input type="checkbox"/> Turn wheels
Width (w):	8.00 ft	(b): 28.50 ft	<input checked="" type="checkbox"/> Follow wheels
		(c): 33.00 ft	

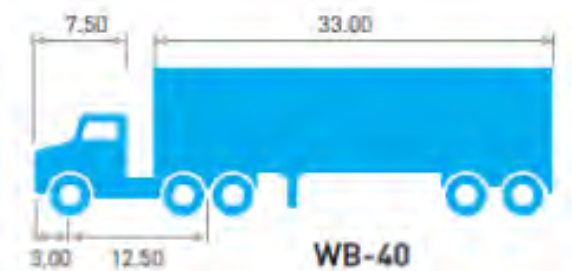
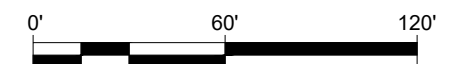
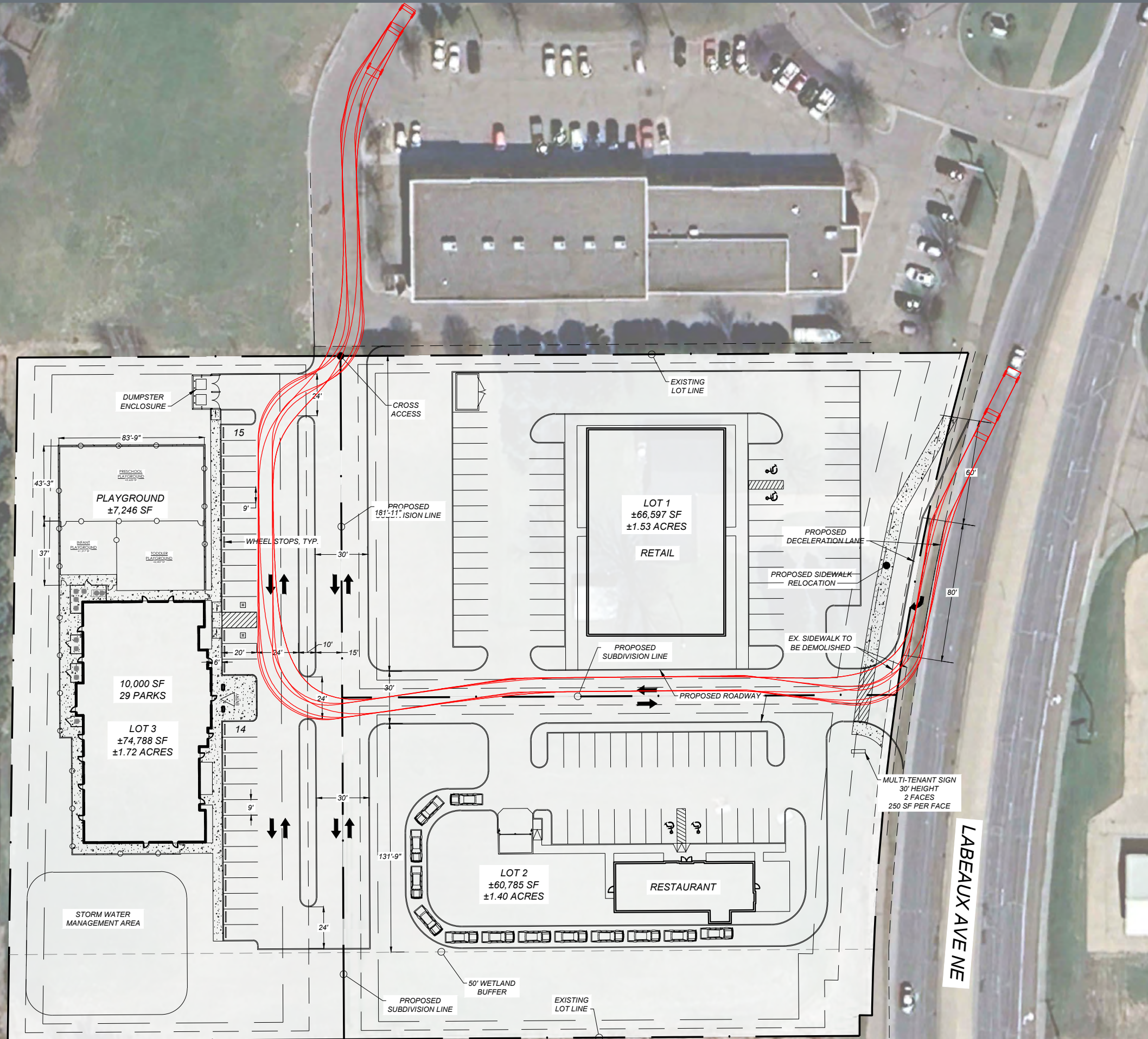


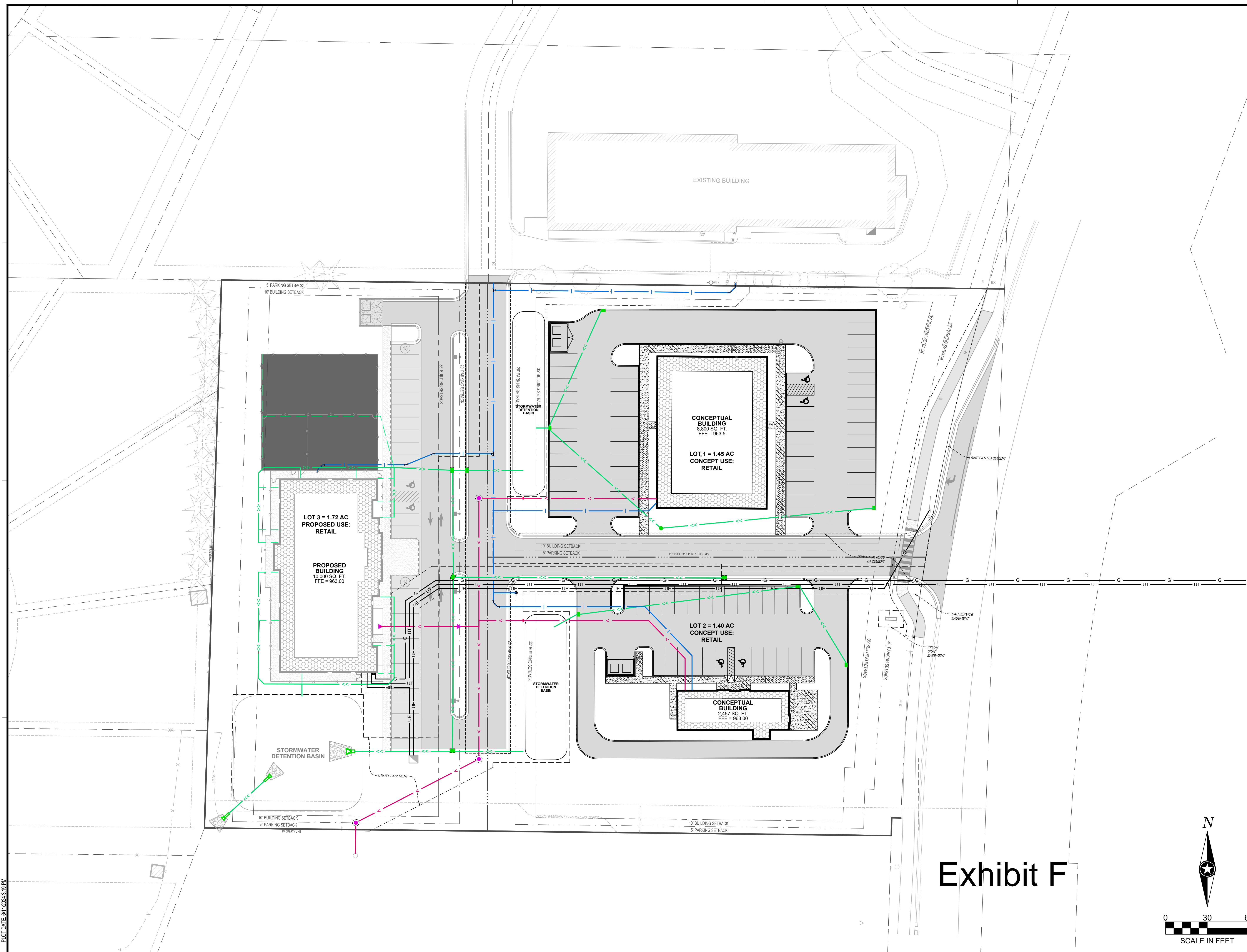
Exhibit E



InSite

1400 16th Street, Suite 300
 Oak Brook, IL 60523-8854
 Office: 630.617.9100
 www.insiterealestate.com





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RYAN ANDERSON
Ryan Anderson
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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY
ALBERTVILLE MN

