



City of Albertville Council Agenda

Monday, August 19, 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 August 5, 2024 Budget Workshop Meeting minutes as presented, 3-4
- B. Authorize the Monday, August 19, 2024, payment of claims as presented, except bills specifically pulled which are passed by separate motion. The claims listing has been provided to City Council as a separate document and is available for public view at City Hall upon request. 5
- C. Adopt the following Resolutions imposing civil penalty for liquor license violations according to Albertville City Code Section 4-1-15. 6-9
 - Resolution No. 2024-21 imposing civil penalty for a liquor license violation occurring on June 23, 2024, at KWIK Trip, INC dba Kwik Trip#1020, 6300 LaBeaux Avenue.
 - Resolution No. 2024-22 imposing civil penalty for a liquor license violation occurring on June 23 and August 6, 2024, at DGA Corporate dba El Bamba, 5986 Main Avenue.
- D. Authorize the promotion of Benjamin Stock to the position of Probationary Paid-On-Call Firefighter with the Albertville Fire Department. 10-11
- E. Approve a revision to the Personnel Requirements section of the Albertville Fire Department’s Standard Operating Policies and Procedures. 12-13
- F. Adopt Resolution No. 2024-23 accepting a donation in the amount of \$5,000 from the STMA Rotary Club for the purchase and installation of a sunshade for Central Park 14-15
- G. Approve an On-Sale Temporary Liquor License application for the Albertville Lions Club for a Music in the Park event on September 5, 2024, from 6 pm to 8:30 pm 16

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

1. Set Truth in Taxation Hearing

(Set the Truth in Taxation Hearing for the 2025 Levy for 6:15 pm on Monday, December 2, 2024, in the Albertville Council Chambers.)

D. Finance – None

E. Fire – None

F. Planning and Zoning – None

G. Public Works/Engineering

1. Purchase of 2024 Ford F-150 4X2 Regular Cab Truck with 8’ box

17-18

(Motion to approve the purchase of a 2024 Ford F-150 4x2 Regular cab long box for \$40,074.19.)

2. Central Park Playground Concept

19

3. Linwood Park Sport Courts Discussion

H. Legal – None

I. Administration

1. City Administrator’s Update

20-21

10. Announcements and/or Upcoming Meetings

August 26	Joint Powers Water Board, 6 pm Parks Committee, 7 pm
September 2	City Hall closed in observance of Labor Day
September 3	City Council, 7 pm (Tuesday)
September 9	STMA Arena Board, 7 pm
September 10	Planning Commission, 7 pm

11. Adjournment



ALBERTVILLE CITY COUNCIL WORKSHOP

DRAFT MINUTES

August 5, 2024 – 6:15 pm
Council Chambers
Albertville City Hall

1. Call to Order

Mayor Hendrickson called the workshop to order at 6:29 pm.

Present: Mayor Hendrickson, Councilmembers Cocking and Olson.

Councilmember Hayden arrived at 6:34 pm.

Absent: Councilmember Zagorski

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

2. Continued 2025 Preliminary Budget Presentation

Finance Director Lannes reviewed the amount the City of Albertville contributes to the overall operation of shared Senior Center and Library operations which is 24.91%. She answered questions from Council regarding the City's portion and the allocation formula used for the amount the City contributes. She also provided information on the 2025 Otsego Fire Contract charges and options to phase out the funds received from the City of Otsego as it gets closer to the end of the contract period.

City Administrator Nafstad provided additional information on the Fire Service contract and reviewed the tax capacity formula used to determine the contract charges.

Fire Chief Bullen provided the history of the service contract and the formula that the other cities providing fire services to Otsego were using. He answered questions from Council regarding the service contract.

Finance Director Lannes presented 2025 estimated levy impacts to residential and commercial properties within in the City for Council review.

There was Council discussion regarding the proposed levy samples and the levy impacts. The Council considered capping the preliminary levy under 5%.

3. Discuss August 19 Workshop Topics

City Administrator Nafstad reported at the next workshop, City staff would provide an update on the over Central Park strategic plan that the Albertville Parks Committees has a recommended along with considerations for other land the City owns for example the compost site. City Administrator Nafstad reported the next budget workshop was scheduled for August 19, 2024, at 6:15 pm.

