

**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, May 6, 2020, in the Council Room at 400 Railroad Avenue for the said City.

AGENDA

1. Convene meeting
2. Pledge of Allegiance
3. Audit Bills
4. Act on regular Council minutes of the meeting held on April 15th
5. Act on regular Local Board of Appeal and Equalization meeting held on April 15th.
6. Open Forum/Public comment (3 to 5 minutes max.)
7. Reports of Boards, Commissions, City Engineer, and Department Heads
 - Councilor Keith Heitzman, Albany Golf Club Liaison
 - Tom Schneider, Clerk/Adm. – present the following:
 - Public Works Department activity report
 - Update North Lake Shoreline Conversation Improvements – annual maintenance
 - Quote from The Star Post for city newsletter insert
 - Resolution 2020-15 calling for a preliminary engineering report for the 2020 Capital Improvements (Shamrock Lane & 8th Street sidewalk improvements)
8. Mayor's announcements and letters – Coronavirus (COVID-19) update
9. Mayor to announce next regular Council meeting date (May 20th) and adjourn

Tom Schneider
Clerk/Adm.

Note: As per the Minnesota Department of Health (MDH) public health guideline, social distance of minimum six (6) feet per person will be followed at the meeting.

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 7:12 o'clock in the evening on Wednesday, April 15, 2020, in the Council Room at 400 Railroad Avenue for the said City.

Other Council members present were: Councilors John R. Harlander, Adam Rushmeyer, Al Amdahl, and Keith Heitzman. None were absent.

Others present were: Tom Schneider, Clerk/Adm. and Kate Asfeld, Editor Star Post.

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 Adam Rushmeyer and seconded by John R. Harlander to authorize electronic payments, transfers, and the payment of the following bills: Check Numbers 69850 to 69884 and 17829 to 17843. 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 April 1st and hearing none declared them approved.

Open forum/public comments: none.

Councilor Keith Heitzman, Albany Golf Club Liaison, presented to the Council the Albany Golf Club's checkbook register. After due discussion, a motion was made by Al Amdahl and seconded by John R. Harlander to approve electronic payments, transfers, and the payment of the following: checks 39484-39509. Voting for the motion were Councilors John R. Harlander, Adam Rushmeyer, Al Amdahl, and Keith Heitzman and none voted against. Mayor Tom Kasner abstained and the motion carried. Mr. Heitzman noted the Board is still finalizing the 2020 Driving Range Improvements and the course remains closed due to COVID-19, but mowing is now permitted.

Councilor John R Harlander, Police Department Liaison, informed the Council a public notice was published in the Star Post, the local newspaper, on April 8th informing the public the department is developing a body worn camera program. Mr. Harlander noted the department is accepting email or written comments, but due to COVID-19, the purchase of the equipment may be delayed.

The Council took notice of Resolution 2020-12, a resolution authorizing the issuance, sale, and delivery of \$1,773,000 General Obligation Permanent Improvement Revolving Fund Bond, Series 2020A. Mr. Schneider informed the Council the funds will be used to fund the 2020 8th Street Roadway and Utility Improvements. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-12
RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND
DELIVERY OF \$1,773,000 GENERAL OBLIGATION PERMANENT
IMPROVEMENT REVOLVING FUND BOND, SERVICES 2020A

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

The Council also took notice of a request by the Stearns County Commissioners who are considering two options for property tax relief due to the COVID-19 Pandemic which has affected many businesses and other property owners and their ability to pay their first half property taxes due May 15th.

Mr. Schneider noted property tax revenue represents municipalities main source of revenues to operate mandated and community services. Mr. Schneider noted one option the County Board is considering is to forgive penalties for 1-2 months for all property owners and the other option is to reduce the penalty from as high as 8% if paid in June, to 1% for all property classifications from May 16th to June 30th. Mr. Schneider noted a 2% penalty rate on the unpaid current year taxes for payments made in July. Mr. Schneider recommended the second option being the majority of tax payers will still pay on or before May 15th and would have minor effect on the distributions cities receive from the county. After due discussion, a motion was made by Al Amdahl and seconded by Adam Rushmeyer to direct Mr. Schneider to inform the County Board the second option would be considered the best for the City. All voted for the motion and it carried.

