

**NOTICE OF ALBANY  
CITY COUNCIL MEETING**

There will be a regular meeting of the City Council in and for the City of Albany, Stearns County, Minnesota at 6:30 o'clock in the evening on Wednesday, January 17, 2018, in the Council Room at 400 Railroad Avenue for the said City.

**AGENDA**

1. Convene meeting
2. Pledge of Allegiance
3. Audit Bills
4. Act on regular Council minutes of the meeting held on January 3<sup>rd</sup>
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Janelle P. Kendall, Stearns County Attorney – update City participation in Stearns County Diversion Program.
7. Dan Behrke, District Manager, Waste Management – update Council on proposed 2018 Yard Waste collection and refuse collection services in the City for residential properties.
8. Jeremy Mathiasen, City Engineer
  - project updates
9. Reports of Boards, Commissions, and Department Heads
10. Tom Schneider, Clerk/Adm.
  - recommendation to approve 2017 State Pay Equity Report
  - present Large Gathering Permit application submitted by Albany Jaycees for annual Ice Cup Challenge on North Lake (February 24<sup>th</sup>).
11. Mayor's announcements and letters
12. Announce next meeting date and adjourn

Tom Schneider  
Clerk/Adm.

Pursuant to due call and notice thereof a regular meeting of the Council in and for the City of Albany, Stearns County, Minnesota, was called to order by Mayor Daron Gersch at 6:30 o'clock in the evening on Wednesday, January 3, 2018, in the Council Room at 400 Railroad Avenue for the said City.

Other Council members present were: Councilors Al Amdahl, John R. Harlander, and Keith Heitzman. Councilor Tom Kasner was absent.

Also present were: Tom Schneider, Clerk/Adm., Jeremy Mathiasen, City Engineer, with Stantec, Inc., Joe Mergen, Public Works Supervisor, Mike Kosik, Editor, Albany Enterprise, and Ozzie Carbajal, Albany Police Chief.

The Council recited the Pledge of Allegiance.

After due discussion, a motion was made by Keith Heitzman and seconded by John R. Harlander to authorize electronic payments, transfers, and the payment of the following bills: Check Numbers 67877 to 67908 and 16816 to 16829. All voted for the motion and it carried.

Mayor Daron Gersch called for any corrections or additions to the minutes of the regular meeting of the Council held on December 20<sup>th</sup> and hearing none declared them approved.

Open forum/public comment: none

Mayor Daron Gersch presented the following proposed 2018 appointments:

- |   |                                   |
|---|-----------------------------------|
| Acting Mayor                                  | Tom Kasner                        |
| Animal Warden                                 | Police Dept.                      |
| Weed Inspector                                | Mayor Daron Gersch                |
| Assistant Weed Inspector                      | Joseph Mergen                     |
| Auditor                                       | Schlenner Wenner Co.              |
| City Attorney                                 | Jovanovich, Kadlec & Athmann, PA  |
| Emergency Management Director                 | Steve Blenker                     |
| Assistant Emergency Management Directors      | Gary Winkels                      |
| Community Education Liaison                   | Keith Heitzman                    |
| EDA Board members                             | John R. Harlander, Tom Kasner     |
| Equipment Commissioner                        | Tom Kasner                        |
| Fire Department Liaison                       | Tom Kasner                        |
| Albany Golf Board Liaison                     | Keith Heitzman                    |
| Health Officer                                | Dr. Daron Gersch , MD             |
| Labor Commissioners                           | Keith Heitzman, Daron Gersch      |
| Official Depositors                           | Stearns Bank, Albany Credit Union |
| Official Publication                          | Albany Enterprise                 |
| Park Board Liaison                            | Keith Heitzman                    |
| Planning Commission Liaison                   | Al Amdahl                         |
| Police Commissioner                           | John R. Harlander                 |
| Street Commissioner                           | John R. Harlander                 |
| Utility Commissioner                          | Daron Gersch                      |
| Township Liaison                              | John R. Harlander                 |
| Fire Department Relief Association Ex-Officio | Tom Kasner, Tom Schneider         |

After due discussion, a motion was made by Mayor Daron Gersch and seconded by Al Amdahl to approve the aforementioned 2018 Mayor Appointments. All voted for the motion and it carried.

