

**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, December 4, 2024, 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 the regular council meeting minutes held on November 20th.
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Public hearing- presentation of 2025 Budget and the amount of property taxes the City is proposing to collect to pay for the costs of services the City will provide in 2024.
 - Gary Winkels, City Administrator, Police Chief Matt Gannon, Joe Mergen, Public Works Supervisor
7. Jeremy Mathiasen, City Engineer – present the following:
 - Project updates
8. Councilor John. R. Harlander
 - North Park improvements update.
9. Reports of Boards and Department Heads
 - Police Chief Matt Gannon
 - Service contract with Tri-County Humane Society
 - Joseph Mergen, Public Works Supervisor
 - Gary Winkels, Clerk/Adm. - present the following:
 - Resolution 2024-22 authorizing summary publication of Ordinance 69 related to cannabis and lower potency hemp edibles retailers
 - Recommend publication of notice to accept applications for Planning Commission vacancy
 - Request for handicap parking on Church Ave near the Albany Golf Course
10. Mayor Tom Kasner - announce the next regular council meeting date (Wednesday, December 18th) and adjourn.

Gary Winkels
Administrator/Clerk

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 Tom Kasner at 6:30 o'clock in the evening on Wednesday, November 20, 2024, in the Council Room at 400 Railroad Avenue for the said City.

Other members present were councilors John R Harlander, Keith Heitzman, Bruce Winter and Al Amdahl. Others present were Police Chief, Matt Gannon, Susan Dege, City Attorney, with the firm Jovanovich, Dege and Athmann, PA, Jeremy Mathiasen, city engineer with the firm Stantec Inc. MN, Joe Mergen, Public Works Supervisor, Tim Hennagir, Staff Writer, the Star Post, Gary Winkels, City Administrator, Berleen Hollenkamp, and Bryan Schiffler, Friends of North Park,

The council recited the Pledge of Allegiance.

The council took notice of approval of payment of bills. After due discussion, a motion was made by Keith Heitzman, and seconded by Bruce Winter to approve/authorize payroll (4356-4470), electronic payments transfers, and the payment of the following bills: Check Numbers 73868-73908. All voted for the motion, and it carried.

Mayor Tom Kasner called for any corrections or additions to the minutes of the regular meeting of the council held on November 6th and the November 14th Special meeting canvassing the election results, and hearing none declared them approved.

Open forum/public comments: None.

Pursuant to due notice, Mayor Tom Kasner called the public hearing into session at 6:33 o'clock in the evening to consider and possibly adopt the proposed assessment for unpaid city water usage and city charges (lawn mowing) incurred in relation to Ordinance 77 and 30. Mr. Winkels noted each property owner was mailed a notice of the public hearing, and a notice of the public hearing was published in the Star Post on November 6th. Mr. Winkels also noted attempts to collect the unpaid amount have been unsuccessful and recommended the council certify the amount to the county auditor. The proposed assessment is as follows which includes administration fees:

<u>Property:</u>	<u>Amount:</u>
230 10th Street	\$3,835.95
1201 Highview Drive	\$14,853.28
1202 Highview Drive	\$17,340.21
1004 Shamrock Lane	\$3,452.02
1004 Shamrock Lane	\$485

Mayor Tom Kasner informed the council no comments were received. Mayor Tom Kasner closed the public hearing at 6:35PM. After due discussion, a motion was made by Al Amdahl and seconded by John R. Harlander to authorize Mr. Winkels to certify to the Stearns County Auditor-Treasurer the aforementioned unpaid fees to be payable in one (1) installment collectable as a special assessment in the year 2025. All voted for the motion, and it carried.

Pursuant to due notice, Mayor Tom Kasner called the public hearing into session at 6:35 o'clock in the evening to consider and possible adopt the proposed assessment for a single family residential lot, forfeited property that has been sold (Lot 22, Block 1), within the Whispering Oaks at Two Rivers for the cost related to the installation of utilities, streets, and other municipal

improvements. Mayor Tom Kasner informed the council no comments were received. Mayor Tom Kasner closed the public hearing at 6:37 PM. After due discussion, a notion was made by John R. Harlander and Keith Heitzman to certify to the Stearns County Auditor the unpaid assessment as follows:

<u>Property Address</u>	<u>PID#</u>	<u>Delinquent Amount</u>	<u>Remaining Amount</u>	<u>Total</u>
101 Schwinghammer Dr.	40.25655.0021	\$8,770.80	\$9,820.64	\$18,591.44

- The delinquent amount shall be payable in full with general taxes for the year 2025.
- The remaining balance shall be payable in equal annual installments including principal and interest extending over a period of seven (7) years, with interest at the rate of 4.0% per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes for the year 2025, collectible with such taxes during the year 2025.

All voted for the motion, and it carried.

Councilor John R. Harlander, Planning Commission Liaison, informed the council the Planning Commission held a public hearing at their meeting on November 19th. Mr. Harlander noted the public hearing was to consider the following amendments to Ordinance No. 80:

1. That Section 80.19 Subd. 1 (a) (permitted uses within the C-1 District) shall be amended to read as follows:
 - “a) Retail uses conducted entirely within a building including the retail sale of lower-potency hemp edibles but not cannabis retailers.”
2. That Section 80.20 Subd. 2 (c) (conditional uses within the C-2 District) shall be amended to read as follows:
 - “c) Wholesale, Warehouse and storage, other than a cannabis business as defined in Minn. Stat. §342.01, Subd. 14, as the same may be amended from time to time.”
3. That Section 80.20 Subd. 2 (conditional uses within the C-2 District) shall be amended by the addition of subparagraph (d) which shall read as follows:
 - “d) Licensed or endorsed and registered Cannabis Retailer as defined in Chapter 69 of this Code.”
4. That Section 80.23 Subd. 3 (conditional uses within the M-2 District) shall be amended by the addition of subparagraphs (e) and (f) which shall read as follows:
 - “e) Cannabis businesses licensed or endorsed for cultivation, cannabis manufacture, cannabis wholesale, transportation or delivery.
 - f) Businesses licensed or endorsed for low-potency hemp edible manufacture.”

Mr. Harlander noted this amendment may have to be amended if the Albany Golf Club has an interest in selling low-potency hemp. After due discussion and upon recommendation of the Planning Commission, a motion was made by John R. Harlander, and seconded by Keith Heitzman, to approve the said amendment to Ordinance No. 80. All voted for the motion, and it carried.

Mr. Harlander informed the Council the City owns a vacant unbuildable lot legally described as Lot 1, Block 1, (PID # 40.25447.0000) Townsite of Albany; whereby the City received a request from the adjacent property owner at 411 1st Street to purchase the said lot. Mr. Harlander noted the lot is 4,500+/- square feet and the estimated market value of the lot is \$1,100. Mr. Harlander noted this request was approved in 2019 when the previous owner considered purchasing the said lot. After due discussion and upon recommendation from the Planning Commission, a motion was made by John R. Harlander and seconded by Al Amdahl to approve the following: 1)

sale of the City lot for \$1,100, 2) buyer to pay all closing costs, 3) buyers to pay preparation of sale documents, and 4) combine the lot with his existing lot. All voted for the motion, and it carried.

Pursuant to due notice, Mayor Tom Kasner called the public hearing into session at 6:48 o'clock in the evening to consider adopting Ordinance 69 a regulatory ordinance governing cannabis and lower potency hemp edible retailers and to consider an amendment to Appendix A fee schedule related to Ordinance 69. Ms. Dege presented information regarding proposed Ordinance 69, and Appendix A (fee schedule) relating to Cannabis and Lower Potency Hemp Edible Retailers. Ms. Dege noted proposed ordinances were drafted with recommendation from the MN Office of Cannabis Management (OCM) and is similar to Stearns County's proposed ordinances. Ms. Dege noted the city must allow a minimum of one (1) cannabis retail license. Ms. Dege noted the OCM will review "preliminary license approval" for retail business licenses of applicants who qualify under Minn. Stat. §342.17.10. Mr. Dege recommended the hours of 1:00 PM to 5:00 PM be added to the proposed Ordinance for Temporary Cannabis Events. Mayor Tom Kasner informed the council no comments were received. Mayor Tom Kasner closed the public hearing at 6:56PM. After due discussion, a motion was made by John R. Harlander and seconded by Bruce Winter to adopt Ordinance 69 with said limited hours on Temporary Cannabis Events. All voted for the motion, and it carried. A full copy of the ordinance can be viewed at City Hall during regular business hours. After due discussion a motion was made by Mayor Tom Kasner and seconded by Al Amdahl to approve the amendment to Appendix A. All voted for the motion, and it carried.