The Council took notice of the following Minnesota Lawful gambling LG220 applications for Exempt Permit: 1) Church of Seven Dolours, August 2nd raffle, paddlewheels, pull-tabs, bingo, 151 2nd St., and 2) Albany FFA Alumni to conduct a raffle on October 2nd at the Albany Area High School, 30 Forest Avenue. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following resolutions and moved their adoption:

RESOLUTION 2020-13
APPROVING MINNESOTA LAWFUL GAMBLING EXEMPT PERMIT
APPLICATION (August 2nd Church of Seven Dolours-Bazaar)

RESOLUTION 2020-14
APPROVING MINNESOTA
LAWFUL GAMBLING EXEMPT PERMIT APPLICATION
(October 2nd Albany FFA Alumni)

The motion for the foregoing Resolutions were 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 Adam Rushmeyer, John R. Harlander, Keith Heitzman, and Al Amdahl, and none voted against the same whereupon the said Resolutions were declared duly passed and adopted. The full text of the said Resolutions is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mr. Schneider informed the Council the Albany Bicycle and Pedestrian Master Plan Steering Committee recommended the installation of Wayfinding Signs that depict a map of several bike and walking loops in the City to encourage outdoor activity. Mr. Schneider noted the City would order the signs, install the signs, and the Statewide Health Improvement Partnership (SHIP) would reimburse the City for the cost of the signs. Mayor Tom Kasner, with the consensus of the Council, directed Mr. Schneider to order the signs and the Public Works Department will install the signs.

Mayor Tom Kasner informed the Council Governor Tim Walz issued Emergency Executive Order 20-35 which extended Peacetime emergency through May 13th due to COVID-19 Pandemic. Mayor Tom Kasner noted the "Stay at Home" order by the governor continues through May' 4th. Mr. Schneider informed the Council he has forwarded many emails to the Albany Chamber of Commerce membership that were received by the Minnesota Department of Employment and Economic Development (DEED) related to unemployment and business assistance. Mayor Tom Kasner also noted the Stearns County Public Health Department COVID-19 hotline for the public to call is 877-782-5683. (Monday-Friday 8:30 a.m. – 4:30 p.m.)

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, May 6, 2020 and adjourned the meeting at 7:45 PM.

Tom Schneider
Clerk/Adm.

Pursuant to due call and notice thereof a regular meeting of the Board of Appeal and Equalization in and for the City of Albany, Stearns County, Minnesota, was called to order by Mayor Tom Kasner at 5:30 o'clock in the evening on Wednesday, April 15, 2020, in the Council Room at 400 Railroad Avenue for the said City.

Other members present were: John R. Harlander, Adam Rushmeyer, Al Amdahl, and Keith Heitzman. None were absent.

Members from the public present were: Jason Selix, 106 Whispering Oaks Lane, and Russ Frericks, 102 Whispering Oaks Lane.

Mayor Tom Kasner announced to the Board and public individuals objecting to their 2020 assessment for property taxes payable in 2021 have the option of appearing in-person, by phone or email due to COVID-19 (Coronavirus). The following appraisers attended the meeting via a telephone conference call:

- Jake Pidde, Director, Stearns County Assessor's Office
- Deb Haus, Stearns County Residential Appraiser (320.656.3684) debra.haus@co.stearns.mn.us
- Conner Rausch, County Commercial Appraiser (320.656.3685) conner.rausch@co.stearns.mn.us

Ms. Haus noted there were forty-six (46) qualified residential sales between October 1, 2018 to September 30, 2019 used in the sale study. Ms. Haus also noted the acceptable assessment is achieved when the overall sales ratio that measures the relationship between sale prices and the assessor's estimated market values is between 90% and 105%.

