



City of Albertville Council Agenda

Monday, November 18, 2024

City Council Chambers

7 pm

PUBLIC COMMENTS -The City of Albertville welcomes and encourages public input on issues listed on the agenda or of general community interest. Citizens wishing to address the Council regarding specific agenda items, other than public hearings, are invited to do so under Public Forum and are asked to fill out a "Request to Speak Card". Presentations are limited to five (5) minutes.

1. Call to Order

2. Pledge of Allegiance – Roll Call

Pages

3. Recognitions – Presentations – Introductions

4. Public Forum – (time reserved 5 minutes)

5. Amendments to the Agenda

6. Consent Agenda

All items under the Consent Agenda are considered to be routine by the City staff and will be enacted by one motion. In the event an item is pulled, it will be discussed in the order listed on the Consent Agenda following the approval of the remaining Consent items. Items pulled will be approved by a separate motion.

- A. Approve the October 21, 2024, regular City Council Meeting minutes as presented. 3-6
- B. Approve the November 12, 2024, special City Council Meeting minutes as presented. 7
- C. Authorize the Monday, November 18, 2024, payment of claims as presented, except bills specifically pulled which are passed by separate motion. The claims listing has been provided to City Council as a separate document and is available for public view at City Hall upon request. 8
- D. Approve the Wright County Assessment Services Agreement for years 2026 through 2027. 9-14

7. Public Hearing

- A. **Public Hearing - AVA 3rd Addition Preliminary and Final Plat and Zoning Map Amendment** 15-22
 - Mayor to open the public hearing
 - Motion to close the public hearing

(Motion to adopt Resolution No. 2024-35 approving the preliminary and final plat entitled AVA Third Addition and Ordinance No. 2024-07 a zoning map amendment changing the zoning on parcel at 6748 Kadler Avenue NE from I-1 Limited Industrial district to I-2 General Industrial district.)

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. Approve 2024 Certification of Uncollected Utility Bills and Invoices** 23-28
(Motion to adopt Resolution No. 2024-36 certifying the 2024 Uncollected Utility Bills and invoice to Wright County for Collection with Real Estate Taxes.)
- 2. Approve Driveway Improvement Assessments** 29-31
(Motion to adopt Resolution No. 2024-37 adopting Driveway Improvement Assessments.)
- 3. Approve Sanitary Sewer and Municipal Water Charges for SBP Labeaux LLC** 32-36
(Motion to adopt Resolution No. 2024-38 adopting Assessment for Sanity Sewer and Municipal Water Charges for SBP Labeaux LLC.)
- 4. 2025 Enterprise Budgets and Rate Information Discussion**
- 5. Approve Recycling Fund Rates** 37-38
(Motion to adopt Resolution No. 2024-39 setting the Recycling Fees for the January 2025 through May 2026 period.)

E. Fire – None

F. Planning and Zoning – None

G. Public Works/Engineering – None

H. Legal – None

I. Administration

- 1. Approve Planning Service Contract with Bolton & Menk** 39-51
(Motion to adopt Resolution No. 2024-40 approve a professional services agreement with Bolton & Menk for Planning Consultant Services.)
- 2. City Administrator’s Update** 52-53

10. Announcements and/or Upcoming Meetings

- | | |
|-------------|---------------------------------------------------|
| November 25 | Joint Powers Water Board, 6 pm |
| | Parks Committee, 7 pm |
| November 28 | City Offices closed in observance of Thanksgiving |
| December 2 | Truth-in-Taxation Hearing, 6:15 pm |
| December 2 | City Council, 7 pm |
| December 9 | STMA Arena Board, 6 pm |
| December 10 | Planning Commission, 7 pm |
| December 16 | City Council, 7 pm |

11. Adjournment



ALBERTVILLE CITY COUNCIL

DRAFT REGULAR MEETING MINUTES

October 21, 2024 – 7 pm
Council Chambers
Albertville City Hall

1. Call to Order

Mayor Hendrickson called the meeting to order at 7 pm.

2. Pledge of Allegiance – Roll Call

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

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

3. Recognitions – Presentations – Introductions

Wright County Commissioner Holland provided information on Wright County's tax levy for 2025 and details on the proposed cannabis ordinance that Wright County has been preparing. She answered questions from the Council.

4. Public Forum

Mr. Alex Purinton, 11262 Linden Way NE, Albertville, said he lives in the Towne Lakes development and would like to address the Council regarding the one-sided parking signs. He reported the newer section of the development does not have the no parking signs on one side of the street, so he requested the City to consider adding the no parking signs on one side of the street due to how narrow the streets are when cars are parked on both sides of the street. He presented a draft solution of adding them to the newer development area.

City Administrator Nafstad reported the no parking signs were part of an outstanding punch list for the development. He added the City has been working with the developer on the signage requirement and said before the letter of credit was released the signage would be completed.

The Council thanked Mr. Purinton for attending the meeting and providing a possible solution to the issue.

5. Amendments to the Agenda

City Administrator Nafstad proposed moving the Fire Protection agreement discussion to follow the Consent agenda due to the number of people in attendance interested in the item.

City Attorney Couri reported item number 7 was no longer a public hearing because the hearing was held at the October 7 Council meeting, but the decision was delayed to the October 21 Council meeting to give the property owner additional time to address the Council.

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to approve the October 21, 2024, agenda as amended. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

6. Consent Agenda

All items under the Consent Agenda are considered to be routine by the City staff and will be enacted by one motion. In the event an item is pulled, it will be discussed in the order listed on the Consent Agenda following the approval of the remaining Consent items. Items pulled will be approved by a separate motion.

- A. Approve the October 7, 2024, regular City Council Meeting minutes as presented.
- B. Authorize the Monday, October 21, 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. Reduce Letter of Credit No. SB51208, held as security for Medart, Inc., to no less than \$68,628, conditioned on any outstanding balances owed to the City being paid in full.
- D. 3rd Quarter Budget to Actual Report. Approve Payment Application No. 18 to Gridor Construction in the amount of \$142,920 for the Wastewater System Improvements.

MOTION made by Councilmember Cocking, seconded by Councilmember Zagorski to approve the October 21, 2024, consent agenda as submitted. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

7. Public Hearing

A. Special Assessment of Cleanup costs to Maeyaert Property – Tabled from the October 7, 2024, Council Meeting

Mr. Steven Maeyaert, St. Michael, said he appreciated the item being tabled at the last meeting so that he could get a better handle on the issue. He reported that the family has a solution going forward. Mr. Maeyaert said they had signed a purchase agreement for 5 acres outside of the City of Albertville for his brother to move his business to. He said his brother felt trailer that was removed at the last cleanup had valuable items inside of it which his brother would like to have back.

There was Council discussion regarding the court order for the cleanup of the property and the continuous nuisance issues that the property has had over the past many years.

City Attorney Couri provided additional information on the court order and reported the contractor had already disposed of the items after holding them for 30 days per the court order. He added that this was the 4th time the City has had to come back and clean up the property and said the City had provided notice prior to each cleanup.

City Administrator Nafstad provided additional information on the property cleanup and added the assessment was for services already provided.

MOTION made by Councilmember Cocking, seconded by Councilmember Olson to adopt **Resolution No. 2024-32** adopting Special Assessments Roll related to the removal of Nuisances and Zoning Violation. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

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

The Wright County Deputy Cassidy provided an update on events happening within the City which included recent car break ins and Halloween safety tip. He answered questions from Council.

9. Department Business

A. City Council

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

Councilmember Cocking provided an update from the STMA Arena Board meeting which included further discussion regarding if the Arena should be closed on certain Holidays because the School District was closed on those day. He answered questions from the other Councilmembers.

B. Building – None

C. City Clerk – None

D. Finance – None

E. Fire – None

F. Planning and Zoning

1. Amendment to Chapter 1000, Section 1000.22 Temporary Seasonal Sales

City Planner Brixius presented the staff report which included background information on the proposed amendment and reported the change was mainly a cleanup of the current City Code.

MOTION made by Councilmember Zagorski, seconded by Councilmember Hayden to adopt **Ordinance No. 2024-05** approving amendments to Chapter 1000, Section 1000.22 Temporary Sales. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

2. Amendment to Chapter 1000, Section 1000.04 Accessory Building, Uses and Equipment

City Planner Brixius presented the staff report which included background information on the proposed amendment and reported the proposed changes were to clarify for property owners which accessory building were allowed.

MOTION made by Councilmember Hayden, seconded by Councilmember Zagorski to adopt **Ordinance No. 2024-06** approving amendments to Chapter 1000, Section 1000.4 Accessory Buildings, Uses, and Equipment and approve summary Ordinance for publication. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

G. Public Works/Engineering – None

H. Legal – None

I. Administration

1. Fire Protection Agreement with the City of Otsego

City Administrator Nafstad presented the draft agreement which included background information on the Fire Protection agreement and said after the last meeting, Council directed Staff to prepare a letter and send it to the City of Otsego specifically to address future mutual aid which Staff had done. He added following the last meeting, Staff met to review the current Fire Contract and recommend edits knowing that the City of Otsego plans to have a standalone Fire Department

beginning January 1, 2027. Administrator Nafstad reviewed the proposed amendments to the current agreement and said included in the changes Staff was proposing the contract to be a year to year agreement rather than auto renewing with an option to enter into a new agreement at the end if both Cities agreed. Nafstad relayed that the current agreement requires a minimum of 1 year notice prior to December 31 of the contracted year.