Mr. Mathiasen appeared before the council to inform the council the preliminary survey work and preliminary utility layout for the future improvement projects west of 9th Street which were previously approved completed. Mr. Mathiasen noted the next step in the process is to finalize and present the feasibility report, and to have discussion on potential project timing.

Mr. Mathiasen noted the city utility plans for the 2025 CR 157 improvements have been submitted to the County's engineer for final review and inclusion in their plan set. Mr. Mathiasen noted the Stearns County is planning for a mid-to-late January bid date.

Councilor John R. Harlander presented the council with the following bids from the splashpad bid opening held on November 4:

Package #1 Splashpad equipment		
Rain Deck	\$	179,084.00
Package #2 Plumbing including Installation		
MP Recreation	\$	599,831.00 includes equipment and install Water Odyssey equipment
Global Specialty Contractors	\$	686,000.00 includes equipment and install add \$7,700 for 6" concrete Waterplay equipment
American Industrial Services	\$	43,000.00 install
Package #3 Electrical including power splashpad & controllers		
Liberty Electric	\$	7,650.00
Package #4 Concrete 4"		
Worms Lumber and Ready Mix	\$	43,832.50
Aggressive Masonry	\$	43,400.00
Package #4 Concrete 6"		
Worms Lumber and Ready Mix	\$	51,578.99
Aggressive Masonry	\$	48,900.00
Package #5 Landscaping		
Lorens Tree and Lawn	\$	31,570.00

Mr. Harlander noted that using low bids and a 15% contingency fund, The Friends of North Park will need approximately \$320,000 to construct the splashpad. Mr. Harlander noted at the council work session with The Friends of North Park and engineers from Stantec on November 14th the engineer had the following concerns:

- Rainwater diverter valve should be installed in the drain line to prevent rainwater from draining into the recycle tank when the splashpad is not in use.
- Concerns about the 3hp pumps being large enough due to their distance from the holding tank and elevation the pumps will have to lift.
- Recommend a “loop pipe” on the bottom of the 5000-gallon holding tank to mix the return water with existing tank water.

Mr. Winkels noted he called Rain Deck, the low splashpad equipment bidder, and sales quoted \$6,119 for an automatic rain diverter valve and more on the pump sizing would be known once design drawings are completed. Mr. Schiffler noted he would like to move the holding tank closer to the shelter to help eliminate the pump size concern. Mr. Harlander questioned whether it would be best to have a sperate building next to the splashpad for the control. Mr. Shiffler noted by his estimates, a separate control building near the splashpad would cost an extra \$100,000. Mr. Mathiasen noted it would be best to wait until Rain Deck has the design drawings completed to install the holding tank. Mr. Shiffler noted Rain Deck is requiring a down payment of \$50,000 before they begin design drawings, and drawings will take approximately 3 weeks to complete. Mr. Schiffler noted he would like to install the holding tank this fall. Mr. Winter questioned Mr. Schiffler about what happens in the event the design drawings recommend the tank be installed in a different location; Mr. Schiffler noted he would cover the cost of moving the tank if needed. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl to approve the splashpad equipment low bid from Rain Deck in the amount of \$159,288, in addition \$6,119 for the rain diverter, totaling \$165,407 with the money to be paid from the splashpad fund. All voted for the motion, and it carried. After due discussion Mayor Tom Kasner, with the consensus of the council, directed Mr. Winkels to pay Rain Deck a down payment of \$50,000, and directed Mr. Mathiasen to provide a drawing showing how a “loop pipe” in the bottom of the holding tank would be installed.

Police Chief Matt Gannon informed the council Patrol Officer Seth Adams will be completing his Field Training in early December.

Councilor Bruce Winter, Albany Golf Club Liaison, presented to the council the Albany Golf Club’s checkbook register. After due discussion, a motion was made by Bruce Winter and seconded by John R. Harlander to approve electronic payments, transfers, and the payment of the following bills: Check numbers 408879-40903. All voted for the motion, and it carried.

Councilor Bruce Winter presented the council with a management agreement between the City of Albany and the Albany Golf Club. Mr. Winter noted the Albany Golf Club board of directors approved the agreement at their November 11th board meeting and the management agreement is renewed every five (5) years. After due discussion a motion was made by John R. Harlander and seconded by Bruce Winter to approve the management agreement between the City of Albany and the Albany Golf Club. All voted for the motion, and it carried.

The Council took notice of a resolution to certify the location of the election polling place for the year 2025 as required by Mn State Statute. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION 2024-19
A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2025
Albany City Hall
400 Railroad Avenue, Albany, MN 56307

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 Tom Kasner, Councilors Al Amdahl, Keith Heitzman, Bruce Winter, and John R. Harlander, 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 for public inspection during regular office hours at City Hall.

The council also took notice of a LG220 Minnesota Lawful Gambling application submitted by the Albany Gymnastics Association for the purpose of conducting a raffle at Albany Gymnastics Association, 441 Huskie Drive. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following resolution and moved its adoption:

RESOLUTION NO. 2024-20
APPROVING MINNESOTA
LAWFUL GAMBLING EXEMPT PERMITAPPLICATION
(Albany Gymnastics Association - February 21, 2025)

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 Tom Kasner, Councilors Bruce Winter, John R. Harlander, Keith Heitzman, and Al Amdahl, and none voted against the same; whereupon the said Resolution was declared duly passed and adopted.

The council also took notice of a LG220 Minnesota Lawful Gambling application submitted by the Albany Gymnastics Association for the purpose of conducting a raffle at Albany Gymnastics Association, 441 Huskie Drive. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION NO. 2024-21
APPROVING MINNESOTA
LAWFUL GAMBLING EXEMPT PERMITAPPLICATION
(Albany Gymnastics Association – November 6, 2025)

The motion for the foregoing resolution was seconded by Bruce Winter and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Bruce Winter, John R. Harlander, Keith Heitzman, and Al Amdahl, and none voted against the same; whereupon the said Resolution was declared duly passed and adopted.

Mr. Winkels informed the council the League of Minnesota Cities Insurance Trust, (LMC), the city's insurance company, requested the city pay Service Master, the general contractor who is overseeing the fire re-build which occurred in the police garage/city hall on April 22 \$34,900.49 for mitigation/demo and \$65,992.04 for re-build. Mr. Winkels noted LMC will be reimbursing the city after payment has been made to Service Master. After Due discussion a motion was made by John R. Harlander and seconded by Keith Heitzman to pay Service Master \$100,892.53 for their services. All voted for the motion, and it carried. Mr. Winkels also informed the council LMC will be covering the cost to replace the city's computer servers that obtained smoke damage during the fire.

Mr. Winkels informed the council the date of the regular council meeting that is scheduled for January 1st must be changed due to the holiday. Mayor Tom Kasner, with the consensus of the council directed Mr. Winkels to change the meeting date to January 2, 2025.

Mayor Tom Kasner informed the council he and Councilor Keith Heitzman, Employee liaisons, completed the annual performance evaluation for the year 2024 of the city Clerk/Administrator. Mayor Tom Kasner expressed satisfaction with the city Clerk/Administrator's job performance. There were no additions or corrections needed. The performance evaluation will be filed in his personnel file.

Mayor Tom Kasner announced the next regular council meeting for 6:30 PM or as soon as thereafter on Wednesday, December 4th, and adjourned the meeting at 8:12 PM.

