

**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, November 6, 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 October 16th.
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Public hearing related to Ordinances 77 and 30 proposed special assessment of unpaid utility fees, city charges (weed and grass), and city charges related to installation of utilities, street and other municipal improvements (sold forfeited property). RESCHUDULED TO NOVEMBER 20th.
7. Susan Dege, City Attorney
 - Present information related draft amendment to Zoning Ordinance 80, Ordinance 69, and Appendix A (fee schedule) relating to Cannabis and Lower Potency Hemp Edible Retailers.
 - Planning Commission Public Hearing related to Zoning Ordinance 80 Nov. 19th
 - Public Hearing related to Ordinance 69 and Appendix A November 20th
8. Jeremy Mathiasen, City Engineer – present the following:
 - 2024 Surface Improvement Payment Application #2 (final) to Knife River Corporation in the amount of \$59,262.32.
 - Project updates
9. Councilor John. R. Harlander
 - Present Splashpad bids for November 4th.
 - Recommend Council work session with the Friends of North Park November 14th to discuss splashpad concerns that arose during the bidding process.
 - North Park improvements update.
10. Reports of Boards and Department Heads
 - Councilor Keith Heitzman, Utility Commissioner
 - Present updated quote information to upgrade water meter reading equipment to AMI
 - Police Chief Matt Gannon
 - Joseph Mergen, Public Works Supervisor
 - Present information related to Stearns Electric's 2025 Interruptible Generator Program.
 - Gary Winkels, Clerk/Adm. - present the following:
 - Premier Pyrotechnics early pay options for Heritage Day fireworks.
 - Unofficial election results and reminder of special meeting November 14th 5PM to canvas 2024 election results.
11. Mayor Tom Kasner - announce the next regular council meeting date (Wednesday November 20th) 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, October 16, 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, 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, Taryn Hollenkamp, Andy Schultz and Tammy Hoxtell.

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 (4320-4439), electronic payments transfers, and the payment of the following bills: Check Numbers 73794-73827. 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 October 2nd, 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 6:31 o'clock in the evening to consider and possibly adopt the proposed assessment for unpaid refuse fees incurred in relation to Section 7, Subd. 7.2 the contract between West Central Sanitation and the City of Albany. The proposed assessment is as follows which includes administration fees:

<u>Property:</u>	<u>Amount:</u>
330 7TH ST.	\$162.97
701 MIDLAND AVE	\$303.52
800 MACALESTER CT.	\$196.92
170 5TH ST.	\$354.01
130 2ND ST.	\$362.37
571 12TH ST.	\$260.43
731 ALIVA AVE	\$340.08
411 1ST ST.	\$221.84
510 9TH ST.	\$366.24

Mayor Tom Kasner informed the council no comments were received. Mayor Tom Kasner noted pursuant to Ordinance 74, Refuse, the city may enter into an exclusive contract through either negotiation or bids, to collect and dispose of all refuse generated in single-family and two-family dwellings. Mayor Tom Kasner noted West Central Sanitation is the city's contracted refuse hauler and if residents wish to dispose of their refuse by some other means they may do so but must pay the minimum monthly refuse fee. Mr. Harlander noted it is in the best interest of the city to contract one hauler with weekly pickup rather than having several traveling on streets. Mayor Tom Kasner closed the public hearing at 6:32 PM. 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 the aforementioned unpaid refuse fees for collection in 2025. All voted for the motion, and it carried.

Mr. Mathiasen updated the council on the following:

- North Park Improvements. Mr. Mathiasen noted that soil borings have been taken near the shelter, splashpad, and lift station, and noted the preliminary results show no concerns with the soils below. Mr. Mathiasen also noted he provided information to Bryan Schiffler for the sizing of the north parking lot and drainage basin.
- 2024 Roadway Surface Improvement project. Mr. Mathiasen noted, the contractor Knife River, is preparing the final payment application.
- Mr. Mathiasen noted the Lead and Copper Rule inventory mandated by the Environmental Protection Agency (EPA) has been completed. Mr. Mathiasen noted a notice will be published in the Star Post, on the city's website, and some residents will receive individual letters will be mailed to them informing of the findings.