4. Adjournment

MOTION made by Councilmember Cocking, second by Councilmember Olson to adjourn the workshop at 6:59 pm. Ayes: Cocking, Hayden, Hendrickson, and Olson. Nays: None. Absent: Zagorski. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk

August 19, 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 19, 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 19, 2024

SUBJECT: CONSENT – CLERK – IMPOSE CIVIL PENALTIES FOR LIQUOR LICENSE VIOLATIONS

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

MOTION TO: Adopt the following Resolutions imposing civil penalties for liquor license violations according to Albertville City Code section 4-1-15.

- Resolution 2024-21 imposing civil penalty for a liquor license violation occurring on June 23, 2024, at Kwik Trip, INC dba Kwik Trip #1020, 6300 LaBeaux Avenue NE.
- Resolution 2024-22 imposing civil penalty for liquor license violations occurring on June 23 and August 6, 2024, at DGA Corporate dba El Bamba, 5986 Main Avenue.

BACKGROUND: The Wright County Sheriff's Department, along with Wright County Public Health staff performed alcohol compliance checks on the City's liquor establishments on June 23, 2024 and then a re-check on August 6, 2024 on the two establishments that failed in which El Bamba failed again. Under the direction of the Wright County Sheriff's Department, an underaged buyer attempted to purchase alcoholic beverages at the licensed establishment throughout the City. The youth buyer was not disguised and provided their valid MN Driver's License if asked for proof of age. Two of the licensed establishments failed the compliance check by selling alcohol to the underaged buyer.

The City is responsible for imposing civil penalties against the license holders. Minnesota Statute 340A.415 limits civil penalty fees to a maximum of \$2,000 for each violation. The Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine establishes guidelines for the imposition of civil penalties against liquor licensee for liquor violations.

Wright County Public Health continues to offer alcohol sale training classes for all Wright County Establishments. All establishments are notified of upcoming training classes and are encouraged to attend.

KEY ISSUES:

- The Wright County Sheriff's Department performed alcohol compliance checks on the City's liquor establishments on June 23, 2024.
- Two of the licensed establishments failed the compliance checks by selling alcohol to an underaged buyer and one of the establishments failed the re-check on August 6, 2024.
- The City Council has the authority under the provisions of MN Statute Section 340A.415 to either revoke the license, suspend the license for up to 60 days, impose a civil penalty of up to \$2000 for each violation, or impose any combination of these sanctions.
- The City has adopted guidelines for enforcement which are contained in Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine which call for fines for the first and second violation within a two-year period, subject to Council discretion.

- Per Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine, if the licensee should wish to dispute the fine, the establishment will be given an opportunity to request a hearing in front of the Albertville City Council.
- Wright County Public Health provides all Wright County establishments alcohol sales training classes.

FINANCIAL CONSIDERATIONS: The City of Albertville 2024 Fee Schedule provides the violation fine amounts depending on the number of violations within a certain time frame.

LEGAL CONSIDERATIONS: The Mayor and City Council have the authority to impose civil penalties on establishments that fail the alcohol compliance checks.

Responsible Person: Kris Luedke, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-21
- Resolution No. 2024-22

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

RESOLUTION NO. 2024-21

**RESOLUTION IMPOSING CIVIL PENALTY FOR A LIQUOR LICENSE
VIOLATION OCCURRING ON JUNE 23, 2024, AT KWIK TRIP, INC
DBA KWIK TRIP #1020, 6300 LABEAUX AVENUE NE**

WHEREAS, the Wright County Sheriff's Department, along with the Wright County Public Health Staff, conducted alcohol compliance checks within the City of Albertville; and

WHEREAS, on June 23, 2024, a liquor violation, sale of liquor to a minor, occurred at Kwik Trip #1020, 6300 LaBeaux Avenue NE in Albertville; and

WHEREAS, the liquor license violation was the first occurrence at this establishment within a two-year period; and

WHEREAS, the City Council has the authority under the provisions of Section 340A.415 of Minnesota Statutes to either revoke the license or permit, suspend the license or permit for up to 60 days, impose a civil penalty of up to \$2000 for each violation, or impose any combination of these sanctions; and

WHEREAS, the City has adopted guidelines for enforcement which are contained in Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine which call for a \$500 fine for the first violation within a two-year period, subject to Council discretion; and

WHEREAS, per Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine, if Kwik Trip #1020 should wish to dispute the fine, the establishment will be given an opportunity to request a hearing in front of the Albertville City Council.