Gary Winkels
City Administrator

Unofficial

**Notice of Public Hearing
Proposed Property taxes
City of Albany**

The Albany City Council will hold a public hearing at 6:30PM or as soon as thereafter on Wednesday, December 4, 2024, at the Albany City Hall, 400 Railroad Avenue, Albany, MN 56307 to consider approving the 2025 budget and the amount of property taxes it is proposing to collect to pay for the costs of services the City will provide in 2025.

<u>2024 Levy</u>	<u>Proposed Levy</u>	
\$1,542,701	\$1,650,412	6.98% increase

Albany City residents are invited to attend the public hearing of the city council to express their opinions on the budget and on the proposed amount of 2025 property taxes.

Gary Winkels
Clerk/Adm.

Published in the Star Post this 20th and 27th day of November 2024.



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

2025 BUDGET DRIVERS- December 4, 2024, TNT meeting

- Proposed 2024 levy payable 2025: \$1,650,412
 - Increase: 6.98% or \$107,711
 - Preliminary city tax capacity rate 2025: 52.411%
 - Actual city tax capacity rate 2024: 50.24%
- Debt Service (Bond) levy increase (\$22,657 or 5%) to fund existing debt for CIP Improvements.
- Debt Service (Interfund Utility fund repayment) decrease from \$160,000 to \$85,000 being project expenses were less than estimated for the 2024 Mill and Overlay improvement. Repayment estimated end date 9 years.
- Local Government Aid \$838,089 or \$1,040 increase from 2024
- 2025 PEIP Health Insurance, increased \$32.00 (single) \$85.00 (family)
- Employee hourly wage increases ranged from: 1.7% to 8.5%
- Includes part time Police Administrative Assistant.
- Street budget includes setting aside \$186,073 for future street repairs/mill & overlay improvements. Funds to be deposited in specific account.
- Street Capital Equipment Fund \$90,000, an increase of \$2,500
- Park budget includes - \$15,000 future maintenance, \$36,000 future splash pad o/m and replacement, and one additional part-time employee (seasonal).
- Park Capital Equipment Fund \$34,000, an increase of \$22,000. Added Exmark, Ranger, and Infield drag.
- As per Jason Murray, DDA, and Molly Thompsom, City Auditor, 2025 CR157 reconstruct and proposed 6th Street/3rd Avenue sidewalk improvements to be paid with available cash.
- Civic Systems Software support \$7,600 annually.
- XTONA (IT support) - \$22,000 or \$1,833/month.
- Schlenner Wenner Co. – payroll services, \$6,000+/-.
- Administrative office remodel proposed: \$20,000+/-.
- As per Jason Murray, DDA, and Molly Thompsom, City Auditor, 2025 CR157 reconstruct and proposed 6th Street/3rd Avenue sidewalk improvements to be paid with available cash.
- Civic Systems Software support \$7,600 annually.
- XTONA (IT support) - \$22,000 or \$1,833/month.
- Schlenner Wenner Co. – payroll services, \$6,000+/-.
- Administrative office remodel proposed: \$20,000+/-.
- No EDA Commercial Rehabilitation Funds proposed for 2025 budget

- Final certification of levy to Stearns County: December 18th council meeting.
- Employee Benefits are as follows:
 - 2024 Monthly Health Insurance Premiums are as follows:
 - Family \$1,455 and Single \$547
 - 2025 estimate 5% increase
 - 2024 Plan Selection option annual deductible:
 - Single: \$1,500 to \$4,000
 - Family: \$2,800 to \$6,400 per family member and/or \$3,000 to \$8,000 per family
 - City pays up to \$850 and 50% thereafter per month health insurance
 - 2025 Estimated cost to employees with family coverage is \$650/mo.
- Life, Short term disability (26 weeks)
- Dental insurance (\$38/mo.)
- Several employees opted to be paid cash in lieu of city insurance having selected to be on their spouse's insurance plan. This is a savings to the city.
- Health Savings Account (HSA): City contribution to employee \$75/month single and \$150/month family (City pays \$3/month fee for single/family)
- VEBA post-retirement benefit

CITY OF ALBANY
2025 BUDGET - December 4 option1

Estimated Income	2023	2024	2025	Change
Income (LGA ,charges, etc.)	\$1,109,519	\$1,191,849	\$1,219,689	\$27,840
Property Tax	\$828,924	\$1,002,756	\$1,000,610	(\$2,146)
Total Income	\$1,938,443	\$2,194,605	\$2,220,299	\$25,694

Department Expenses	2023	2024	2025	Change
Administration	\$397,550	\$386,975	\$350,748	(\$36,227)
Council	\$18,000	\$18,000	\$18,000	\$0
Elections	\$4,000	\$14,500	\$3,000	(\$11,500)
Police	\$607,645	\$688,516	\$712,671	\$24,155
Fire	\$261,418	\$269,368	\$277,477	\$8,109
Streets	\$435,090	\$491,256	\$623,270	\$132,014
Park	\$122,840	\$115,190	\$193,733	\$78,543
Library	\$17,900	\$18,800	\$17,900	(\$900)
Misc.	\$74,000	\$192,000	\$23,500	(\$168,500)
Total Expenses	\$1,938,443	\$2,194,605	\$2,220,299	\$25,694

1%

Debt Service Levy				
PIR Bonds	\$423,500	\$453,145	\$475,802	\$22,657
Interfund utility payment overlay			\$85,000	
Total Debt Service	\$423,500	\$453,145	\$560,802	\$22,657

24%

Tax Abatement Levy				
Wells Concrete Joe P (2024)	\$68,000	\$86,800	\$89,000	\$2,200
Total Tax Abatement	\$68,000	\$86,800	\$89,000	\$2,200

Total Levy	\$1,320,424	\$1,542,701	\$1,650,412	\$107,711
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% Levy Increase 2025 6.98%

2024 City Tax Capacity Rate	50.24%
Proposed initial tax cap rate	52.41%

TOTAL TAX CAPACITY RATE								
Total Tax Cap. Rate	2018	2019	2020	2021	2022	2023	2024	Preliminary 2025
Albany City:	41.6551	41.8634	42.6033	44.7479	43.3499769	45.198639	50.23687	52.41052
AHS:	34.8455	34.7515	30.2417	30.6431	29.6235699	32.37585037	31.58113	29.092496
Regional Rail:	0.1049	0.099	0.0639	0.0389	0.02773306	0.02487014	0.050156	0.052092
Stearns Co.:	52.4877	51.4009	50.3976	48.6017	48.4308654	42.94525111	40.07741	40.384271
County HRA:	0.3718	0.3497	0.3384	0.3289	0.31587552	0.2749678	0.26104	0.373426
Total Tax Rate:	129.465	128.4645	123.6449	124.3605	121.748021	120.8195784	122.2066	122.31281

CITY TAX RATES					
CITY	2021	2022	2023	2024	Preliminary 2025
Albany	44.75	43.35	45.19	50.233	52.411
Avon	66.49	64.48	63.18	63.573	70.119
Freeport	74.98	73.36	68.51	69.265	67.723
Paynesville	44.76	50.14	49.24	54.106	56.929
Sauk Centre	48.06	48.98	46.42	46.023	47.723
St. Joseph	58.68	61.49	59.74	63.687	62.619
Cold Spring	45.41	46.59	43.59	45.357	49.466
Melrose	59.62	49.55	47.65	49.298	47.416
Holdingsford	50.53	49.51	43.63	37.137	37.976

11/26/2024



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

Example 1: Residential homestead with an estimated market value of \$350,000.

The value of the property has increased therefore the exclusion amount for this property will be reduced.

Since this property has a value over \$95,000, we need to determine the amount of value over \$95,000. Next, multiply that amount by 9% to determine the reduction from the maximum of \$38,000. This example has an exclusion amount of \$15,050.

Homestead Market Value Exclusion Calculation

1. Initial/Maximum Exclusion: $\$95,000 \times 40\% = \$38,000$
2. Value over \$95,000: $\$350,000 - \$95,000 = \$255,000$
3. Benefit Reduction Amount: $\$255,000 \times 9\% = \$22,950$
4. Final Exclusion Amount: $\$38,000 - \$22,950 = \$15,050$
5. Taxable Market Value: $\$350,000 - \$15,050 = \$334,950$

As you can see, this reduces the property's taxable value from \$350,000 to \$334,950.

