

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 Thursday, June 20, 2024, in the Council Room at 400 Railroad Avenue for the said City.

Other members present were councilors John R Harlander, Al Amdahl, Keith Heitzman and Bruce Winter. Others present were Interim Police Chief, Matt Gannon, Jeremy Mathiasen, city engineer with the firm Stantec Inc. MN, Joe Meren, Public Works Supervisor, Tim Hennagir, Staff Writer, the Star Post, Gary Winkels, City Administrator, Tom Schneider, Administrative Consultant. The following residents were also present: Berleen Hollenkamp, Wayne Mrnak, Ralph Linn, Geraldine Garding, Judith Eggert, Larry Eggert, David Dirkes, and Dan Amber

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 (4252-4270), electronic payments transfers, and the payment of the following bills: Check Numbers 73543-73571. 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 June 5th, 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 6:34 PM for consideration of certain improvements consisting of street, sanitary sewer, water main, roadway and sidewalk, to wit: County Road 157 / Railroad Avenue (from 8th Street to approximately 630 feet west of 14th Street), as described in and in accordance with the preliminary report prepared by Stantec Consulting Services, Inc. A notice of the public hearing was published in the Star Post on June 5th and June 12th. No written comments were received. Mr. Mathiasen informed the public of the overall scope of the project, methodology to calculate individual assessment, mailbox clusters, and noted the estimated project cost of the improvement is \$820,656. Mr. Mathiasen noted the City of Albany has received an Active Transportation (AT) Infrastructure grant from the State of Minnesota in the amount of \$285,000. Mr. Mathiasen also noted tree removal will begin after the contract is awarded.

Wayne Mrnak, 11 10th Street, appeared before the council to question if decorative streetlights would be installed. Mr. Mathiasen noted new streetlights are not in the proposal and would investigate the cost further.

Larry Eggert, 111 12th Street, appeared before the council to question if the speed limit could be reduced on County Road 157/Railroad Avenue west of 12th Street. Mr. Mathiasen noted Stearns County conducted a speed study in 2021 per Mr. Eggert's request and the speed limit in the proposed area actually was increased once the said study was completed. Mr. Mathiasen noted speed studies are typically only performed if conditions change, and noted the only condition changing is the addition of a sidewalk on the north side of the street.

Ralph Linn, 1030 Court Avenue, appeared before the council to question how much each resident would receive if additional right-of-way (ROW) was required. Mr. Mathiasen noted he would refer Mr. Linn's question to Stearns County as they are securing the ROW on this project.

Mayor Tom Kasner, hearing no more questions from the public, closed the public hearing at 7:02 PM. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adaption:

RESOLUTION 2024-12
ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF
PLANS AND SPECIFICATIONS
2025 County Road 157 / Railroad Avenue City Improvements
(Street and Utility Reconstruction Improvements)

The motion for the foregoing resolution was seconded by John R. Harlander and after full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Al Amdahl, John R. Harlander, Bruce Winter 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.

Mr. Mathiasen updated the council on the 2023 Forest Avenue Capital Improvement project. Mr. Mathiasen noted the contractor is working on final “punch list items” and preparing their closeout documentation.

Mr. Mathiasen updated the council on the 2024 Roadway Surface Improvement project. Mr. Mathiasen noted shouldering work was completed this week and the final “punch list work will begin in the next few weeks.

Mr. Mathiasen updated the council on the Water Treatment Plant sand filter rehabilitation improvement. Mr. Mathiasen noted sand filter media has been replaced in all four (4) filter cells. Mr. Mergen noted three (3) filter cells are in production, but the fourth cell has a valve that is not closing all the way; whereby the valve will be removed for inspection.

Mr. Mathiasen presented the council Pay Application No. 2 to Shamrock Lane Rentals for the 2023 Shamrock Lane sidewalk improvements in the amount of \$2,476.08. Mr. Mathiasen noted this is the final payment. After due discussion a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to approve Pay Application No. 2. All voted for the motion, and it carried.

Interim Police Chief Matt Gannon presented to the council a Contract between the city of Albany and the Chief of Police. Mr. Gannon noted Police Chief contracts are becoming very common, and noted the aforementioned contract is a two (2) year contract, (July 8, 2024 – July 8, 2026), and has been reviewed by the city attorney. After due discussion, a motion was made by Al Amdahl and seconded by John R. Harlander to approve the said contract. All voted for the motion, and it carried. Mr. Gannon also recommended to the council hiring Seth Adams as a full-time Patrol Officer in the Albany Police Department contingent upon a successful completion of employment requirements. After due discussion, a motion was made by John R. Harlander and seconded by Bruce Winter to hire Seth Adams as a full-time Patrol Officer in the Albany Police Department contingent upon a successful completion of employment requirements. All voted for the motion, and it carried.

Mr. Mergen informed the council Freeport State Bank donated \$16,600 to purchase a Toro Sand Pro 2040Z ball field drag for the Park Department. After due discussion a motion was

made by Keith Heitzman and seconded by Bruce Winter to accept the donation. All voted for the motion, and it carried.

