

**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 18, 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 December 4<sup>th</sup>.
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Mayor Tom Kasner, Recognition of Service to Councilor Keith Heitzman and former Councilor Adam Rushmeyer
7. Jeremy Mathiasen, City Engineer – present the following:
  - Project updates
  - Information regarding the proposed Water Treatment Plant chemical change.
8. Councilor John. R. Harlander
  - North Park improvements update.
9. Reports of Boards and Department Heads
  - Bruce Winter, Albany Golf Club Liaison- present checkbook register, update on other club activities
  - Keith Heitzman, Utility Commissioner, present information related to potential water meter reading system upgrade.
  - Police Chief Matt Gannon
  - Joseph Mergen, Public Works Supervisor
    - Present 2025-2026 Wastewater Discharge Permit agreement with Kerry
  - Gary Winkels, Clerk/Adm. - present the following:
    - Resolution 2024-23 approving 2025 budget and 2024 levy for property taxes to be collected in 2025.
    - Resolution 2024-24 Amending the boundaries of TIF Districts No. 1-14
    - 2025 Appendix A, Schedule of fees and charges.
    - 2024 North Park Improvement funds year-to-date recap
    - Recommend reappointment of the following: Allison Dudek, Planning Commission, 5-year term, Rick Christensen, EDA, 5- year term.
    - Recommend publication of Park Board Vacancy Notice
    - Recommended Transfer and Fund Closures per the 2023 Comprehensive Financial Audit.
    - Request for handicap parking on Church Ave near the Albany Golf Course
10. Mayor Tom Kasner
  - Present 2025 Mayor Appointments
  - announce the next regular council meeting date (Thursday, January 2nd) (Note date change due to holiday) 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, December 04, 2024, in the Council Room at 400 Railroad Avenue for the said City.

Other members present were councilors Keith Heitzman, Bruce Winter, and Al Amdahl. Councilor John R. Harlander was absent. Others present were Police Chief, Matt Gannon, Jeremy Mathiasen, city engineer with the firm Stantec Inc. MN, Joe Mergen, Public Works Supervisor, Gary Winkels, City Administrator, Eric Messerli, Charlene Ohmann, the following Albany High School students: Sonja Theiler, Nolan Hoeschen, Ella Borstad, Kendra Schwalbe, Liam Vander-Hagen, Ryan Massmann, and Jack Voller.

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 (4471-4487), electronic payments transfers, and the payment of the following bills: Check Numbers 73909-73937. 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 20<sup>th</sup>, 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 6:32 o'clock in the evening to consider approving the 2025 Budget, and amount of property taxes being proposed to be collected to pay for the cost of services the city will provide in 2025. Mr. Winkels noted a notice of the public hearing was published in the Star Post on November 20<sup>th</sup> and 27<sup>th</sup>. Mr. Winkels presented to the council the proposed employee benefits, hourly wage increase, revenues, capital equipment fund, and department operations (water, sewer, parks, police, streets, administration, library, elections, fire). Mr. Winkels noted the 2024 levy was \$1,542,701 and he prepared two options for the 2025 levy. Option one \$1,650,412, a \$107,711 increase or 6.98%. Option two \$1,574,802, a \$32,101 increase or 2.08%. Mr. Winkels noted the difference between the two options is \$75,610 in funding for future street repair (mill and overlay). Mr. Winkels noted the following budget highlights: 1) 5% debt service levy increase, 2) Debt Services Interfund utility fund repayment decreased from \$160,000 to \$85,000 due to the project expenses being less than estimated for the 2024 Mill and overlay improvement, 3) employee hourly wages increases ranged from 1.7% to 8.5%, 4) a four (4 %) percent increase to water/sewer rates, 5) \$15,000 budgeted for future park maintenance, \$36,000 future splashpad replacement, and one additional part time (seasonal) parks employee, 6) 2025 Local Government Aid (LGA) increased \$1,040. Mr. Winkels informed the council if the proposed 2024 levy is approved, the estimated City tax capacity rate would be as follows: option one 52.41%, option 2 50.01%. Mr. Mathiasen noted he is estimating the next phase of mill and overlay improvements will need to be completed within the next five years. Mr. Mathiasen noted according to the city's assessment policy there are no special assessments being a mill and overlay is considered a surface improvement. Mr. Winter and Mr. Amdahl noted they like the proactive approach to reconstructing aging utilities and roadways. Mayor Tom Kasner informed the council no comments were received. Mayor Tom Kasner closed the public hearing at 7:04PM. After due discussion, a motion was made by Al Amdahl and seconded by Al Amdahl to except Mr. Winkels proposed 2025 budget and levy (\$1,650,412, Option 1), and authorize Mr. Winkels to prepare a resolution approving the said budget and levy for the next regular council meeting on December 18<sup>th</sup>. Voting for the motion

were Mayor Tom Kasner, councilor Bruce Winter, and councilor Al Amdahl. Voting against the motion was councilor Keith Heitzman. The motion 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 9<sup>th</sup> Street which were previously approved had been completed. Mr. Mathiasen noted he is in the process of finalizing the feasibility report for presentation.

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 Stearns County is planning for a mid-to-late January bid date.

Police Chief Matt Gannon presented the council with a service contract between the City of Albany and Tri-County Humane Society. Mr. Gannon noted this contract would be in effect from January 1, 2025, to December 31, 2025, and would allow the police department to bring impounded animals to the shelter. After due discussion a motion was made by Al Amdahl and seconded by Keith Heitzman to accept the said service contract between the City of Albany and Tri-County Humane Society. All voted for the motion, and it carried.

The Council took notice of a resolution authorizing the summary publication of Ordinance 69 cannabis and lower potency hemp edibles retailers. After due discussion, a motion was made by Keith Heitzman who introduced the following resolution and moved its adoption:

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

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 Al Amdahl, Keith Heitzman, and Bruce Winter, 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.

Mr. Winkels presented to the council a Minnesota Liquor License application completed by The Mill LLC. Mr. Winkels noted the application is to sell wine and 3.2% on sale, including sales on Sunday. After due discussion a motion was made by Mayor Tom Kasner and seconded by Al Amdahl to approve the Liquor License application for The Mill LLC. All voted for the motion, and it carried.

Mr. Winkels informed the council he received a letter from the League of MN Cities Insurance Trust noting the following: 1) Property/casualty rates are decreasing by an average of 6.5%, 2) cities should be receiving a property casualty dividend, 3) workers comp rates are decreasing by an average of 20%.

Mayor Tom Kasner announced the next regular council meeting for 6:30 PM or as soon as thereafter on Wednesday, December 18<sup>th</sup>, and adjourned the meeting at 7:29 PM.