Example 2: Residential homestead with an estimated market value of \$150,000.

Homestead Market Value Exclusion Calculation

6. Initial/Maximum Exclusion: $\$95,000 \times 40\% = \$38,000$
7. Value over \$95,000: $\$150,000 - \$95,000 = \$55,000$
8. Benefit Reduction Amount: $\$55,000 \times 9\% = \$4,950$
9. Final Exclusion Amount: $\$38,000 - \$4,950 = \$33,050$
10. Taxable Market Value: $\$150,000 - \$33,050 = \$116,950$

This reduces the property's taxable value from \$150,000 to \$116,950.

More information: www.revenue.state.mn.us/homestead

HOW YOUR PROPERTY TAXES ARE CALCULATED

1. CALCULATE FINAL TAX RATE TO BE APPLIED TO ALL PROPERTIES IN YOUR COMMUNITY

\$1,542,701	-/-	\$3,070,854	=	50.236%
Total Property Tax Revenue needed (Levy)		Total Net Tax Capacity (The valuation of property based on market value and class rates.)		Final Tax Rate for your community, for taxes payable next year.

2. DETERMINE YOUR PROPERTY'S TAXABLE VALUE (\$150,000 EMV)

\$116,950	x	1%	=	\$1,169.50
Your Home's Taxable Market Value Based on Exclusion		Mandated Class Rate (Home)		Home Tax Capacity

3. DETERMINE THE "CITY" TAX ON YOUR HOME

\$1,169.50	x	50.236%	=	\$587.51
Home Tax Capacity		"City" of Albany		City Property Tax you must pay

PRESTO!

YOUR "CITY" TAX: \$587.51

NOV 05, 2024
08:58 AM

STEARNS COUNTY, MN
2025 TAX EXTENSION RATES BY FUND

PAGE: 19

RT105MN

DISTRICT AUTHORITY DESCRIPTION ENTITY FUND DESCRIPTION ** GRAND TOTAL ** TAX RATE PAY 2024 TAX RATE PAY 2025 CHANGE

4005	TAX CAPACITY	ENTITY FUND	DESCRIPTION	** GRAND TOTAL **	TAX RATE PAY 2024	TAX RATE PAY 2025	CHANGE
01	ALBANY CITY	0100	*TOTAL* BONDS REVENUE ABATEMENT	122.206612	122.312805	0.09%	
02	ISD 0745 ALBANY	0745	*TOTAL* DEBT NTC OTHER GENERAL NTC OTHER COMMUNITY SERVICE DEBT NTC VOTER APPROVED	31.581133 2.058419 8.653978 .916573 19.952163	50.236872 14.756319 32.653978 2.826286	4.33% 20.69% -2.69% -0.01%	
05	STEARNS COUNTY HRA	0175	*TOTAL* TRUST HOUSING TRUST FUND 0018 175 STEARNS CO HRA	-261040 .000000 .261040	-373426 .083347 .290079	43.05% 100.00% 11.12%	
06	REGIONAL RAIL AUTHORITY	0525	*TOTAL* REVENUE	.050156 .050156	.052092 .052092	3.86% 3.86%	
12	STEARNS COUNTY	0001	*TOTAL* PARKS ECONOMIC RECOVERY BUILDING REVENUE LIBRARY HIGHWAY CONSTRUCTION CAPITAL PROJECTS ROAD & BRIDGE SOC SER & PUB A A	40.077411 .491631 .129126 .059828 18.876623 .994162 1.043770 1.377345 2.795824 14.309102	40.384271 .522663 .041642 .041642 20.107266 .955829 .949585 708005 2.856075 14.201564	0.77% 6.31% -67.75% -30.40% 6.52% -3.86% -9.02% -48.60% 2.16% -0.75%	

4005 MARKET VALUE ISD 0745 ALBANY 0745 2237 RMV OTHER ** GRAND TOTAL ** .131380 .131380 -7.29% -7.29%

Albany	52.41052
Avon	70.11868
Freepport	67.722519
Paynesville	56.929925
Sauk Centre	47.722606
St Joseph	62.619874
Cold Spring	49.466462
Melrose	47.41592
Holdingford	37.976339

Preliminary City Levy Changes for CY 2025

November 14, 2024

CITY NAME	COUNTY	Pay 2024 Final Levy	Pay 2025 Preliminary Levy	\$ Change Levy	% Change Levy
TOTALS		3,434,209,564	3,737,196,676	302,987,112	8.8%
ALBANY	STEARNS COUNTY	1,542,701	1,650,412	107,711	7.0%
AVON	STEARNS COUNTY	1,410,000	1,617,000	207,000	14.7%
BELGRADE	STEARNS COUNTY	309,988	327,486	17,498	5.6%
COLD SPRING	STEARNS COUNTY	2,368,367	2,685,414	317,047	13.4%
ELROSA	STEARNS COUNTY	27,966	28,091	125	0.4%
FREEPORT	STEARNS COUNTY	621,130	642,716	21,586	3.5%
GREENWALD	STEARNS COUNTY	40,000	40,000	0	0.0%
HOLDINGFORD	STEARNS COUNTY	250,000	270,000	20,000	8.0%
KIMBALL	STEARNS COUNTY	479,000	518,769	39,769	8.3%
LAKE HENRY	STEARNS COUNTY	26,785	26,785	0	0.0%
MEIRE GROVE	STEARNS COUNTY	26,007	26,007	0	0.0%
MELROSE	STEARNS COUNTY	1,490,000	1,630,000	140,000	9.4%
NEW MUNICH	STEARNS COUNTY	115,000	115,000	0	0.0%
PAYNESVILLE	STEARNS COUNTY	1,223,007	1,445,321	222,314	18.2%
RICHMOND	STEARNS COUNTY	842,175	946,965	104,790	12.4%
ROCKVILLE	STEARNS COUNTY	2,100,735	2,251,749	151,014	7.2%
ROSCOE	STEARNS COUNTY	34,000	34,000	0	0.0%
ST ANTHONY	STEARNS COUNTY	2,665	2,665	0	0.0%
ST JOSEPH	STEARNS COUNTY	4,097,169	4,658,289	561,120	13.7%
ST MARTIN	STEARNS COUNTY	255,000	260,000	5,000	2.0%
ST ROSA	STEARNS COUNTY	22,311	22,759	448	2.0%
ST STEPHEN	STEARNS COUNTY	280,979	293,877	12,898	4.6%
SAUK CENTRE	STEARNS COUNTY	2,508,628	2,684,231	175,603	7.0%
SPRING HILL	STEARNS COUNTY	18,150	18,150	0	0.0%
WAITE PARK	STEARNS COUNTY	10,866,317	12,172,933	1,306,616	12.0%
ST AUGUSTA	STEARNS COUNTY	1,384,000	1,591,600	207,600	15.0%
SARTELL	STEARNS COUNTY	10,103,000	10,421,500	318,500	3.2%
ST CLOUD	STEARNS COUNTY	39,416,492	39,614,292	197,800	0.5%
BROOTEN	STEARNS COUNTY	526,171	561,452	35,281	6.7%

City of Albany
 Available Cash
 Years Ended 2023-2019

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
General	\$ 3,038,816	\$ 1,518,033	\$ 1,353,094	\$ 1,363,791	\$ 1,303,686
EDA	-	19,503	-	4,411	67,295
Debt Service	3,690,045	3,484,559	3,555,887	2,731,508	2,567,842
Capital Projects	833,946	242,554	7,430	399,239	244,910
Water	1,076,914	766,799	730,672	414,798	613,614
Sewer	1,948,271	1,843,594	2,065,872	1,789,717	1,586,256
Golf Course	<u>165,786</u>	<u>87,467</u>	<u>195,815</u>	<u>94,506</u>	<u>76,114</u>
	10,753,778	7,962,509	7,908,770	6,797,970	6,459,717
Less: Res. for EDA	-	(19,503)	-	(4,411)	(67,295)
Less: Res. for Debt	(3,690,045)	(3,484,559)	(3,555,887)	(2,731,508)	(2,567,842)
Less: Res. for Cap. Proj.	<u>(833,946)</u>	<u>(242,554)</u>	<u>(7,430)</u>	<u>(399,239)</u>	<u>(244,910)</u>
Available Cash	<u>\$ 6,229,787</u>	<u>\$ 4,215,893</u>	<u>\$ 4,345,453</u>	<u>\$ 3,662,812</u>	<u>\$ 3,579,670</u>
Change	<u>\$ 2,013,894</u>	<u>\$ (129,560)</u>	<u>\$ 682,641</u>	<u>\$ 83,142</u>	