Rod Gerads, 117 Schwinghammer Drive, (40.25655.0057) phoned into the Board informing the Board his total 2019 estimated market value (EMV) was \$288,500 (land \$28,500/building \$260,000) and his 2020 EMV is \$342,800 (land \$37,500/building \$305,300), a \$54,300 increase. Mr. Gerads informed the board nothing has changed to his property and requested his land value be \$28,500 and building value \$272,250 or a total value of \$300,750. Ms. Haus questioned if Mr. Gerads had an appraisal or any home sales similar to his property, he could share with the board. Mr. Gerads questioned if Ms. Haus has the authority to go back and change values on properties the following year once the local board sets a value on a property. Ms. Haus informed the board she did not agree with lowering his value last year and values may be increased due to market activity. Ms. Haus also noted land will not be sold separate from a home and she looks at the overall value of property. Mayor Tom Kasner informed Mr. Gerads that an appraisal would be beneficial. The Board took notice of the value of the land and building, cost per square foot, wetland, topography, useable area, etc. Mr. Gerads recommended the board set his 2020 EMV for land at \$28,500 and building at \$272,250 for a total value of \$300,750. Ms. Haus recommended to the Board no change in the 2020 estimate market value. After due discussion, a motion as made by Adam Rushmeyer and seconded by Keith Heitzman not to change the 2020 estimated market value (EMV) of \$342,800. Voting for the motion were Mayor Tom Kasner, Councilors Keith Heitzman, Adam Rushmeyer, and Al Amdahl. Councilor John R. Harlander voted against and the motion carried. Ms. Haus informed the Board Mr. Gerads may present his objection to the County Board meeting to be held between 4:00 PM – 7:00 PM on June 22nd.

Jason Selix, 106 Whispering Oaks Lane, (40.25655.0095), appeared before the Board requesting an explanation from Ms. Haus how she calculated his 2020 estimated market value (EMV) of \$341,000. Ms. Haus informed the Board his land value is \$66,400 and home value \$274,600. Mr. Haus noted a new 1,200 square foot detached garage was constructed on the property last year and based on market value data compiled on similar properties, recommended no change to the 2020 EMV. Mr. Selix recommended his land value be reduced to \$55,000, similar to his neighbor, Russ Frericks, 102 Whispering Oaks Lane. Ms. Haus informed the Board Mr. Frericks land is .928 acres and Mr. Selix land is .969 acres. Ms. Haus recommended no change to the 2020 EMV. After due discussion, a motion was made by Al Amdahl and seconded by John R. Harlander to reduce the 2020 EMV for the land from \$66,400 to \$55,000. All voted for the motion and it carried. Ms. Haus informed the Board property owners have the opportunity to appear before the Stearns County board on June 22nd if they are not satisfied with the local Board decisions.

Councilor Keith Heitzman stepped down from the Board at 6:51 PM.

Mr. Heitzman informed the Board his lot size is nearly the same square footage as the lot at 117 Schwinghammer Drive and recommended his 2020 estimated market value be reduced from \$51,200 to \$37,500. Ms. Haus noted Mr. Heitzman has two lots and more useable property compared to the lot at 117 Schwinghammer Drive. Ms. Haus noted Mr. Heitzman paid \$50,000 for his two lots and recommended no change. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl not to change the 2020 estimated market value for land at \$51,200. Voting for the motion were Mayor Tom Kasner, Councilors Al Amdahl, John R. Harlander, and Adam Rushmeyer and none voted against; whereby the motion carried.

Mr. Heitzman rejoined the Board.

Mayor Tom Kasner hearing no other objections and/or property appeals adjourned the meeting at 7:05PM.

Tom Schneider
Clerk/Adm.

To:	Mr. Tom Schneider and Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	May 1, 2020

Reference: Engineering Update for the 5/6/20 Council Meeting

2020 Capital Improvement Project

The removal work has begun along 8th Street, Midland, Lake and Forest Avenue, including tree removal. Utility work is scheduled to begin this coming Monday, the 4th. Breitbach Construction will be starting with the sanitary sewer installation along 8th Street (working south to north). Newsletter No. 1 was sent out to property owners earlier this week, temporary mail service is beginning today for the residents with mailboxes.

Our weekly on-site construction meetings will begin this first week. The schedule provided by the Contractor at the preconstruction meeting shows the following estimated timeline:

Utility Work from May 4th – June 19th.

Curb & Gutter, Driveways starting on or around June 29th

Final roadway aggregate and paving starting around July 16th.

At your meeting on Wednesday, you will consider a resolution to prepare a feasibility report for new sidewalk improvements along Shamrock Lane and the 8th Street, south of the Wobegon Trail. This is the sidewalk included as an alternate in the 2020 Improvements, that wasn't awarded with the rest of the work.

