



Albertville Fire Department

5959 Main Avenue NE * P.O. Box 9 * Albertville, MN 55301 * Phone 763-497-3384 x 107

January 13th, 2026

The City of Albertville, MN is currently taking applications for the position of Reserve Firefighter with the Albertville Fire Department.

The Albertville Fire Department is responsible for fire and emergency response for a fire service area covering the City of Albertville and a substantial portion of the City of Otsego, serving a population of approximately 17,000 people across over twenty-six square miles.

Applicants must be at least 18-years of age and live within a 10-minute response time to the Albertville Fire Hall, located at 11350 57th St NE.

Applicants must submit a Fire Department application prior to **Thursday, February 12th, 2026,**
at 5:00 p.m.

Cover letters, resumes, and a copy of any relevant training certifications are also encouraged.

The Fire Department application and a full job description for the Reserve Firefighter position can be found on the City of Albertville website, or picked up at the Albertville City Hall located at 5959 Main Av NE.

Applications can be dropped off at Albertville City Hall or emailed to the Fire Chief at EricB@albertvillemn.gov

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: Employment Eligibility - Requirements and Process
Chapter: 4.0 Administrative Policies and Procedures
Section: 4.1 Appointments, Employment, Hiring, and Promotions
Sub-Section: 4.1.4 Employment Eligibility - Requirements and Process

Date: 04/20/2021

Updated: 02/07/2023

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4.1 Appointments, Employment, Hiring, and Promotions

4.1.4 Employment Eligibility - Requirements and Process

- A. All potential Firefighters shall be at least 18 years of age.
- B. All potential Firefighters shall complete and successfully pass the AFD hiring process. This process shall include, but is not limited to:
 1. Application:
 - a. All applications are due by the date/time posted in the job announcement.
 - b. The applications shall be scored and ranked.
 - c. List of applicants to be interviewed shall be based on ranking of applications and staffing needs of the AFD, but no interviews shall be granted for any applicant scoring less than 6 out of 10 points on their application.
 2. Initial Interview:
 - a. The Interview Panel shall consist of at least 2 Officers with a minimum of 5-years of AFD experience.
 - i. If any Firefighter chooses to be on the Interview Panel they shall have a minimum of 5-years of AFD experience.
 - ii. The interview shall be scored by the Interview Panel and an average score of 60% is required for the applicant to be eligible for consideration for appointment to the AFD.
 - iii. The interview is set up to return spontaneous and truthful answers from the applicant. The ability to re-apply and retake the interview allows the applicant to coach themselves after the initial interview, thus making their answers unreliable. Any applicant who receives an average score of less than 60% on an initial interview shall be ineligible for another interview for a period of five years.
 3. Physical Ability Test
 4. Reference Checks
 5. Final Interview:
 - a. The Final Interview Panel shall consist of the Fire Chief, and/or Deputy Fire Chief, and/or Assistant Fire Chief
 - i. The interview shall be scored by the Final Interview Panel

4.1.4 Employment Eligibility - Requirements and Process

6. Conditional Job Offer
 7. MN BCA Background and Criminal History Checks
 8. Pre-employment Medical Exams / Drug Testing
 9. Pre-employment Psychological Exams and Interview
 10. If a candidate is rejected for employment based on the results of the background checks, medical exam, and/or psychological exam and interview they will be notified of this determination.
 11. City Council Approval / Appointment
- C. Employment Response Requirements
1. To be eligible, Firefighter applicants shall live within a 10-minute response time to the Albertville Fire Station, as determined by commercial global positioning system (GPS) or mapping software.

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: Duties of a Firefighter
Chapter: 5.0 Firefighter Job Descriptions, Duties, and Position Requirements
Section: 5.3 Duties of a Firefighter

Date: 04/20/2021
Page: 1 of 3

Updated: 07/18/2022

5.3 Duties of a Firefighter

5.3.1 Description:

- A. Responds to emergency calls to protect and save life and property through effective rescue and firefighting work. Performs related fire prevention activities, equipment and facility maintenance, housekeeping functions as assigned, and performs other fire duties as directed. Responds to emergency medical calls and render aid to victims.