City of Albany
Debt Transactions
2012-2023

	Beginning of Year Balance	Debt Issued	Debt Principal Paid	End of Year Balance	Change
2012	13,317,073	-	(1,297,573)	12,019,500	
2013	12,019,500	1,200,000	(1,717,784)	11,501,716	(517,784)
2014	11,501,716	835,000	(1,268,790)	11,067,926	(433,790)
2015	11,067,926	1,460,000	(3,190,644)	9,337,282	(1,730,644)
2016	9,337,282	2,164,000	(2,233,408)	9,267,874	(69,408)
2017	9,267,874	-	(990,000)	8,277,874	(990,000)
2018	8,277,874	-	(1,045,000)	7,232,874	(1,045,000)
2019	7,232,874	2,225,000	(955,000)	8,502,874	1,270,000
2020	8,502,874	1,803,000	(900,000)	9,405,874	903,000
2021	9,405,874	2,962,000	(2,095,000)	10,272,874	867,000
2022	10,272,874	2,235,000	(1,012,000)	11,495,874	1,223,000
2023	11,495,874	3,289,938	(1,067,411)	13,718,401	2,222,527

CITY OF ALBANY
WATER AND SEWER CASH BALANCES

Water Fund:	Pooled			Total	Change
	Checking #10100	Savings #10405	Investments #10400		
2023	\$ (959,774)	\$ 1,786,688	\$ 250,000	\$ 1,076,914	\$ (1,646,941)
2022	978,528	745,327	1,000,000	2,723,855	1,993,183
2021	(774,100)	1,504,772	-	730,672	315,874
2020	(983,500)	1,398,298	-	414,798	(198,816)
2019	(667,177)	1,280,791	-	613,614	65,611
2018	(703,737)	1,251,740	-	548,003	(48,617)
2017	(696,593)	1,293,213	-	596,620	216,520
2016	(670,706)	1,050,806	-	380,100	40,130
2015	(704,112)	1,044,082	-	339,970	246,348
2014	(766,246)	859,868	-	93,622	(889,868)
2013	(427,430)	1,410,920	-	983,490	

Sewer Fund:	Pooled			Total	Change
	Checking #10100	Savings #10405	Investments #10400		
2023	\$ 106,947	\$ 1,516,324	\$ 325,000	\$ 1,948,271	\$ 104,677
2022	57,802	785,792	1,000,000	1,843,594	(222,278)
2021	527,778	1,538,094	-	2,065,872	276,155
2020	356,930	1,432,787	-	1,789,717	203,461
2019	293,753	1,088,393	204,110	1,586,256	136,562
2018	260,086	1,189,608	-	1,449,694	43,742
2017	109,371	1,296,581	-	1,405,952	221,376
2016	48,636	1,135,940	-	1,184,576	141,847
2015	(215,419)	1,258,148	-	1,042,729	(163,748)
2014	(217,915)	1,424,392	-	1,206,477	(225,049)
2013	(277,996)	1,709,522	-	1,431,526	

WATER AND SEWER 2019-2023 AUDIT REPORT

	WATER					SEWER				
	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Revenues										
Charges for Service	\$ 875,720	\$ 796,197	\$ 815,680	\$ 764,420	\$ 630,839	\$ 569,376	\$ 543,011	\$ 586,251	\$ 497,145	\$ 458,738
Expenses										
Wages and Benefits	57,144	70,587	57,602	88,373	68,682	54,437	72,239	56,456	69,453	65,808
Materials and Supplies	49,615	70,158	29,064	38,002	50,509	158,654	125,599	136,485	115,756	148,765
Other services & Charges	116,169	114,477	91,242	113,762	101,928	124,688	101,390	112,647	99,673	74,472
Depreciation/Amortization	233,999	227,805	228,889	222,922	228,092	197,953	188,246	189,100	190,529	192,278
Total Operating Expenses:	456,927	483,027	406,797	463,059	449,211	535,732	487,474	494,688	475,411	481,323

Net Operating Income: \$ 418,793 \$ 313,170 \$ 408,883 \$ 301,361 \$ 181,628 \$ 33,644 \$ 55,537 \$ 91,563 \$ 21,734 \$ (22,585)

Non-Operating Revenue & (Expenses)

Special Assessments	\$ 1,652	\$ -	\$ -	\$ -	\$ -	\$ 733	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	4	256	91	138	98	4	237	80	117	515
Loss on Disposal of Capital Assets	-	-	-	-	-	-	-	-	-	-
Investment Income	63,630	18,896	5,306	23,418	6,771	55,915	22,800	8,220	20,771	9,993
Interest Income on Note Receivable	-	-	-	-	-	-	(267)	(3,470)	6,385	9,416
Interest Expense	(14,883)	(20,450)	(25,909)	(31,261)	(36,516)	-	-	-	(6,567)	(9,560)
Other Revenue	1,010	3,327	5,257	1,941	-	25,331	1,089	1,473	22,909	22,386
Reimbursement & Hook up fees	48,760	5,923	11,959	6,523	18,650	53,810	5,923	48,349	9,159	15,248
Total non-operating Revenue (Expenses)	100,173	7,952	(3,296)	759	(10,997)	135,793	29,782	54,652	52,774	47,998
Income before operating transfer	518,966	321,122	405,587	302,120	170,631	169,437	85,319	146,215	74,508	25,413
**Net Operating Transfers	(100,000)	(282,093)	(74,119)	(74,096)	(66,429)	(100,000)	(282,094)	(75,000)	(75,000)	(72,427)
Capital Contribution From Other Fund	-	230,325	-	-	-	-	370,656	-	-	-
Net Income (LOSS):	\$ 418,966	\$ 269,354	\$ 331,468	\$ 228,024	\$ 104,202	\$ 69,437	\$ 173,881	\$ 71,215	\$ (492)	\$ (47,014)

Payment on principal debt	\$ (287,000)	\$ (282,000)	\$ (276,000)	\$ (271,000)	\$ (266,000)	\$ -	\$ (92,000)	\$ (89,000)	\$ (86,000)	\$ (83,000)
Receipts from/(Advances to) Other Fund	(49,334)	50,000	50,000	25,000	-	(49,335)	50,000	50,000	25,000	-
Purchase of Capital Assets	(4,340)	-	-	(379,403)	(1,083)	(103,910)	(178,384)	(24,333)	-	-
Capital Assets Transferred From Other Funds	-	(230,325)	-	-	-	-	(370,656)	-	-	-
Depreciation	233,999	227,805	228,889	222,922	228,092	197,953	188,246	189,100	190,529	192,278
Loss on Disposal of Capital Assets	-	-	-	-	-	-	-	-	-	-
Changes in accrual balances	(2,176)	-	-	(24,359)	400	(9,468)	-	-	74,424	74,299
Net increase (decrease) in cash	\$ 310,115	\$ 34,834	\$ 334,357	\$ (198,816)	\$ 65,611	\$ 104,677	\$ (228,913)	\$ 196,982	\$ 203,461	\$ 136,563