City Attorney Couri provided additional information on the proposed edits and added going to a year to year agreement would give the two Cities flexible to resolve any issues since at this time the Albertville does not know Otsego's plans for their Fire Department. He answered questions from Council.

Fire Chief Bullen answered questions from Council regarding the proposed change to the agreement incorporating, per State Statute, the City's ability to collect the Fire State Aid and Supplemental Aid as the primary responder in the area. He said the City would continue to collect the aid for one-year after the agreement was terminated. He also provided additional information on what mutual aid means, as well as, other shared service options. The Chief noted under the proposed agreement, next year the Fire Department will need to draft two budgets, one with the City of Otsego included and one without.

There was Council discussion regarding the proposed Fire Protection agreement amendments, the proposed terms of the agreement, and the need to keep communication open between the two Cities. There was a recommendation to change the wording on item 9 from "If" to "Should" and taking out the word "do".

MOTION made by Councilmember Cocking, seconded by Councilmember Hayden approve the revised agreement entitled "Fire Protection Agreement with the City of Otsego" an amended. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

2. City Administrator's Update

City Administrator Nafstad presented the City Administrator's Update.

Announcements and/or Upcoming Meetings

October 28	Joint Powers Water Board, 6 pm
	Parks Committee, 7 pm
November 4	City Council, 7 pm
November 5	General Election Day, 7 am to 8 pm
November 11	City Offices closed in observance of Veterans Day
November 12	Special City Council Meeting to Canvass Election Results, 5:45 pm
November 12	STMA Arena Board, 6 pm
November 12	Planning Commission, 7 pm

10. Adjournment

MOTION made by Councilmember Cocking, second by Councilmember Hayden to adjourn the meeting at 8:11 pm. Ayes: Cocking, Hayden, Hendrickson, Olson and Zagorski. Nays: None. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk



ALBERTVILLE CANVASSING BOARD

DRAFT MINUTES

**November 12, 2024 – 5:45 pm
Council Chambers
Albertville City Hall**

1. Call to Order

Mayor Hendrickson called the meeting to order at 6:45 pm

Present: Mayor Hendrickson, Councilmember Hayden, Olson, and Zagorski

Absent: Councilmember Cocking

Staff Present: City Clerk Luedke

2. Canvass Election Results

City Clerk Luedke presented the election results for the November 5, 2024, General Election.

MOTION made by Councilmember Zagorski, seconded by Councilmember Olson to adopt **Resolution No. 2024-34** certifying the results of the November 5, 2024, General Election as listed below:

Mayor	Jillian Hendrickson	2391 Votes	2-yr term expiring December 31, 2026
Councilmember	Aaron Cocking	2202 Votes	4-yr term expiring December 31, 2028
Councilmember	John Hayden	2315 Votes	4-yr term expiring December 31, 2028

Ayes: Hayden, Hendrickson, Olson, and Zagorski. Nays: None. Absent: Cocking. The motion carried.

3. Adjournment

MOTION made by Councilmember Hayden, second by Councilmember Olson to adjourn the meeting at 5:53 pm. Ayes: Hayden, Hendrickson, Olson, Zagorski. Nays: None. Absent: Cocking. The motion carried.

Respectfully submitted,

Kristine A. Luedke, City Clerk

November 18, 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, November 18, 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)



Mayor and Council Request for Action

November 18, 2024

SUBJECT: CONSENT – ADMINISTRATION – WRIGHT COUNTY ASSESSMENT SERVICES AGREEMENT FOR 2026 THROUGH 2027

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

MOTION TO: Approve the Wright County Assessment Services Agreement for 2026 through 2027.

BACKGROUND: The Wright County Assessor’s Office has been providing Albertville with assessment services dating back to the early 1990’s. Wright County provides experienced and licensed assessors and has provided consistency in the valuation of properties.

A comparison of the current rates and the proposed new rates are below:

Parcel Type	2024-2025 Costs	2026-2027 Costs
Existing Parcel Assessment	\$15.00/parcel – 2024 \$15.00/parcel – 2025	\$15.00/parcel – 2026 \$15.00/parcel – 2027
New Construction/Addition – Residential/Commercial/Industrial/ Apartment/Exempt under \$499,999	\$60.00/parcel	\$60.00/parcel
New Construction/Addition – Residential/Commercial/Industrial/Apartment /Exempt over \$500,000	\$160.00/parcel	\$160.00/parcel

The agreement will begin July 1, 2025 and will end June 30, 2027.

KEY ISSUES:

- Wright County Assessor’s Office has experienced and licensed assessors who specialize in both residential and commercial properties.
- The County Assessor is able to provide consistent assessment values across multiple jurisdictions.
- The 2026-2027 cost will remain the same as the cost of year 2025.

POLICY CONSIDERATIONS: It is the City’s policy to evaluate and consider contracts on a case by case basis, seeking the best value for the City.

FINANCIAL CONSIDERATIONS: The City budgets annually for these assessment services.

Submitted through: Adam Nafstad, City Administrator-PWD

Attachment:

- Wright County 2026-2027 Assessment Services Agreement

ASSESSMENT SERVICES AGREEMENT

THIS AGREEMENT made and entered into by and between the County of Wright, a political subdivision of the State of Minnesota, hereinafter referred to as the “County” and the City of Albertville a political subdivision of the State of Minnesota, hereinafter referred to as “City/Township”.

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances the provision of the Minnesota Statutes, Sections 273.072 and 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said City/Township desires the County to perform certain assessments on behalf of said City/Township; and

WHEREAS the County is willing to cooperate with said City/Township by completing the assessment in a proper manner.

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the 2026 and 2027 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, workspace, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. The County agrees to indemnify and hold harmless the City/Township and all of its agents and employees against any and all claims, demands, actions or causes of action arising out of or by reason of the performance of work provided for herein to be performed by the County. It is further agreed that any and all full time employees of the County engaged in the performance of any work or services required or provided for herein shall be considered employees of the County only and not of the City/Township and that any and all claims that may arise under the Workman's Compensation Act of the State of Minnesota and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees shall be the sole obligation and responsibility of the County.

5. This Agreement shall commence on July 1, 2025 and shall terminate on June 30, 2027. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice to

the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2027.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of \$15.00 per parcel for the 2026 and \$15.00 per parcel for the 2027 assessment. In addition, there will be an additional fee of \$60.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$499,999.00 or less. There will also be an additional fee of \$160.00 per parcel for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$500,000.00 or more. These additional fees shall be only applicable in those cities or townships which issue their own building permits.

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

To City: City of Albertville
 5959 Main Ave NE, PO Box 9
 Albertville, MN 55301

To County: Anthony P. Rasmuson, Wright County Assessor
 Wright County Government Center
 3650 Braddock Avenue NE, Ste. #1700
 Buffalo, MN 55313

8. The Agreement may be amended or modified only by written agreement signed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officers and delivered on its behalf, this 30th day of October, 2024.

WRIGHT COUNTY

Dated: 10/30/2024

By *Anthony P Rasmuson*

Anthony P. Rasmuson
Wright County Assessor

City of Albertville

Dated: _____

By _____

Dated: _____

By _____

EXHIBIT A

During the term of this Agreement, the County shall:

1. Physically inspect and value and classify real property, in accordance with State statutes.
2. Physically inspect and value all new construction, additions, and renovations.
3. Conduct valuation reviews prior to Board of Review or Open Book Meeting.
4. Attend Board of Review or Open Book Meetings either in person or virtually. Per Board request, make all necessary review appraisals. The county will provide a board packet to the local board members which will contain a brief analysis of the real estate market for the current assessment year for said district.
5. Keep updated property records including physical characteristics, sales data, current values, and classifications.
6. Administer all State mandated property tax programs and maintain proper documentation.
7. Print and mail valuation and classification notices.
8. Respond to taxpayers regarding assessment or appraisal inquiries and concerns.
9. Process all divisions, combinations, new plats, and annexations including revaluation and reclassification of affected parcels.
10. Administer the abatement process pursuant to Minn.Stat. § 375.192 and county abatement policy.
11. Make appraisals for, testify and/or negotiate all District Court and Tax Court filings.
12. Adjust estimated market values on all property annually based upon the market analysis of existing real estate market conditions.

November 18, 2024

SUBJECT: PUBLIC HEARING – AVA 3RD ADDITION PRELIMINARY AND FINAL PLAT AND ZONING MAP AMENDMENT

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

MOTION TO: Adopt Resolution No. 2024-35 approving the preliminary and final plat entitled AVA Third Addition and Ordinance No. 2024-07 a zoning map amendment changing the zoning on parcel at 6748 Kadler Avenue NE from I-1 Limited Industrial district to I-2 General Industrial district.