5.3.2 Essential Job Functions:

- A. Respond to fire calls and/or emergencies as directed.
- B. Respond to emergency medical calls, render aid to victim(s) as required in accordance with AFD policy.
- C. Respond to fire alarms. Involves getting to the scene with proper equipment quickly and safely. Includes proper positioning of fire apparatus and other equipment. Conducts themselves in a safe and efficient manner.
- D. Rescue individuals from fires and other emergency situations. Evacuate occupants of burning structures and assist them to safety. Administer first aid to injured persons as required.
- E. Extinguish fires. Place hoses and ladders, operate pumps, direct streams of water, use other extinguishing agents as appropriate, ventilate structures by opening windows or cutting holes, etc. May operate aerial ladders, fire extinguishers, bars, axes, etc., as needed. Involves working inside, outside, and on top of burning and smoke-filled structures.
- F. Perform salvage operations. May include placing tarps, removing excess water, shoveling out debris, sometimes patching windows and holes, and performing other clean-up as directed.
- G. Wears and uses appropriate protective clothing and equipment, including self-contained breathing apparatus (SCBA).
- H. Communicates during emergencies in a calm, descriptive, and articulate manner, using portable two-way radios or person to person voice communications.
- I. Clean up and prepare equipment. Includes refueling vehicles, refilling water tanks, recharging air tanks and extinguishers, washing trucks and hand tools, drying and reloading hoses, and other work needed to return vehicles and equipment to ready status.

5.3 Duties of a Firefighter

- J. Assist in inspecting, maintaining, and repairing, as necessary, all fire related equipment. Complete proper check lists and report damaged and improperly functioning equipment.
- K. Maintain facilities and perform housekeeping duties as directed. Includes building and grounds maintenance, sweeping and washing floors and walls, cleaning living areas, and performing minor repairs as needed and assigned.
- L. Assist in fire prevention duties as assigned. Assist with regular inspection of commercial and public buildings. Assist with fire prevention education, etc.
- M. Maintain and improve rescue and firefighting skills. Attend training sessions, studies material on fire hazards and Firefighting or rescue methods and maintains familiarity with city streets and all AFD equipment.
- N. Emergency Medical Response - Personnel shall maintain all related skill levels in accordance with the laws of the State of Minnesota.
- O. Keep a superior officer advised of fire suppression developments.
- P. Work as a member of a team, under the supervision of a superior officer within the AFD's chain of command.
- Q. Maintains effective relations with internal and external contacts.
- R. Provides exceptional service to residents, business employees, and visitors.
- S. Perform other duties as assigned.

5.3.3 Job Requirements and Physical Demands:

- A. Need to have excellent driving skills.
- B. Be able to step up into/on truck with a maximum height of 30".
- C. Be able to climb several flights of stairs, 12' to 35' ladders, and 110' aerial.
- D. Be able to balance self while handling weighted equipment in a burning and smoke-filled structures.
- E. Be able to lift or carry equipment from floor to overhead.
- F. Be able to kneel/crouch balanced without support.
- G. Be able to crawl about on hands and knees with weight on your back.
- H. Be able to push/pull objects using total body movements (forces up to 18 pounds required for basic equipment).
- I. Be able to walk long distances (over 100 yards at one time).
- J. Need good grip strength with gloves to handle tools requiring torqueing, pounding, and jerky motions with hands.
- K. Handle equipment, injured people and gauges.
- L. Be able to move around with 55 pounds weighted gear and a variety of weighted equipment or an injured person.
- M. Have general mechanical ability/knowledge of engines.
- N. Need good visual acuity to read gauges.
- O. Need good auditory and comprehension skills to follow directions.
- P. Need quick reflexes.
- Q. Not be claustrophobic or have a fear of heights or cramped quarters.

5.3 Duties of a Firefighter

- R. Maintenance of grounds which includes, but is not limited to, shoveling, snow blowing, and watering.
- S. Be able to work under stress/pressure.
- T. Be able to perform rescue operations in water and ice conditions.