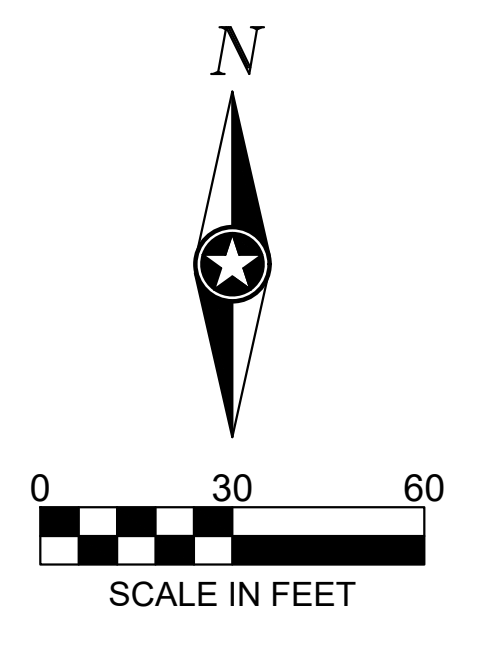
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO.	24-31013
FILE NAME	31013-C3-SITE-PRELIM PLAT
DRAWN BY	DST / SMW
DESIGNED BY	DST / SMW
REVIEWED BY	ARA / RA
ORIGINAL ISSUE DATE	05/14/2024
CLIENT PROJECT NO.	-

TITLE
PRELIMINARY PLAT UTILITY PLAN

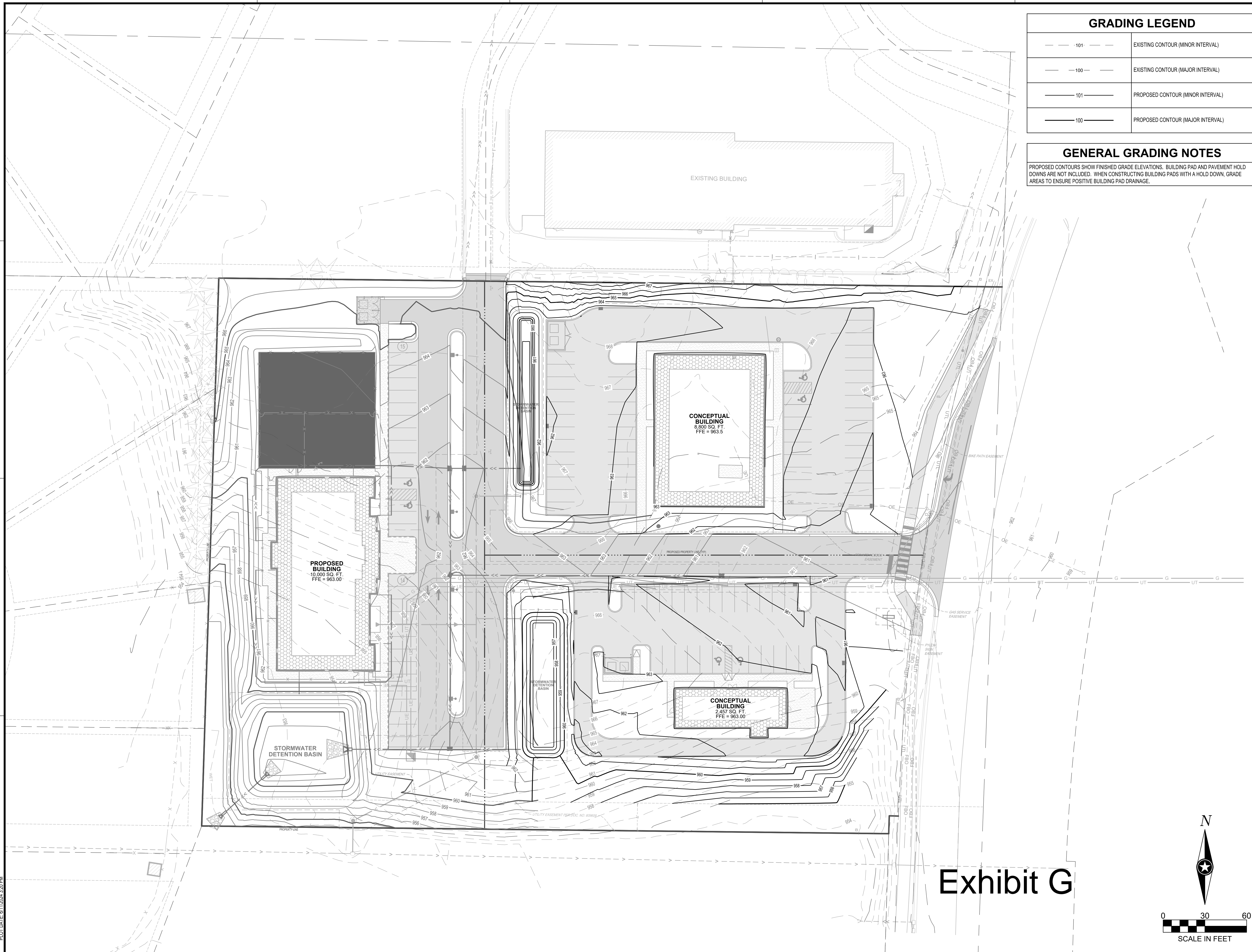
SHEET
3

Exhibit F



PLOT DATE: 01/17/2024 3:15 PM

PRELIMINARY NOT FOR CONSTRUCTION



GRADING LEGEND	
--- .101 ---	EXISTING CONTOUR (MINOR INTERVAL)
--- 100 ---	EXISTING CONTOUR (MAJOR INTERVAL)
--- 101 ---	PROPOSED CONTOUR (MINOR INTERVAL)
--- 100 ---	PROPOSED CONTOUR (MAJOR INTERVAL)

GENERAL GRADING NOTES

PROPOSED CONTOURS SHOW FINISHED GRADE ELEVATIONS. BUILDING PAD AND PAVEMENT HOLD DOWNS ARE NOT INCLUDED. WHEN CONSTRUCTING BUILDING PADS WITH A HOLD DOWN, GRADE AREAS TO ENSURE POSITIVE BUILDING PAD DRAINAGE.



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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY

ALBERTVILLE MN

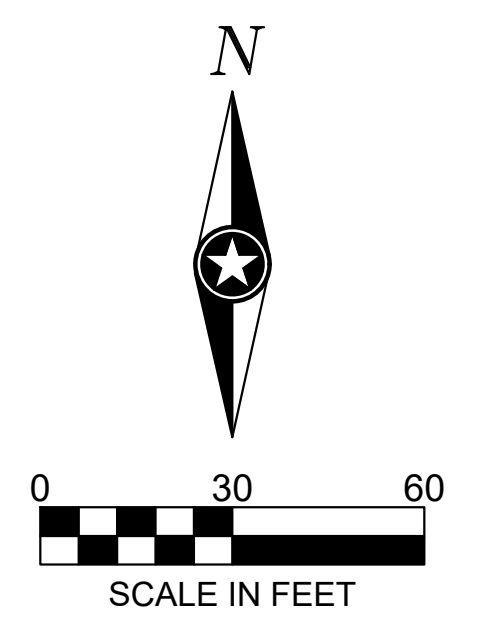
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO. 24-31013
FILE NAME 31013-C4-GRADE-PRELIM PLAT
DRAWN BY DST / SMW
DESIGNED BY DST / SMW
REVIEWED BY ARA / RA
ORIGINAL ISSUE DATE 05/14/2024
CLIENT PROJECT NO. -