**These dollars are a transfer to or from other funds to cover cash shortfalls in such funds.

**ALBANY MUNICIPAL GOLF COURSE
FIVE YEAR TREND ANALYSIS**

	2023	2022	2021	2020	2019
<u>Details:</u>					
Sales - Green Fees	\$ 196,719	\$ 148,894	\$ 134,568	\$ 109,059	\$ 93,750
Sales-Toptracer	129,515	134,485	105,282	-	-
Sales - Memberships	182,095	199,295	168,646	141,932	146,505
Sales - Rentals	163,223	134,669	129,798	110,194	86,098
	<u>671,552</u>	<u>617,343</u>	<u>538,294</u>	<u>361,185</u>	<u>326,353</u>
Sales - Bar	284,533	249,344	254,846	153,610	138,332
Sales - Food, Etc.	197,959	152,424	146,027	33,475	12,544
Sales - Pro Shop	61,716	41,695	33,314	24,318	-
	<u>544,208</u>	<u>443,463</u>	<u>434,187</u>	<u>211,403</u>	<u>150,876</u>
<u>Overall Financial Statement Stats:</u>					
# of members	282	268	285	240	241
# Change	14	(17)	45	(1)	241
% Change	5%	-6%	19%	0%	#DIV/0!
Total Sales & Charges for Svs	1,186,932	1,060,806	972,481	574,905	488,933
Total Operating Expenses	1,185,535	1,176,444	954,491	559,636	516,012
Net Operating Income (Loss)	1,397	(115,638)	17,990	(80,953)	(92,635)
Overall Change in Net Position	99,983	96,615	250,309	255,474	(78,346)
Cash Generated (Used) from/by Operating Activities	80,279	(32,618)	115,553	40,420	42,357
Total Change in Cash Balance	78,319	(108,348)	101,309	18,392	33,765

CITY OF ALBANY - COMPENSATION PROGRAM

JANUARY 1, 2025 TO DECEMBER 31, 2025

New Salary Ranges

<u>POSITION</u>	<u>GROUP</u>	<u>Points</u>	<u>2024 Wage</u>	<u>2025 Wage</u>	<u>Increase</u>
P.W.Asst.	VII	218	\$29.50	\$30.39	\$0.89
P.W.laborer	V	151	\$28.00	\$29.50	\$1.50
P.W.S.	IX	331	\$46.85	\$48.25	\$1.40
Patrol Officer	VIII	267	\$29.16	\$31.65	\$2.49
Patrol Officer	VIII	267	\$29.16	\$31.65	\$2.49
Patrol Officer	VIII	267	\$29.16	\$30.03	\$0.87
Patrol Officer	VIII	267	\$29.16	\$29.66	\$0.50
Police Chief	X	410	\$41.00	\$43.50	\$2.50
Clk/Adm.	XI	457	\$42.50	\$44.50	\$2.00
Adm Assistant	VII	252	\$30.00	\$31.50	\$1.50

\$33,570.78

PROPOSED BREAKDOWN OF RANGES

<u>GROUP</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
Minimum	\$15.77	\$17.18	\$18.73	\$21.02	\$22.25	\$23.83	\$25.08
Maximum	\$21.09	\$22.98	\$25.05	\$27.31	\$29.76	\$31.87	\$37.61
<u>GROUP</u>	<u>VIII</u>	<u>IX</u>	<u>X</u>	<u>XI</u>			
Minimum	\$24.08	\$30.37	\$32.81	\$37.34			
Maximum	\$33.71	\$48.25	\$51.96	\$60.18			

12/4/2024

To:	Gary Winkels, City Staff & Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	December 2, 2024

Reference: Engineering Update for the 12/4/24 Council Meeting

2025 CR 157 Improvements

City utility plans have been submitted to the County's engineer for final review and inclusion in their plan set. A mid-January bid opening is being planned.

Future Capital Improvement Reconstruction Projects

We will be working to finalize the feasibility report for the remaining reconstruction areas (9th, 10th, 11th, and 14th Streets, with portions of Court, Midland, and Forest Avenues).

If you have any questions on any of the ongoing projects or anything else, please feel free to call or email me at any time.

Jeremy Mathiasen

320.266.5232



November 20, 2024

Dear Municipal Administrator,

Tri-County Humane Society's animal impound partnership with local municipalities positively impacts the health, safety, and well-being of all members of our shared community. Thank you for seeing the importance of this partnership for the welfare of both pets and people. We look forward to our partnership with you in 2025.

We understand how important reliable, effective, and efficient impound services are for you and the people you serve. We take pride in the services we provide and strive to continuously add process improvements. Below are a few updates to our services and fee schedule that we would like to highlight as we move into the new contract year:

1. To make things more efficient for both you and our staff, rather than calling, we will inform designated authorities via email within 24 hours of an animal's impoundment with the location found and animal information. Should you wish to dispute an animal impoundment (i.e. found location is outside of your jurisdiction), please email esm@tricountyhumanesociety.org within the animal impound holding period.
2. We have added an additional fee of \$500 for all bite quarantines. We would encourage you to follow the State of Minnesota guidelines and only require quarantines for animal-on-human bites, not animal-on-animal bites, and for animals with a known owner, that you allow them to quarantine in home or at their own veterinary clinic rather than bringing them to us.
3. Animals birthed within the holding period of an impounded animal will be added to that animal's intake and billed accordingly.
4. See new fee structure for provided services.
5. Trap, Neuter, Return (TNR) and Return To Field (RTF) programs have become widely accepted as an effective means of managing feral community cat colonies world-wide. Rather than impoundment, TCHS will be offering Return to Field (RTF) services to people struggling with outdoor feral community cat colonies on their property. This will include spaying/neutering, ear tipping, administering rabies and distemper vaccines, and returning the cat to their property. Cats may qualify if they are deemed feral, unsocial and healthy appearing. We will work with the person harboring the cats to arrange live-trapping and transportation to and from our shelter

735 8th Street NE St. Cloud, MN 56304 | PO Box 701 St. Cloud, MN 56302 | 320.252.0896
pets@tricountyhumanesociety.org | www.tricountyhumanesociety.org



when feasible. If you would like to learn more about our RTF services for controlling feral community cat colonies in your municipality, or if you thought your residents would like more information about using this program, please reach out to TCHS for more details. ***Please note:** If a feral cat is trapped whose ear has been tipped, it has likely already been through an RTF program and has an outdoor "home."

Please review the attached Agreement and sign and return it by mail or email to TCHS by December 31, 2024. Handwritten edits to this contract will not be accepted. If you have any questions regarding the contract, please reach out to me directly.

We appreciate your partnership as we seek to serve the people and animals of central Minnesota.

Sincerely,

Kari Boehmer
Customer Service Manager
(320) 252-0896 ext. 22
csm@tricityhumanesociety.org



ANIMAL IMPOUND AGREEMENT

This agreement is between the municipality of **Albany Police Department** and Tri-County Humane Society, effective **January 1 - December 31, 2025**.

A. THE FOLLOWING IS MUTUALLY AGREED UPON BY THE PARTIES:

1. That Tri-County Humane Society (TCHS) agrees to:
 - a. Provide an appropriate animal shelter with competent staff to adequately and properly house and handle impounded animals. The shelter shall be open to the public to receive inquiries regarding lost or found animals or to reclaim animals seven days a week (excluding holidays) during the hours of noon to 6:00 pm on weekdays and noon to 5:00 pm on weekends apart from alternate hours due to inclement weather.
 - b. Receive and impound domestic companion animals found or legally seized within the municipality by the municipality's community service officer (CSO), animal control officer (ACO), or other authorized municipal representative during the shelter's operating hours.
 - c. Notify via email all designated municipal personnel of animal impoundment within 24 hours of animal intake.
 - d. Hold stray animals for up to five business days per Minnesota State Statute and publicize them upon intake on www.tricountyhumanesociety.org.
 - e. Receive and offer bite quarantine services for animals without a known owner, or when the animal's owner is unable to provide such services. Animals will be held on bite quarantine for 10 business days, plus 1 full business day to allow for reclaim by owner.
 - f. Receive and hold seized animals for up to 10 business days per Minnesota State Statute, or longer upon request of a person claiming an interest in a seized animal, which request must be made within ten days of the date of seizure, TCHS agrees to hold seized animals for an extended period as deemed necessary per fee schedule below.
 - g. Perform humane euthanasia as deemed necessary by TCHS' licensed veterinarian.
 - h. Provide proper and adequate shelter, food, water, and other humane care treatment for impounded domestic animals.
 - i. Assess all impounded animals, vaccinate and de-worm all dogs and cats upon intake when feasible, and provide additional veterinary care within the shelter's capacity as necessary.
 - j. Handle all inquiries that are received by TCHS in respect to the impounded animals, keeping a log of lost and found reports and cross-referencing each list regularly to facilitate reclaims.
 - k. Assume ownership for unclaimed impounded animals beyond the times provided in this contract (i.e. on the 1st day after stray or safekeeping hold is complete or on the 2nd day after a bite quarantine is complete.)
1. Invoice the municipality clerk quarterly (April, July, October, January) for impounded animals not returned to their owner per the schedule below.