Gary Winkels  
City Administrator

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To:	Gary Winkels, City Staff & Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	December 13, 2024

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**Reference:    Engineering Update for the 12/18/24 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 are continuing to work on the Feasibility report. Anticipate that we will be presenting this information at the February 5<sup>th</sup> council meeting.

**Miscellaneous**

- Our wastewater team has been working with the City and Kerry representatives to update and finalize changes to the new two-year permit. Information will be shared at the meeting for your consideration and approval.
- We will provide additional information regarding the proposed water plant chemical change discussion and related additional testing requirements.

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



DSG - PLYMOUTH  
 845 BERKSHIRE LN NORTH  
 PLYMOUTH, MN 55441  
 Phone 952-935-0445  
 Fax 952-935-7666



# Quotation

EXPIRATION DATE	QUOTE NUMBER
09/29/2024	S104103800
WRITER	PAGE NO.
Bradford Simms Brad.Simms@dsgsupply.com	1 of 1

QUOTE TO:

SHIP TO:

CITY OF ALBANY  
 PO BOX 370  
 ALBANY, MN 56307-0370

CITY OF ALBANY  
 400 RAILRD AVE  
 ALBANY, MN 56307

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
7757	UPGRADE TO AMI SYSTEM	KAMSTRUP PROMOTION	Frank Stuemke
ORDERED BY	SHIP VIA	TERMS	QUOTE DATE
GARY WINKELS	BEST WAY	Net 30 Days	09/30/2024
			FREIGHT ALLOWED
			No

ORDER QTY	DESCRIPTION	PART NO	Unit Price	EXT PRICE
	<b>SHIPPING INSTRUCTIONS</b> QUOTE FOR UPGRADE FROM KAMSTRUP'S AMR DRIVE-BY TO AMI FIXED NETWORK SYSTEM * KAMSTRUP PROMOTION EXPIRES 12/31/2024. *****			
1ea	KMSTR 6696454 READY MANAGER AMI <1600MP * ONE-TIME UPGRADE OF READY MANAGER FROM AMR TO AMI. ** WAIVED WITH KAMSTRUP PROMOTION. *** SAVINGS OF 15,995.00. **** PROMOTION EXPIRES 12/31/2024.	94141	0.000/ea	0.00
1ea	KMSTR 6696454FH READY HOSTING AMI <1600MP * PRORATED AS 10/1/24 (9-MONTHS) **NEW ANNUAL HOSTING & SUPPORT AGREEMENT FOR AMI >1600MP = \$4,904.00.	94145	2059.000/ea	2059.00
1ea	KMSTR 6696504F NOTIFICATION SERVICES, YEARLY <1600 MP * INCLUDED IN UPGRADE QUOTE	88189	0.000/ea	0.00
1ea	^KMSTR READY COLLECTOR SET 6696100020 READy collector top 6696200000 READy collector base ** KAMSTRUP 20% DISCOUNT PROMOTION ON AMICOLLECTOR (EXPIRES 12/31/2024). SAVINGS OF \$1,799.00.	88287	7196.000/ea	7196.00
1ea	SUBCONTRACTOR LABOR * DSG SUBCONTRACTOR TO INSTALL AMI COLLECTOR ON TOWER (STRUCTURAL TOWER)	103004	6500.000/ea	6500.00
1ea	KMSTR 692YS00000 AMI SYSTEM ROLLOUT DO-IT-YOURSELF <1,500 METER POINTS * PROJECT MGMT & TRAINING ** SPECIAL PRINCING WITH KAMSTRUP PROMOTION. SAVINGS OF \$9,500.00. *** PROMOTION EXPIRES 12/31/2024.	521593	3500.000/ea	3500.00

TAX IS NOT INCLUDED IN PRICE ON BID/QUOTE  
 All quotations are made in accordance with our interpretation of the plans and specifications and include only the materials listed, subject to correction for errors. Deviations in quantities may modify prices quoted. Unless otherwise noted, all prices are subject to change without notice and are void unless accepted within 30-days from the date. In the event of a price increase, any unfilled portion of any order will be billed at the price in effect at the time of shipment. DSG shall not be liable for failure to deliver or delivery performance due to causes beyond our reasonable control. A Summary of DSG standard terms & conditions of sales can be found at [www.dsgsupply.com/terms](http://www.dsgsupply.com/terms).

Subtotal	19255.00
S&H Charges	0.00
Amount Due	19255.00

## Propagation Study

### Customer name

Consultant/Radio Planner	MAHS
Date	October 28 <sup>th</sup> 2024
Version	04.00
Approver	DEGN

### Facts – from the questionnaire

No. of Meters: 900

Meter location: 100% Basements

Performance: 98% Hourly

Extra info:

### Conditions

The following situations are not included in the measured performance:

- Failure of third-party communications (e.g. GSM network or IP infrastructure)
- Defective meters or collectors
- Meters or collectors that have been affected by external factors (e.g. vandalism, physical harm or enclosure)
- Installations that are not performed or not possible to perform in accordance with the installation instructions and training of the vendor.
- The sites should be established within 50 meters of the specified locations. Alternative locations need approval by Kamstrup.
- Antenna must be placed at minimum the specified height (above ground) and free from surrounding roofs and structures.



Service Area



Figure 1 Service Area

## Site placement & Radio cover






### Assets

Asset Description	Address/Coordinates	Min. antenna height
Water Tower	45.632937° -94.583780°	120'
City Hall	45.629483° -94.568715°	40' (not used)
High School	45.631324° -94.561181°	40' (not used)

Table 1 Vertical Assets Data

### Study results

When analyzing the scenarios presented in this section, refer to the legend below:

	High read probability
	Medium read probability
	Low to no chance of read
	Site location
	Meter location

**High Read Probability:** Highlighted Green on the Map – very likely to receive daily reads from meter

**Medium Read Probability:** Highlighted Yellow on the map – likely to receive reads every other day to every seven days

**Low read Probability:** No highlighting shown on map – likely to not have radio signal coverage from collector



## Coverage - Basement



Figure 2 Basement

## Results of the propagation study

Budget with 1 collector and 2% external antennas for full coverage and 98% hourly reads. Please note that objects in basements may impede signal in some cases.

**WASTEWATER DISCHARGE PERMIT**  
**CITY OF ALBANY, STEARNS COUNTY, MINNESOTA**

1. Permit Number: 2025-1
  - a. Date: January 1, 2025
  - b. Company Name: Kerry
  - c. Mailing Address: P. O. Box 300, Albany, MN, 56307
  - d. Contact Person: Jeffrey Trout, Plant Manager
  - e. Telephone Number: (320) 227-3327

This permit has been issued by the City Council for the City of Albany, Stearns County, Minnesota, 56307, for the above referenced facility and it supersedes any temporary or previous permit which may exist. This discharge of wastewater into the Albany Wastewater Treatment Facility is hereby allowed.