Albertville Fire Department

Standard Operating Policies and Procedures



Policy Title: Reserve Firefighter
Chapter: 5.0 Firefighter Job Descriptions, Duties, and Position Requirements
Section: 5.4 Position Descriptions
Sub-Section: 5.4.1 Reserve Firefighter

Date: 04/20/2021 **Updated:** 12/04/2023
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5.4 Position Descriptions

5.4.1 Reserve Firefighter

A. Requirements - See Section 4.1.4 (Employment Eligibility Requirements and Process) of the AFD Standard Operating Policies and Procedures:

The following requirements shall be completed and successfully passed before becoming eligible for a Reserve Firefighter position:

1. Potential Reserve Firefighters shall be at least 18 years of age.
2. Potential Reserve Firefighters shall live within a 10-minute response time to the Albertville Fire Station, as determined by commercial global positioning system (GPS) or mapping software.
3. Potential Reserve Firefighters shall complete and successfully pass the AFD hiring process. This process shall include, but is not limited to:
 - a. Application
 - b. Initial Interview
 - c. Physical Ability Test
 - d. Reference Checks
 - e. Final Interview
 - f. Conditional Job Offer
 - g. MN BCA Background and Criminal History Checks
 - h. Pre-Employment Medical Exams / Drug Testing
 - i. Pre-Employment Psychological Exams and Interview
 - j. City Council Approval / Appointment

B. Training:

All training shall be approved by the Fire Chief, Deputy Fire Chief, and/or Training Captain.

1. Reserve Firefighters shall attend all AFD meetings and/or training sessions, unless they are enrolled in initial State Certification classes as required by the AFD; or enrolled in MN EMSRB certified training for initial Emergency Medical Responder (EMR).
 - a. These sessions shall cover the operation of equipment and vehicles; and the standard operating procedures (SOP's), standard operating guidelines (SOG's), rules, regulations, and policies of the AFD.
2. Firefighter I, II, HazMat Operations, CPR/Emergency Medical Responder (EMR), and FEMA ICS / NIMS 100 / 200 / 700 training shall be completed during the

5.4.1 Reserve Firefighter

Reserve Firefighter period, unless otherwise directed by the Fire Chief and/or Board of Officers, before being eligible for a Paid-On-Call/Probationary Firefighter position.

- C. Attendance:
 - 1. Reserve Firefighter attendance is required at AFD regularly scheduled meetings and/or training drills and official events, unless otherwise specified by the Fire Chief, and/or Board of Officers.
 - 2. A response to a reasonable number of calls is required and expected. Response to calls shall be at least 20% of the total calls per quarter. Not meeting this requirement shall be considered a call response percentage violation. All call response percentage violations shall be documented and kept as part of the Firefighters personnel file.
- D. Duties:
 - 1. A Reserve Firefighter shall assume only the duties of a Firefighter that they have been fully trained in. The Reserve Firefighter is expected to wear a BLUE helmet, along with full turnout gear, to identify them as a Reserve Firefighter. They are required to wear all other safety equipment deemed necessary by the Incident Commander, an Officer, or the ranking Firefighter in charge, to include reflective safety vest on ANY roadway.
 - 2. Reserve Firefighters duties shall be assigned by the Incident Commander, an Officer, or the ranking Firefighter in charge.
 - 3. Reserve Firefighters shall not enter an emergency vehicle for a call response unless instructed to do so by the Incident Commander, an Officer, or the ranking Firefighter in charge.
- E. Pay/Benefits
 - 1. Reserve Firefighters shall not be paid for training, calls, meetings, activities, or events.
 - 2. Reserve Firefighters shall not receive MN PERA Statewide Volunteer Firefighter (SVF) Plan benefits.
- F. Officer Positions
 - 1. A Reserve Firefighter shall not be eligible to be chosen for any AFD Board of Officer position.
- G. Performance Evaluation
 - 1. Reserve Firefighters shall be evaluated every 12 months, or as deemed necessary by the Fire Chief and/or Board of Officers.
- H. Termination:
 - 1. Reserve Firefighters may be dismissed at the discretion of the Fire Chief and/or Board of Officers, at any time, if the Firefighter's performance does not meet the required standards as outlined in the AFD's Standard Operating Policies and Procedures and/or Standard Operating and Response Guidelines. There shall be no appeal procedure. (Albertville City Code Sections 6-1-2-B and 6-1-7)