BACKGROUND: On February 16, 2021, the Albertville City Council approved the final plat entitled AVA Addition to allow for the construction of Advanced Volumetric Alliance’s (AVA) 137,000+ square foot manufacturing plant upon an approximate 33-acre site located in the extreme northwest corner of Albertville.

The AVA Addition isolated a 1.23-acre lot (6748 Kadler Avenue NE) along the south end of Kadler Avenue. At this time, AVA has purchased the lot and wishes it to combine it with the balance of the AVA property. To facilitate the lot combination the following applications have been requested.

1. Preliminary and final plat. To combine a platted property with metes and bounds property the subdivision must be processed as a preliminary and final plat.
2. Zoning Map Amendment: AVA is requesting to change the zoning on the newly acquired property from I-1 Limited Industrial District to I-2 General Industrial District to match the zoning of the larger AVA property.
3. Easement vacation. With the creation of the AVA Addition, the plat established property line drainage and utility easements. At this time, the applicant has not requested the easement vacation and will evaluate the need and time of the future vacation.

KEY ISSUES:

- The AVA Addition subdivision was approved in 2021 along with a zoning map amendment zoning the plat I-2 General to allow for the development of the AVA industrial building.
- The adjoining property 6748 Kadler Avenue NE is zoned I-1 Limited Industrial district. The lot contains a single-family home, a detached accessory building and a billboard. The site is non-conforming in use and in lot size. As a condition of the plat approval, Staff recommends that existing house and accessory building will not be occupied, and the existing house and accessory building be removed from the site by June 30, 2025.
- The preliminary and final plat and rezoning will eventually bring the combined site into full compliance with the City’s zoning code.
- The change in zoning is consistent with the Albertville long range land use plan.

- Kadler Avenue is an unimproved gravel boundary line road. This street is shared with Otsego and may need to be improved to an urban street standard in the future. Kadler may remain unimproved and continued to be used by AVA with the following conditions.
 1. AVA shall be responsible for maintenance of gravel Kadler Avenue to city standards.
 2. When Kadler Avenue is improved to an urban street standard, AVA shall be responsible for their share of the street improvement costs.

POLICY/PRACTICES CONSIDERATIONS: Approval of the preliminary and final plat and changing the zoning from I-1 to I-1 will correct a legal non-conforming condition. The plat and zoning change are consistent with the City’s long range land use plan.

FINANCIAL CONSIDERATIONS: The plat and zoning change will further promote industrial development, creation of local job opportunities and expanding the City’s industrial tax base.

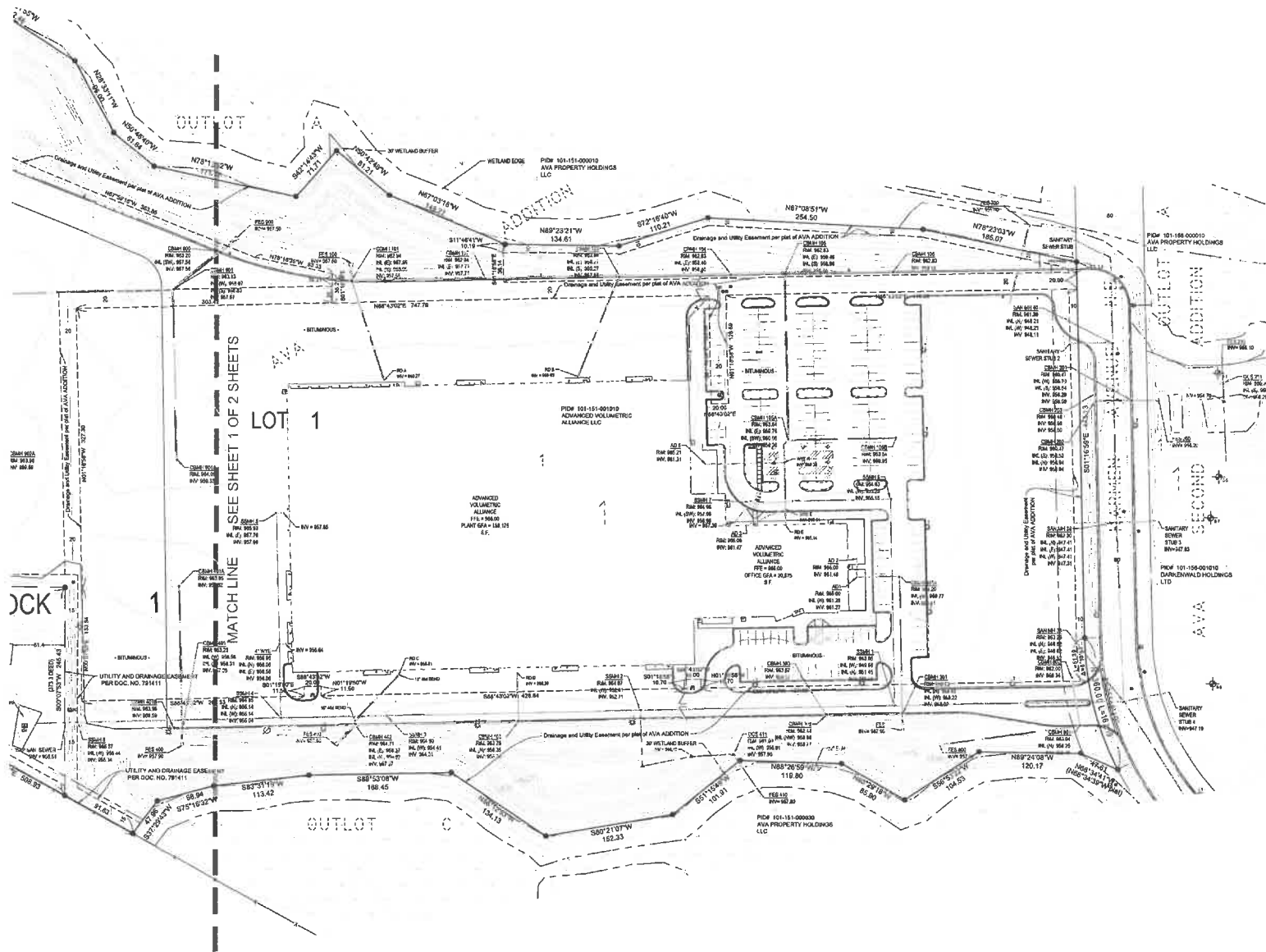
LEGAL CONSIDERATIONS: The plat and zoning change allow for the correction of a legal non-conforming condition.

Responsible Person: Alan Brixius, City planning

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Preliminary and Final Plat Exhibits
- Resolution No. 2024-35
- Ordinance No. 2024-07



CLIENT
ADVANCED VOLUMETRIC ALLIANCE, LLC
 7535 RIVER ROAD NE
 OTSEGO, MN 55330
 TEL: 763-411-3130

MUNICIPALITY
ALBERTVILLE
 MINNESOTA

PROJECT

ADVANCED VOLUMETRIC ALLIANCE
 ALBERTVILLE, MINNESOTA
 ISSUE / REVISION HISTORY

SYMBOLS LEGEND

EXISTING	DESCRIPTION
	BUILDING
	CONCRETE SURFACE
	GRAVEL
	CONCRETE CURB
	STORM SEWER
	SANITARY SEWER
	WATER MAIN
	EXISTING SPOT ELEVATION
	EXISTING CONTOUR
	FENCING
	POWER POLE
	GUY WIRE
	LIGHT POLE
	MANHOLE
	CATCH BASIN
	FIRE HYDRANT
	WATER VALVE
	FLARED END SECTION
	ELECTRIC METER
	WELL
	BOLEARD
	IRON MONUMENT FOUND

CERTIFICATION
 I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

David Gustafson (Signature)
 License No. 54988 Date: 2/25/2014

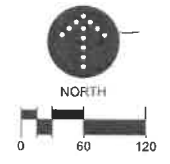
I, the Engineer, do hereby certify that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

LANDFORM
 From Site to Finish

105 South Fifth Avenue Tel: 612-253-9070
 Suite 513 Fax: 612-253-9377
 Minneapolis, MN 55401 Web: landform.net
 FILENAME C290LDP005 R2prePLAT.dwg
 PROJECT NO. LDP19005

PRELIMINARY PLAT
 SHEET NO. 2/2

Exhibit A-2 Know what's Below. Call before you dig.



AVA THIRD ADDITION

KNOW ALL PERSONS BY THESE PRESENTS, That Darnewald Holdings Ltd., a Minnesota corporation, the owner of the following described property situated in the County of Wright, State of Minnesota, to wit:

Lot 1, Block 1, AVA ADDITION, according to the recorded plat thereof, Wright County, Minnesota.

AND

The part of the Northwest Quarter of Section 35, Township 173, Range 24, described as follows: Commencing at the Northwest corner of Section 35, thence South 2 degrees 15 minutes West, along the West line of said Section 35 to the North 87 degrees 15 minutes East, 201.5 feet to the East line of Township Road for a point of beginning; thence southeasterly on the same course 365.6 feet, thence South 7 degrees 15 minutes West, 373.3 feet to the North Right of Way line of Trunk Highway, thence Northwesterly along said North line of said Trunk Highway 425 feet to the East line of said Township Road; thence North 2 degrees 15 minutes East, along said East line of road, 179.3 feet to the point of beginning, subject to that part of the tract condemned by the State Highway Department for Highway Number 94, Wright County, Minnesota.