NOW, THEREFORE, BE IT RESOLVED by the Albertville City Council that a civil penalty of \$500 is hereby imposed on the license holder pursuant to Albertville City Code section 4-1-15.

Adopted by the City Council of the City of Albertville this 19th day of August 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

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

RESOLUTION NO. 2024-22

**RESOLUTION IMPOSING CIVIL PENALTY FOR A LIQUOR LICENSE
VIOLATION OCCURRING ON JUNE 23 AND AUGUST 6, 2024, AT DGA
CORPORATE DBA EL BAMBA, 5986 MAIN AVENUE**

WHEREAS, the Wright County Sheriff's Department, along with the Wright County Public Health Staff, conducted alcohol compliance checks within the City of Albertville; and

WHEREAS, on June 23, 2024, a liquor violation, sale of liquor to a minor, occurred at El Bamba, 5986 Main Avenue in Albertville; and

WHEREAS, the Wright County Sheriff's Department conducted re-checks on August 6, 2024, and the establishment failed the second compliance check which was the second occurrence at the restaurant within a two-year period; and

WHEREAS, the City Council has the authority under the provisions of Section 340A.415 of Minnesota Statutes to either revoke the license or permit, suspend the license or permit for up to 60 days, impose a civil penalty of up to \$2000 for each violation, or impose any combination of these sanctions; and

WHEREAS, the City has adopted guidelines for enforcement which are contained in Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine which call for a \$1,000 fine for the second violation within a two-year period, subject to Council discretion; and

WHEREAS, per Albertville City Code section 4-1-15 Suspension or Revocation of License; Civil Fine, if El Bamba should wish to dispute the fine, the establishment will be given an opportunity to request a hearing in front of the Albertville City Council.

NOW, THEREFORE, BE IT RESOLVED by the Albertville City Council that a civil penalty of \$1,000 is hereby imposed on the license holder pursuant to Albertville City Code section 4-1-15.

Adopted by the City Council of the City of Albertville this 19th day of August 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

August 19, 2024

**SUBJECT: CONSENT – FIRE – AUTHORIZE THE PROMOTION OF A
PROBATIONARY PAID-ON-CALL FIREFIGHTER**

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

MOTION TO: Authorize the promotion of the following individual to the position of Probationary Paid-On-Call Firefighter with the Albertville Fire Department:

- Benjamin Stock

BACKGROUND: The Albertville Fire Department (AFD) currently has openings in the Paid-On-Call membership and is requesting the approval to promote the above-named individual from the position of Reserve Firefighter to Probationary Paid-On-Call Firefighter.

The Reserve Firefighter has met the requirements for promotion to Probationary Paid-On-Call Firefighter as outlined in Section 5.4.1 (Reserve Firefighter) of the AFD Standard Operating Policies and Procedures.

These requirements include, but are not limited to:

- a. Completing Firefighter I/II, HazMat Operations
- b. Completing CPR/Emergency Medical Responder (EMR)
- c. Completing FEMA ICS / NIMS 100 / 200 / 700
- d. Obtain an MBFTE Firefighter License
- e. Obtain an EMSRB EMR Certification
- f. Responding to at least 20% of the total calls per quarter
- g. Attendance at regularly scheduled meetings and/or training drills and official events

The AFD Board of Officers voted unanimously for the promotion of the above-named individual at their last meeting.

The AFD is asking for Council authorization for the promotion to Probationary Paid-On-Call Firefighter.

If approved by the Council, the new Probationary Paid-On-Call Firefighter will be promoted on Thursday, August 29th, at the Albertville Fire Department.

The new Probationary Paid-On-Call Firefighter will serve a probationary period for a minimum of 12-consecutive months or as deemed necessary by the Fire Chief and/or Board of Officers.

KEY ISSUES:

- The AFD has an opening in the Paid-On-Call membership.
- One member has successfully completed the minimum requirements for promotion from Reserve Firefighter to Probationary Paid-On-Call Firefighter.

- The AFD Board of Officers voted unanimously for the promotion.
- If approved by the Council, the member will be promoted on Thursday, August 29th, at the Albertville Fire Department.

FINANCIAL CONSIDERATIONS: The costs associated with the promotion are part of the annual Fire Department Operating budget.

LEGAL ISSUES: The City Council has the authority to establish new positions and hire personnel.