2. That the municipality agrees to:
 - a. Deliver seized animals within the municipality to TCHS.
 - b. Seek alternative veterinary care for animals if it is deemed beyond the capacity of TCHS or agree to humane euthanasia if deemed necessary by TCHS licensed veterinarian.
 - c. Provide a list of names and email addresses of those who will be notified of animal impound within 24 hours of impoundment.
 - d. Notify TCHS within the legal holding period of 5 business days for stray animals or 10 business days for seized animals of any intake disputes.
 - e. Pay TCHS quarterly within 30 days of receiving invoice for impound services per detailed fee schedule.
 - f. Pay a \$30 late fee to TCHS for any payments received after the listed payment date.

B. FEE SCHEDULE*

1. Stray animals held for up to 5 business days: \$100 per animal (see cap on litters below)
 - a. Additional \$20 per day beyond the 5-day holding period
 - b. Stray litters (3 or more) of puppies, kittens, or other animals under 10 weeks of age will be capped at \$250
2. Seized Safekeeping or Bite Quarantine animals held for up to 10 business days: \$200 per animal
 - a. Additional \$20 per day beyond the 10-day holding period
 - b. Additional \$500 surcharge for animals needing bite quarantine
3. Holding and disposal of animals who are dead on arrival (DOA): \$75 per animal

*Owners reclaiming their pet within the stray or seized holding period will be charged the impound fee per the fee schedule. These animals will appear with a zero balance on your invoice.

C. TERM

1. The term of this Agreement shall begin on the Effective Date of January 1, 2025, and end December 31, 2025, unless terminated sooner in accordance with the terms of this Agreement.
2. Either party may terminate this Agreement for convenience at any time. Termination shall be effective at the end of the month following the party's receipt of thirty (30) days written notice to the other party.
3. Either party may terminate this Agreement if the other party is in breach of any material obligation contained in this Agreement, which is not remedied by the other party within ten (10) days of written notice.
4. The parties may voluntarily terminate this Agreement at any time by mutual agreement.
5. In the event of termination, the municipality shall only be responsible to pay for the services satisfactorily performed to TCHS to the effective date of termination, as described in the final invoice to the municipality.
6. Should any of the terms of this agreement need to be amended by Tri-County Humane Society, Tri-County Humane Society will provide a 30-day written notice.



IN WITNESS WHEREOF the Parties have caused this Agreement to be approved on the effective date above.

TRI-COUNTY HUMANE SOCIETY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY BILLING / CLERK CONTACT INFO

Clerk of Municipality: _____ Clerk Phone Number: _____

Clerk Email Address: _____

Billing Address: _____

Please list the names and email addresses of those who should be notified of animal impound intakes:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

RESOLUTION 2024-22
AUTHORIZING SUMMARY PUBLICATION
OF ORDINANCE 69 CANNABIS AND
LOWER POTENCY HEMP EDIBLES RETAILERS

RECITALS:

WHEREAS, the City Council for the City of Albany has passed Ordinance 69 entitled CANNABIS AND LOWER POTENCY HEMP EDIBLES RETAILERS;

WHEREAS, the City of Albany desires to publish the ordinance by Summary Publication.

THEREFORE, IT IS HEREBY RESOLVED:

1. The City Council has reviewed the proposed Summary Publications and finds that the summary of the ordinance clearly inform the public of the intent and effect of the ordinance.
2. The City of Albany directs the *Star Post* to publish the ordinance by Summary Publication.

Adopted this 4th day of December, 2024, by a vote of ____ in favor and ____ opposed.

CITY OF ALBANY

By _____
Tom Kasner, Its Mayor

By _____
Gary Winkels, Clerk/Administrator

**CITY OF ALBANY
ORDINANCE 69 CANNABIS AND LOWER POTENCY HEMP EDIBLES RETAILERS
SUMMARY PUBLICATION**

The City of Albany has approved Ordinance 69 Cannabis and Lower Potency Hemp Edibles Retailers. The Ordinance provides (1) the purpose and intent to comply with State law; (2) relates the authority and jurisdiction; (3) provides for severability of any portions declared invalid; (4) established authority for enforcement; (5) sets definitions; (6) requires State license and City Registration; (7) establishes compliance check procedures; (8) sets the procedure for registration; (9) establishes grounds for suspension; (10) establishes a limit on cannabis retailers; (11) provides restrictions on location, hours of operation and advertising; (12) provides criteria for temporary cannabis events; and (13) establishes requirements for the sale of low potency hemp.

This material is a summary of the above-referenced amendments. The full text of the Ordinance is available for inspection by any person during regular office hours at the office of the Albany City Clerk.

This Ordinance was adopted by the City Council of Albany on November 20, 2024 and shall be effective upon publication.

By _____
Tom Kasner, Mayor

By _____
Gary Winkels, Clerk/Administrator

(S E A L)

This amendment was published in the *Star Post* on December 18, 2024.

ORDINANCE 69
CANNABIS AND LOWER POTENCY HEMP EDIBLES RETAILERS

The City Council for the City of Albany HEREBY ORDAINS:

1. That the Albany City Code be amended by the addition of Ordinance 69 entitled “CANNABIS AND LOWER POTENCY HEMP EDIBLES RETAILERS” and shall read as follows:

“Section 69.01: ADMINISTRATION FINDINGS AND PURPOSE. The City of Albany makes the following legislative findings: The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City of Albany to protect the public health, safety, welfare of its residents by regulating cannabis businesses within the legal boundaries of the City of Albany. The City Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

Section 69.02: AUTHORITY & JURISDICTION. The City of Albany has the authority to adopt this ordinance pursuant to: a) Minn. Stat. §342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; AND b) Minn. Stat. §342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

Section 69.03: SEVERABILITY. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 69.04: ENFORCEMENT. The City Administrator or their designee is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

Section 69.05: DEFINITIONS. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. §342.01 and the rules promulgated pursuant to that act, shall have the same meanings in this ordinance.

“Cannabis Cultivation” A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale

to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

“Cannabis Retail Business” A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and/excluding lower-potency hemp edible retailers.

“Cannabis Retailer” Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

“Daycare” A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

“Lower-potency Hemp Edible” As defined under Minn. Stat. §342.01 subd. 50.

“Lower-potency hemp edible retailer” is any person, partnership, firm corporation or association, foreign or domestic, selling lower-potency hemp edibles to a consumer and not for the purpose of resale in any form

“Office of Cannabis Management” Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

“Place of Public Accommodation” A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

“Preliminary License Approval” OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. §342.17. 10.

“Residential Treatment Facility” As defined under Minn. Stat. §245.462 subd. 23.

“Retail Registration” An approved registration issued by the City of Albany to a state licensed cannabis retail business or a lower-potency hemp edible retailer.

“School” A public school as defined under Minn. Stat. §120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. §120A.24.

“State License” An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business or lower-potency hemp edible retailer. For the purpose of this Chapter, “State-licensed retail business” shall refer to either or both cannabis retail business and lower potency-hemp edible retailers.

Section 69.06: REGISTRATION REQUIRED. No individual or entity may operate a state-licensed cannabis retail business or lower potency hemp retail business within the City of Albany without first registering with the City. Any state-licensed retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty for each violation as established by the City Council in Appendix A.

Section 69.07. COMPLIANCE CHECKS PRIOR TO RETAIL REGISTRATION. Prior to issuance of a retail business registration, the City of Albany shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. §342, within 30 days of receiving a copy of a state license application from OCM, the City Administrator shall certify on a form provided by OCM whether a retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

Section 69.08. REGISTRATION & APPLICATION PROCEDURE.