Mr. Mathiasen appeared before the Council to inform the Council that he has reviewed all the bids received for the 2018 North Lake Storm Water Improvements and the low bid received was from Craig Bardson Excavating, Inc., Albany, MN in the amount of \$197,959.55. Mr. Mathiasen proposed some

modifications to the filtration trenches that will reduce the amount of treatment slightly, but will save a significant amount of construction money. Mr. Mathiasen noted that the main change is a reduction in the width of the Iron-Enhanced Sand Filter material within the filtration trench that would still get phosphorus treatment in the range of 11-13 lbs per year with savings of nearly \$30,000 in construction costs. Mr. Mathiasen also noted that if modifications were done with the thickness of the washed rock, going from a larger rock to a small rock, a savings of \$6,000 would be possible. Mr. Mathiasen noted that no changes in the plant sizes for the two rain gardens would be made at this time. Mr. Mathiasen provided the following summary to the Council:

- Existing Low bid = \$197,959.55
- Quantity Revisions = (\$35,011.00)
- Revised Construction Cost = \$162,948.55
- Indirect project costs = \$36,000.00
- Construction Contingency (5%) = \$8,147.42

**Estimated Total Project Expenses = \$207,095.97**

- Original Clean Water Grant = \$130,580.00
- City planned match = \$60,000.00

**Total existing funds = \$190,580.00**

- Estimated project shortfall = \$16,515.97

Mr. Heitzman questioned if Stearns County Soil and Water Conservation District would provide additional funding for the project. Mr. Mathiasen noted that the said District had informed him that there would be additional funds to meet the estimated project shortfall and recommended approval of the low bid. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption:

RESOLUTION 2018-02  
RECEIVING BIDS AND AWARDED CONTRACT  
NORTH LAKE STORM SEWER IMPROVEMENTS

The motion for the foregoing resolution was seconded by Keith Heitzman and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Daron Gersch, Councilors Al Amdahl, John R. Harlander, and Keith Heitzman, and none voted against the same whereupon the said resolution was declared duly passed and adopted. The full text of the said resolution is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mayor Daron Gersch directed Mr. Mathiasen to prepare a schedule for the construction and assessment hearing for the 2018 1<sup>st</sup> Street (State HWY #238) Improvements (approximately 150 feet north of Railroad Avenue to 200' north of Lake Avenue). Mr. Mathiasen noted that the construction is to begin in summer of 2018.

Mr. Mergen reported that at 9:00 PM on December 25<sup>th</sup>, Christmas Day, the emergency alarms sounded at the lift station on Golf View Drive. Mr. Mergen noted that after inspection he found two string mop heads entangled in each pump which caused the electrical panel to be damaged and alarm to sound. Mr. Mergen noted that the lift station was temporarily back on-line at 3:00 AM, but additional electrical repairs were completed on December 26<sup>th</sup>. Mr. Mergen noted that this is the third string mop head recently found in a lift station pump and questioned if this is being done intentionally by an individual or has someone mistakenly deposited the mop head in a toilet. Mr. Harlander questioned why anyone would risk

ruining their toilet or blocking their sanitary sewer service from their home to the City's sanitary sewer system in the street which could result in a sewer backup in the basement. Mr. Mergen recommended that a letter be mailed to all properties that are served by the lift station on Golf View Drive. Mayor Daron Gersch, with the consensus of the Council, directed Mr. Schneider to prepare a letter outlining the dangers and penalties of depositing a string mop head in the City's sanitary sewer system.

Mr. Schneider informed the Council that the annual conference for the Minnesota Clerk's and Finance Officers Association (MCFOA) is scheduled for March 20-23<sup>rd</sup> in Bloomington, MN. Mr. Schneider noted that the conference is well attended by nearly 350 individuals from cities across the State providing valuable information to attendees. Mayor Daron Gersch, with the consensus of the Council, had no objection for Mr. Schneider to attend the said annual conference.

Jason Murray, David Drown Associates, the City's Economic Development Consultant, appeared before the Council to inform the Council that CentraCare, St. Cloud, MN, purchased the former Master Mark Plastics site at 30 Railroad Avenue. Mr. Murray noted that representatives from CentraCare are interested in pursuing tax increment financing (TIF) from the City to assist with the redevelopment of the site. Mr. Murray noted that the City has not yet received an application to create a tax increment financing district, but TIF planning and zoning requests will be made very shortly to move the project along as quickly as possible for construction to be completed in the fall of 2018. Mr. Murray also noted that tax increments collected from this TIF District can be used to pay for intersection improvements (1<sup>st</sup> Street/Railroad Avenue) if done within a three-year period. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption:

**RESOLUTION 2018-01  
A RESOLUTION FINDING A BUILDING TO BE SUBSTANDARD,  
DECLARING THE CITY'S INTENT TO REQUEST CERTIFICATION FOR A  
REDEVELOPMENT TIF DISTRICT WITHIN THREE YEARS, AND AUTHORIZING  
AN INTERFUND LOAN.**

The motion for the foregoing resolution was seconded by Keith Heitzman and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Councilors Al Amdahl, John R. Harlander, and Keith Heitzman, and none voted against the same whereupon the said resolution was declared duly passed and adopted. Mayor Daron Gersch abstained. The full text of the said resolution is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mayor Daron Gersch announced that the City received a \$20,000 donation from an anonymous individual(s) specifically requesting that the funds be used to purchase playground equipment in the Hall's High View Park. Mr. Schneider noted that the Park Department's Capital Park Improvement Plan includes new playground equipment in the said Park at an estimated cost of \$50,000. Mayor Daron Gersch, with the consensus of the Council, thanked the anonymous donor(s) for their generosity and financial support for the Park.