5.4.1 Reserve Firefighter

- I. Moving from Reserve Firefighter to Probationary Paid-On-Call Firefighter:
 1. The Reserve Firefighter shall complete and successfully pass Firefighter I, II, HazMat Ops, CPR/Emergency Medical Responder (EMR), and FEMA ICS/NIMS 100 / 200 / 700 training, unless otherwise directed by the Fire Chief and/or Board of Officers.
 2. The Reserve Firefighter shall meet the minimum qualifications for, and obtain, an MBFTE Firefighter License and an EMSRB EMR Certification.
 3. The Reserve Firefighter shall attend all AFD meetings and/or training sessions, unless otherwise directed by the Fire Chief and/or Board of Officers.
 4. Movement from Reserve Firefighter to Probationary Paid-On-Call Firefighter is based on merit and performance. Items discussed by the Board of Officers during the promotional process include, but are not limited to:
 - a. Call Percentage
 - b. Meeting Attendance
 - c. Training Hours
 - d. Activity Time
 - e. Positive working relationships within the AFD and Community
 5. If and/or when a Probationary Paid-On-Call Firefighter position is open, and after approval of the Fire Chief and/or Board of Officers, the Reserve Firefighter shall assume all duties of a Probationary Paid-On-Call Firefighter.



Employment Application

Albertville Fire Department
 Return to:
 5959 Main Avenue, P.O. Box 9
 Albertville, MN 55301
 Phone: 763-497-3384 ext. 107 Fax: 763-497-3210



We welcome your application for employment. Please provide us with complete information so that we may give you full consideration of your application. Depending on the position, you may be asked to complete an additional questionnaire or supply us with further information.

The Albertville Fire Department is an Affirmative Action Employer. It is our policy to provide equal employment opportunities to all who apply or who are employed at the Fire Department. The Albertville Fire Department does not discriminate based on race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance. Individuals are evaluated and selected based on merit.

PERSONAL INFORMATION				
Last Name	First Name	Middle		
Present Address:	Street	City	State	Zip Code
Permanent Address (if different):	Street	City	State	Zip Code
Phone Numbers:	Home	Work	Other	
Email:				
Are you a United States Citizen or legally eligible to work in the U. S.? Yes <input type="checkbox"/> No <input type="checkbox"/> (If hired, you will be required to provide further documentation to prove you are eligible to work in the U.S.)				
WORK PREFERENCE				
What position are you applying for or in which area would you like to work?				
Position: RESERVE FIREFIGHTER		Department: FIRE DEPARTMENT		
Status:		Date Available for work:		
INTERNAL USE ONLY				
Date Received	Action	Notification		

EDUCATION AND TRAINING

Please circle the highest grade you have completed:

High School
9 10 11 12College
13 14 15 16Graduate School
1 2 MA PhD JD

Name and Location of High School (most recent):

Did you graduate: Yes No **SCHOOLS**

TYPE	NAME & LOCATION	DEGREE RECEIVED?	MAJOR/MINOR
College			
College			
Graduate			
Vocational			

ADDITIONAL TRAINING RECEIVED

Please summarize any or all related course work or training you have received which may be relevant to this position (you may attach a separate page or summary):

PROFESSIONAL LICENSES OR CERTIFICATIONS

What trade or professional licenses or certificates do you currently hold? (Please attach a copy of each relevant license, if required for the position).

RELATED ACTIVITIES AND PROFESSIONAL MEMBERSHIPS

Please describe any relevant memberships in professional, civic, social organizations or trade associations (past or present) in which you have been involved. Include any responsibilities or achievements/awards, along with any offices you have held or received. Exclude the name of the organization, which may indicate age, race, creed, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, membership or activity in a local human rights committee, or disability in their name or character.