2019 Capital Improvement Project

We spent some time this week marking up concrete that needs to be repaired or replaced this spring and will be meeting with C&L on Tuesday morning to discuss the needed seeding and restoration work.

City Water Meter Replacement

We remain in a holding pattern on the water meter project, for Co-VID related concerns. Materials should have all been ordered by Dakota Supply Group.

Stay Healthy, Everyone!

Let me know if you have any specific questions about the projects.

Jeremy.mathiasen@stantec.com 320.529.4366

2020 PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT

May | June

STREETS:

- Filling pot holes with patching machine
- Crack filling
- Hired Bardson Construction to put 2" of crushed granite in Alleys – Est. Cost \$9,500
- Fix some manholes
- Gopher State 1 calls

PARKS:

- Turning water on
- Pick up brush/sticks and getting them ready for summer activity

WATER/SEWER:

- Water samples
- Installed Radar System
- Read water meters
- Water meter install?...on hold due to Covid 19
- Power Washed Lift Station
- Flush Sewers
- Flush Hydrants
- Put Aluminum Sulfate on Cells 2,3 & 4
- Hope to start discharging the week of May 4th

EQUIPMENT:

- Need to Repair Generator Heater at the Water Plant
- Took the cabs off the Kubota's and put the mower decks on

TRAINING/CONFERENCES:

- (CANCELLED DUE TO COVID 19)

JOE Mergen, P.W.D.

MANAGEMENT OF 6TH STREET PARK

OPTION 1:

Prairie Restoration

- In 2019 we paid them \$1,000 for Vegetation Management.
- They proposed a 3 year contract and we only went with the 1st year.
- 2020 management would be additional prairie seed would be seeded in the spring following a spring burn. Last year's quote for this was \$1,000.00
- 2021 Vegetation Management, again last year's quote for this was \$1,000.00

OPTION 2:

Stearns County Soil & Water Conservation District

- Burn the planted areas where possible and replant the areas that were sprayed because of weed growth last fall.
- Put together a frame work for a contractor to come in, replant and provide maintenance for a few years. Estimating this to be around \$5,000.
- Plant the area with trees and shrubs. The SWCD would more than likely be able to provide the MCC Crew to plant the trees and shrubs. The City would need to assist in getting the trees established by keeping the vegetation down around them and possibly watering depending on the weather. It would probably take about 200 Trees and Shrubs. They usually cost about \$20 each for a total cost of \$4,000.

OPTION 3:

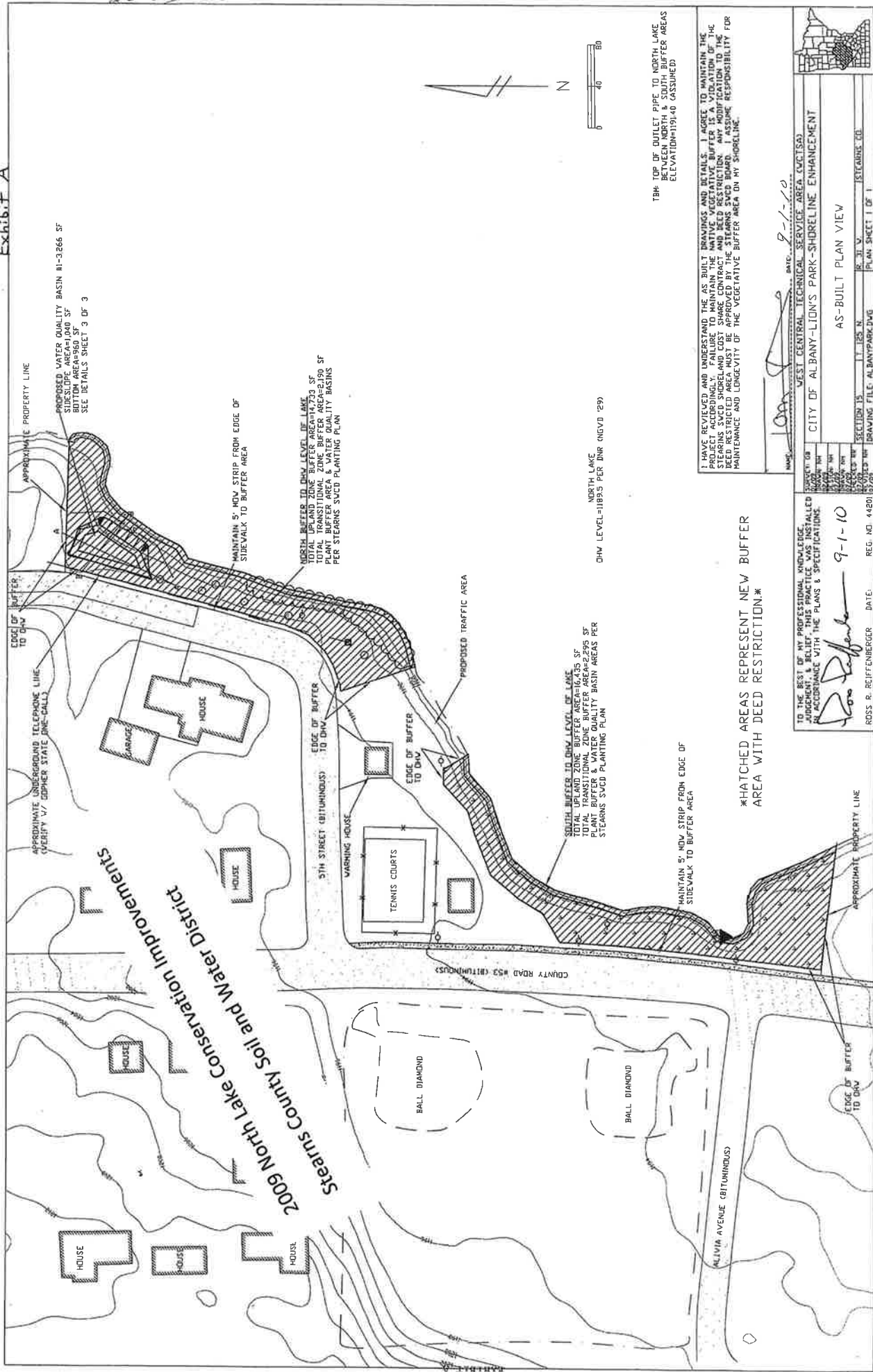
MCC CREW

- Hire them to do the vegetation management at no cost.
 - However, we have used them in the past and it did not go well.
 - We could never get them in a timely manner.

OPTION 4:

Do Nothing

JOE MERGEN, P.W.D.



PROPOSED WATER QUALITY BASIN N-3266 SF
SIDE SLOPE AREA=1040 SF
BOTTOM AREA=960 SF
SEE DETAILS SHEET 3 DF 3

NORTH BUFFER TO D/W LEVEL OF LAKE
TOTAL UPLAND ZONE BUFFER AREA=14,723 SF
TOTAL TRANSITIONAL ZONE BUFFER AREA=2,190 SF
PLANT BUFFER AREA & WATER QUALITY BASINS
PER STEARNS S/VCD PLANTING PLAN

SOUTH BUFFER TO D/W LEVEL OF LAKE
TOTAL UPLAND ZONE BUFFER AREA=16,435 SF
TOTAL TRANSITIONAL ZONE BUFFER AREA=2,295 SF
PLANT BUFFER & WATER QUALITY BASIN AREAS PER
STEARNS S/VCD PLANTING PLAN

NORTH LAKE
D/W LEVEL=11855 PER DWR ONVD 299

TM- TOP OF OUTLET PIPE TO NORTH LAKE
ELEVATION=1191.40 (ASSUMED)

I HAVE REVIEWED AND UNDERSTAND THE AS-BUILT DRAWINGS AND DETAILS. I AGREE TO MAINTAIN THE BUFFER ACCORDINGLY. FAILURE TO MAINTAIN THE NATIVE VEGETATIVE BUFFER IS A VIOLATION OF THE STEARNS S/VCD SHORELAND COST SHARE CONTRACT AND FIELD RESTRICTION. ANY MODIFICATION TO THE DEED RESTRICTED AREA MUST BE APPROVED BY THE STEARNS S/VCD BOARD. ASSUME RESPONSIBILITY FOR MAINTENANCE AND LONGEVITY OF THE VEGETATIVE BUFFER AREA ON MY SHORELINE.