Responsible Person: Eric Bullen, Fire Chief

Submitted Through: Adam Nafstad, City Administrator-PWD

August 19, 2024

SUBJECT: CONSENT – FIRE – STANDARD OPERATING PROCEDURE UPDATE

RECOMMENDATION: Staff respectfully requests Council consideration regarding a proposed revision to the Personnel Requirements Policy of the Albertville Fire Department’s Standard Operating Policies and Procedures.

MOTION TO: Approve a revision to the Personnel Requirements section of the Albertville Fire Department’s Standard Operating Policies and Procedures.

BACKGROUND: The Albertville Fire Department (AFD) is currently operating under Standard Operating Policies and Procedures (SOP’s) that were authorized, as a whole, by the City Council in April 2021.

The current Personnel Requirements Policy needs a minor update. The proposed change in the SOP is removing the word “medical” and replacing it with the word “response”, to accurately reflect how the current SOP is being administered. There will be no operational change with the SOP update.

The Board of Officers has discussed the proposed changes and is in support of the revision.

If approved by the Council, the updated SOP will be discussed and implemented at the next Fire Department training night on Thursday, August 29th, 2024.

POLICY/PRACTICES CONSIDERATIONS: It is the City’s policy for Council to review and approve policies as they deem necessary.

Responsible Person: Eric Bullen, Fire Chief

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Section 7.1.3 Personnel Requirements – Medical Companies SOP
- A full copy of the AFD SOP’s is available on request

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: ~~Response Medical~~ Companies
Chapter: 7.0 Personnel Requirements
Section: 7.1 Attendance
Sub-Section: 7.1.3 ~~Response Medical~~ Companies

Date: 04/20/2021
Page: 1 of 1

Updated: 08/19/2024

7.1 Attendance

7.1.3 ~~Response Medical~~ Companies

- A. To provide consistent coverage to overnight ~~medical~~ calls, each AFD Company will be assigned to a “~~Response Medical~~ Company” on a rotating, monthly, basis.
 - 1. The current AFD Companies are outlined in Section 4.1 (Organizational Chart) of the AFD Standard Operating and Response Guidelines.
 - 2. The Deputy Fire Chief, Assistant Fire Chief, and Training Captain will be assigned to a ~~Response Medical~~ Company.
- B. During the assigned month, the designated ~~Response Medical~~ Company is responsible for responding to ALL calls for service between the hours of 2200 and 0500. The ~~Response Medical~~ Company will be responsible for responding during these hours from Sunday night through Friday morning, including Holidays.
- C. Personnel not on the assigned ~~Response Medical~~ Company, are not responsible for responding to MEDICAL calls during the above ~~Response Medical~~ Company hours, unless additional assistance is requested by the ~~Response Medical~~ Company, or another call for service is paged out.
- D. Any call, other than a medical call, shall be considered “All-Calls”, with all Firefighters responding per Section 6.1.1 (Call Response Percentage Requirements) of the AFD Standard Operating Policies and Procedures.
- E. Should a ~~Response Medical~~ Company Firefighter need a pre-excused absence from their ~~Response Medical~~ Company responsibilities, they shall notify their Company Officers. The Company Officers shall determine if the Firefighter’s requested absence will be able to be covered by the remaining Company personnel, or if the Firefighter will need to find a replacement for the missed time.
- F. All Firefighters are allowed, and encouraged, to respond to all ~~Response Medical~~ Company calls outside of their own ~~Response Medical~~ Company months.
- G. Failure to follow the ~~Response Medical~~ Company policy may result in disciplinary action as outlined in Section 4.2 (Discipline Policy) of the AFD Standard Operating Policies and Procedures.

August 19, 2024

**SUBJECT: CONSENT – CLERK – STMA ROTARY CLUB DONATION FOR
CENTRAL PARK**

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

MOTION TO: adopt Resolution No. 2024-23 accepting a donation in the amount of \$5,000 from the STMA Rotary Club for the purchase and installation of a sunshade for Central Park.

BACKGROUND: At the November 7, 2022, City staff received approval to purchase a sunshade to be placed over the patio area adjacent to the skate park. The amount of the purchase was \$13,279.64 which would be financed with Park Dedications funds. The STMA Rotary Club has offered to donate \$10,000 towards the purchase and installation of the sunshade over a two year period. The first donation of \$5,000 was received on January 3, 2023, and accepted on Resolution No. 2023-02. This will be the final \$5,000 donation.