COMPLETE ENTIRE APPLICATION – DO NOT WRITE “SEE RESUME”

EMPLOYMENT HISTORY – List most current employer first

Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present Employer (Name)		Address	
Your Job Title		Telephone Number	
Dates Employed From	To	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>	
Supervisor’s Name and Title		Phone Number of Supervisor	

Describe the duties you perform (be as specific as possible):

NEXT EMPLOYER

Employer		Address	
Supervisor Name and Title		Telephone Number	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>
Your Job Title	Dates Employed From	To	
Duties Performed			
Reason for Leaving:			

NEXT EMPLOYER

Employer		Address	
Supervisor Name and Title		Telephone Number	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>
Your Job Title	Dates Employed From	To	
Duties Performed			
Reason for Leaving:			

ADDITIONAL WORK EXPERIENCE

Please list any other employment experience or volunteer work you performed that you think is relevant to the position in which you are applying and will assist us in making a determination based on your qualifications.

GENERAL INFORMATION

What hours and/or days are you available to respond to calls?

Are you over the age of 18?

Yes No

Available to start?

VALID DRIVER'S LICENSE

Do you possess a valid driver's license?

Yes No State: _____

PLEASE ANSWER ONLY IF RELEVANT TO THE POSITION IN WHICH YOU ARE APPLYING

What other equipment do you operate that would relate to the position? (Attach a separate list if necessary.)

What other information about your skills, training, or education can you provide which would be helpful for us to know when considering your application? (Please list only those items which are relevant to the position.)

References

Name	Relationship to You	Occupation	Phone Number

VETERAN'S PREFERENCE

ELIGIBILITY REQUIREMENTS: To qualify for preference on a **Competitive Examination**, you must have been separated, under honorable conditions, from any branch of the armed forces of the United States after having served 181 consecutive days or by reason of disability incurred while on active duty and be a United States Citizen or resident alien. One may also be the spouse of a qualified, deceased veteran or the spouse of a disabled veteran where the veteran, because of a service-related disability, is unable to perform the job for which the spouse is applying.

NAME OF VETERAN (Last, First, Middle):	Veteran's Social Security Number:
TYPE OF SEPARATION: <input type="checkbox"/> Honorable <input type="checkbox"/> Medical <input type="checkbox"/> Other (specify)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you serve on active military duty for 181 consecutive days or more in any branch of the U.S. Armed Forces?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you met the minimum active duty requirement as defined by 38 C.F.R. 3.12a?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have active military service that is certified by the United States Secretary of Defense as active military service and a discharge under honorable conditions? (Reference: 38 U.S.C. 401)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently have a service-connected disability? Percentage of service-connected disability: _____ % (Please submit USDVA letter of disability rating which includes the percentage)
FOR SPOUSE OF DECEASED VETERAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Were you the spouse of a veteran on the date of the veteran's death? (Please submit DD214, copy of marriage certificate, spouse's death certificate and proof that veteran died on or as a result of active duty). <i>You are ineligible to receive points if you have remarried or were divorced from the veteran.</i>
FOR SPOUSE OF DISABLED VETERAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your spouse unable to perform the job for which you are applying because of a service- related disability? (Please submit DD214, copy of marriage certificate, and USDVA letter of disability rating which includes the percentage)
SIGNATURE AND DATE	
I hereby claim Veteran's Preference for this examination and swear/affirm that the information given on this document is true and correct.	
Signature	Printed Name
Date	

You must submit a photocopy of your DD214 which indicates type of separation with your application.

DATA PRIVACY NOTICE

The information you supply on this employment application will be used to assess your qualifications for the position for which you are applying. You are not legally required to provide the information, but we will not be able to consider your application without it. The information is requested to distinguish you from other applicants; to identify you in our employment files; to determine if you meet the minimum qualifications of the position for which you are applying; and to contact you for the employment interviews.

The following information on this application will be considered private data on individuals pursuant to the Minnesota Government Data Practices Act: your name, home address, home phone number, and Social Security number. If you are certified as eligible for an employment vacancy, your name will become public data. If you are hired by the Albertville Fire Department, all information you supply on this application will become public data, except your home street address, home phone number, and Social Security number.