Councilor John R. Harlander updated the council on North Park improvements. Mr. Harlander noted the footing and block for the new shelter are almost completed and noted the parking lot addition is taking shape. Mr. Harlander noted Bryan Schiffler, Friends of North Park, has prepared documents and hand drawn drawings for the splashpad bid package. Mr. Harlander noted, in his opinion, the city needs to have drawings from a splashpad company for the bid package. After due discussion, Mayor Tom Kasner, with the consensus of the council, directed Mr. Harlander to inform Mr. Schiffler, a drawing from a splashpad company, will be needed for the bid packet.

Councilor Keith Heitzman, Utility Commissioner, informed the council Dakota Supply Group (DSG), the supplier of the city's Kampstrup water meters, is running a promotion to upgrade the reading software. Mr. Heitzman noted the cost of the upgrade to be \$19,255 and includes one collector system installed on the water tower and the annual support and hosting would increase \$2000 per year. Mr. Heitzman noted that currently Public Works drives by each water meter connection and reads the meter with a table; however, with the upgrade this would allow the meters to be read from city hall. Mr. Mergen noted it takes Public Works approximately four hours to read water meters every two months. Mr. Mergen noted currently, leak and usage alarms are only reported when the meters are read, but with the upgrade leak and usage alarms would be reported daily. Mr. Heitzman noted when the city upgraded water meters in 2020 it was recommended to have two collector systems, one on the water tower and one near the high school. Councilor Bruce Winter noted he is concerned if only one collector system is installed not all readings will be collected. Councilor John R. Harlander noted he likes the idea of receiving leak alarms daily. After due discussion Mayor Tom Kasner with the consensus of the council directed Mr. Winkels to contact DSG and request more information on why only one collector system would be need.

Councilor Bruce Winter, Albany Golf Club Liaison, informed the council the Albany Golf Club board of directors is considering keeping the club house and restaurant open through the winter months and also noted the steel on the cart sheds will be replaced due to storm damage. Mr. Winter 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 408850-40878. All voted for the motion, and it carried.

Police Chief Matt Gannon informed the council his department monitored pedestrian traffic in the temporary walk path area on 6th Street at random times for nine days and observed 87 juveniles and 38 adults walking or biking within the temporary walk path. Mr. Winkels noted city

hall staff mailed letters to the residents along the temporary walk path questioning if alternative funding were made available to cover the assessment cost if they would be in favor of a sidewalk. Mr. Winkels noted the deadline for returning the letter is November 1st.

Mr. Mergen appeared before the council and questioned if the city would consider billing Main Street businesses for sidewalk snow removal of less than 1.5". Mr. Mergen noted currently the policy states on snow falls less than 1.5" the business is responsible for snow removal on the sidewalk and noted some businesses clear the sidewalks and some do not. After due discussion a motion was made by Tom Kasner and seconded by John R. Harlander to schedule a public hearing for November 20th to discuss main street snow removal. All voted for the motion, and it carried.

The Council took notice of an annual liability coverage waiver form prepared by the League of Minnesota Cities Insurance Trust (LMCIT) relating to statutory tort liability limits to the extent of the coverage purchased. Mr. Winkels noted LMCIT has insurance coverage for all municipal buildings, contents, equipment, liability, etc. After due discussion, a motion was made by Al Amdahl and seconded by Bruce Winter to execute the aforesaid form indicating that the city does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. All voted for the motion, and it carried.

Mr. Winkels informed the council with the General and Municipal Election being held on Tuesday November 5th and the next regular council meeting being held Wednesday November 6th the council must consider holding a Special Council meeting to canvass the election results. Mr. Winkels recommended a special Council meeting be held to canvass the election results on November 14th. After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to schedule a Special Council meeting at 5:00 PM on Thursday, November 14th for the purpose of ratifying the Municipal Election results. All voted for the motion, and it carried.