2. The Permittee shall not discharge any wastewater:
  - a. having a temperature higher than 150 degrees F (65.5 degrees C);
  - b. having an instantaneous pH less than 5.0 or more than 12.0;
  - c. containing visible oil or grease of animal or vegetable origin which interferes with the wastewater treatment process;
  - d. containing more than 100 mg/l of oil or grease of mineral or petroleum origin;
  - e. Containing more than 0.02 mg/l total identifiable chlorinated hydrocarbons which cannot be removed by the City's wastewater treatment process.

The Permittee shall submit to the City of Albany, on an annual basis, monitoring results for the aforementioned items a through e.

Upon request, permittee shall also be responsible for providing pH and flow data to confirm compliance with this section.

3. Disposal of Unacceptable Waste. Waste not permitted to be discharged into the community sewer must be transported to a state approved disposal site.
4. Samples collected for monitoring the parameters set forth below shall be flow-composite samples collected from Building #5. Samples must be representative of the total flow and loads discharged to the city's sanitary collection system.

Composite samples shall be collected three times per calendar week, each for 24 hours, as shown in Table 1 below.

Samples shall be monitored for:

- a. Carbonaceous Biochemical Oxygen Demand (cBOD)
- b. Total Suspended Solids (TSS)
- c. Total Phosphorus
- d. Total Chloride
- e. Total Sulfate (as SO<sub>4</sub>)
- f. Total Kjeldahl Nitrogen (TKN)
- g. Nitrite + Nitrate

Collection, sampling, and analysis shall confirm to 40 CFR 136, Guidelines for Establishing Test Procedures for the Analysis of Pollutants.

Monthly the permittee shall split a sample and deliver the splitsample to the City for separate analysis.

<b>Table 1: Sampling</b>		
<b>Parameter and Units</b>	<b>Frequency</b>	<b>Comment</b>
Flow, gal/day	Daily	Calculate and report average weekly and average monthly flows. The average is calculated as the sum of all daily flows divided by the number of days.
cBOD, lb/day	Three 24-hour flow composite samples per week.	One of the samples shall be collected Friday/Saturday. Days of collection will be changed if sampling is not representative. Samples cannot be frozen. They must be analyzed within 48 hours of the end of sampling. It is acceptable if the Friday/Saturday sample does not meet the 48-hour holding time for cBOD. Calculate and report average weekly and average monthly loads. Averages are calculated as the sum of sample daily loads divided by the number of sample daily loads.
TSS, lb/day		
Total Phosphorus, lb/day		
pH	Daily	No averaging. Report weekly and monthly maximum and minimum pH.
Total Chloride, mg/L	Once per quarter.	Samples shall be collected in January, April, July, and October; day of collection is at Permittee's discretion. Report monthly concentration of the sample.
Total Sulfate, mg/L		
TKN, mg/L		
Nitrite + Nitrate, mg/L		

Submit documentation monthly to the City Public Works Director. Monthly flows and loads will be used to calculate the Permittee's sewer service charge.

5. Discharge Limits and Penalties. Kerry discharge to the City of Albany collection and treatment system shall be subject to the following effluent limitations:

<b>Parameter</b>	<b>Maximum for weekly average</b>	<b>Maximum for monthly average</b>
Flow, gal/day	200,000	140,000
cBOD, lb/day	3,750	3,000
TSS, lb/day	2,000	1,600
Total Phosphorus, lb/day	90	65
pH	Min 5.0 Max 12.0	Min 5.0 Max 12.0

The City of Albany shall regard as a violation of this permit any measured wastewater flow or loading that exceeds either the weekly or monthly limits established in Table 2 of this permit.

Should the pH be greater than or equal to 12.5, the wastewater will be characterized as a Characteristic Hazardous Waste and the industry must follow the notification requirements in Minnesota Rule 7049.0210.

For violations of the limits in Table 2, the following enforcement actions and penalties will be imposed.

Violations will typically be handled in the following manner:

- a. Verbal warnings for the first violation.
- b. Written warning for the second violation.
- c. Penalty for the third violation.

Violations of this industrial wastewater permit that result in upsets, operational problems, or violations at the City's wastewater treatment facility may proceed directly to a penalty.

The City may elect to impose a monetary penalty of up \$1,000 per calendar day for each violation, until the violation is corrected. For each violation during a period of multiple violations, the City may impose a separate fine in this range for each violation.

Until the Permittee is deemed to be back in compliance with this permit, the City may impose additional sampling and testing. The Permittee will keep the City informed during this period.

In addition, should the City receive a fine or other monetary penalty from MPCA for a violation of its NPDES permit, stipulation agreement, or any other MPCA-imposed

regulation, the City reserves the right to fine the Permittee an amount equal to the fine plus City expenses to resolve the violation, if the City violation is demonstrated to be related to the Permittee's non-compliance with this permit.

6. The Permittee shall allow authorized City Personnel to enter upon the Permittee's premises to inspect the monitoring point, process operations, and records at reasonable times upon request by the City (request for inspection may be in advance or at time of visit). The City may conduct independent sampling of the Permittee's wastewater upon City's discretion.
7. This Permit may be modified, revoked, and reissued, or terminated in accordance with the City of Albany Sewer Use and Service Charge Ordinance. This Permit is nontransferable to any person except after a 30-day notice and written approval from the City of Albany, which approval shall not be unreasonably withheld.
8. Upon giving a 60-day notice, the City retains the right to modify this permit if the City becomes subject to new effluent limitations by the MPCA.
9. In addition, the permittee shall not discharge wastes into the Albany Wastewater Treatment Facility which cause:
  - a. A fire or explosion.
  - b. An obstruction of flow or injury to the treatment works.
  - c. Danger to life or safety of personnel.
  - d. A strong offensive odor or prevention of the effective maintenance or operation of the treatment works.
  - e. Air pollution by the release of toxic or malodorous gas-producing substances.
  - f. Interference with the wastewater treatment process.
  - g. The City's effluent or any other product of the treatment process, residues, sludge, or scum, to be unsuitable for reclamation and reuse or to interfere with the reclamation process.
  - h. A detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the City of Albany.
  - i. Discoloration or any other condition in the quality of the City's treatment works effluent such that receiving water quality requirements established by law cannot be met.
  - j. Directly or indirectly a violation of the City's NPDES permit.
  - k. Overloading or excessive costs in the City collection or treatment system.
10. The Permittee does hereby agree to the conditions of the said Permit and the Sewer Use and Service Charge Ordinance of the City of Albany, Stearns County, Minnesota.



This permit expires on December 31, 2026.