Has caused the same to be surveyed and plotted as AVA THIRD ADDITION, and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Darnewald Holdings Ltd., a Minnesota corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

DARNEWALD HOLDINGS LTD.

_____(Signature)

_____(Title)

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20__, by _____ of Darnewald Holdings Ltd., a Minnesota corporation, on behalf of the corporation.

_____(Signature)

_____(First name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

SURVEYOR CERTIFICATION

I, Jeroed Gustafson LaSavage, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly computed on this plat; that all monuments depicted on this plat have been set, or will be correctly set within one year; that all water boundaries are well known, as defined in Minnesota Statutes, Section 65C 01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20__.

Jeroed Gustafson LaSavage, Licensed Land Surveyor
Minnesota License Number 58995

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20__, by Jeroed Gustafson LaSavage.

_____(Signature)

_____(First name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

PLANNING COMMISSION, CITY OF ALBERTVILLE, MINNESOTA

This plat of AVA THIRD ADDITION was reviewed by the Planning Commission of the City of Albertville, Minnesota, at a meeting held on the ____ day of _____, 20__.

_____(Chairperson)

_____(City Administrator)

CITY COUNCIL, CITY OF ALBERTVILLE, MINNESOTA

This plat of AVA THIRD ADDITION was approved and accepted by the City Council of the City of Albertville, Minnesota at a regular meeting thereof held this ____ day of _____, 20__, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505 05, Subd. 2.

_____(Mayor)

_____(City Administrator)

WRIGHT COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505 021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20__.

_____(Wright County Surveyor)

WRIGHT COUNTY LAND RECORDS

Pursuant to Minnesota Statutes, Section 505 021, Subd. 5, taxes payable for the year 20__ on the land heretofore described have been paid. Also pursuant to Minnesota Statutes, Section 272 12, there are no delinquent taxes and transfer entered this ____ day of _____, 20__.

_____(Wright County Land Records Administrator)

WRIGHT COUNTY RECORDER

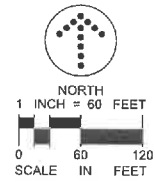
I hereby certify that this instrument was filed in the office of the County Recorder for record on the ____ day of _____, 20__, at ____ o'clock ____ M. and was duly recorded in Cabinet No. _____, Sheet _____, as Document Number _____.

_____(Wright County Recorder)

Exhibit B-1



AVA THIRD ADDITION



- WRIGHT COUNTY CAST IRON MONUMENT FOUND
- Denotes iron pipe monument found marked by L5934322 unless otherwise noted.
- Denotes 1/2 IN by 1/4 IN iron pipe monument set with plastic cap marked by License No. 58898

For the purposes of this plat, the West line of the Northwest Quarter of Sec. 35, T.121, R.24 is assumed to bear South 00° 57' 53" West.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



Being 10 feet in width and adjoining right of way lines as shown on the plat.

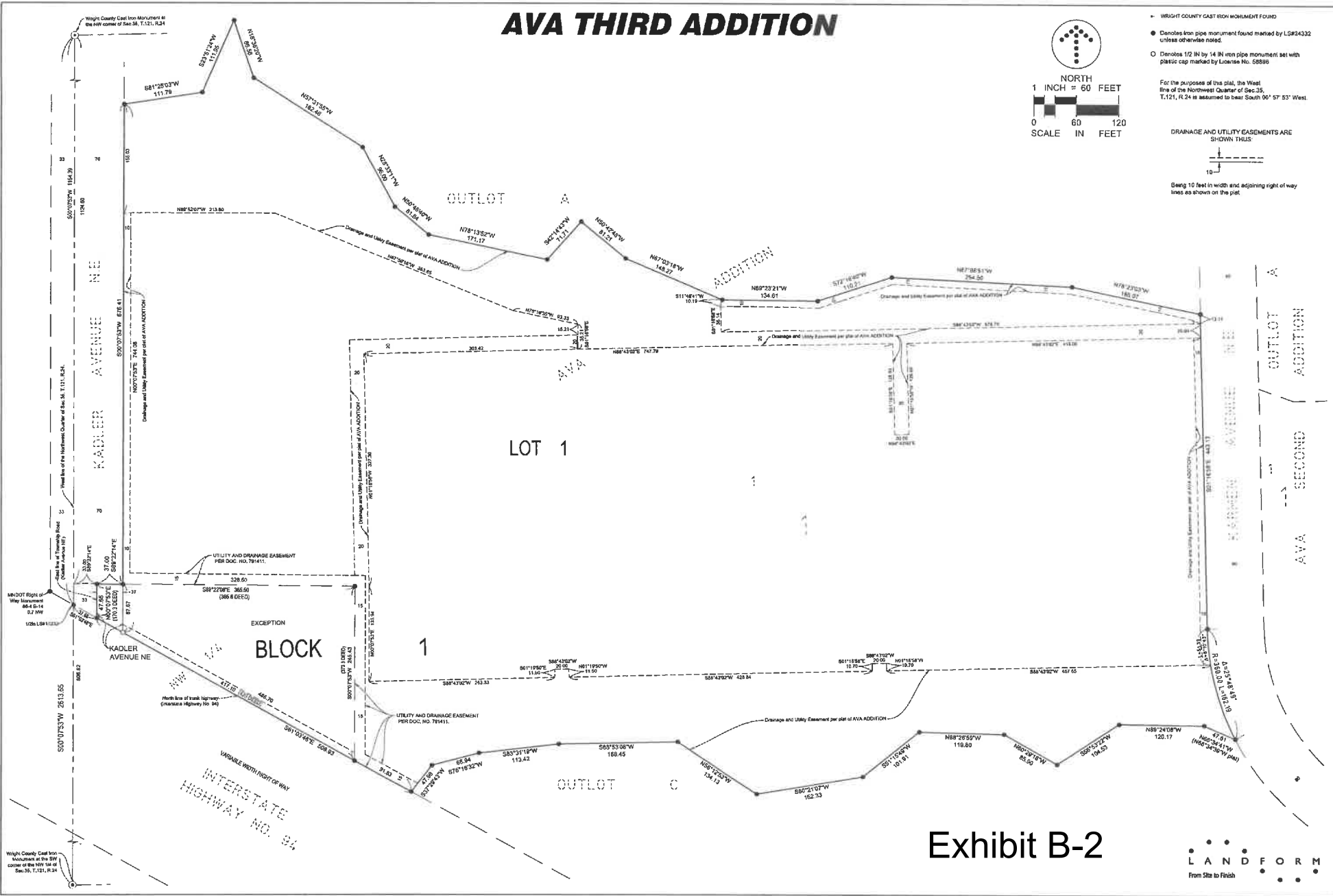


Exhibit B-2

LANDFORM
From Site to Finish

SHEET 02 OF 02 SHEETS

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

RESOLUTION NO. 2024-35

**A RESOLUTION APPROVING A REQUEST FOR A PRELIMINARY AND FINAL
PLAT ENTITLED AVA 3RD ADDITION WITHIN THE CITY OF ALBERTVILLE**

WHEREAS, Darkenwald Holdings has submitted application dated October 28, 2024, for a preliminary and final plat entitled AVA 3rd Addition; and

WHEREAS, City Staff has reviewed submitted plans and prepared a request for Council action of November 5, 2024; and

WHEREAS, the Albertville City Council met on November 18, 2024, to hold a public hearing and consider the Advanced Volumetric Alliance plat and zoning map amendment applications; and

WHEREAS, upon considering the application materials, the November 5, 2024, request for Council action with City Staff recommendations, the City Council agrees with the findings and recommendation of City Staff.

NOW, THEREFORE BE IT RESOLVED, that the City Council of Albertville, Minnesota, hereby approves the AVA 3rd Addition preliminary and final plat, with the following conditions.

Preliminary and Final Plat: The AVA ADDITION Final Plat dated January 11, 2021, is approved with the following conditions.

1. The existing house and accessory building will not be occupied.
2. The existing house and accessory building be removed from the site by June 30, 2025.
3. Kadler may remain unimproved and continued to be used by AVA with the following conditions.
 - a. AVA shall be responsible for maintenance of gravel Kadler Avenue to city standards.
 - b. When Kadler Avenue is improved to an urban street standard, AVA shall be responsible for their share of the street improvement costs.

Adopted by the City Council of the City of Albertville this 18th day of November 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

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

ORDINANCE NO. 2024-07

**AN ORDINANCE AMENDING THE OFFICIAL ZONING
MAP FOR PROPERTY LOCATED AT 6748 KADLER AVENUE NE IN
THE CITY OF ALBERTVILLE**

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

Section 1. The Albertville Zoning Map shall be amended changing the zoning on the property legally describe as follows from I-1 Limited Industrial District to I-2 General Industrial District:

Legal Description:

Address: 6748 Kadler Avenue NE. Albertville.

PID: 101-500-352-200

Section 2. This Amendment shall be in full force and effective immediately following its Passage, Publication and the Recording of the Final Plat.