TITLE
PRELIMINARY PLAT GRADING PLAN

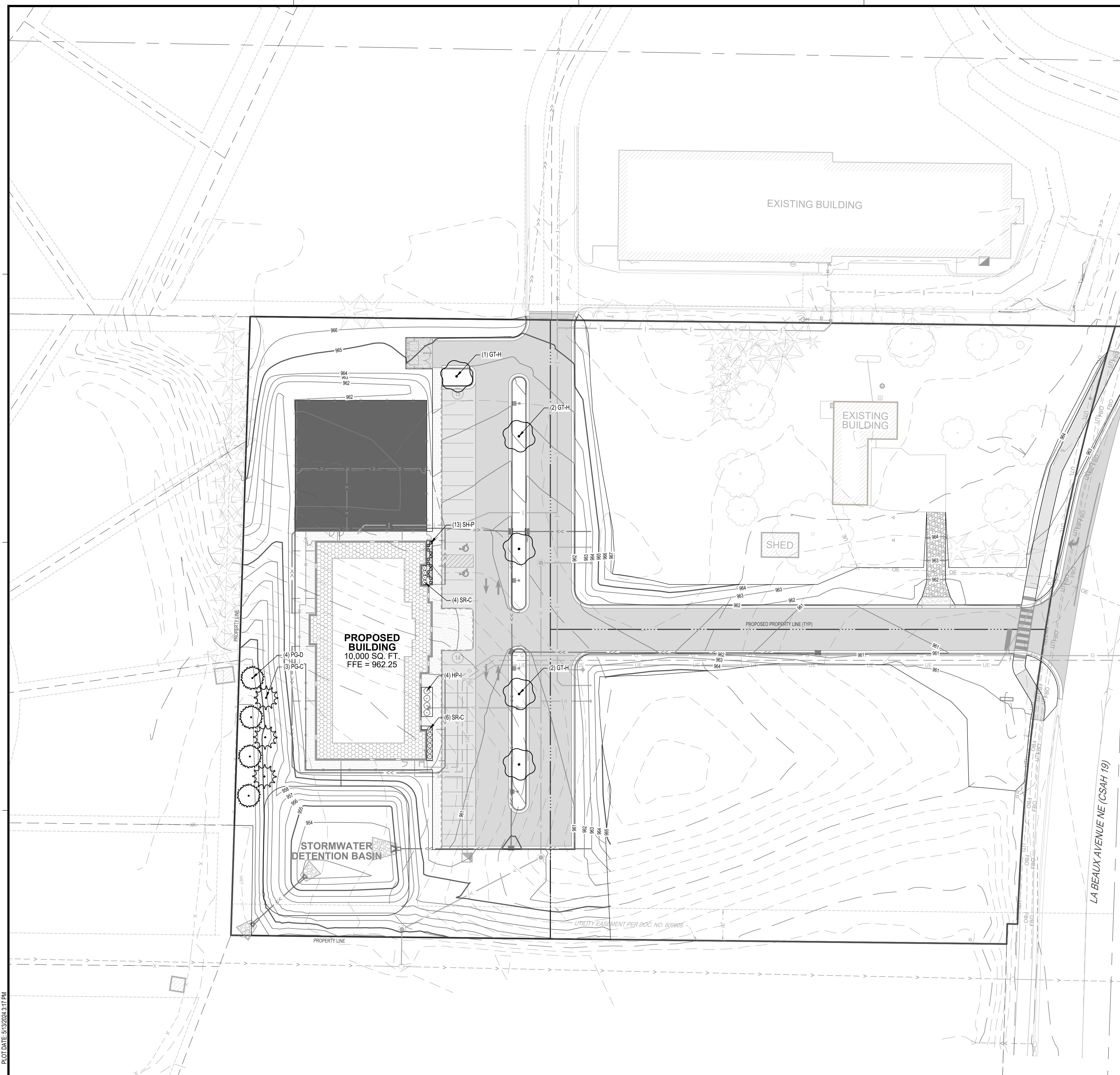
SHEET
4

Exhibit G



PLOT DATE: 01/17/2024 2:29 PM

PRELIMINARY NOT FOR CONSTRUCTION



PLANT SCHEDULE

CODE	QTY	BOTANICAL / COMMON NAME	SIZE	ROOT
EVERGREEN/CONIFEROUS TREES				
PG-D	4	PICEA GLAUCA DENSATA / BLACK HILLS SPRUCE	6' HT. MIN.	B & B
PG-C	3	PICEA PUNGENS / COLORADO SPRUCE	6' HT. MIN.	B & B
SHADE TREES				
GT-H	5	GLEDITSIA TRIACANTHOS / HONEY LOCUST	3" CAL	B & B
DECIDUOUS SHRUBS				
HP-I	4	HYDRANGEA PANICULATA 'LIVBOB' / BOB® PANICLE HYDRANGEA	3 GAL	CONT
SR-C	10	SYMPHORICARPOS RIVULARIS / COMMON WHITE SNOWBERRY	3 GAL	CONT
ORNAMENTAL GRASSES				
SH-P	13	SPOROBOLUS HETEROLEPIS / PRAIRIE DROPS EED	1 GAL	CONT

ZONING LANDSCAPE REQUIREMENTS

ZONING: B-2A

INTERIOR PARKING LOT LANDSCAPING:

- ALL PARKING LOTS SHALL BE DESIGNED TO INCORPORATE UNPAVED, LANDSCAPED ISLANDS AS REQUIRED BY THE CITY.
- ALL LANDSCAPED ISLANDS SHALL CONTAIN A MINIMUM OF ONE HUNDRED EIGHTY (180) SQUARE FEET.
- ALL LANDSCAPED ISLANDS SHALL BE PROVIDED WITH DECIDUOUS SHADE TREES, ORNAMENTAL OR EVERGREEN TREES, PLUS GROUND COVER, MULCH OR SHRUBBERY.
- PARKING LOT LANDSCAPE TREES SHALL BE PROVIDED AT THE RATE OF ONE TREE FOR EACH FIFTEEN (15) PARKING SPACES, OR MAJOR FRACTION THEREOF.
- PARKING LOT ISLANDS MUST HAVE A RAISED CONCRETE PERIMETER CURB

FENCING AND SCREENING:

- WHERE ANY BUSINESS OR INDUSTRIAL USE (I.E., STRUCTURE, PARKING OR STORAGE) ABUTS PROPERTY ZONED FOR RESIDENTIAL USE, THAT BUSINESS OR INDUSTRY SHALL PROVIDE SCREENING ALONG THE BOUNDARY OF THE RESIDENTIAL PROPERTY. SCREENING SHALL ALSO BE PROVIDED WHERE A BUSINESS OR INDUSTRY IS ACROSS THE STREET FROM A RESIDENTIAL ZONE, BUT NOT ON THAT SIDE OF A BUSINESS OR INDUSTRY CONSIDERED TO BE THE FRONT (AS DEFINED BY THIS ORDINANCE).
- ALL FENCING AND SCREENING SPECIFICALLY REQUIRED BY THIS ORDINANCE SHALL BE SUBJECT TO SECTION 1000.8 OF THIS CHAPTER AND SHALL CONSIST OF EITHER A FENCE OR A GREENBELT PLANTING STRIP AS FOLLOWS:
A GREENBELT PLANTING STRIP SHALL CONSIST OF EVERGREEN TREES AND/OR DECIDUOUS TREES AND PLANTS AND SHALL BE OF SUFFICIENT WIDTH AND DENSITY TO PROVIDE AN EFFECTIVE VISUAL SCREEN. THIS PLANTING STRIP SHALL BE DESIGNED TO PROVIDE COMPLETE VISUAL SCREENING TO A MINIMUM HEIGHT OF SIX FEET (6'). EARTH MOUNDING OR BERMS MAY BE USED BUT SHALL NOT BE USED TO ACHIEVE MORE THAN THREE FEET (3') OF THE REQUIRED SCREEN. THE PLANTING PLAN AND TYPE OF PLANTINGS SHALL REQUIRE THE APPROVAL OF THE COUNCIL.



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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY

ALBERTVILLE MN

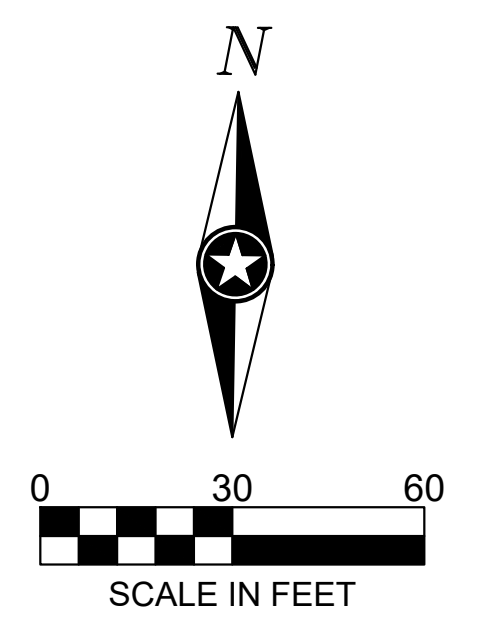
REVISION SCHEDULE		
DATE	DESCRIPTION	BY
05/14/24	CITY SUBMITTAL #1	ARA

PROJECT NO. 24-31013
FILE NAME 31013-CS-LAND
DRAWN BY DST / SMW
DESIGNED BY DST / SMW
REVIEWED BY ARA, RA
ORIGINAL ISSUE DATE 05/14/2024
CLIENT PROJECT NO. -