Company: Kerry

Signature: \_\_\_\_\_

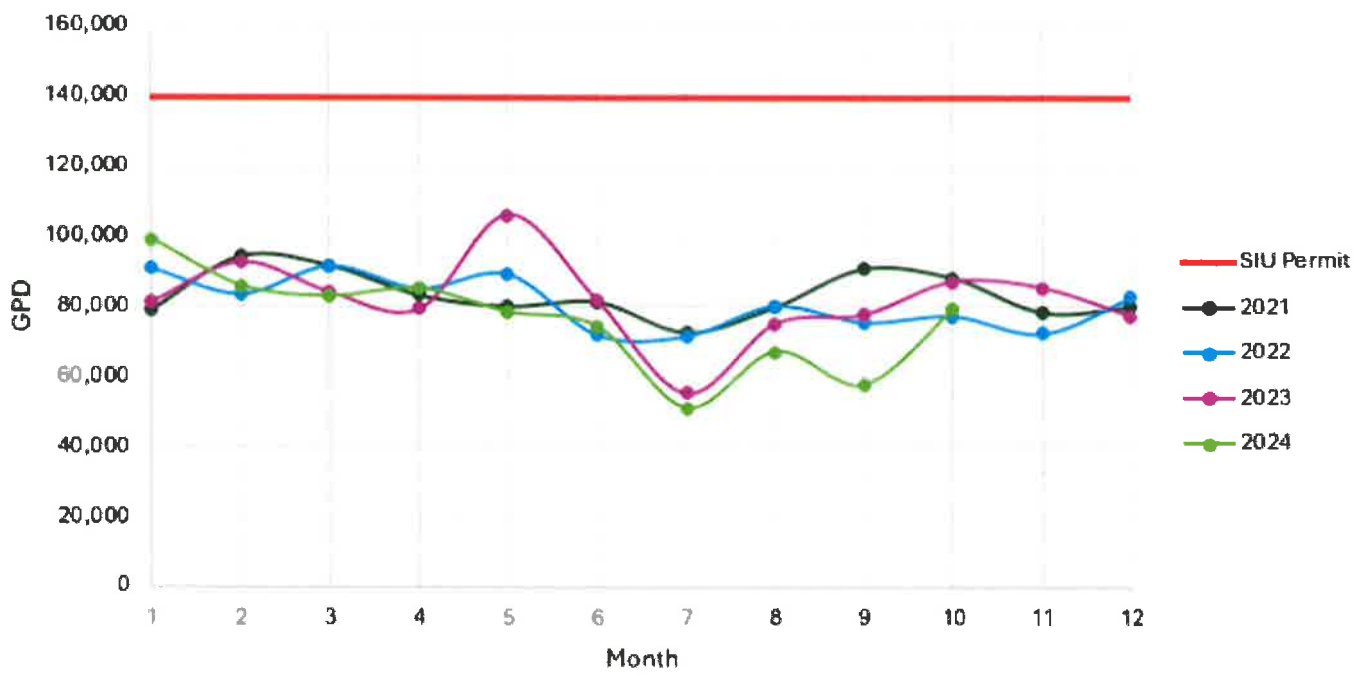
Name and Official Title: \_\_\_\_\_

City of Albany:

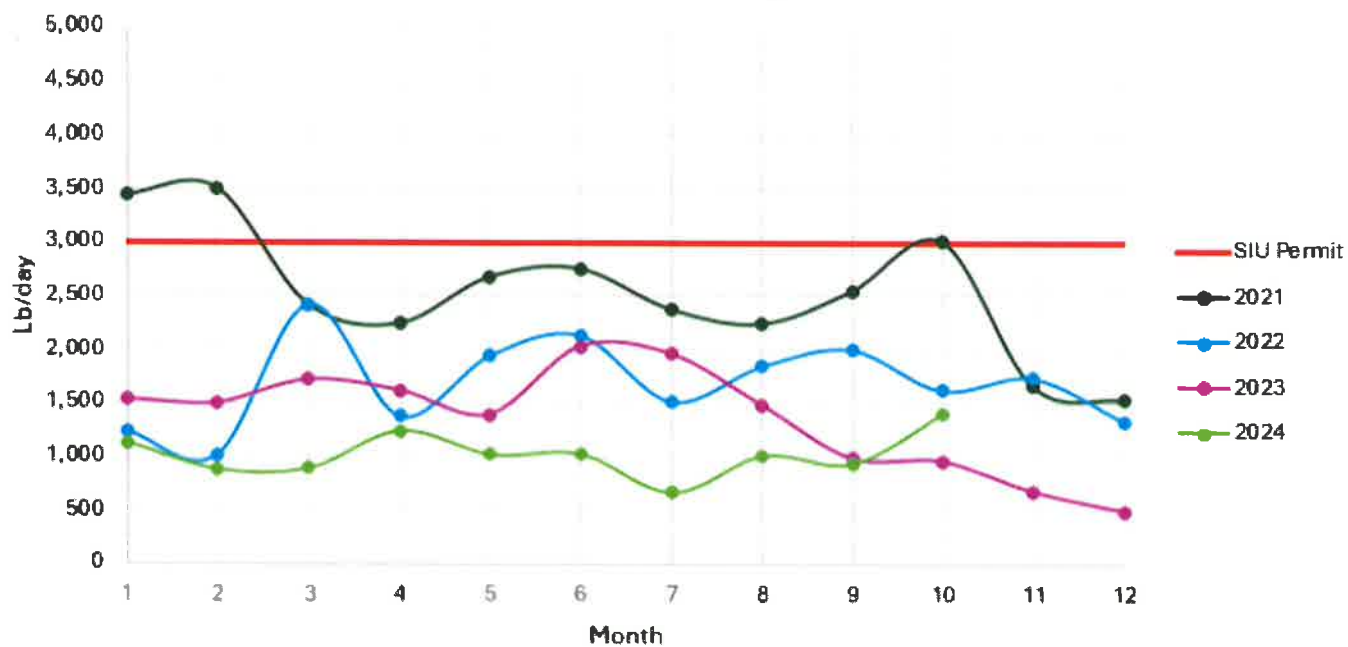
\_\_\_\_\_  
Tom Kasner, Mayor

\_\_\_\_\_  
Gary Winkels, Clerk/Adm.