Adopted by the City Council of the City of Albertville this 18th day of November 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

November 18, 2024

SUBJECT: FINANCE – 2024 CERTIFICATION OF UNCOLLECTED UTILITY BILLS AND INVOICES

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

MOTION TO: Adopt Resolution No. 2024-36 certifying the 2024 Uncollected Utility Bills and Invoices to Wright County for Collection with Real Estate Taxes.

BACKGROUND: Annually the City sends notification to those residents, developers, or business owners who have outstanding utility bills or invoices. The notice informs customers that outstanding debt not been paid by November 18, 2024, will be certified to their property and collected with property taxes.

POLICY CONSIDERATIONS: It is the City’s policy to review and authorize staff to certify uncollected utility bills and outstanding invoices to Wright County for collection with real estate taxes.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of Certification List, which would be updated as payments are received between now and November 26, 2024. Certifying the outstanding debt to the property taxes ensures collection.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to certify unpaid claims to property taxes pursuant to Minnesota State Law, which requires that utility bills and invoices are paid in a timely manner, generally within 60 days unless one party determines to dispute the billing.

Responsible Person: Tina Lannes, Finance Director

Submitted through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-36

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

RESOLUTION NO. 2024-36

**A RESOLUTION CERTIFYING UNCOLLECTED
UTILITY BILLS AND INVOICES TO WRIGHT COUNTY FOR
COLLECTION WITH REAL ESTATE TAXES**

WHEREAS, the City Council is desirous of collecting all charges for the use of the wastewater treatment facility, the storm water system, water department, and charges for services invoiced; and

WHEREAS, the City Council has determined that some sewer, storm water, water accounts and charges invoiced remain uncollected and delinquent as shown on attached Exhibit A.

NOW, THEREFORE, BE IT RESOLVED the City Council of Albertville, Wright County, Minnesota, hereby directs the Finance Director to certify all uncollected invoices, sewer, storm water, recycling and water accounts that have not been paid to the City on Monday, November 18, 2024, to the Wright County Auditor for collection with real estate taxes.

BE IT FURTHER RESOLVED, the City Council hereby orders that delinquent accounts certified to the tax rolls will be assessed a ten percent (10%) interest charge by the City upon certification and the total assessment will be collectible along with the 2025 taxes.

Adopted by the City Council of the City of Albertville this 18th day of November 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

Exhibit A
2024 LIST OF UNCOLLECTED
UTILITY BILLS

PID	Property	Balance	Type	Years	Interest
101022003010	11646 54TH STREET NE	\$69.38	Water Bill	1	10%
101124001010	12205 60TH STREET NE	\$159.91	Water Bill	1	10%
101038002010	5940 LABEAUX AVENUE NE	\$568.74	Water Bill	1	10%
101070001070	10254 53RD STREET NE	\$221.77	Water Bill	1	10%
101071002010	5295 KAHL AVENUE NE	\$266.97	Water Bill	1	10%
101081004010	10435 KALI AVENUE NE	\$237.26	Water Bill	1	10%
101071006060	10537 51ST STREET NE	\$217.72	Water Bill	1	10%
101071003110	10293 52ND STREET NE	\$299.07	Water Bill	1	10%
101071006120	10589 50TH COURT NE	\$261.00	Water Bill	1	10%
101071005050	10634 51ST STREET NE	\$346.34	Water Bill	1	10%
101096003040	10625 48TH STREET NE	\$457.44	Water Bill	1	10%
101096006140	4916 KAMA LANE NE	\$284.45	Water Bill	1	10%
101096006150	4924 KAMA LANE NE	\$469.92	Water Bill	1	10%
101096007080	4985 KAMA LANE NE	\$213.13	Water Bill	1	10%
101029003180	5956 KALLAND CIRCLE NE	\$114.29	Water Bill	1	10%
101029004140	6102 KALLAND DRIVE NE	\$174.47	Water Bill	1	10%
101040006010	6171 KAHLER DRIVE NE	\$243.24	Water Bill	1	10%
101040001060	10582 62ND STREET NE	\$184.50	Water Bill	1	10%
101036002050	10635 62ND STREET NE	\$171.49	Water Bill	1	10%
101042002100	6278 KAHLER DRIVE NE	\$239.63	Water Bill	1	10%
101097005040	6223 KAITLIN AVENUE NE	\$776.92	Water Bill	1	10%
101097001010	10382 62ND STREET NE	\$474.50	Water Bill	1	10%
101097006050	6113 KARMEN AVENUE NE	\$191.46	Water Bill	1	10%
101048001050	10398 61ST STREET NE	\$207.27	Water Bill	1	10%
101058002060	10144 KARSTON AVENUE NE	\$123.98	Water Bill	1	10%
101069002580	6389 64TH LANE NE	\$177.12	Water Bill	1	10%
101087001070	10466 64TH LANE NE	\$393.75	Water Bill	1	10%
101087001370	10533 64TH LANE NE	\$189.40	Water Bill	1	10%
101069002210	6388 64TH WAY NE	\$235.48	Water Bill	1	10%
101069002280	10567 64TH WAY NE	\$227.42	Water Bill	1	10%
101069002320	10543 64TH WAY NE	\$944.84	Water Bill	1	10%
101069002370	10513 64TH WAY NE	\$142.88	Water Bill	1	10%

Exhibit A
2024 LIST OF UNCOLLECTED
UTILITY BILLS

PID	Property	Balance	Type	Years	Interest
101069002460	10443 64TH WAY NE	\$178.83	Water Bill	1	10%
101073002020	6246 KARSTON DRIVE NE	\$188.77	Water Bill	1	10%
101073001100	6229 KARSTON DRIVE NE	\$134.01	Water Bill	1	10%
101073001050	6209 KARSTON DRIVE NE	\$631.67	Water Bill	1	10%
101073002100	6206 KARSTON DRIVE NE	\$760.99	Water Bill	1	10%
101062004030	10396 KARSTON AVENUE NE	\$155.78	Water Bill	1	10%
101054002030	10582 KARSTON AVENUE NE	\$575.42	Water Bill	1	10%
101051001020	5613 KAHLER DRIVE NE	\$224.97	Water Bill	1	10%
101055002090	10699 KARSTON AVENUE NE	\$327.82	Water Bill	1	10%
101045008200	10700 57TH STREET NE	\$233.75	Water Bill	1	10%
101050001080	5930 KALLAND AVENUE NE	\$189.85	Water Bill	1	10%
101050002020	5987 KALLAND AVENUE NE	\$321.37	Water Bill	1	10%
101103002240	5227 KALI COURT NE	\$207.23	Water Bill	1	10%
101103002260	5235 KALI COURT NE	\$276.17	Water Bill	1	10%
101152001430	11441 51ST CIRCLE NE	\$170.38	Water Bill	1	10%
101066001040	5664 LACHMAN AVENUE NE	\$216.66	Water Bill	1	10%
101022007080	11810 LARABEE CIRCLE NE	\$233.26	Water Bill	1	10%
101026001020	5265 LANNON AVENUE NE	\$114.43	Water Bill	1	10%
101022003081	11806 54TH STREET NE	\$116.27	Water Bill	1	10%
101022005021	11651 54TH STREET NE	\$236.16	Water Bill	1	10%
101022003010	11646 54TH STREET NE	\$217.10	Water Bill	1	10%
101022004060	5438 54TH CIRCLE NE	\$308.86	Water Bill	1	10%
101015002040	5563 MAIN AVENUE NE	\$355.43	Water Bill	1	10%
101500011305	5692 MAIN AVENUE NE	\$426.69	Water Bill	1	10%
101013001080	11564 57TH STREET NE	\$1,119.28	Water Bill	1	10%
101500011202	5836 LARGE AVENUE NE	\$294.67	Water Bill	1	10%
101500011404	5720 BARTHEL INDUSTRIAL DRIVE NE	\$337.37	Water Bill	1	10%
101093005050	6799 LILAC GREEN NE	\$511.22	Water Bill	1	10%
101-093-006040	6756 LAKEVIEW CIRCLE NE	\$489.78	Water Bill	1	10%
101093001010	11389 WEST LAKETOWNE DRIVE NE	\$234.31	Water Bill	1	10%
101101001130	6583 LINWOOD DRIVE NE	\$241.88	Water Bill	1	10%
101101002020	6644 LINWOOD DRIVE NE	\$231.40	Water Bill	1	10%