The information you voluntarily provide on the separate form "Confidential Equal Employment Opportunity Information" will be at all times considered private data. It can only be accessed by you or a city official who has a bona fide need for it to comply with affirmative action and equal opportunity mandates.

If you are selected as a finalist for a position, your name will become public information. You become a finalist if you are selected to be interviewed by the Fire Department.

If you are selected for employment with the Fire Department, the following additional information about you will be public: your name; actual gross salary range; contract fees; actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration, such as expenses or mileage reimbursement, in addition to your salary; your job title; the dates of your first and last employment with the city; the status of any complaints or charges against you while at work; the final outcome of any disciplinary action taken against you, specific reasons for it, and all supporting documentation about your case; terms of any agreement setting administrative or judicial proceedings; your work location and work telephone number, honors/awards received; payroll time sheets; your city and county of residence. Anything not listed above which is placed in your personnel file (such as medical information, letters of recommendation, resumes, etc.) is made private information by law. For further information refer to Minnesota Statute Chapter 13.

DRUG AND ALCOHOL TESTING

The Albertville Fire Department has adopted a drug and alcohol testing policy. As a job applicant for this position, you are subject to testing under the policy and may be asked to provide a urine specimen after you have received a conditional offer of employment. You may legally refuse to undergo a drug or alcohol test. If you refuse, the Fire Department's conditional offer of employment may be withdrawn. If you undergo an initial screening test with a positive test result, a confirmatory test, verifying that result, must be performed

You may have the right to explain a confirmatory test's positive result within three working days after receiving notice. You have the right to request and pay for a confirmatory retest of the original sample within five working days after receiving notice. If the confirmatory test does not confirm the original positive test result, no adverse personnel action based on the confirmatory test may be taken against you. A job applicant, who receives a positive test result, fails or refuses a confirmatory test, does not request in writing a confirmatory test within five working days after notice may be refused employment and will be notified of the reason for such refusal. Except as otherwise noted, the job applicant has no additional right of appeal within the City of Albertville

The full Drug and Alcohol testing personnel policy is available for review in the City Administrator's office at City Hall, 5959 Main Avenue NE, Albertville, MN 55301, during normal office hours. A job applicant receiving a conditional offer of employment will be given a full policy prior to testing.

AUXILIARY AIDS AND ASSISTANCE

If you have a job-related disability and require a reasonable accommodation to compete in the application process, please contact the City Administrator's office at City Hall, 5959 Main Avenue NE, Albertville, MN 55301, during normal office hours, or phone (763) 497-3384.

AUTHORIZATION AND RELEASE

I hereby authorize the entities and persons listed above to release to the Albertville Fire Department, and any agent acting on its behalf, data, classified as private. The data which I authorize to be released consists of private data, as defined by Minnesota Statute Ch. 13.02. subd. 12. and has been or will be collected by the Albertville Fire Department and/or its agent and/or its representatives. The information for which release is authorized includes all data, which has been collected, created, received, retained or disseminated in whatever form, which in any way is related to employment. I fully understand the purpose of permitting the Albertville Fire Department to have access to this information is to determine my suitability for employment.

This authorization shall be valid for one (1) year, but I reserve the right to, at any time prior to expiration, cancel this authorization by providing written notice to the City Administrator. I also acknowledge that a photocopy of this authorization may be used instead of the original and that photocopy shall be considered as valid as the original.

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief.

I understand that any false information on or omission of information from this application, or failure to present the required proofs, upon discovery will be cause for rejection or dismissal if employed. The Albertville Fire Department has the right to verify all information provided in this application.

I release all parties from any and all liability and claims for damages, whatsoever, that may result there from.

Applicant's Signature

Date

It is the Albertville Fire Department's policy and intent to provide equality of opportunity in employment of all persons. The Albertville Fire Department does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.

Please return completed application and resume to:

Albertville Fire Department
5959 Main Avenue
Albertville, MN 55301