Subd. 1. Fees. The City may not charge an application fee. A registration fee, as established in by the City Council in Appendix A, shall be charged to applicants depending on the type of retail business license applied for. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee of the adult-use cannabis retail business.

Subd. 2. Application Submittal. The City shall issue a retail registration to a state-licensed retail business that adheres to the requirements of Minn. Stat. §342.01, et seq.

- A) An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
1. Full name of the property owner and applicant;
 2. Address, email address, and telephone number of the applicant;
 3. The address and parcel ID for the property which the retail registration is sought;
 4. Certification that the applicant complies with the requirements of City ordinances.
- B) The applicant shall include with the form:
1. The registration fee as required in Section 69.08, Subd. 1.
 2. A copy of a valid state license or written notice of OCM license preapproval;

- C) Once an application is considered complete, the City Administrator shall inform the applicant as such, process the registration fees, and forward the application to the City Council for approval or denial.
- D) The registration fee shall be non-refundable once processed.

Subd. 3. Application Approval.

- A) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered §cannabis retail businesses permitted under Section 69.10.
- B) A state-licensed cannabis retail business or lower-potency hemp edible retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- C) A state-licensed cannabis retail business or lower-potency hemp edible retail business application that meets the requirements of this ordinance shall be approved.

Subd. 4. Annual Compliance Checks. The Police Department shall complete a minimum of one compliance check per calendar year of every State licensed business to assess if the business meets age verification requirements, as required under Minn. Stat. §342.22 Subd. 4(b) and Minn. Stat. §342.24. The Police Department shall conduct a minimum of one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government. Any failures under this section must be reported to the Office of Cannabis Management.

Subd. 5. Location Change. A state-licensed retail business shall be required to submit a new application for registration under Section 69.08 if it seeks to move to a new location still within the legal boundaries of the City of Albany.

Subd. 6. Renewal of Registration. The City shall renew an annual registration of a state-licensed retail business at the same time OCM renews the retail business' license. A state-licensed retail business shall apply to renew registration on a form established by the City. A retail registration issued under this ordinance shall not be transferred.

Subd. 7. Renewal Fees. The City may charge a renewal fee for the registration starting at the second renewal, as established by the City Council in Appendix A.

Subd. 8. Renewal Application. The application for renewal of a retail registration shall include, but is not limited to, items required under Subd. 2(A) of this Section. The applicant or the property owner must be current on property taxes, city utilities and any other fees owed to the City at the time of renewal.

Section 69.09. SUSPENSION OF REGISTRATION

Subd.1 When Suspension is Warranted. The City may suspend a retail business's registration if it violates the ordinance of the City or poses an immediate threat to the health or safety of the public. The City shall immediately notify the retail business in writing the grounds for the suspension.

Subd. 2. Notification to OCM. The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City and business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

Subd. 3. Length of Suspension. The City can wait for a determination from the OCM before reinstating a registration. The suspension of a retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate a registration if OCM determines that the violation(s) have been resolved.

Subd. 4. Civil Penalties. Subject to Minn. Stat. §342.22, Subd. 5(e) the City may impose a civil penalty, as established by the City Council in Appendix A, for registration violations, not to exceed \$2,000.

Section 69.10 LIMITING OF REGISTRATIONS. The City of Albany establishes that the maximum number of registrations for cannabis retailers including microbusinesses and mezzobusinesses with retail endorsement within the City of Albany is one (1).

Section 69.11. REQUIREMENTS FOR CANNABIS BUSINESSES.

Subd.1 Minimum Buffer Requirements. The City prohibits the operation of a cannabis business within 1,000 feet of a school. The City prohibits the operation of a cannabis business within 500 feet of a day care, a residential treatment facility, an attraction within a public park that is regularly used by minors, including a playground or athletic field. Pursuant to Minn. Stat. §462.367 subd. 14, nothing in this Section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

Subd. 2. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 a.m. and 9 p.m.

Subd. 3. Advertising. Cannabis businesses and lower-potency hemp edible retail businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by the City's sign ordinances.

Section 69.12. TEMPORARY CANNABIS EVENTS. A permit is required to be issued and approved by the City Council prior to holding a Temporary Cannabis Event.

Subd. 1. Application Submittal & Review. An applicant for a Temporary Cannabis Event shall fill out an application form, as provided by the City Administrator.

- A) The applicant shall provide, at a minimum, the following information:
 - i. The property where the event is proposed;
 - ii. The full name of the property owner and applicant;
 - iii. Address, email address, and telephone number of the applicant;
 - iii the application fee as established in the City's fee schedule;
 - iv. a copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. §342.39 subd. 2.
- B) The application shall be signed by the applicant as well as the property owner.
- C) The application shall be reviewed by the City Administrator or other designee for review. If the submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies. Once an application is considered complete, the application fee will be processed.
- D) The application shall then be reviewed by the Police Chief and the Fire Chief before it is forwarded to the City Council for approval or denial.
- E) The application fee shall be non-refundable once processed.

Subd. 2. Event Standards. The application for a license for a Temporary Cannabis Event shall meet the following standards:

- A) Events shall only be held between the hours of 1:00 p.m. and 4:00 p.m.
- B) The applicant shall abide by any security requirements recommended by the Police Chief.
- C) The applicant shall follow health and safety requirements recommended by the Fire Chief.
- D) No on-site consumption shall be allowed.

- E) The applicant shall provide a certificate of general liability insurance covering the event.

Section 69.13 SALE OF LOWER-POTENCY HEMP EDIBLES.

Subd. 1. A lower-potency hemp edible retailer may only sell lower-potency hemp edibles to individuals who are at least 21 years of age.

Subd. 2. A lower-potency hemp edible retailer may sell lower-potency hemp edibles that:

- A) are obtained from a licensed Minnesota cannabis microbusiness, cannabis mezzobusiness, cannabis manufacturer, cannabis wholesaler, or lower-potency hemp edible manufacturer; and
- B) meet all applicable packaging and labeling requirements under State law.

Subd. 3. Sale of other products. A lower-potency hemp edible retailer may sell other products or items for which the lower-potency hemp edible retailer has a license or authorization or that do not require a license or authorization.

Subd. 4. Display and storage of lower-potency hemp edibles. A lower-potency hemp edible retailer shall ensure that all lower-potency hemp edibles, other than lower-potency hemp edibles that are intended to be consumed as a beverage, are displayed behind a checkout counter where the public is not permitted or in a locked case. All lower-potency hemp edibles that are not displayed must be stored in a secure area.

This Ordinance was approved by the majority of the City Council of Albany on this 20 day of November, 2024.

Tom Kasner, Mayor

Gary Winkels, Clerk/Administrator

(S E A L)

This amendment was published in the *Star Post* on December 18, 2024.

PC BOARD MEMBERS

<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
3	2	1	5	4	3	2	1	5	4
4	3	2	1	5	4	3	2	1	5
5	4	3	2	1	5	4	3	2	1
1	5	4	3	2	1	5	4	3	2
2	1	5	4	3	2	1	5	4	3

		End	Council Appt.
#1	Craig Magnus	2028	12/6/2023
#2	Joseph Wedel	2027	4/19/2006
#3	Nathan Ronning	2026	11/16/2022
#4	Bill Scepaniak	2025	2/3/2021
#5	Allison Dudek	2024	12/18/2019

NOTICE
CITY OF ALBANY
PLANNING COMMISSION VACANCY

The city of Albany is accepting applications for appointment on the city's Planning Commission to fill a vacancy on the board for a (5) year term ending December 31, 2029. Meetings are held in the evenings on an "at needed basis". Applicants must reside within the corporate city limits and be 21 years of age or older. Interested residents shall complete an application which can be obtained on the city's website at www.ci.albany.mn.us or by contacting the city at 320.845.4244. Upon completion of the application, please submit it to the city of Albany, P.O. Box 370, Albany, MN 56307 no later than 3 PM on Tuesday, December 24, 2024. For additional information, please contact City Hall at 320.845.4244.

Gary Winkels
City Administrator

Published in the Star Post this 11th day of December 2024.