TITLE
PLANTING PLAN

SHEET
C5-20

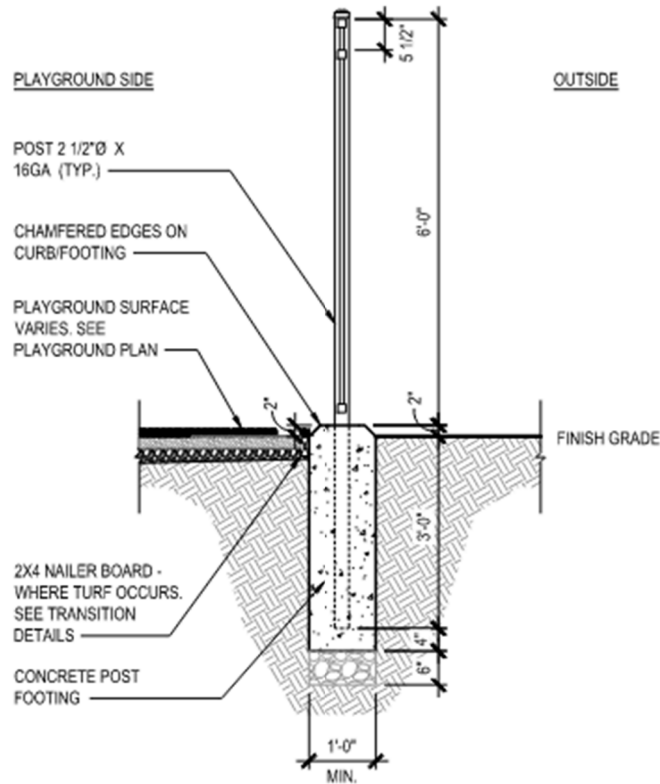
Exhibit H



PLOT DATE: 5/13/2024 3:17 PM

PRELIMINARY NOT FOR CONSTRUCTION

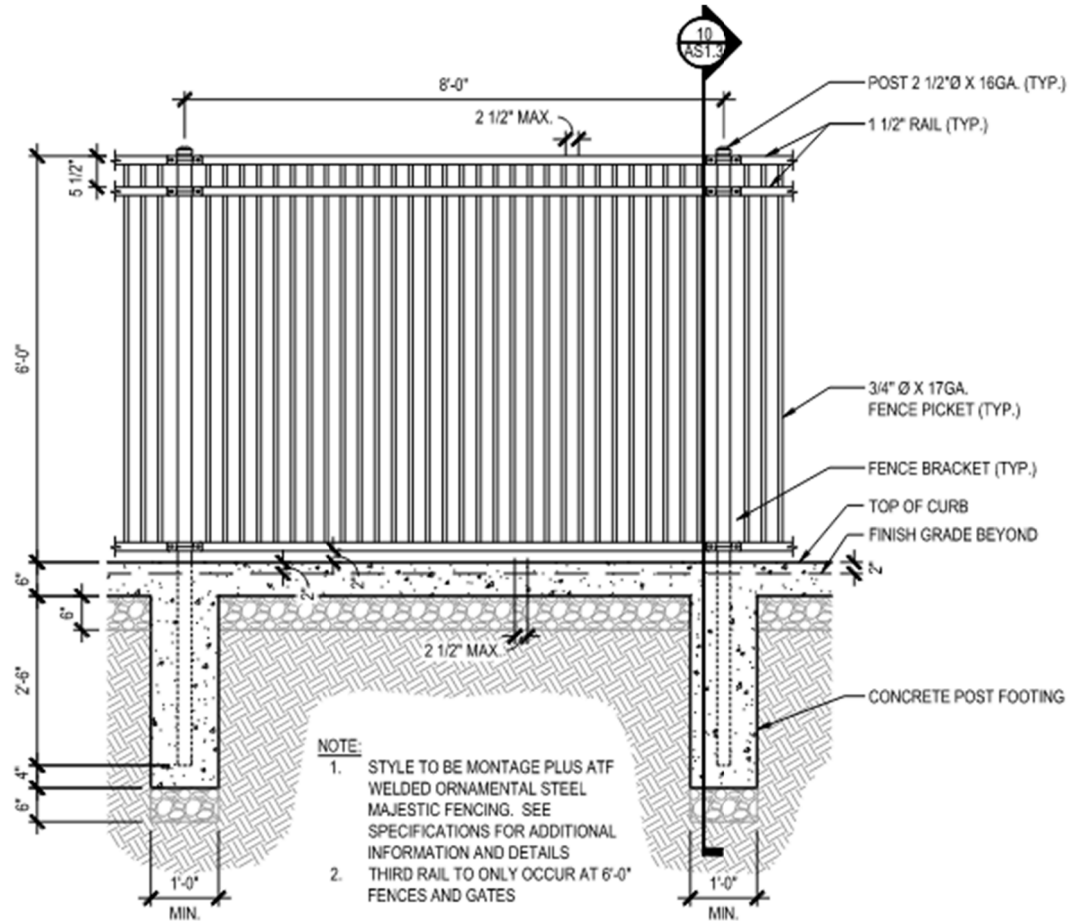
TYPICAL FENCE DETAILS



CURB SECTION PERIMETER FENCE

SCALE: 1/2"=1'-0"

10
AS-1.3



ELEVATION DETAIL PERIMETER FENCE AT CURB

SCALE: 1/2"=1'-0"

11
AS-1.3

Exhibit I

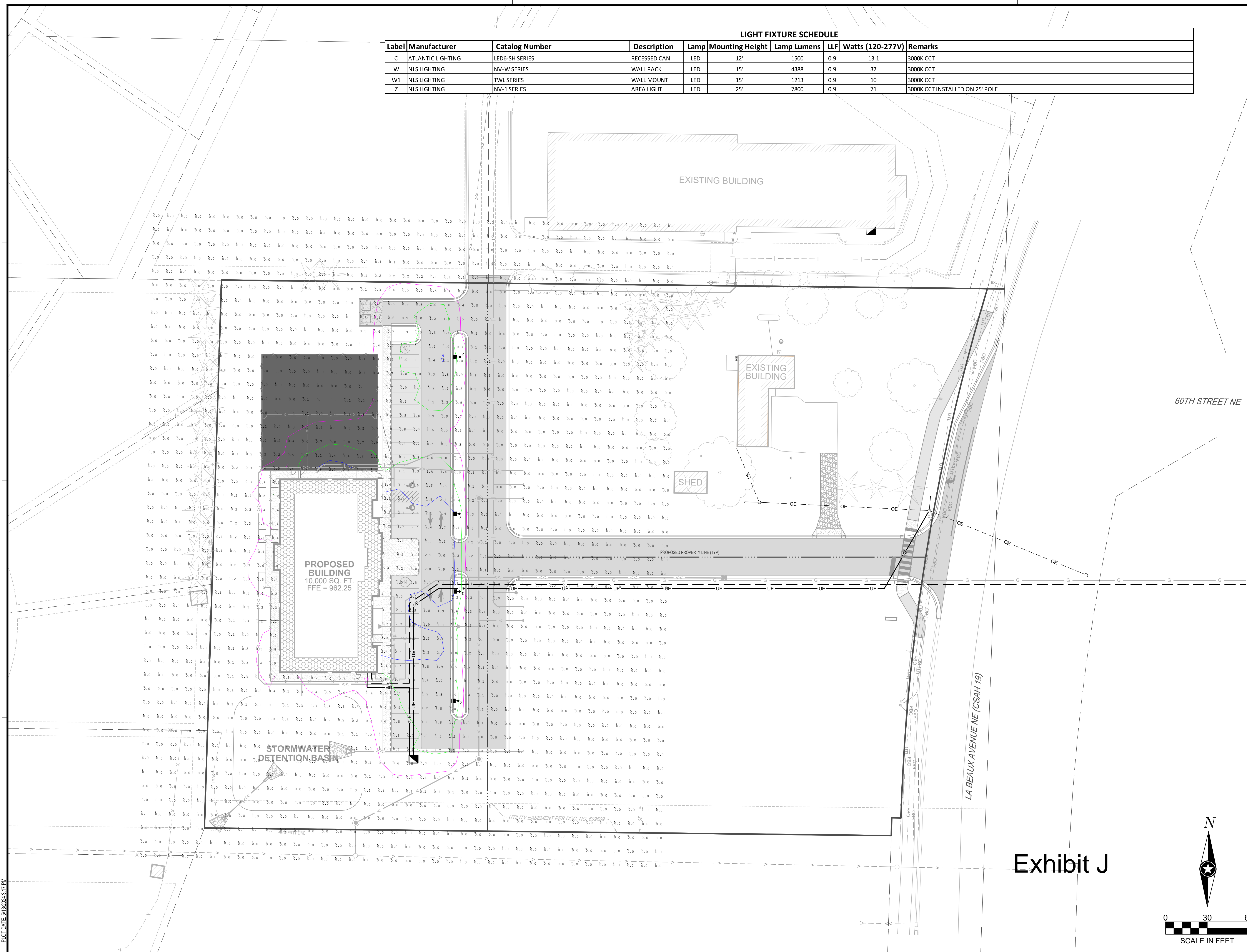
EXAMPLE FENCE
PHOTOGRAPH
(EXTERIOR)



EXAMPLE FENCE PHOTOGRAPH (INTERIOR)



LIGHT FIXTURE SCHEDULE									
Label	Manufacturer	Catalog Number	Description	Lamp	Mounting Height	Lamp Lumens	LLF	Watts (120-277V)	Remarks
C	ATLANTIC LIGHTING	LED6-SH SERIES	RECESSED CAN	LED	12'	1500	0.9	13.1	3000K CCT
W	NLS LIGHTING	NV-W SERIES	WALL PACK	LED	15'	4388	0.9	37	3000K CCT
W1	NLS LIGHTING	TWL SERIES	WALL MOUNT	LED	15'	1213	0.9	10	3000K CCT
Z	NLS LIGHTING	NV-1 SERIES	AREA LIGHT	LED	25'	7800	0.9	71	3000K CCT INSTALLED ON 25' POLE