Exhibit A
2024 LIST OF UNCOLLECTED
UTILITY BILLS

PID	Property	Balance	Type	Years	Interest
101102005130	6775 LAKEWOOD DRIVE NE	\$505.38	Water Bill	1	10%
101102005060	11241 68TH STREET NE	\$467.76	Water Bill	1	10%
101102004030	11199 69TH STREET NE	\$242.14	Water Bill	1	10%
101102001010	11222 69TH STREET NE	\$128.73	Water Bill	1	10%
101102004060	11235 69TH STREET NE	\$328.33	Water Bill	1	10%
101102004120	6859 LAKEWOOD DRIVE NE	\$189.69	Water Bill	1	10%
101102003030	6883 LAKEWOOD DRIVE NE	\$176.32	Water Bill	1	10%
101113001010	6999 LINWOOD DRIVE NE	\$321.84	Water Bill	1	10%
101110002110	6989 LYDIA CIRCLE NE	\$286.23	Water Bill	1	10%
101099001020	6589 LAKETOWNE PLACE NE	\$409.46	Water Bill	1	10%
101079002150	5453 KALLAND AVENUE NE	\$799.81	Water Bill	1	10%
101079001080	5479 KALI AVENUE NE	\$227.94	Water Bill	1	10%
101079002070	5414 KALI AVENUE NE	\$183.01	Water Bill	1	10%
101051005020	10847 KANTAR COURT NE	\$229.57	Water Bill	1	10%
101051005010	10831 KANTAR COURT NE	\$224.16	Water Bill	1	10%
101061002060	5588 KALLAND AVENUE NE	\$163.46	Water Bill	1	10%
101153001010	5401 KINGSTON LANE NE # 3	\$189.42	Water Bill	1	10%

Exhibit A
2024 LIST OF UNCOLLECTED
INVOICES

PID	Name	Property Address	Amount	Years	Interest
101-500-011212	DGA Corporate DBA: El Bamba	5986 Main Ave NE	\$1,008.35	1	10%
101-084-001080	Regan Englund	10493 Jason Lane NE	\$772.66	1	10%
101-062-006010	Regan Englund	10441 Karston Ave NE	\$772.66	1	10%
101-146-005050	HS Ventures LLC	11501 Lakewood Ct NE	\$268.44	1	10%
101-092-002010	TC Assets LLC	Empty Lot by Coborns	\$268.44	1	10%



Mayor and Council Request for Action

November 18, 2024

SUBJECT: FINANCE – DRIVEWAY IMPROVEMENT ASSESSMENTS

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

MOTION TO: Adopt Resolution No. 2024-37 adopting Driveway Improvement Assessments.

BACKGROUND: The City of Albertville created a program for property owners within the City to finance replacement or improvement of the property owner’s driveway under the property owners expense using the special funds set aside and assess the repayment of the loan from the City to the property address.

The terms of the special assessment option offered to the homeowners was that the special assessment will be payable over five (5) years with a 5% interest rate. The first installment will be payable with the 2025 taxes payable.

KEY ISSUES:

- The City has the statutory right to special assess improvements

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of the certification list.

Responsible Person: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-37

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

RESOLUTION NO. 2024-37

**A RESOLUTION APPROVING DRIVEWAY
IMPROVEMENTS SPECIAL ASSESSMENT**

WHEREAS, the City's pursuant to its economic development authority has created a program for property owners with the City to apply to the City for financing to replace and/or improve the property owner's driveway at property owner's expense; and

WHEREAS, the City allowed an option to assess the cost of driveway improvements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Albertville, Wright County, Minnesota:

1. The Special Assessments levied upon the properties identified on the Assessment Roll attached to the November 12, 2024, Special Assessment Resolution shall be modified as follows:
 - A. The interest rate on such outstanding special assessments shall be 5%, effective January 1, 2025.
 - B. The assessment term shall be five (5) years.

Adopted by the City Council of the City of Albertville this 18th day of November, 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

Exhibit A
2024 LIST OF DRIVEWAY IMPROVEMENTS

PID	Name	Property Address	Amount	Years	Interest
101-083-004040	Paul & Hillary Gonsior	6508 W Laketowne Drive	\$ 14,886.00	5	5%
101-016-003010	Tyren Schmidt	11420 54th Street NE	\$ 10,900.00	5	5%
101-083-007020	Aaron & Kristie Cocking	11614 Laketowne View NE	\$ 5,950.00	5	5%

November 18, 2024

SUBJECT: FINANCE – APPROVE SANITARY SEWER AND MUNICIPAL WATER CHARGES WITH SBP LABEAUX LLC

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

MOTION TO: Adopt Resolution No. 2024-38 adopting Assessment for Sanitary Sewer and Municipal Water Charges for SBP Labeaux LLC.

BACKGROUND: The City requires payment of sewer access charges (SAC) and water access charge (WAC) at the time building permits are applied for. Mr. Kevin Anderson, owner of SBP LaBeaux LLC has applied for a building permit for the property located at 6737 LaBeaux Avenue NE in Albertville to connect the building to municipal sanitary sewer and remodel the tenant space into a fitness facility. Mr. Anderson has requested that the City special assess the SAC and WAC charge that are due as of a result of the building permit application. The terms of the special assessment option offered to the property was that the special assessment will be payable over five (5) years with a 6% interest rate. The first installment will be payable with the 2025 taxes payable, and the owner waives their right to appeal the special assessment.

KEY ISSUES:

- The City requires payment of SAC and WAC charges at the time a building permit is applied for.
- Mr. Anderson, owner of SBP LaBeaux LLC, has applied for a building permit at 6737 LaBeaux Avenue NE to connect the building to municipal sanitary sewer to remodel the space for a fitness center.
- Mr. Anderson has requested the City special assess the charges of \$30,669.34 to his property and has agreed to the terms within the attached Assessment Agreement.

POLICY/PRACTICES CONSIDERATIONS: The City has the statutory right to special assess improvements.

FINANCIAL CONSIDERATIONS: City staff has reviewed and recommends approval of the special assessment.

LEGAL CONSIDERATIONS: The City Council has the ability to enter into assessment agreement on behalf of the City of Albertville.

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-38
- Assessment Agreement for SAC and WAC Charges with SBP LaBeaux LLC

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

RESOLUTION NO. 2024-38

**RESOLUTION ADOPTING ASSESSMENT FOR SANITARY SEWER
AND MUNICIPAL WATER CHARGES FOR SBP LABEAUX LLC**

WHEREAS, pursuant to proper notice duly given as required by law, the Albertville City Council has met and heard and passed upon all objections to the proposed assessment of costs related to the sewer and water access charges applicable to 101-094-001010, 6737 LaBeaux Avenue NE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALBERTVILLE, WRIGHT COUNTY, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. The assessment levied by this resolution shall be payable in equal annual principal installments extending over a period of five years, the first of the installments to be payable on or before the first Monday of January, 2025, and shall bear interest at a rate of 6% per annum from the date of this resolution until December 31, 2029. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and they may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment roll to the County Auditor to be extended on the property tax lists of the County, and such assessment shall be collected and paid over in the same manner as other taxes.

Adopted by the City Council of the City of Albertville this 18th day of November 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

ASSESSMENT ROLL

The assessments levied upon the properties described below shall be as follows:

<u>PID No.</u>	<u>Property Description</u>	<u>Assessment Amount</u>
101-094-001010	6737 LaBeaux Avenue NE	\$30,669.34

ASSESSMENT AGREEMENT

SAC AND WAC CHARGES BETWEEN SBP LABEAUX LLC AND CITY OF ALBERTVILLE

WHEREAS, the City of Albertville ("City") requires payment of sewer access charges ("SAC") and water access charges ("WAC") at the time building permits are applied for; and

WHEREAS, Kevin Anderson, owner of SBP LaBeaux LLC ("Owner") has applied for a building permit for the property at 6737 LaBeaux Avenue NE with Parcel ID 101094001010, located in the City of Albertville, County of Wright, Minnesota ("Property") to connect the building to municipal sanitary sewer and remodel tenant space into a fitness facility; and

WHEREAS, Owner has requested that the City special assess the SAC and WAC charges that are due as a result of the application for a building permit for the Property;

NOW, THEREFORE, the City and Owner agree as follows:

1. The applicable SAC and WAC fees for the building modifications are \$21,270.35 and \$9,398.99, respectively.
2. The City shall special assess the SAC the WAC totaling \$30,669.34 against the Property over a 5-year period at an interest rate of 6%.
3. Owner shall promptly pay said special assessments as they come due with the property taxes.
4. The City shall pay Joint Power's Water its portion of the WAC charges, totaling \$6,660.00, when the building permit is issued.
5. Owner waives its right to a public hearing pursuant to Minn. Stat. §429.061 and hereby directs the City Council to certify the special assessment to the County Auditor.
6. Owner waives its right to appeal said special assessment to the District Court pursuant to Minn. Stat. § 429.081 or pursuant to any other legal authority or legal theory and waives any procedural irregularities in the assessment process.
7. Owner shall pay the City's costs and expenses (including attorney's fees) in the event it violates this agreement.

OWNER

By: _____

Its: _____

Dated: _____

CITY OF ALBERTVILLE

By: _____
Jillian Hendrickson

Its: Mayor

By: _____
Kris Luedke

Its: City Clerk

Dated: _____

November 18, 2024

SUBJECT: FINANCE – APPROVE RECYCLING FUND RATES

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

MOTION TO: Adopt Resolution No. 2024-39 setting the Recycling Fees for the January 2025 through May 2026 period.

BACKGROUND: Council approved the new recycling contract with Republic Services in 2021 and set the monthly charge for the utility bill through May 2026. The City was receiving \$10,000 in County grant monies for recycling. The County has discontinued this grant starting in 2025. The City Council set the recycling charges back in March of 2021 for June 2021 through May 2026 with the understanding the City would receive \$10,000 annually in grant funds. Due to the loss of grant funds, staff is recommending increasing the rates for the rest of the contract by \$.35 to cover the loss of \$10,000.