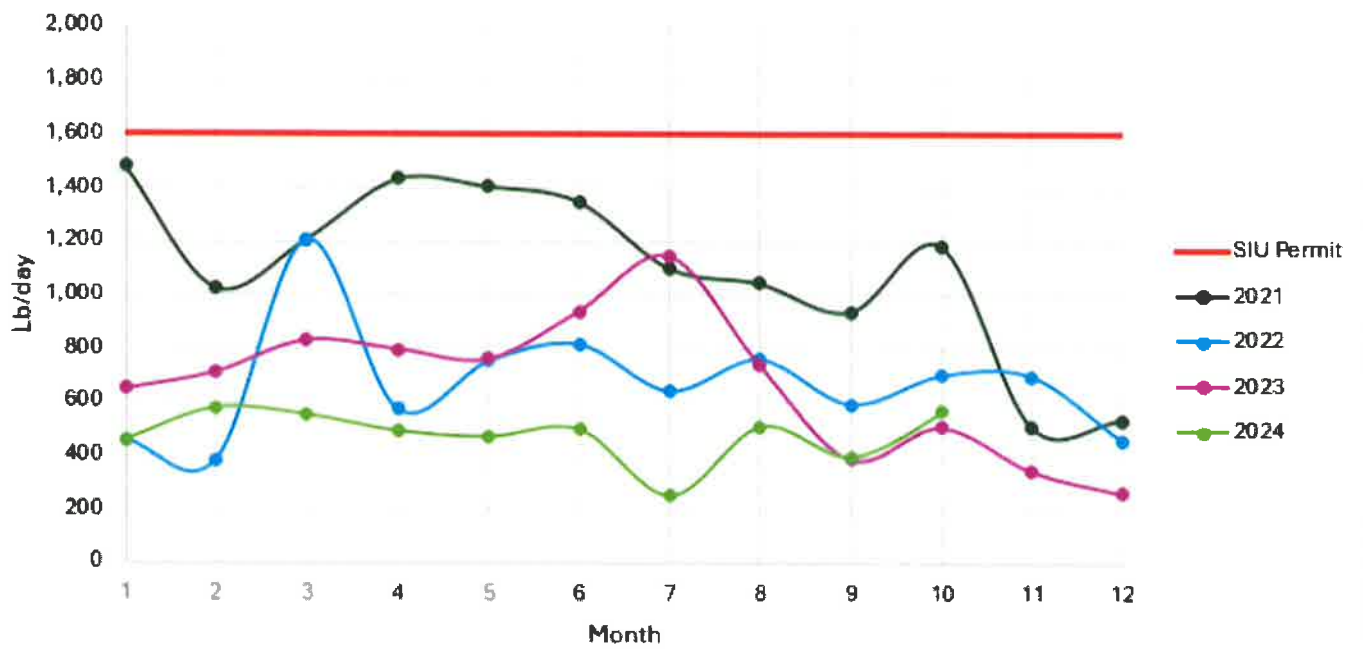
### Kerry Monthly Average Flow



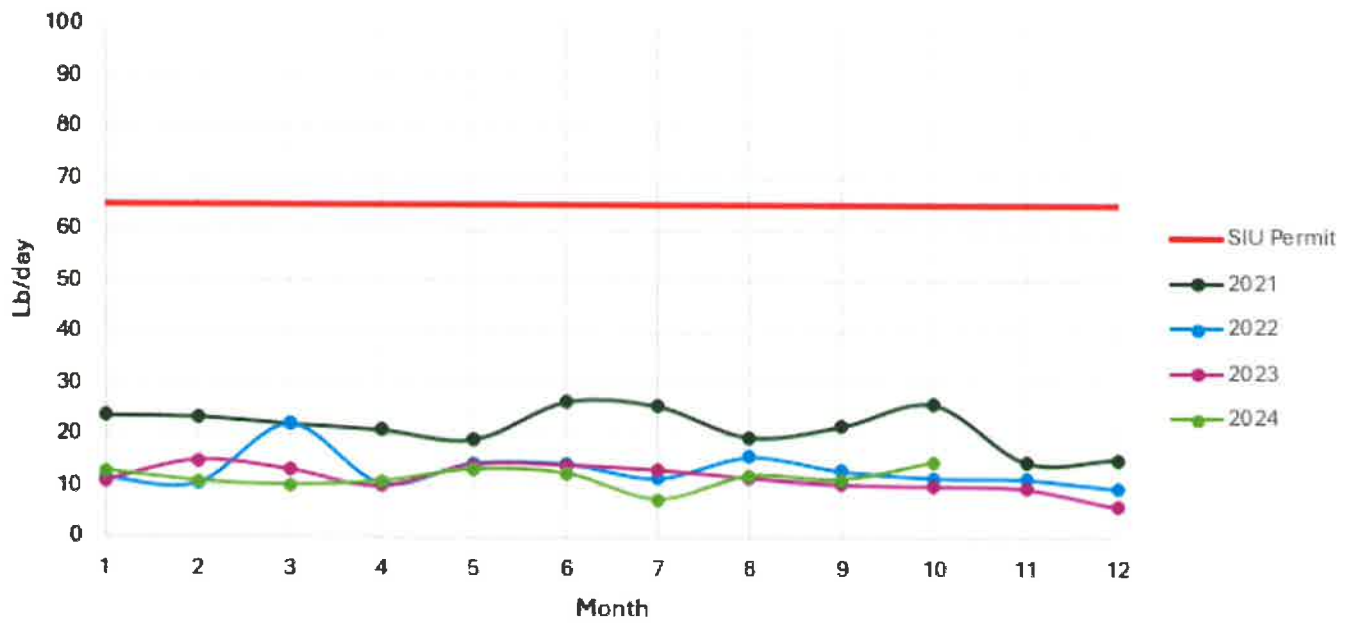
### Kerry Monthly Average CBOD



### Kerry Monthly Average TSS



### Kerry Monthly Average Total Phosphorus





**RESOLUTION 2024-23  
APPROVING THE 2024 TAX LEVY, COLLECTIBLE IN 2025**

BE IT RESOLVED by the City Council of the City of Albany, County of Stearns, Minnesota, that the following sums of money be levied for the current year, collectible in 2025, upon taxable property in the City of Albany, for the following purposes:

General Government:	\$1,000,610
PIR Bonds:	\$560,802
Tax Abatement:	<u>\$89,000</u>
 Total Levy:	 \$1,650,412

The City Clerk/Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Stearns County, Minnesota.