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PROJECT
ALBERTVILLE PLAZA THIRD EDITION CHILDCARE FACILITY

ALBERTVILLE MN

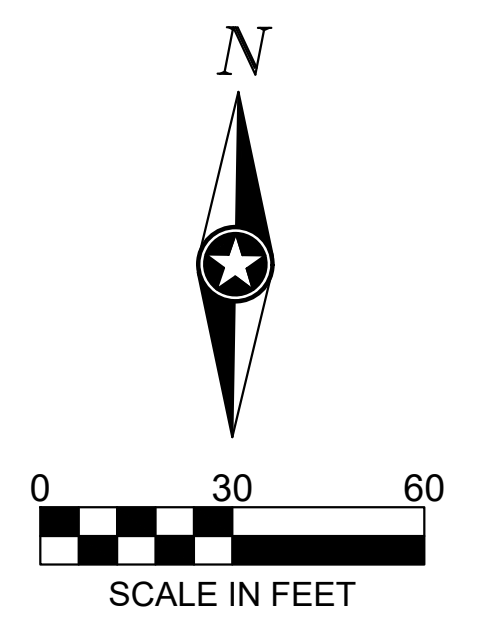
REVISION SCHEDULE		
DATE	DESCRIPTION	BY
05/14/24	CITY SUBMITTAL #1	ARA

PROJECT NO. 24-31013
FILE NAME 31013-CS-LIGHTING
DRAWN BY DST / SMW
DESIGNED BY DST / SMW
REVIEWED BY ARA / RA
ORIGINAL ISSUE DATE 05/14/2024
CLIENT PROJECT NO. -

TITLE
SITE PHOTOMETRICS PLAN

SHEET
C6-10

Exhibit J



PLOT DATE: 5/13/2024 3:17 PM

PRELIMINARY NOT FOR CONSTRUCTION

CLASSROOM OCCUPANCY															
ROOM	AGES		RATIOS				GROUP SIZE				STAFF REQ. PER PLAN	AREA			
	KCE/FFG AGE RANGE	MN AGE RANGE	NAEYC MAX RATIO	KCE/FFG MAX RATIO	MN MAX RATIO	ACTUAL MAX RATIO	NAEYC MAX GROUP	KCE/FFG MAX GROUP	MN MAX GROUP	ACTUAL MAX GROUP		SF/ CHLD REQ.	AREA REQ.	ACT. AREA	
INFANT 1	birth-12m	6w-16m	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	295	
INFANT 2	birth-12m	6w-16m	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	291	
INFANT 3	birth-12m	6w-16m	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	286	
TODDLER 1	12m-24m	6w-16m*	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	478	
TODDLER 2	12m-24m	16m-33m*	1:6	1:6	1:7	1:7	12	12	14	13	2	35	455	474	
TODDLER 3	12m-24m	16m-33m*	1:6	1:6	1:7	1:7	12	12	14	13	2	35	455	471	
DISCOVERY PS 1	2y-3y	16m-33m	1:6	1:8	1:7	1:7	12	16	14	14	2	35	490	503	
DISCOVERY PS 2	2y-3y	16m-33m	1:6	1:8	1:7	1:7	12	16	14	14	2	35	490	497	
PRESCHOOL 1	3y-4y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	20	2	35	700	759	
PRESCHOOL 2	3y-4y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	13	2	35	455	460	
PRE-K 1	4y-5y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	12	2	35	420	441	
TOTAL												131	22	4,585	4,955

- LAYOUT HAS BEEN DESIGNED USING KCE STANDARD AGE GROUPS.
- NAEYC INFORMATION IS PROVIDED FOR REFERENCE ONLY.
- KCE MAX RATIO AND MAX GROUP SIZES ARE BASED ON FIT FOR GROWTH.
- BUILDING YIELDS ARE BASED ON FIT FOR GROWTH AND LICENSING CRITERIA REQUIRE FINAL DETERMINATION BY OPERATIONS.
- SQUARE FOOTAGES HAVE BEEN CALCULATED TO EXCLUDE A FIXTURE ALLOWANCE AND CRIBS.
- ASSUMPTION

BUILDING DATA	
PROPOSED BUILDING AREA:	TOTAL: ±10,000
PROPOSED BUILDING CAPACITY:	131
BUILDING AREA PER CHILD:	76.34
TOILETS/SINKS REQUIREMENT:	THE CENTER MUST HAVE AT LEAST ONE HAND SINK AND ONE TOILET FOR EACH 15 CHILDREN OR PORTION OF 15 CHILDREN SPECIFIED IN THE LICENSED CAPACITY.
TOILETS/SINKS PROVIDED:	9 TOILETS / SINKS
TOILETS/SINKS PROVIDED:	10 TOILETS / 9 SINKS

CLASSROOM OCCUPANCY															
ROOM	AGES		RATIOS				GROUP SIZE				STAFF REQ. PER PLAN	AREA			
	KCE/FFG AGE RANGE	MN AGE RANGE	NAEYC MAX RATIO	KCE/FFG MAX RATIO	MN MAX RATIO	ACTUAL MAX RATIO	NAEYC MAX GROUP	KCE/FFG MAX GROUP	MN MAX GROUP	ACTUAL MAX GROUP		SF/ CHLD REQ.	AREA REQ.	ACT. AREA	
INFANT 1	birth-12m	6w-16m	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	295	
INFANT 2	birth-12m	6w-16m	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	291	
INFANT 3	birth-12m	6w-16m	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	286	
TODDLER 1	12m-24m	6w-16m*	1:4	1:4	1:4	1:4	8	8	8	8	2	35	280	478	
TODDLER 2	12m-24m	16m-33m*	1:6	1:6	1:7	1:7	12	12	14	13	2	35	455	474	
TODDLER 3	12m-24m	16m-33m*	1:6	1:6	1:7	1:7	12	12	14	13	2	35	455	471	
DISCOVERY PS 1	2y-3y	16m-33m	1:6	1:8	1:7	1:7	12	16	14	14	2	35	490	503	
DISCOVERY PS 2	2y-3y	16m-33m	1:6	1:8	1:7	1:7	12	16	14	14	2	35	490	497	
PRESCHOOL 1	3y-4y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	20	2	35	700	759	
PRESCHOOL 2	3y-4y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	13	2	35	455	460	
PRE-K 1	4y-5y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	12	2	35	420	441	
PRE-K 2	4y-5y	33m-kinder	1:10	1:12	1:10	1:10	20	24	20	16	2	35	560	588	
TOTAL												147	24	5,145	5,543

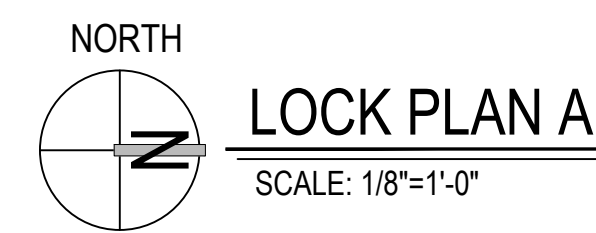
- LAYOUT HAS BEEN DESIGNED USING KCE STANDARD AGE GROUPS.
- NAEYC INFORMATION IS PROVIDED FOR REFERENCE ONLY.
- KCE MAX RATIO AND MAX GROUP SIZES ARE BASED ON FIT FOR GROWTH.
- BUILDING YIELDS ARE BASED ON FIT FOR GROWTH AND LICENSING CRITERIA REQUIRE FINAL DETERMINATION BY OPERATIONS.
- SQUARE FOOTAGES HAVE BEEN CALCULATED TO EXCLUDE A FIXTURE ALLOWANCE AND CRIBS.
- ASSUMPTION
- SEE SITE PLAN FOR MORE INFORMATION

BUILDING DATA	
PROPOSED BUILDING AREA:	TOTAL: ±10,000
PROPOSED BUILDING CAPACITY:	147
BUILDING AREA PER CHILD:	68.03
TOILETS/SINKS REQUIREMENT:	THE CENTER MUST HAVE AT LEAST ONE HAND SINK AND ONE TOILET FOR EACH 15 CHILDREN OR PORTION OF 15 CHILDREN SPECIFIED IN THE LICENSED CAPACITY.
TOILETS/SINKS PROVIDED:	10 TOILETS / SINKS
TOILETS/SINKS PROVIDED:	10 TOILETS / SINKS

- PLAYGROUND REQUIREMENTS: A CENTER MUST HAVE AN OUTDOOR ACTIVITY AREA OF AT LEAST 1,500 SQUARE FEET, AND THERE MUST BE AT LEAST 75 SQUARE FEET OF SPACE PER CHILD WITHIN THE AREA AT ANY GIVEN TIME DURING USE.
- PLAYGROUND REQUIRED: LICENSING MINIMUM: 1,500 SF FULL CAPACITY: 9,825 / 11,025 SF
- PLAYGROUND PROVIDED: ±10,147 SF
- CRITICAL NOTES: FOR PRE-K 2 OPTION AN ADDITIONAL HAND SINK WILL NEED TO BE ADDED TO THE PRESCHOOL 1 TOILET ROOM.
- REVISION NOTES:



Exhibit K



ADA ARCHITECTS, P.C.
 17710 Detroit Avenue
 Phone (216) 521-5134
 Fax (216) 521-4824
 www.adaarchitects.com

PROPOSED DAYCARE
 ALBERTVILLE, MN
 5953 LABEAUX AVENUE

REVISIONS	
#	DATE
1	
2	
3	
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7	
8	
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10	

FIT PLAN

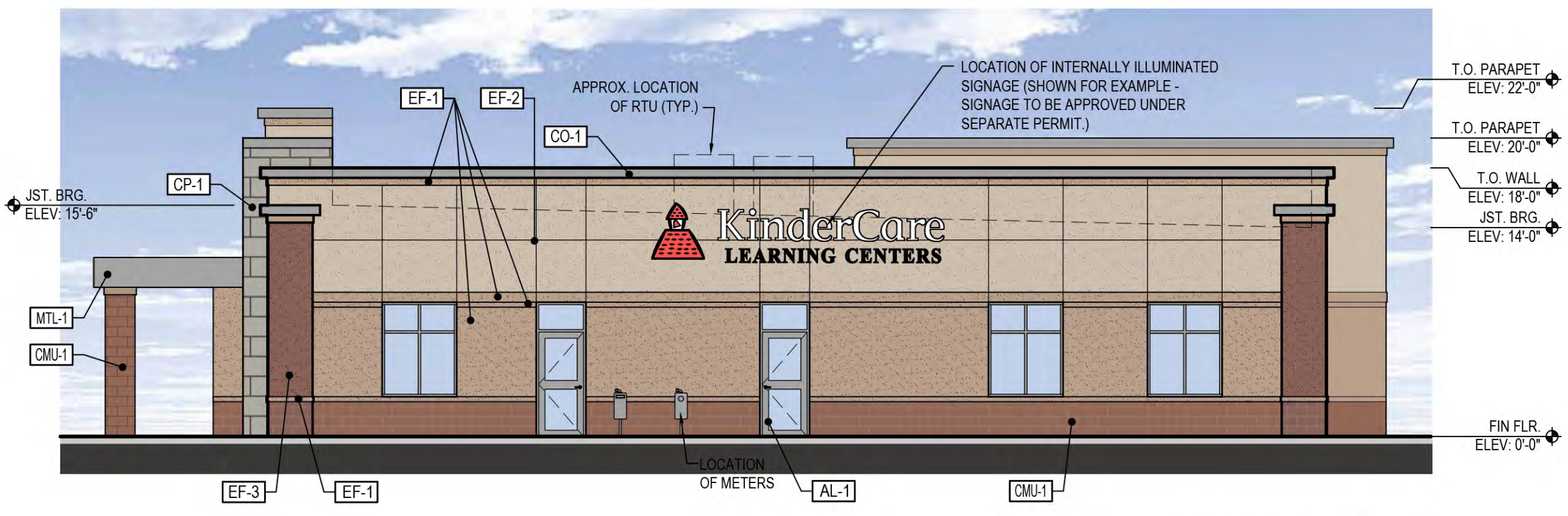
DATE 12/05/2023
 JOB NO. 23555

FP-1.0
 SHEET NO. 1 OF 2



1 EAST ELEVATION
A-4.0 SCALE: 1/8"=1'-0"

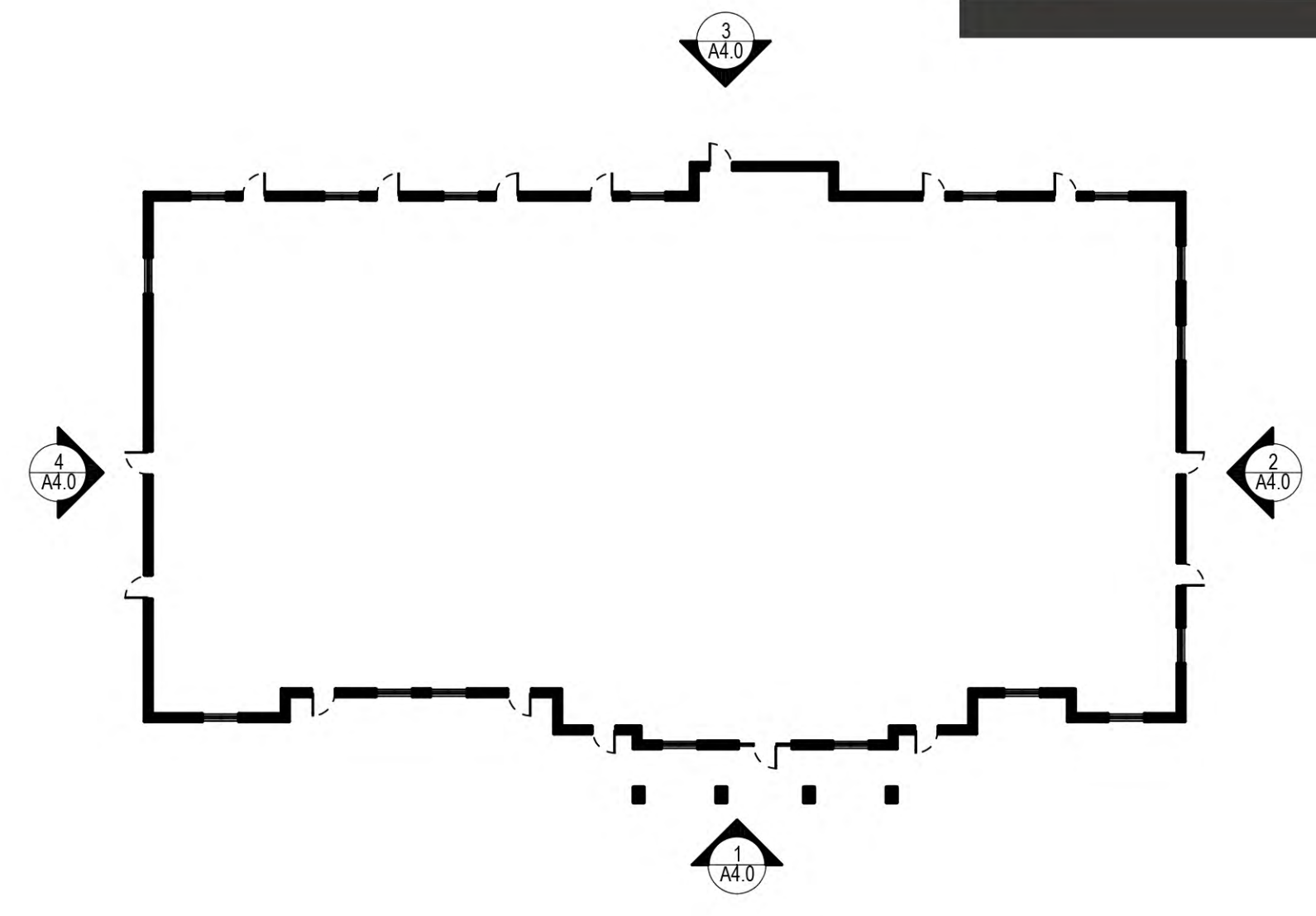
EXTERIOR FINISH MATERIAL SCHEDULE			
MARK:	MATERIAL:	COLOR / NAME:	REMARKS:
[AL-1]	ALUMINUM	CLEAR ANODIZED	ALUMINUM STOREFRONT
[CMU-1]	CMU	FIORI 52R	EP HENRY - ROCKFACE (SPLIT-FACED CMU)
[CO-1]	COPING	GRAY	PRE-FINISHED METAL COPING
[CP-1]	CEMENT PANEL	GENTLE GRAY	NICHIHA FIBER CEMENT PANEL SYSTEM, MASONRY SERIES, SANDSTONE, COMPOSITE CORE PANEL
[EF-1]	EIFS	MATCH BR-2	MNF. STO SYSTEM: STO THERM CI FINISH: FINE FINISH (OR EQUAL)
[EF-2]	EIFS	OATMEAL	MNF. STO SYSTEM: STO THERM CI FINISH: FINE FINISH (OR EQUAL)
[EF-3]	EIFS	MATCH CMU-1	MNF. STO SYSTEM: STO THERM CI FINISH: FINE FINISH (OR EQUAL)
[MTL-3]	METAL	WHITE	PRE-FINISHED WHITE BRAKE METAL