PRACTICES/POLICY CONSIDERATIONS: The Mayor and Council review and set rates for services.

FINANCIAL CONSIDERATIONS: The recycling rate will increase from \$4.81 to \$5.16 (\$.35) per month on the residential utility bill starting January 1, 2025 and additional increases will occur June 2025 through May 2026 to \$5.30.

LEGAL CONSIDERATIONS: The Mayor and Council have the authority to review and adjust rates of for services and to utilize reserve funds to offset fees.

Responsible Person: Tina Lannes, Finance Director

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-39

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

RESOLUTION NO. 2024-39

**A RESOLUTION SETTING THE RECYCLING FEES FOR JANUARY 2025
THROUGH MAY 2026 PERIOD**

WHEREAS: the City of Albertville’s contract for recycling services will end in May 2026; and

WHEREAS: the City Council entered into a renewal contract for recycling services with Republic Services for June 2021 through May 31, 2026; and

WHEREAS: the City Council has authorized the use of the recycling fund to buy down increased recycling fees with the new contract; and

WHEREAS: the annual monthly rates for recycling services shall be set as follows:

January 2025 – May 2025	\$5.16
June 2025 – May 2026	\$5.30

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Albertville hereby sets the recycling fees as listed above.

Adopted by the City Council of the City of Albertville this 18th day of November 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk



Mayor and Council Request for Action

November 18, 2024

SUBJECT: ADMINISTRATION – APPROVE PLANNING SERVICE CONTRACT WITH BOLTON & MENK

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

MOTION TO: Adopt Resolution No. 2024-40 approve a professional services agreement with Bolton & Menk for Planning Consultant Services.

BACKGROUND: On May 15, 2023, the City of Albertville Council approve a Planning Consultant Service agreement with ABCities Consulting LLC through the end of December 2024. At the end of the agreement, Al Brixius the current City Planner plans to retire. City staff has research many options for planning services going forward. The City currently uses Bolton & Menk for engineering and GIS services.

The attached proposed contract outlines the services that Bolton & Menk will provide to the City of Albertville. Bolton & Menk will work with the City of Albertville using a team approach, with Jenni Faulkner serving as the lead planner and project manager and Dylan Edwards as the primary planner with TJ Hofer as a backup.

Bolton & Menk does not charge for milage or incidentals. The 2024 Rates for the key personnel are as follows:

Employee	Hourly Rate
Jenni Faulker, Senior Planner, Project Manager	\$199 per hour
Dylan Edwardds, Planner I	\$125 per hour
TJ Hofer, Planner II	\$146 per hour

They propose a flat rate for regular meetings of \$400 per person meeting which includes two monthly staff meetings, monthly Planning Commission and/or City Council meetings. Meeting beyond that will be invoiced at the hourly rate. The 2025 rates will be available in December.

The Personnel Committee met and discussed options for planning services. The Committee’s recommendation was to contract with Bolton & Menk.

KEY ISSUES:

- The City of Albertville has been contracting with ABCities since 2022 with the contract running through December 2024.
- Bolton & Menk has submitted a proposal to provide planning service to the City of Albertville. The agreement may be terminated by either party with a 30 days’ written notice.

POLICY/PRACTICES CONSIDERATIONS: The City enters into contracts for professional services on an as-needed basis.

FINANCIAL CONSIDERATIONS: The City annually budgets for professional planning services. The proposed agreement is competitive with other service companies.

LEGAL CONSIDERATIONS: The City Council has the ability to enter into professional consulting contracts on behalf of the City of Albertville.

Submitted Through: Adam Nafstad, City Administrator-PWD

Attachments:

- Resolution No. 2024-40
- Proposed Agreement for Professional Planning Services

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

RESOLUTION NO. 2024-39

**RESOLUTION APPROVING A CONTRACT WITH BOLTON & MENK
FOR CITY PLANNING SERVICES**

WHEREAS, the ABCities Consulting LLC currently provides planning consultant services to the City of Albertville through the end of December 2024; and

WHEREAS, at the end of December 2024, Al Brixius of ABCities will be retiring therefore the City of Albertville has reviewed other options for planning services; and

WHEREAS, Bolton & Menk has provided the City with an Agreement for Professional services.

NOW THEREFORE BE IT RESOLVED that the City Council of City of Albertville, Wright County, Minnesota does hereby order as follows:

1. That the contract for planning consultant services is awarded to Bolton & Menk.
2. That a contract between the City of Albertville and Bolton & Menk is approved, and the Mayor and City Administrator are authorized and directed to sign the same.

Adopted by the City Council of the City of Albertville this 18th day of November 2024.

Jillian Hendrickson, Mayor

ATTEST:

Kristine A. Luedke, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services (this “Agreement”), made this ____ day of _____, 2024, by and between the City of Albertville, a Minnesota municipal corporation with its principal office located at 5959 Main Ave NE, Albertville, Minnesota 55301 (the “City”), and Bolton & Menk, Inc., a Minnesota corporation with its principal office located at 1960 Premier Drive, Mankato, MN 56001-5900 (“Contractor”).

I. SERVICES TO BE PROVIDED.

Contractor will provide municipal planning services to the City and serve as the City Planner. The services will primarily consist of:

1. Attend bi-weekly in-person Consultant Agenda meetings with the City;
2. Coordinate and attend all Planning Commission meetings. Attendance shall be in person unless remote attendance is otherwise approved by the City;
3. Review land use applications as directed by the City Administrator including but not limited to conditional use permits, variances, plats, PUDs, comprehensive plan amendments, zoning map amendments and other subdivision applications;
4. Preparation of staff reports and presentations to the Planning Commission and City Council with respect to all of the City’s land use applications as noted above and collaboration with City Attorney or other city staff as warranted;
5. Preparation of public hearing notices for land use applications;
6. Preparation of development agreements; and
7. Respond to developer and resident inquiries related to planning and zoning;
8. Attend in person meetings with applicants and city staff as needed;
9. Provide support for Code Enforcement including preparation of letters, reports, and inspections as needed.
10. Any other planning services that are requested by the City.

Said Services shall be provided as described in Contractor’s proposal attached as Exhibit A (collectively, the “Services”). All Services provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

II. COST OF SERVICES.

A. Contractor shall perform the Services outlined in this Agreement and its proposal at the rates set forth in Exhibit A. Contractor shall invoice the City on a monthly basis for the Services performed by Contractor. The invoice must include the number of hours and a description of the Services performed by Contractor. Payment to Contractor by the City shall be due within 30 days of the date of the invoice.

B. The attached Schedule of Fees shall apply for services provided through December 31, 2024. Hourly rates may be adjusted by CONSULTANT on an annual basis thereafter to reflect reasonable changes to its operating costs. Adjusted rates will become effective January 1 each subsequent year.

C. The City shall not be responsible for payment for any additional costs or work performed by Contractor that are outside the scope of this Agreement that are not expressly pre-approved by the City.

III. CITY'S RESPONSIBILITIES.

- A. Upon request, the City shall provide Contractor with all available relevant materials pertaining to completion of the Services.
- B. Coordinate and lead bi-weekly in-person Consultant Agenda meetings.
- C. Provide the Contractor VPN remote access to City files and relevant software.

IV. TERM AND TERMINATION OF AGREEMENT.

The term of this Agreement shall commence, and Contractor shall commence performing the Services on November 1, 2024. This Agreement may be terminated earlier by either party by giving 30 days' written notice to the other party. Upon termination, Contractor shall be paid by the City for all Services rendered by Contractor and all other pre-approved costs incurred by Contractor as of the date of the termination for which Contractor has not yet been compensated.

V. INDEPENDENT CONTRACTOR.

All Services provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of Contractor, its employees, subcontractors, or agents, or other persons engaged by Contractor in the performance of Services pursuant to this Agreement, shall not be the obligation or responsibility of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated in this Agreement.

VI. INDEMNIFICATION.

Contractor, and subcontractors of Contractor, shall indemnify, defend, and hold harmless the City and its officials, employees, contractors and agents from claims, losses, liabilities, and expenses

(including reasonable attorneys' fees and expenses of litigation) caused by any negligent act or omission by Contractor, engaged by Contractor in the performance of the Services pursuant to this Agreement. Likewise, the City agrees that it will indemnify, defend, and hold harmless the Contractor, and its employees, subcontractors, and agents of Contractor against any and all claims, losses, liabilities, and expenses (including reasonable attorneys' fees and expenses of litigation), which the Contractor may hereafter sustain, incur, or be required to pay arising out of the actions of the City pursuant to this Agreement.

VII. INSURANCE.

Contractor agrees to maintain, at its expense, statutory workers' compensation insurance coverage. Contractor also agrees to maintain, at its expense, general liability insurance coverage insuring Contractor against claims for bodily injury, death, or property damage arising out of Contractor's general business activities (including automobile use). The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,500,000. Upon request of the City, Contractor shall provide the City with certificates of insurance, showing evidence of the required coverage and listing the City as an additional insured.