Approved on December 18, 2024, by the City Council of the City of Albany

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Tom Kasner, Mayor

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Gary Winkels, Clerk/Adm

(SEAL)

**CITY OF ALBANY**  
**2025 BUDGET - December 18 Final**

<b>Estimated Income</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>
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)
<b>Total Income</b>	<b>\$1,938,443</b>	<b>\$2,194,605</b>	<b>\$2,220,299</b>	<b>\$25,694</b>

<b>Department Expenses</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Change</b>
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)
<b>Total Expenses</b>	<b>\$1,938,443</b>	<b>\$2,194,605</b>	<b>\$2,220,299</b>	<b>\$25,694</b>

1%

**Debt Service Levy**

PIR Bonds	\$423,500	\$453,145	\$475,802	\$22,657
Interfund utility payment overlay			\$85,000	\$85,000
<b>Total Debt Service</b>	<b>\$423,500</b>	<b>\$453,145</b>	<b>\$560,802</b>	<b>\$107,657</b>

24%

**Tax Abatement Levy**

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

<b>Total Levy</b>	<b>\$1,320,424</b>	<b>\$1,542,701</b>	<b>\$1,650,412</b>	<b>\$107,711</b>
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% Levy Increase 2025

6.98%

2024 City Tax Capacity Rate 50.24%

Proposed initial tax cap rate 52.41%

**RESOLUTION 2024-24  
AMENDING THE BOUNDARIES OF  
TAX INCREMENT FINACING DISTRICTS NO. 1-14**

**WHEREAS:** A. On June 20, 2012, the City of Albany (the "City") created Redevelopment Tax Increment Financing District No. 1-14 for the purposes of redeveloping several downtown substandard buildings; and

B. The City now proposes to remove a portion of the property included in TIF District No. 1-14; and

C. Minnesota Statutes Chapter 469.175 subdivision 4(a) permits removal of parcels to occur without notification or a public hearing if the current net tax capacity of the parcels to be removed equals or exceeds the original net tax capacity of the parcels, or the authority agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.

**WHEREAS:** the City Council, of the City of Albany, County of Stearns, State of Minnesota, has reviewed the said application; and

**WHEREAS:** the City Council finds that appropriate circumstances exist; and

**NOW, THEREFORE, BE IT RESOLVED:** BY THE CITY COUNCIL OF ALBANY, COUNTY OF STEARNS, STATE OF MINNESOTA, 1. Removal of parcels from TIF District No. 1-14. The City hereby removes the following parcel(s) from TIF District No. 1-14 *effective December 31, 2024:*

40.25031.0000	40.25055.0000	40.25061.0010	40.25062.0500
40.25064.0010	40.25064.0020	40.25066.0000	40.25066.0005
40.25064.0500	40.25072.0000	40.25073.0000	40.25220.0008
40.25220.0029	40.25220.0030		

2. Agreement to limit tax capacity removed. The City agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.

3. Filing. The City Administrator is authorized and directed to file a copy of this resolution with the County Auditor.

Adopted by the Albany City Council this 18<sup>th</sup> day of December 2024.

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Tom Kasner, Mayor

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Gary Winkels, Clerk/Adm

(SEAL)

**APPENDIX A**

**ALBANY SCHEDULE OF FEES & CHARGES – 2025**

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
14.07.4	Administrative Penalty Late Fee	\$10
14.07.9	Administrative Penalties	
	1 <sup>st</sup> Offense	\$50
	2 <sup>nd</sup> Offense within 12 months	\$100
20.03	Candidate Filing Fee	\$2
21.03.1	City Council Compensation	\$100/Meeting
21.03.2	Mayor Compensation	\$125/Meeting
21.03.3	Council and Mayor Compensation – Other meetings	\$50 less than 4 hours \$100 more than 4 hours
22.05	Planning Commission Compensation	
	Chairperson	\$25/meeting
	Members	\$20/meeting
	Ex-officio members	\$50 less than 4 hours \$100 more than 4 hours
23.06	Economic Development Authority Compensation	
	Chairperson	\$25/meeting
	Members	\$20/meeting
	Ex-officio members	\$50 less than 4 hours \$100 more than 4 hours
24.04	Park Board Compensation	
	Chairperson	\$25/meeting
	Members	\$20/meeting
	Ex-officio members	\$50 less than 4 hours \$100 more than 4 hours
30.06.4	Water Turn-On/Shut-off Fee	\$75
30.09	Water Disconnect/Reconnect Following Water Shortage Violation	\$75
30.11.7	Re-trenching Fee	\$150

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
30.12.4	Water Meter	\$5.00 monthly
30.12.7	Re-connect After Denying Access to City	\$50
30.12.8	Meter Testing Fee	\$50
30.14.4	Unauthorized Use of Fire Protection System Fee	\$250
30.17.1(b)	Bulk Water Meter Deposit	\$725
30.17.1(c)	Bulk Water Rates	\$20/first 1,000 \$5 for each add'l
30.19.1	Water Rates	
	Water Use Fee (Billing Period is bi-monthly)	\$4.67/thousand gallons* *Rate effective January 1, 2020, said rate shall increase by 4% per year annually thereafter
30.19.2	Past Due Account Surcharge	After the 15th of the month, the past due or late fee shall be 10% of amount due
30.19.3	Water Hookup Charge (WAC)	\$1,462
	First Four Dwelling Units	\$1,462/unit
	Five or more apartment dwellings	\$5,848 plus \$585/unit for each unit in excess of four
30.19.4	Minimum Billing – Bi-monthly	
	Residential	1,000 gallons/bi-monthly
	Inactive Accounts	\$35.82 bi-monthly*  *Rate effective 01/01/21. Said rate shall increase 4% per year thereafter.
	Commercial/Industrial	6,600 gallons/bi-monthly
	Inactive Accounts	\$35.82 bi-monthly*  * Rate effective 01/01/21. Said rate shall increase 4% per year thereafter.
30.19.5	Water Access/month:	\$20.14* *Rate effective January 1, 2020, said rate shall increase by 4% per year annually thereafter
30.19.6	Water Trunk Fee	\$1,220/acre



<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
31.09.1	Sewer Connection Charge (SAC)	\$1,462
	First Four Dwelling Units	\$1,462/unit
	Five or more Apartment Dwellings	\$5,848 plus \$585/unit for each unit in excess of four
31.09.2	Sewer Trunk Fee	\$1,220/acre
31.11	Past Due Account Surcharge	After the 15 <sup>th</sup> of the month, the past due or late fee shall be 10% of amount due
31.11/32.26	Sewer Use Fees (Residential/Commercial/Institutional)	\$3.78/thousand gallons* *Rate effective January 1, 2020, said rate shall increase by 4% per year annually thereafter
	Sewer Flat Charge/month *Multi-family units will be charged a monthly flat charge for each unit	\$8.39* *Rate effective January 1, 2020, said rate shall increase by 4% per year annually thereafter
	Recreation vehicles/trailers dump sites	\$175/year
	Facilities without City water	Minimum 20,000 gallons
	Schools, churches, and motels	Set by City Administration (subject to Council review) based upon potential volume
32.26	Sewer Industrial Users	
	Flow Charge/1,000 gallons	\$0.90*
	BOD Charge/pound	\$0.126*
	SS Charge/pound	\$0.102*
	Phosphorus Charge/pound	\$6.66*
	Sewer Flat Charge/month	\$8.39*
		*Rate effective January 1, 2020, said rate shall increase by 4% per year annually thereafter
	Industrial Billing period	Monthly
32.31	May and June non-sewered water usage excluded from volume utilized to compute residential sewer service.	
33.02.3	Storm Water Utility Base Rate	\$4.00 bi-monthly
33.02.4	Past Due Account Surcharge	After the 15 <sup>th</sup> of the month, the past due or late fee shall be