*HATCHED AREAS REPRESENT NEW BUFFER
AREA WITH DEED RESTRICTION.*

TO THE BEST OF MY PROFESSIONAL KNOWLEDGE,
JUDGMENT, & BELIEF, THIS PRACTICE WAS INSTALLED
IN ACCORDANCE WITH THE PLANS & SPECIFICATIONS.

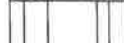
ROSS R. REIFFENBERGER DATE: 9-1-10 REG. NO. 44201 07/09

NAME: [Signature] DATE: 9-1-10
WEST CENTRAL TECHNICAL SERVICE AREA (WCTS/A)

CITY OF ALBANY-LION'S PARK-SHORELINE ENHANCEMENT

AS-BUILT PLAN VIEW

SECTION 15 T. 15S N. R. 31 W. SECTION 08
DRAWING FILE: ALBANYPARK.DWG PLAN SHEET 1 OF 1



**Star Publications
Quote for City of Albany Inserts
April 27, 2020**

Date	Num	Name	Memo	Amount	Total/Issue
04/30/2018	168344	City of Albany	04/19/18 - Job printing - (1,650) newsletters, full color, 2 sides, folded	\$ 1,006.50	
04/30/2018	167868	City of Albany	04/25/18 - 1,459 Albany Enterprise Inserts - Connection Spring/Summer 2018	\$ 65.66	\$ 1,072.16
10/31/2018	172639	City of Albany	10/02/18 - Job printing - (1650) newsletters, full color, 2 sides	\$ 1,006.50	
10/31/2018	172520	City of Albany	10/10/18 - 1,449 Albany Enterprise Inserts - Fall/Winter 2018 Newsletter	\$ 65.21	\$ 1,071.71
04/30/2019	177579	City of Albany	04/11/19 - Job printing - (1,650) spring city newsletters, full color, 2 sides	\$ 1,021.58	
04/30/2019	176954	City of Albany	04/17/19 - 1,438 Albany Enterprise Inserts - Spring Summer Connection newsletter	\$ 64.71	\$ 1,086.29
10/31/2019	182287	City of Albany	10/03/19 - Job printing - (1,650) Fall newsletters, full color, 2 sides	\$ 1,021.58	
10/31/2019	181989	City of Albany	10/09/19 - 1,431 Albany Enterprise Inserts - Fall/Winter 2019 Connection Newsletter	\$ 64.40	\$ 1,085.98

DESCRIPTION		
Print 512 copies - 11 x 17, folded, full color	\$	337.50
512 copies inserted into Star Post in Albany zip code	\$	51.20
TOTAL PER ISSUE TO INSERT INTO STAR POST ALBANY AREA ONLY	\$	388.70

DESCRIPTION		
Print 2150 copies - 11 x 17, folded, full color	\$	1,075.00
Insert 2144 copies in Albany Area of the Shopper	\$	85.76
TOTAL PER ISSUE TO INSERT IN THE SHOPPER - EVERY HOUSEHOLD/ADDRESS RECEIVES	\$	1,160.76

**RESOLUTION 2020-15
CALLING FOR A PRELIMINARY
ENGINEERING REPORT
2020 Capital Improvements
(Shamrock Lane & 8th Street Sidewalk Improvements)**

WHEREAS, it is proposed to undertake the following improvement: Sidewalk improvements along the north side of Shamrock Lane (8th Street to 380-feet west of 8th Street) 9th Street) and along the west side of 8th Street (from Shamrock Lane to the Wobegon Trail), the (“Improvement”) and to assess the benefitted property for all or a portion of the cost of the Improvement pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Albany, Minnesota:

That the proposed Improvement, is referred to Stantec, Inc., St. Cloud, MN, the consulting engineer for the City for study with instructions to report to the City Council with all convenient speed advising the City Council in a preliminary way as to whether the proposed Improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other Improvement; the estimated cost of the Improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the City Council this 6th day of May, 2020.

Tom Kasner, Mayor

Tom Schneider, Clerk/Adm.

(S E A L)