Mayor Daron Gersch announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, January 17, 2018 and adjourned the meeting at 7:10 PM.

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Tom Schneider  
Clerk/Adm.

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To:	Mr. Tom Schneider and Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	January 12, 2018

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**Reference:    Engineering Update for the 1/17/18 Council Meeting**

**2018 1st Street Improvements**

Tree removal has now been planned for the week of January 22<sup>nd</sup>, and notices were delivered to the residents by MnDOT. I've attached a copy of the notice which includes some other project information as well.

We will be meeting with Council members soon to finalize project costs and to prepare a timeline for the Improvement Assessment Hearing.

**North Lake Storm Water Improvements**

Project contracts are currently being prepared for the City's and Contractor's signature.

Wayne Cymbaluk confirmed that the SWCD can provide some additional funding beyond the original \$130,580 Clean Water Grant. Our estimated project shortfall was \$16,516 and they have committed to paying 75% of that amount, or \$12,387.

**1st Street / Railroad Avenue Intersection Improvements**

I will provide a preliminary project schedule at the meeting for discussion. The potential schedule works backwards from a 2019 Construction start and includes the estimated MNDOT & Stearns County timeframes for review and the approvals needed.

**Albany Capital Improvement Planning**

On Tuesday Joe, Gary, John Harlander and I met to discuss future improvement projects for the City that will complete the replacement of the original underground utilities in the heart of the City. At Wednesday's meeting, we will plan to discuss what those projects may look like and provide some very high level pricing information.

We all know how expensive reconstruction projects can be, so planning a strategy to be able to pay for the work in a timely fashion will require some further discussion and some review from the Council and the City's financial planners.

Feel free to let me know if you have any specific questions before the meeting.

[Jeremy.mathiasen@stantec.com](mailto:Jeremy.mathiasen@stantec.com)    320.529.4366



320-845-4244  
320-845-2346 Fax  
P. O. Box 370  
Albany, Minnesota 56307

**EMERGENCY MANAGEMENT SERVICES**

**LARGE GATHERING (outside) APPLICATION**

“Large Gathering” means any public gathering of 150 or more persons at any location at any single time for the purpose of musical, racing, political, promotional or social entertainment or other similar type of activity, but shall not apply to:

- Any permanent place of worship, stadium, athletic field, arena, auditorium, or coliseum
- Gatherings or activities permitted or licensed by other State laws or regulations
- Family celebratory gathering taking place entirely upon the premises of a family member

**RECEIVED**  
Applications must be received at least 30 days in advance of the event

Application received: JAN 09 2018

Name of Event: CITY OF ALBANY Feb 24th / Ice Cup Event Date: 2/24th/2018

Applicant Name: Albany Jayces Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_

Address: Albany MN 56307  
(City) (State) (Zip code)

Property Owner's Name: City of Albany Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Zip code)

1. Describe all the activities anticipated to be a part of the event:

Golfing on North Lake, food will be served

Dear Albany Resident,

A road construction project likely to affect your 2018 travel begins soon.

Highway 238 between Railroad Avenue and North Lake will be reconstructed during the 2018 construction season. I've included some basic information below that will, I hope, help prepare you for the project, ease potential inconveniences and improve safety for yourself, those working on the project, and others who travel this segment of Highway 238.

You can expect to see and hear crews removing trees along the project the week of January 22. The tree removal is expected to take about one week to complete. Short segments of Highway 238 between Railroad Avenue and the southeast shore of North Lake will be reduced to a single lane as needed, from sunrise to sunset, while crews complete this first part of the project.

Major road construction is tentatively scheduled late-May through mid-September. Highway 238 will be closed and detoured for much of that time. All local residences and businesses will remain accessible throughout the closure. We plan to issue more information on that road closure, and any other traffic impacts, as details become available. You can stay up to date by visiting the project's website at [www.mndot.gov/d3/2018/albany](http://www.mndot.gov/d3/2018/albany), and on Twitter by following [@MnDOTcentral](https://twitter.com/MnDOTcentral).