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
		10% of amount due; plus publication fees and administration fees
40.04	North Park JC Shelter Fee  Lion's Gazebo	\$100/Day City Residents+sales tax \$200/Day Non- residents+sales tax  \$50/Day +sales tax
40.18	Trapping Fee	\$30
40.19	Minnow Trapping Fee	\$30
40.27.2	Public Park Restriction Violations	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense	Court
41.01.1(c)	Designated Area (early snow removal)	See map
	Weather Reporting Agency	Accuweather
41.01.1(d)	Failure to Remove Snow and/or Ice	Administrative penalty of \$1.00 per lineal foot of property line up to a maximum of \$300.00.
41.01.5(b)	Obstruction Removal	\$100 per hour
41.04.1	Driveway Permit	\$50
41.08	Street and Sidewalk Violation	
	Involving damage not greater than \$300	\$25 + damage
	Involving damage greater than \$300	Court
41.09, Subd.2	Removal of Plantings	Actual Cost
41.11.9	Small Cell Permit Application Fee	\$75

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
If on City Poles:	Annual Collocation Rental Fee	\$150.00
	Annual Maintenance Fee	\$25.00
	Monthly Electricity Fee (if not separately metered)	the greater of \$73 per radio node less than or equal to 100 max watts; \$182 per radio node over 100 max watts; or actual costs.
51.07	Winter Parking Fines	
	1 <sup>st</sup> Offense	\$50
	Subsequent Offense	\$75 plus impound fees per Section 51.10
51.10	Impound Fees	
	Private Company	Actual Costs
	City Impound	\$15/day
	City Administration Fee	\$50 one-time fee
51.11.2	Parking Fines	
	Violation	\$25
51.11.2	Notice of unpaid violations	\$50
	Criminal Complaint	\$100
52.12.2	Motorized Golf Cart Permit	\$10
52.13	Snowmobile, Golf Carts & Recreational Vehicles	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense	Court
53.02	Skateboards, Scooters, Roller Skates	
	1 <sup>st</sup> Violation	\$25
	2 <sup>nd</sup> Violation within 12 months	\$50
	3 <sup>rd</sup> Violation within 12 months	Court
60.08.1	Intoxicating Liquor Permit Investigation Fee	
	In-State	\$500 (maximum)
	Out-of-State	\$10,000 (maximum)

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
60.09.1	Liquor License Fees	
	Intoxicating Liquor	
	On-Sale – for license period commencing July 1 – December 31	\$1,900
	On-Sale – for license period commencing January 1 or later	\$1,000
	Club On-Sale	\$100
	Temporary On-Sale	\$15
	3.2 Percent Malt Liquor	
	On-Sale	\$100
	Off-Sale	\$5
	Temporary On-Sale	\$1
	Wine	
	On-Sale	\$600
60.18.2	Consumption & Display Permit	\$300
60.24	Underage present in liquor establishment	Same as Minn. Stat. 340A.703
60.24	After Hours Sale/Display Liquor/Occupancy & Compliance Violations & Sales to Minors	Same as Minn. Stat. 340A.703
60.24	Minor Consumption/Possession	Same as Minn. Stat. 340A.703
60.24	Liquor Consumption in Public Place	
60.24	ID for Liquor Purchase	Same as Minn. Stat. 340A.703
61.02.3	Peddler's License	
	10-day permit within a 12-month period	\$75
	30-day permit within a 12-month period	\$125
	90-day permit within a 12-month period	\$175
61.09	Transient Merchants, Peddlers, and Solicitors Violations	
	1 <sup>st</sup> Offense	\$200
	2 <sup>nd</sup> Offense within 12 months	Court
63.07	Curfew Penalties	
	1 <sup>st</sup> Violation	\$25

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
	2 <sup>nd</sup> Violation within 12 months	\$50
	3 <sup>rd</sup> Violation within 12 months	Court
64.03.5	Tobacco License	\$100
64.11.1	Tobacco Penalties/Compliance Violations	Same as Minn. Stat. 609.685
64.11.2	Furnish underage with tobacco	Same as Minn. Stat. 609.685
64.11.3	Minors Possession/Purchase	Same as Minn. Stat. 609.685
65.10.5	Rental Unit License Fee (3 Year)	\$25/building + \$5/unit
65.12.5	Rental License Violation Appeal Fee	\$50
65.12.7	Compliance Order Reinspection Fee	\$50
65.12.10	Housing, Maintenance, Occupancy Violations	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
65.13	Inspection/Reinspection Fees	50% of the rental unit license fee
66.14	Adult Use License Fee	\$3,000
67.03.1(j)	Building Official Inspection Fee	\$50 per hour, plus \$0.48 per mile
67.03.1(k)	Permit Fee Move within or in	\$300
67.03.1 (l)	Bond fee or certified check	\$5,000
67.07.1(i)	Monitoring by City Staff	\$40 per hour
68.04.3	Portable Storage Unit Permit Fee	\$30.00
69.08.1	Cannabis Initial Retail Registration Fee + First Renewal Fee	\$1500
	Lower-Potency Hemp Initial Retail Registration Fee + First Renewal Fee	\$500
69.08.7	Cannabis Renewal Registration Fee	\$1000
	Lower-Potency Hemp Renewal Fee	\$250
69.09.4	Civil Penalties for Registration Violations	
	1 <sup>st</sup> Violation	\$500
	2 <sup>nd</sup> Violation within 12-month period	\$1000
	3 <sup>rd</sup> or more Violation within 12-month period	\$2000

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
69.12.1	Temporary Cannabis Event Registration Fee	\$375
70.07	Public Nuisances Penalties	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
71.13.2	Dog or Canine Impounding Feeding and Care Fee	\$10 per day
71.19	Animal Violations	
	1 <sup>st</sup> Offense	\$25
	2 <sup>nd</sup> Offense within 12 months	\$50
	3 <sup>rd</sup> Offense within 12 months	Court
	Other fees for Dangerous Dogs	Actual Costs
71.20	Registration Fee Dangerous Dog or Potentially Dangerous Dog	\$500
72.07	Noise Violations	
	1 <sup>st</sup> Offense	\$50
	2 <sup>nd</sup> Offense within 24 months	\$100
	3 <sup>rd</sup> Offense within 24 months	Court
73.11	Unlawful Burns	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	\$200
	3 <sup>rd</sup> Offense within 12 months	Court
74.08	Refuse	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
75.09	Abandoned Vehicles	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
76.05	Trees	\$25
77.04	Weeds and Grass (Assessment fee)	\$250 per platted lot \$250 per acre, or lesser portion thereof, plus