Mr. Mergen noted a storm drain collapsed near 730 Church Avenue, and when repairs were being made it was found the bottom of the galvanized pipe had rusted away and needed to be replaced. Mr. Mergen also noted the Water Treatment plant was struck by lightning on June 12th, and he and Mr. Winkels are working with the League of MN Cities Insurance Trust, the city's insurance company, on insurance covered items. Mr. Mergen also noted Jeffrey Kociemba, Public Works Assistant, six-month probation period will be expiring July 2nd and recommended, he be hired full-time with a wage increase from \$28.00 per hour to \$29.50 per hour as per approved action by the council at a meeting held on December 6, 2023. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl to approve Mr. Kociemba as full-time Public Works Assistant. All voted for the motion, and it carried.

Mr. Schneider appeared before the council to present Mr. Winkels' six-month performance review. Mr. Schneider noted Mr. Winkels' probation period will be expiring on July 1st and recommended Mr. Winkels be hired full-time with a wage increase from \$41.00 per hour to \$42.50 per hour as per approved action by the council at a meeting held on November 1, 2023. Mr. Schneider noted in the first 6 months Mr. Winkels has excelled in coordinating, researching, and solving multiple issues that have occurred at the same time and understands the importance of multi-tasking during a workday and resolves them accordingly. Mayor Tom Kasner noted he asked Mr. Schneider to perform the performance review on Mr. Winkels due to each working together on a weekly basis; whereby the next administrators review will be performed by Mayor Tom Kasner.

Councilor Al Amdahl, Park Board Liaison, informed the council the Park Board will be meeting on Wednesday June 26th at 6:30 PM to update the board on several on-going improvements in North Park.

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 Al Amdahl and seconded by Bruce Winter to approve electronic payments, transfers, and the payment of the following bills: Check numbers 40708-40750. All voted for the motion, and it carried.

The Council took notice of a Fireworks Event Permit application submitted by Premier Pyrotechnics, the company that will display the fireworks on Heritage Day, Saturday, August 3rd, the annual community celebration sponsored by the Albany Area Chamber of Commerce. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to approve the aforesaid application to Premier Pyrotechnics to display fireworks on the golf course for Heritage Day on August 3rd. All voted for the motion, and it carried.

The Council took notice of 1-4 day temporary liquor license application submitted by the Albany Lions Club, to dispense alcoholic beverages on Heritage Day, August 3rd. After due discussion, a motion was made by Keith Heitzman and seconded by Al Amdahl to approve the said license. All voted for the motion, and it carried.

Mr. Winkels requested the council continue Mr. Schneider's administration consulting services through August. Mr. Winkels noted the city entered into a consulting services agreement with Mr. Schneider in July 2023. Mr. Winkels noted Mr. Schneider is currently consulting 10+/- hours per week, and year to date \$20,615 whereby the 2024 budgeted amount is \$22,500. Mr. Winkels noted it would be beneficial to extend Mr. Schneider's administration services in an

amount not to exceed \$10,000 for the term through August which also includes assistance in preparation of the 2025 budget. After due discussion a motion was made by John R. Harlander and seconded by Al Amdahl and upon recommendation by Mr. Winkels to approve the aforesaid request. All voted for the motion, and it carried.

The council took notice of a Subordination Agreement, A1634474, requested by American Heritage National Bank on behalf of Albany Hotel Business Center Inc. dba Barbacoa Smokehouse and Deli, 441 Railroad Avenue. Mr. Winkels noted the Economic Development Authority (EDA) approved partial funding for storefront improvements in the form of a grant/loan; whereby said agreements are not uncommon. After due discussion a motion was made by John R. Harlander and seconded by Keith Heitzman to approve the said agreement. All voted for the motion, and it carried. The council also took notice of a second Subordination Agreement 1659856, requested by American Heritage National Bank on behalf of Albany Hotel Business Center Inc. After due discussion a motion was made by John R. Harlander and seconded by Bruce Winter to approve the said agreement. All voted for the motion, and it carried.

Mr. Winkels noted at the June 5th council meeting the council discussed the possibility of doing a city-wide survey to get residents input on a splash pad and/or city-wide services provided. Mr. Winkels noted in 2019, a survey was done in-house and only forty-eight (48) responses were received. Mr. Winkels recommended to the council that Stantec, the city's engineering firm, be hired to assist in the preparation of a survey. Mayor Tom Kasner, with the consensus of the council, directed Mr. Mathiasen to investigate the cost of their services to assist the city to prepare a city-wide survey to include but not limited to streets, parks, and emergency services.

Mr. Winkels also informed the council he has received the check from the Central Minnesota Community Fund in the amount of \$250,000 for the proposed shelter, the city attorney and auditor informed him the competitive bid process must be used if a proposed shelter is constructed in North Park which would include the preparation of a request for proposal (RFP) to hire a construction manager. Mayor Tom Kasner, with the consensus of the council, directed Mr. Winkels to prepare an RFP to hire a construction manager for the said shelter.

Mayor Tom Kasner announced the next regular council meeting for 6:30 PM or as soon as thereafter on Wednesday, July 3rd, and adjourned the meeting at 8:21 PM.

Gary Winkels
City Administrator