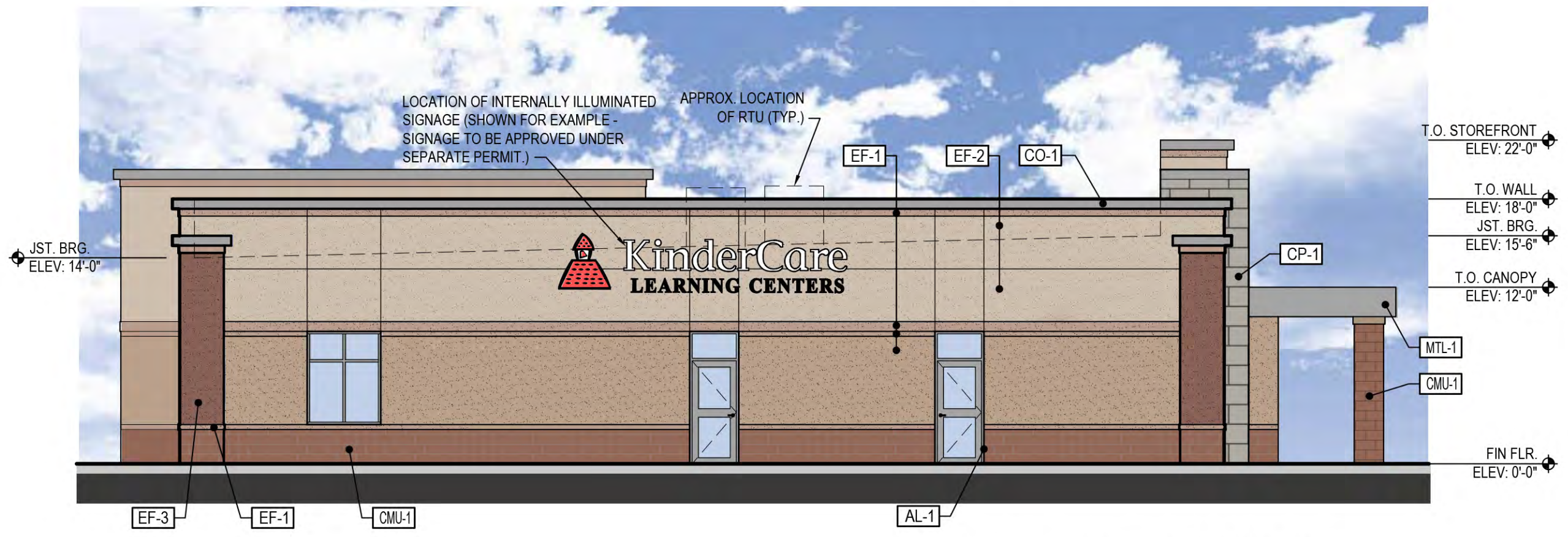
2 NORTH ELEVATION
A-4.0 SCALE: 1/8"=1'-0"



3 WEST ELEVATION
A-4.0 SCALE: 1/8"=1'-0"



5 KEY PLAN
A-4.0 SCALE: N.T.S.



4 SOUTH ELEVATION
A-4.0 SCALE: 1/8"=1'-0"

Exhibit L



ADA ARCHITECTS, P.C.
17710 Detroit Avenue, Lakewood, Ohio 44107
Phone (216) 521-5134 Fax (216) 521-4824
www.adaarchitects.com

KinderCare Education LLC
5953 LABEAUX AVENUE
ALBERTVILLE, MN

THESE DOCUMENTS CONTAIN INFORMATION PROPRIETARY TO ADA ARCHITECTS, P.C.
UNAUTHORIZED USE OF THESE DOCUMENTS IS EXPRESSLY PROHIBITED UNLESS AGREED UPON IN WRITING.

REVISIONS	
#	DATE
1	05/08/2024
2	
3	
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7	
8	
9	
10	

EXTERIOR ELEVATIONS

DATE 12/05/2023
JOB NO. 23555

A-4.0
SHEET NO.



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: June 19, 2024
To: Adam Nafstad, P.E.
From: Lanol Leichy, P.E.
Subject: Albertville Plaza Third Addition Plan Review
Albertville, MN
Project No.: 24X.134912.000

This memo summarizes the review of the civil plans and the stormwater management report submitted for the Albertville Plaza Third Addition project by ISG, plans dated June 14, 2024. **The applicant should respond in writing as to how each comment will be addressed.**

Civil Plans

1. Provide a wetland delineation report.
2. Provide an existing condition drainage map that shows the existing catchments corresponding to the HydroCAD schematic.
3. This property is located in the County Ditch #9 watershed. Per City ordinance (11-7-10: C.1.) all property within the County ditch no. 9 watershed shall not drain or discharge more than one-half (1/2) of the predevelopment rate of runoff. Please revise the stormwater management plan accordingly.
4. The SWPPP narrative shows an increase in impervious area of 0.25 acres, but the site plan measures over an acre of new impervious to be constructed. The proposed impervious acreage needs to be updated and the stormwater management plan should take this into account for the 1" water quality volume control requirement.
5. Given the Type D soils in boring S-01, no infiltration should be assumed in the proposed pond.
6. The stormwater calculations show an 8" orifice in the outlet, please provide a detail of this.
7. Provide storm sewer sizing calculations.
8. On the grading plan the minimum allowable grade in non-paved areas is 2%.
- 9.
10. Sheet C1-40: Show inlet protection at the low point catch basins on CSAH 19.
11. Sheet C1-40: Show erosion control blanket on all slopes equal or greater than 3:1.
12. Sheet C3-10: Show in the legend a description of the honeycomb hatch symbol.
13. Sheet C3-10: Identify the type of surface in the playground area.
14. Sheet C3-20: Identify the length and slope of the sanitary sewer pipe.

15. Sheet C4-10: Show the HWL of the pond.
16. On Sheet C5-10 identify the pond seed mix number.
17. The SWPPP description, Sheet C1-10, mentions the City of Inver Grove Heights, please update the SWPPP accordingly.
18. Provide proof of SWPPP designer certification on the SWPPP sheet.
19. A Stormwater Management Agreement will be required for this development for future maintenance of the stormwater pond. The City will provide a copy of this agreement, which will need to be recorded with the County.



**Wright County
Highway Department**
3600 Braddock Ave NE
Buffalo, MN 55313

Phone: (763)682-7383

Email:
HwyAdmin@co.wright.mn.us

CHAD HAUSMANN, P.E.
Highway Engineer

SARA BUERMANN, P.E.
Assistant Hwy. Engineer

CODY SEDBROOK, P.E.
Traffic Engineer

NATE HELGESON
Maintenance
Superintendent

BRIAN JANS
Shop Maintenance
Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

JOHN JORDAHL
Design Engineer

VACANT
Construction Engineer

July 1, 2024

Adam Nafstad
Albertville City Engineer/Administrator
5959 Main Avenue NE; PO Box 9
Albertville, MN 55301

RE: Preliminary Plat Review for Albertville Plaza Third Addition, CSAH 19
Plat No. 24.11

Dear Mr. Nafstad,

We have received the Application for Preliminary Plat review for Albertville Plaza Third Addition located along County State Aid Highway (CSAH) 19. Wright County may have additional comments prior to signing the plat and as the project progresses to the permitting and construction phase.

- 1) An Access Permit will be required for the new access on CSAH 19. A dedicated right turn lane will be required to be constructed on CSAH 19. Final design and construction plans will be reviewed as part of the permitting process.
- 2) The proposed right of way is aggregable to county staff.
- 3) A Right of Way permit is required for any work within the CSAH 19 right of way.
- 4) No increase to the peak runoff to the CSAH 19 right of way should result from this development project.
- 5) The final plat will need a signature block for the County Highway Engineer.
- 6) No business signage is allowed within County owned right of way.

Please contact us at 763-682-7383 if you have any questions or need further clarification.

Sincerely,

Cody Sedbrook, PE
Traffic Engineer

Cc: Chad Hausmann, Highway Engineer
Sara Buermann, Assistant Highway Engineer
Adam Backes, Permit Tech
Sean Graham, InSite Real Estate
CCSurveyor Mail List

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

RESOLUTION NO. 2024-20

**RESOLUTION APPROVING REQUESTS FOR ALBERTVILLE PLAZA 3RD
ADDITION PRELIMINARY PLAT, PUD ZONING MAP AND TEXT AMENDMENT
AND SITE AND BUILDING PLANS FOR KINDERCARE DAYCARE. TO
CONSTRUCT A 10,000 SQ. FT. COMMERCIAL DAYCARE AT 5953 LABEAUX
AVENUE WITHIN THE CITY OF ALBERTVILLE**

WHEREAS, InSite Development Services LLC is proposing a three lot subdivision, a zoning map and text amendment to change the zoning on the site from B-2A to PUD/ B-2A and a PUD development stage site and building plan for the construction of a 10,000 square foot KinderCare daycare facility, at 5953 Labeaux Avenue; and

WHEREAS, City Staff has reviewed submitted plans and prepared a planning report dated July 2, 2024, Engineer's memorandum dated June 19, 2024, and Wright County memorandum dated July 1, 2024; and

WHEREAS, the Albertville Planning Commission met and held a public hearing on July 9, 2024, to consider the InSite Development Services LLC applications for preliminary plat, PUD zoning map and text amendment and PUD site and building plans for KinderCare Daycare; and

WHEREAS, upon considering the application materials, the July 2, 2024 Planning Report, the June 19, 2024 Engineer's memorandum, the July 1, 2024 Wright County memorandum and public testimony the Planning Commission closed the public hearing and recommended that the City Council approve the requested InSite Development Services LLC applications for preliminary plat, PUD zoning map and text amendment and PUD site and building plans for KinderCare Daycare with the findings and conditions outlined in the July 2, 2024, Planning Report, June 19, 2024 Engineer's memorandum and July 1, 2024 Wright County memorandum; and

WHEREAS, upon considering the application materials, the July 2, 2024 Planning Report, June 19, 2024, Engineer's Memorandum, the July 1, 2024 Wright County memorandum 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 Albertville Plaza 3rd Addition preliminary plat, the Albertville Plaza B-2A/PUD zoning map and text amendment and Development Stage site and building plan for KinderCare Daycare at property at 5953 LaBeaux Avenue in Albertville with the following findings and conditions.