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
		Publication fees and Administrative Fees
77.05	Weeds and Grass	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
78.07	Biofuel Burner violation	
	1 <sup>st</sup> Offense	\$200
	2 <sup>nd</sup> Offense within 12 months	Court
80.05.8(d)	Site Plan Application Fee	Actual costs
80.11.6	Sign Permits	
	Signs less than 30' in height Zoning Permit	\$50
	Signs greater than 30' in height Building Permit	\$100
80.11.28	Sign Violations and Penalties	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
80.29.2(b)	Re-zoning and Zoning Amendments	\$300 plus escrow plus recording fee
80.30.5	Interim Use Permit (IUP)	\$300
80.30.5	Variance	\$300 plus recording fee
80.30.5	PUD	\$300 plus escrow plus recording fee
80.30.5/80.14B.7(g)	Conditional Use Permit	\$300 plus recording fee
80.32/80.33	Zoning Code Violations	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
81.03.1(c)	Preliminary/Final Plat	\$300 + \$10/lot
	Division/Consolidation	\$50
81.24	Subdivision Code Violations	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court



<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
82.02	Knox Box or similar approved by Albany Fire Department	Actual Cost
82.05	Building Permit Fees	See Attached
82.08	Building Code Violations	\$100
	Repeat Code Violations within 24 months	Double schedule fee
	Code violations that significantly endanger life or property	\$200
	Code violations that involves critically unsafe conditions	\$200
	Assessment Search Fees	\$30
82.10.5	Plumbing Plan Review for Commercial Construction	Actual Cost
	CRIMINAL FINES: The City Council has approved the above fine schedule for criminal offenses. The fine schedule has been filed with the District Court and will be administered accordingly.	
	EQUIPMENT:	
	Case Front End Loader	CHARGE/HR \$125
	Jetter/vac	\$75
	Mower	\$40
	Pickup	\$40
	Snow Plow	\$85
	Squad Car	\$55
	Thumb Drive	\$15
	Street Sweeper	\$80
	2020 Cat 930M Wheel Loader	\$185
	2023 Kubota SSV65	\$135
	EMPLOYEE RATE/HR (includes benefits)	RATE
	<u>NAME:</u>	
Misc. Administrative Charges:	Adm. Assistant	\$48
	Clerk/Adm.	\$79
	Part Time Public Works	\$20
	Patrol Officer	\$41/ea.
	Police Chief	\$69
	Police Sergeant	\$53
	Public Works	\$52
	Public Works Supervisor	\$65
	<u>OTHER</u>	
	Water Bracket/Valve	Actual Cost
	Tax Increment Financing Plan	Actual cost
	Redevelopment District	Actual cost
	Negotiate and process development agreement fee	Actual Cost
	Tax Abatement fee	Actual Cost

Ordinance	Description	Fee
	Business Subsidy Application fee	\$150
	Site Plan Application fee TIF Project within TIF District Commercial Rehabilitation fee Police Reports	Actual costs Actual Cost \$150 \$0.25 cents/page up to 100 pages, plus mailing costs (postage, envelopes, and labels). Over 100 pages, actual costs or hourly staff time will be charged (cost for searching/retrieving the data, making copies, use of materials, staples, ink, mailing costs, etc.) within reason.
	Audio CD	\$5.00
	Video DVD	\$10.00
	Flash Drive	\$15.00
	Fingerprinting	\$15.00/card (whether we use our cards or they bring their own)
	<u>Schedule of Rates for Fire Services and Medical Services</u>	
	<u>Equipment</u>	
	Pump Truck Engine #1	\$425
	Pump Truck - Unit #10	\$375
	Tanker Unit #10	\$325
	Tanker Unit #11	\$325
	Extrication Unit #14	\$375
	Rescue Unit #14	\$325
	Rescue Unit #15	\$325
	Wildland Fire Unit #17	\$225
	Ranger Unit #16	\$125
	Engine #5 (Aerial)	\$425
	<u>Labor</u>	
	On scene personnel	\$30
	1-Radio Operator at Fire Hall	\$30
	Standby personnel	\$0
	*Time will be billed in minimum of one-hour increments	
	<u>Structure Training Burn</u>	
		\$1,500 flat rate for equipment and labor plus material testing
Ordinance 2021-01	Payments by credit card will be subject to an additional charge of 3% to offset credit card processing fees charged to the City	

<b>Ordinance</b>	<b>Description</b>	<b>Fee</b>
Resolution 2022-37	Administrative fee added to all accounts certified to the County	\$75

Adopted by the City Council this 18th<sup>th</sup> day of December, 2024.  
Updated December 11, 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

**AEDA BOARD MEMBERS**

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
4	3	2	1	5	4	3	2	1	5	4	3	2
5	4	3	2	1	5	4	3	2	1	5	4	3
1	5	4	3	2	1	5	4	3	2	1	5	4
2	1	5	4	3	2	1	5	4	3	2	1	5
3	2	1	5	4	3	2	1	5	4	3	2	1

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
1	5	4	3	2	1	5
2	1	5	4	3	2	1
3	2	1	5	4	3	2
4	3	2	1	5	4	3
5	4	3	2	1	5	4

#1	Rick Christensen 09/06/23
#2	Nathan Ronning (PC)
#3	John R. Harlander, Council
#4	Tom Kasner, Council
#5	William Scepaniak, Jr. (PC)

<u>2027</u>
4
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1
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**NOTICE  
CITY OF ALBANY  
PARK BOARD VACANCY**

The City of Albany is accepting applications for appointment on the City's Park Board to fill a vacancy on the Board. The Board term would commence upon City Council appointment and end December 31, 2027. Meetings are held on an as needed basis. Applicants must reside within the corporate city limits and have a minimum age of 21. Interested residents shall submit their application to the City of Albany no later than 3:00 PM on Wednesday, January 8, 2025. For additional information, please contact Gary Winkels, City Administrator, at 845-4244.

Published in the Star Post this 25<sup>th</sup> day of December 2024.

## Recommended Transfers and Fund Closures

- To keep the PTO savings account for employee terminations at 75% of the estimated balance owed through 12/31/23, we recommend a transfer of \$40,000 to the PTO savings account from General Checking.
- Transfer from General Checking to Prepaid Special Savings account of \$165,472 for 2023 collections of prepaid specials.
- Typically, yearly recommendations are made to transfer funds from General Checking to Water and Sewer Savings accounts for future asset replacements. Such recommended transfers are based on annual depreciation amounts, which approximate \$234,000 and \$198,000, respectively. Transfers should only be made to the extent that General Checking cash flows allow.