If you have questions, comments or concerns about the project, please first visit the project's website at the Web address above. If you can't find the information you need, or you have an urgent concern, please contact me directly, or contact J.P. Gillach at 218-828-5706 or [james.gillach@state.mn.us](mailto:james.gillach@state.mn.us).

When complete, the project will reconstruct the road, and improve the road's ride, longevity, drainage and pedestrian accessibility.

With respect.

*Tim Paul*

Tim Paul, Construction Project Manager  
[timothy.g.paul@state.mn.us](mailto:timothy.g.paul@state.mn.us)  
320-223-6546





# Stearns County Soil & Water Conservation District

Stearns County SWCD  
110 2<sup>nd</sup> Street South – Suite 128  
Waite Park, MN 56387

Tel. (320) 251-7800 ext. 3  
Fax (855) 205-6907  
[www.StearnsCountySWCD.net](http://www.StearnsCountySWCD.net)

January 10, 2018

CITY OF ALBANY  
PO BOX 370  
ALBANY MN 56307-0370

## Re: Two River Watershed

Dear Landowner,

You most likely have heard about the impact that the massive rain events from hurricanes this summer had on communities in the southern United States. Minnesota has been fortunate that we have not had rainfall events measured in feet. However, over the last several years, large and more frequent rain events have occurred in central Minnesota, impacting our land and water resources. These events have impacted cropland, causing soil erosion in areas that have been stable for years. This type of erosion can impact crop yields and cause problems in harvesting crops.

In 2014, the Two River watershed received significant rainfall events including an 8 inch rainfall event in late May. As a result, the Stearns County Soil and Water Conservation District (SWCD) applied for and received funds from the Minnesota Board of Water and Soil Resources (BWSR) to address urban and agricultural resource concerns within the Two River watershed. These funds are nearly depleted and the Stearns County SWCD is considering applying for additional funds in 2018. Prior to submitting a grant application, we need to determine the level of landowners' interest at addressing resource concerns they may have on their property.

This new funding would be used to "weather-proof" your soil, protecting your soil productivity for the future. Typical weather-proofing includes improving soil health and installing several types of conservation practices aimed at reducing erosion, reducing sedimentation, and improving water quality. Some of these practices may include: water and sediment basins, manure stacking slabs and basins, grassed waterways, cover crops, and other resource protection efforts. If you are interested in any of these practices to make your property more efficient or have other resource concerns, please contact us at (320) 251-7800 ext. 3. We look forward to hearing from you.

Sincerely,

Dennis J. Fuchs  
Administrator





December 22, 2017

Dear Friend of the Wobegon Trail,

The Lake Wobegon Trail knits us together across Central Minnesota as few other resources do. **Thank you for your support of this regional treasure!**

This past year moved the trail ever closer to becoming one of the premier rails-to-trails in Minnesota.

Some major accomplishments were:

- Installation of bike repair stations in St. Joseph, Avon, Albany, Freeport, Melrose, Sauk Centre and Holdingford.
- Groundbreaking for the first 3 miles of a planned 7-mile extension
- Redesign of the lakewobegontrail.com website to be mobile-friendly
- Removal of buckthorn between Avon and St Joseph with volunteers
- Hosting of three annual bike rides, attracting 400 participants

Next year promises to be even better--with many impressive projects coming up:

- 20th anniversary celebration of the opening of the trail
- Completion of 3 of the final 7 miles through St. Cloud by Stearns County
- 10th anniversary celebration of the longest covered bridge in Minnesota at the Holdingford Trailhead
- Addition of bike repair stations in West Union, Osakis, Bowlus and Waite Park

**As we prepare for the coming year, We invite you to help the trail remain vibrant and successful with a gift to the Lake Wobegon Trail Association (LWTA).**

The trail association is a volunteer organization whose members are active on its behalf--helping to promote its use, keep it connected to its communities and user-friendly.

The trail is a significant draw for our region, attracting cyclists, walkers, skaters and snowmobilers from surrounding communities, the state and the nation!

The Lake Wobegon Trail brings in revenue to cities and businesses all along the trail. The trail association will continue to work tirelessly to make it an even greater asset to our communities.

It is amazing to look back over all that has been accomplished in the last 20 years to bring us to this point. It took vision and hard work to create this trail and to maintain and improve it each year. It's a proud moment for all of us. **Thank you again for being part of it!**

**Please help by supporting this work with a tax-deductible donation today.**

*Happy Trails!*

*Lake Wobegon Trails Association  
PO Box 425, Albany MN 56307*

*Cliff Borgerding*  
Cliff Borgerding  
Executive Board Member

*Jan Lasar*  
Jan Lasar  
President

Please fill out the enclosed slip and send to the address above – THANK YOU for your support for 2017/2018 and your contribution is tax-deductible as LWT is a 501(c)3