KEY ISSUES:

- At the November 7, City Council meeting, a quote from Midwest Playscapes for the purchase and installation of a sunshade at Central Park was approved.
- The STMA Rotary Club has generously offered to pay \$10,000 over a two year period for the sunshade. The first payment of \$5,000 was received on January 3, 2023, and accepted on Resolution No. 2023-02. This is the final donation of \$5,000.

FINANCIAL CONSIDERATIONS: The remainder of the cost for the purchase and installation of the sunshade will be financed with Park Dedication funds.

LEGAL CONSIDERATIONS: The Mayor and Council are required by Minnesota State Statute to acknowledge and accept all donations by Resolution.

Responsible Person: Kris Luedke, City Clerk

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment:

- Resolution No. 2024-23

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

RESOLUTION NO. 2024-23

**RESOLUTION ACCEPTING A DONATION IN THE AMOUNT OF \$5,000 FROM
THE STMA ROTARY CLUB FOR THE PURCHASE AND INSTALLATION OF A
SUNSHADE FOR CENTRAL PARK**

WHEREAS, the City of Albertville is authorized to accept contributions of real and personal people pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the STMA Rotary Clubs has offered to donate \$10,000 towards the purchase and installation of the sunshade over a two year period; and

WHEREAS, the City of Albertville has received the first donation in the amount of \$5,000 from the STMA Rotary Club on January 3, 2023, for the purchase and installation of the sunshade which will be placed over the patio area adjacent to the skate park in Central Park; and

WHEREAS, this is the final donation in the amount of \$5,000 from the STMA Rotary Club for the purchase and installation of the sunshade which will be placed over the patio area adjacent to the skate park in Central Park; and

WHEREAS, the City Council would like to thank the STMA Rotary Club and commend them for their support of the Albertville Parks.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Albertville, Minnesota, that the donation be accepted and acknowledged with gratitude.

BE IT FURTHER RESOLVED, that said funds shall be deposited to the appropriate fund and used for the sunshade at Central Park for the Albertville Parks Department.

Adopted by the City Council of the City of Albertville this 19th day of August, 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

August 19, 2024

SUBJECT: CONSENT – CLERK – TEMPORARY LIQUOR LICENSE FOR THE ALBERTVILLE LIONS CLUB

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

MOTION TO: Approve an On-Sale Temporary Liquor License application for the Albertville Lions Club for a Music in the Park event on September 5, 2024, from 6 pm to 8:30 pm.

BACKGROUND: The Albertville Lions have applied for a temporary liquor license for their Music in the Park event scheduled for Thursday, September 5, 2024. The event will be held in the Albertville Central Park including the Depot area.

KEY ISSUES:

- Music in the Park is held from 6 pm to 8:30 pm.
- The Lions submitted an on-sale temporary liquor license application for a Nostalgia Beer Night event.
- Albertville Lions Club has submitted the \$100 fee for a temporary liquor license event and has provided the required certificate of liability insurance.

FINANCIAL CONSIDERATIONS: There is minimal financial revenue collected from the applicant for the liquor license.

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

Responsible Person: Kris Luedke, City Clerk

Submitted Through: Adam Nafstad, City Administrator-PWD

On File:

- The temporary liquor license application is on file in the City Clerk's office

August 19, 2024

SUBJECT: PUBLIC WORKS – PURCHASE OF 2024 FORD F-150 4X2 REGULAR CAB TRUCK WITH 8’ BOX

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

MOTION TO: Approve the purchase of a 2024 Ford F-150 4x2 Regular cab long box for \$40,074.19.

INFORMATION: The City has received a quote from Midway Ford for the Pickup, to be used by Public Works.

KEY ISSUES:

- The pricing for the pickup is based on the Minnesota State Contract Pricing.

POLICY CONSIDERATIONS: It is the Mayor and Council’s policy to review and approve the purchases for the Public Works Department.

FINANCIAL CONSIDERATIONS: The funds for the pickup would come from capital reserves designated for public works equipment.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to approve equipment purchases.