Preliminary Plat. The City Council approves the Albertville 3rd Addition preliminary plat with the following conditions.

1. City approval of the Albertville Plaza 3rd Addition B-2A/PUD zoning district over the entire development site.
2. A private street easement over the lots must be prepared by the applicant that defines the location and configuration of the private street. The Street easement must allow shared access to all the lots in Albertville Plaza 1st, 2nd, and 3rd Additions. The street easement shall be recorded simultaneously with the final plat.
3. All lots within the Albertville Plaza 1st, 2nd and 3rd Additions shall be members of a business association that jointly manages and maintains the private streets.
4. The applicant shall provide a copy of the business association document that outlines the terms for the management and maintenance of the private street and any common owned amenities.
5. The plat proposes a right in/right out curb cut onto County Road 19. The curb cut will require an access permit from the County and subject to County requirements.
6. The plat grading and drainage plan shall be subject to the review and approval of the City Engineer.
7. The utility plan shall be subject to the review and approval of the City Engineer.
8. Potable water and fire suppression will require separate service lines and valves leading into the building.
9. All minor utilities shall be installed and located in a joint trench.
10. The plat shall provide utility easements over all utilities, drainage ways and stormwater ponds serving the plat, the size and location shall be subject to the review and approval of the City Engineer.
11. The applicant shall enter into a development agreement with the City for the required site improvements and the installation of the public utilities and private street.

PUD /B-2A zoning. The City Council approves Ordinance No. 2024-04 Albertville Plaza Third Addition B-2A/ PUD zoning district for the Albertville Plaza 3rd Addition plat is approved with the following conditions.

1. Uses allowed in the B-2A/PUD district shall be the same as the B-2A base zoning district.
2. Setbacks in the B-2A/PUD district shall be same the B-2A district except the building setback shall be a minimum of 20 feet from the back of curb of the private street. Parking setback shall be a minimum of 10 feet from the back of curb of the private street.

3. The Lots within the Albertville Plaza 3rd Addition shall be a member of a business association responsible for the management and maintenance of the private street and common owned amenities.

PUD/B-2A Development Stage – Site and Building Plan. Based on the Building plan set dated December 5, 2023, and the Civil plans dated May 14, 2024, for KinderCare daycare on Lot 3 Albertville Plaza 3rd Addition Staff recommend approval of the Site and building plans with the following conditions being met.

1. Approval of the Albertville Plaza 3rd Addition Plat and its B-2A/ PUD zoning district.
2. Increasing the center and northern curb cut into Lot 3 to 30 feet to allow for ease of truck movements through the Daycare parking lot.
3. Applicant shall provide a construction detail for the trash enclosure demonstrating compliance with zoning code standards.
4. The site or building plans shall show the location of all ground mounted or rooftop mechanical equipment and its screening from view of adjoining properties and streets.
5. The landscape and grading plans provide tree preservation fencing along the drip lines of the existing trees at the northwest portion of the site to prevent compaction of the roots of these trees.
6. The landscape plan and grading plan relocated the conifer trees along the west boundary to the up-slope area of the site to break up the building mass.
7. Lighting on the west side of the building must be 90 degree cut off light fixtures with extended hoods to shield the light source from the homes to the west.
8. Grading and Utility plan shall be subject to the review and approval of the City Engineer.

Adopted by the City Council of the City of Albertville this 5th day of August 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

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

ORDINANCE NO. 2024-04

**AN ORDINANCE AMENDING APPENDIX A – ZONING ORDINANCE OF THE
ALBERTVILLE CITY CODE RELATED TO CHAPTER 5200, PUD PLANNED UNIT
DEVELOPMENT DISTRICTS CREATING SECTION 5200.39 ALBERTVILLE PLAZA
3RD ADDITION PUD/ B-2A ZONING DISTRICT AND AN AMENDMENT TO THE
ALBERTVILLE ZONING MAP**

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

SECTION 1. Chapter 5200 PUD Planned Unit Development District, Section 5200 is amended to add Section 5200.39 Albertville Plaza 3rd Addition B-2A/PUD District to read as follows.

5200.39: ALBERTVILLE PLAZA 3RD ADDITION B-2A/PUD:

- A. Permitted Uses: The permitted uses allowed within the B-2A district.
- B. Accessory Uses: The accessory uses allowed within the B-2A district.
- C. Conditional Uses: The conditional uses allowed within the B-2A district.
- D. Setbacks:

Setbacks	Front	Side (Interior)	Setback from the private street.	Rear	Parking setback from streets*
	35 feet	10 feet	20 feet	20 feet	10 feet

*Ten-foot parking setback applies to both public and private street.

- E. Special PUD Conditions: The following special PUD conditions shall apply to the lots in Albertville Plaza 3rd Addition.
 - 1. A private street easement shall be established over the lots in the Albertville Plaza 3rd Addition to allow shared access with all the lots in Albertville Plaza 1st, 2nd, and 3rd Additions.
 - 2. The Lots within the Albertville Plaza 3rd Addition shall be a member of a business association responsible for the management and maintenance of the private street and common owned amenities.

SECTION 2. The Albertville zoning map is hereby amended changing the property legally described below from B-2A District to Albertville Plaza 3rd Addition B-2A/ PUD District.

Legal description:

Address: 5953 LaBeaux Avenue NE, Albertville Minnesota

PID : 101-500-021-101

This amendment shall be in full force and effective immediately following its passage and publication.

Adopted by the City Council of the City of Albertville this 5th day of August 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

GENERAL ADMINISTRATION

2025 Preliminary Budget Workshops: A budget workshop has been set for 6:15 pm prior to regular August 5th City Council meeting.

2024 Candidate Filing: The Mayor and two Councilmembers seats will be up for election on the November ballot. Filing for these offices begins Tuesday, July 30 and runs through Tuesday, August 13. Candidates must be 21 by Election Day, reside in Albertville at least 30 days before the elections, and be an eligible voter. Filing is available at the City hall and the cost is \$15.

FYCC: Paula Adamski's last day with FYCC was July 31. Paula worked as the FYCC supervisor for over 5 years and did a great job. We appreciate Paula's hard work and dedication to the organization, and she will be missed! Over the past two weeks interviews have been conducted for Paula's replacement and an offer letter has been sent out. We anticipate having the new supervisor start around the end of the month.

St. Michael Daze and Knights Invite: The Daze and Knights social hour is Friday, August 9 at 5 pm at Towne Center Park (invite attached).

I-94 Gap Groundbreaking: The I-94 West Corridor Coalition is hosting a project groundbreaking on Friday, August 16, at 10 am at the MnROAD Facility.

Transportation Alliance Fly-In: The annual D.C. fly-in event will be September 17 to 19. The I-94 Coalition is working to set up meetings Minnesota's congressional members. Please let me know if you are interested in attending.

Absentee Voting: Absentee voting for the August 13 Primary Election continues through August 12, 2024. The Albertville City Hall is open 7 am to 5:30 pm Monday through Thursday for in-person voting and will also be open Saturday, August 10 from 9 am to 3 pm. Direct Balloting begins on July 26 which allows the absentee voter to place their voted ballot directly into the ballot counter instead of a series of envelopes for later processing.

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 City is working on several properties regarding zoning ordinance and/or nuisance ordinance violations. Generally, the violations include outdoor storage of vehicles, materials, and/or equipment, and typically include junk accumulation and illegal structures.

ENGINEERING/PUBLIC WORKS

I-94 Gap Project – Albertville to Monticello: The 3-year expansion project began on July 22. This year crews will prepare the work zone, including temporary lane widening and median crossovers. Major construction will take place spring 2025 to fall 2026. Overall, I-94 will remain open to two lanes, each direction, on one side of the interstate as crews construct the adjacent side.

Main Avenue Reconstruct: Staff is working on preliminary design and is working to coordinate a project schedule with Xcel.

2024 Street Overlay: The project is underway and is expected to be completed by the end of the month.

2024 Concrete Improvements: 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 arrived last week.

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.



The St. Michael City Council
invites you to join them to
kick off the annual Daze &
Knights celebration and
enjoy a beverage or two with
other neighboring
councils/boards and staff.



Friday, August 9th at 5:00 pm
at the beer tent.

Please note, the festival will be moving across the street into
Town Center Park and across to the splash pad.