VIII. MISCELLANEOUS PROVISIONS.

A. Entire Agreement.

This Agreement shall constitute the entire agreement between the City and Contractor and supersedes any other written or oral agreements between the City and Contractor. This Agreement can only be modified in writing signed by the City and Contractor.

B. Data Practices Act Compliance.

Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. Contractor agrees to promptly respond to inquiries from the City concerning data requests.

C. Choice of Law and Venue.

This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

D. No Assignment.

This Agreement may not be assigned by either party.

E. Compliance with Laws.

Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, rules, ordinances, and regulations in performing the Services under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

CITY OF ALBERTVILLE

By: Adam Nafstad

Its: Administrator/PWD

BOLTON & MENK, INC.

By: Haila Maze

Its: Principal Planner

EXHIBIT A

Contractor's Proposal



October 21, 2024

Adam Nafstad P.E.
City Administrator - PWD
5959 Main Ave NE, PO Box 9
Albertville, MN 55301

RE: Proposal for Planning Assistance

Dear Mr. Nafstad:

The City of Albertville is seeking planning services to provide high-quality development review and customer service. Bolton & Menk, Inc. has the experience and qualifications to provide professional planning services. Like you, we take great pride in helping create safe, sustainable, and beautiful communities. Our approach to planning services makes Albertville's priorities, our priorities. We understand what needs to be accomplished for successful planning and development services.

Project Understanding

Albertville is an established community with ongoing development projects and planning needs. You are seeking a consultant to serve as your City Planner as your current City Planner is retiring. In this role, we understand we will provide quality development review, guidance, and recommendations to the Planning Commission and City Council as needed. Planning services are expected to range from permit review, site inspections and code enforcement to development review, ordinance revisions and coordination and special projects. We understand we are responsible for coordinating planning work with your staff such as public hearing notices, preparing legal documents, and communication with applicants and residents. We can also provide support and advice for planning related items like licensing, process improvement, or nuisances.

Given that the City has been with Al Brixius for so long, we will work with Al on the transition. We understand the value of smooth transitions and the significant change that this is for the community. We will do our best to learn as much as we can from Al before the end of the year as we get up to speed on your code and process and community dynamics.

Planning Team

Bolton & Menk will serve the City of Albertville using a team approach. Jenni will serve as your primary contact and be responsible for activities performed on behalf of the City of Albertville. Jenni will be supported by a team of professionals with a depth of planning experience, including TJ Hofer and Dylan Edwards. Together this team has nearly 40 years of planning experience. Dylan will be your primary planner with Jenni providing oversight and guidance. Jenni will also be available as needed for complex projects and general support to the city.

The Bolton & Menk team is intended to serve as an extension of city staff, with close coordination between the city and the team. The proposed team provides the optimum combination of accessibility and specialized expertise.

Bolton & Menk's multidisciplinary approach means we can answer a lot of questions with a quick trip down the hall. If specific technical questions arise during the process, we can answer them, usually without outside consultation or additional cost. In addition to extensive planning experience, our firm has expertise in civil engineering, surveying, landscape architecture, community development, GIS, funding and grant writing, graphic design, communication, historic and cultural resources, environmental services, and many other related areas.

Work Plan

We have developed a general work plan based on our experience and understanding of the needs of the City. Below is a brief description of the general plan and individual roles. We can adapt this plan and provide more flexibility as needed.

Day-to-Day Services

Day to day services will be billed on an hourly basis and can be adjusted to meet city needs. The majority of our work will occur remotely. We can be available for meeting at City Hall with developers as needed. We are also planning to be available for twice monthly Tuesday staff hours for development coordination and agenda setting meetings, monthly Planning Commission meetings, and City Council meetings as needed to facilitate the planning items or as otherwise requested. To keep coordination seamless, we would like to have remote access to your planning files via a VPN or secured network.

- Jenni Faulkner will serve as lead planner and project manager. Jenni will provide supervision and coordination among the planning staff. She will be available for development review of complex projects as needed. She will be available remotely or in person for meetings, as needed.
- Dylan Edwards will be your primary planner. He will conduct permit reviews, site inspection, preparation of development review applications and staff reports, and presenting at Planning Commission and City Council as needed. He will also be responsible for assistance with code enforcement.
- TJ Hofer is a mid-level planner that can support Dylan and Jenni as needed. We like to have back-ups to cover vacations or assist with occasional heavy workloads or complex projects.

NOTE: All general backgrounds and experience can be found on LinkedIn

Projects

These projects are specialized and usually have a specific timeframe for completion. Examples of these projects include environmental reviews, master plans, small area studies, complete zoning ordinance rewrites or other special planning studies. Projects are not a part of this proposal. We will work with the city to define a scope of services and budget for other special projects, as they come up.

Fee Estimate

Bolton and Menk does not charge for mileage or incidentals. 2024 Rates for our key personnel are as follows:

Employee	Hourly Rate
Jenni Faulkner, Senior Planner Project Manager	\$199 per hour
Dylan Edwards, Planner I	\$125 per hour
TJ Hofer, Planner II	\$146 per hour

We propose charging a flat rate for regular meetings of \$400 per person meeting. This includes two monthly staff meetings, monthly Planning Commission and/or City Council meetings. Meetings beyond that will be invoiced at the hourly rate.

In addition, we will provide discounted rates of 10 hours per month for planning services. The proposed discounted rate is \$105 an hour for the first 10 hours of the month for any staff billing time in that period that is not part of a development review (developer paid escrow). Note that 2025 rates will be published in December. Rates are likely to have modest annual increases to account for market cost of living adjustment. We will keep the meeting rate the same for 2025.

Also, to assist with a smooth transition, we will charge half of the meetings costs for meetings we attend with Al Brixius through the end of 2024. We are happy to discuss the rate and rate structure if they do not meet your expectations.

We are excited about this opportunity to work with you and assist the City in its planning needs. Please contact me at 952-378-6354 or jenni.faulkner@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Jenni Faulkner
Senior Planner/Project Manager

**2024 SCHEDULE OF
FEES**

2024 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2024. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Project Manager	\$180-261
Project Manager	\$145-231
Senior Project Engineer	\$140-216
Project Engineer	\$130-201
Design Engineer	\$115-176
Graduate Engineer	\$120-156
Senior Planner	\$110-231
Planner	\$85-161
Senior Landscape Architect	\$145-216
Landscape Architect	\$130-161
Landscape Designer	\$75-134
Licensed Project Surveyor	\$160-191
Graduate Surveyor	\$125-191
Survey Technician	\$80-189
Senior Technician	\$120-206
Technician	\$85-176
Specialist*	\$95-226
Practice Expert**	\$170-311
Senior Principal	\$200-320
Principal	\$165-286
Administrative/Corporate Specialists	\$50-176
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise, incl. graphic design, project communication, funding support, etc.

**Highly specialized and industry expertise unique to the market or area of discipline.

GENERAL ADMINISTRATION

2025 Budget: The adoption of the 2025 Property Tax Levy and Final Budget will be included on the December 2 City Council meeting. Please let me know if you would like any additional budget information or have any questions regarding the Preliminary Budget.

Enterprise Budgets: As part of the regular meeting, Staff will present draft enterprise budgets for City Council consideration.

Truth-in Taxation: The City's Truth-in Taxation hearing is scheduled for 6:15 pm on Monday, December 2 prior to the regular City Council meeting.

Winter Newsletter: The Winter newsletter should hit residents' mailboxes during the third week in November.

Streets and Parks Maintenance and Custodian/Building Maintenance Positions: The City is currently advertising for two different positions. The employment opportunity and job description for both positions are listed on the City's website. The application deadline for both positions is Monday, November 25, 2024.

Otsego Fire Service: The City of Otsego approved the Fire Protection Agreement for service in 2025.

Loewen Property: The City Attorney is reviewing the seller's revisions to the purchase agreement, and I expect closing will take place by the end of the month.

City Planning Services: As part of the regular meeting, Staff will present a professional service contract for planning services

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

CR 137: We will be learning more about the cost and timing of the proposed 137 between the interstate and Mackenzie Avenue NE. Generally, it is understood the County is working towards a two year construction project with the Mackenzie and Lymon roundabouts constructed in 2025, and the interstate ramp roundabouts constructed in 2026.

Main Avenue Reconstruct: Staff is working on a 95% plan submittal to State Aid by the end of the month.

Central Park Playground: Final design of the park improvements is underway.

Linwood Park Sport Courts: We are working with Omann Bros on a schedule for milling and overlaying the courts.

City Stormwater Modeling: Staff is working on a grant application for funding to update the city-wide stormwater model to reflect development that has occurred over the 15 years and the industry standards for design.

WWTF Improvements: The project is on track to be substantially complete by the end of the year. I will be setting a time(s) for Councilmembers to tour the new facility.

Generator Improvements: The generator project remains ongoing. We are still waiting for the control cabinet for Villas lift station. Once we have the cabinet, the Contractor will be able to pour the pads for the cabinet and generator. The concrete pads for the generator and switch gear at the fire hall were poured this past month. The generators for the fire hall and Villas Lift Station are expected to arrive by the end of the year.

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.