Responsible Person: Tim Guimont, Public Works Supervisor

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment:

- Proposal from Midway Ford

Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
tswanson@rosevillemidwayford.com

Fax # 651-604-2936

FTM11 Contract # 169665
2024 F-150 4X2- Regular Cab- 8' Box

Standard		
Automatic Transmission	40/20/40 Vinyl Seat	2.7L EcoBoost V6
Air Conditioning	Dual Front Air Bags	Rubber Floor Covering
AM/FM Radio	4-Wheel ABS Brakes	Bumpers w/Rear Step
Matching Full Size Spare Tire	Tilt Wheel	Cruise Control
Power Windows	Power Locks	Hitch
Rear View Camera	Bluetooth	

Options	Code	Price	Select	Exterior Colors	Code	Select
3.73 E-Locker	XL6	\$518	x	Blue Jeans Metallic	N1	
Cloth Seats	CS	N/C	x	Race Red	PQ	
5.0L V8	995	\$1,246	x	Stone Gray	D1	
Spray-in Bedliner	96W	\$542	x	Agate Black	UM	
				Magnetic Metallic	J7	
				Ingot Silver Metallic	UX	
				Oxford White	YZ	x
				Extended Service Contracts	Cost	Select
				7 year/75,000 mile	\$2,570	
				PremiumCare Warranty		
				(Bumper to Bumper)		
Option Total		\$2,306				

Base Price	Totals	You must have a active FIN code to participate in this purchase contract : FIN code # _____	
	\$34,870.32	Purchase Order required prior to order placement	
Options Price Totals	\$2,306.00	PO # _____	
Extended Warranty		Name of Organization _____	
Transit Impr Excise Tax	\$20.00	Address _____	
Tax Exempt Lic	\$47.00	City, State, Zip _____	
6.875% Sales Tax	\$2,555.87	Contact Person/ Phone # _____	
Document fee	\$275.00	Contact's e-mail address and fax # _____	
Sub total per vehicle	\$40,074.19		
Number of Vehicles	1		
Grand Total for all units	\$40,074.19		

Acceptance Signature _____
 Print Name and Title _____ Date _____

August 19, 2024

SUBJECT: PUBLIC WORKS – CENTRAL PARK PLAYGROUND CONCEPT

RECOMMENDATION: It is respectfully requested that the Mayor and Council consider the following information and provide any desired direction:

BACKGROUND: Central Park is located within the heart of downtown Albertville and is surrounded by commercial and residential land uses. Central Park is home to many long-standing traditions, including: the annual Albertville Friendly City Days, weekly summer Reading in the Park, weekly summer/fall Farmer’s Market & Music in the Park along with many other youth and community events.

For several years, the City’s Parks Committee has been exploring options to improve the play equipment at Central Park. The park’s current playground and equipment were originally installed in 1971, and a few pieces of equipment were replaced in 1998. The current ground cover within the playground is a combination of sand and mulch, which is difficult to walk on, and does not have a defined boarder, and does not meet accessibility requirements.

After many meetings and lengthy discussions, the Parks Committee is recommending the proposed improvements include all new play structures, new surfacing, and new pedestrian points of access. It is recommended that the play area surfacing be a poured in place rubberized safety surfacing, bordered by an ADA concrete walkway surrounding the playground. The recommended concept also includes features such as shade structures, seating, and landscaping.

The preliminary estimate for the concept is \$1,476,000.

In 2024, the City submitted a grant application to the DNR for \$350,000 and was not successful. It is anticipated that the City will submit again in 2025.

At Monday’s meeting, staff will present the Parks Committee’s layout concept, as well as the playground equipment design.

Ultimately, staff is seeking feedback on the concept, funding, and preferred timing of the playground improvements.

Submitted Through: Adam Nafstad, City Administrator-PWD

GENERAL ADMINISTRATION

2025 Preliminary Budget Workshops: The 2024 Budget Workshop #3 is scheduled for August 19 at 6:15 pm prior to regularly scheduled City Council meeting.

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.

O'Donnell Property: The City Staff has prepared a purchase agreement for the property on 60th Street and will be working towards an October closing.

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 with Minnesota's congressional members. Please let me know if you are interested in attending.

2024 Primary Election: As of August 13, the City of Albertville has 5,039 registered voters. For the Primary Election, 250 residents voted at the polls on Election Day and 47 residents absentee voted leading up to the election for a total voter turnout of approximately 6%.

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

Linwood Park Sport Courts: Staff is collecting quotes to replace the fencing, pavement, and surfacing of the two sport courts (tennis and basketball). We intend to present quotes for approval at the first Council meeting in September.

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.

WWTF Improvements: The project continues to progress well. Currently, the Contractor is working to complete site grading and road construction.

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.