Mr. Winkels informed the council four (4) property owners have unpaid city water fees, one (1) unpaid city fee (weed and grass); whereby pursuant to Ordinance 77 and 30 the city may certify to the county any unpaid city fees to be collected the following year's property tax payment. Mr. Winkels also noted one (1) property with a delinquent assessment (related to the installation of utilities, street and other municipal improvements). Mr. Winkels also recommended the council consider a public hearing to consider amendments to Zoning Ordinance 80 to allow for retail sale of cannabis and Ordinance 69 to consider adapting a regulator ordinance governing cannabis and lower potency hep edibles retailers. After due discussion a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to schedule a public hearing to be held at 6:30 PM or as soon as possible on Wednesday, November 6th at City Hall for the purpose to possibly adopt the proposed assessments for unpaid city fees, unpaid delinquent assessment fees, amendment to Ordinance 80, and consideration of adopting Ordinance 69. All voted for the motion, and it carried.

The council took notice of a public hearing notice prepared by Stearns County Planning Commission to consider a conditional use permit requested submitted by 33052 County Road 41, Albany. Mr. Winkels noted the request is to operate a dog grooming and boarding in the Agricultural 40 zoning district at the said address. Mayor Tom Kasner with the consensus of the council noted no concerns.

Mayor Tom Kasner announced the next regular council meeting for 6:30 PM or as soon as thereafter on Wednesday, November 6th, and adjourned the meeting at 7:50 PM.

Gary Winkels
City Administrator

NOTICE OF PUBLIC HEARING
ON PROPOSED ASSESSMENT FOR
UNPAID CITY WATER USAGE AND CITY CHARGES

NOTICE IS HEREBY GIVEN that the Albany City Council will hold a public hearing at 6:30 PM or as soon as thereafter on Wednesday, November 6, 2024, in the Council Room at 400 Railroad Avenue, Albany, MN to consider and possibly adopt the proposed assessment set forth below for unpaid city water usage and city charges incurred in relation to Ordinance 77 and 30. Adoption by the City Council of the proposed assessment may occur at the hearing. The proposed assessment is as follows:

<u>Property:</u>	<u>Amount:</u>
230 10 th 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

Written or oral objections will be considered at the hearing. The unpaid amounts include a \$75 administrative fee as per Resolution 2022-37.

Such assessment is proposed to be payable in one (1) installment. You may pay the entire assessment on such property to the City of Albany on or before November 22, 2024. If not paid by this date, the amount will be certified to the Stearns County Auditor-Treasurer for collection as a special assessment in the year 2025. You may at any time thereafter pay to the Stearns County Auditor-Treasurer the entire amount of the assessment.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Sections 429.081 by serving notice of the appeal upon the Mayor or City Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or City Administrator.

No such appeal as to the amount of an assessment as to a specific parcel of land may be made unless the owner has either filed a signed written objection to the assessment with the City Administrator prior to hearing or has presented the written objection to the presiding officer at the hearing.

Gary Winkels,
City Administrator

Published in the Star Post this 30th day of October 2024.

RESCHEDULED PUBLIC HEARING DUE TO PUBLICATION ERROR

**NOTICE OF PUBLIC HEARING
ON PROPOSED ASSESSMENT FOR
UNPAID CITY WATER USAGE AND CITY CHARGES**

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Gary Winkels,
City Administrator

Published in the Star Post this 6th day of November 2024.

NOTICE OF PUBLIC HEARING
ON PROPOSED ASSESSMENT FOR
WHISPERING OAKS AT TWO RIVER
(Forfeited property sold assessment)

NOTICE IS HEREBY GIVEN that the Albany City Council will hold a public hearing at **6:30 PM or as soon as possible on Wednesday, November 6, 2024**, in the Council Room at 400 Railroad Avenue, Albany, MN to consider and possibly adopt the proposed assessment for single-family residential lot, forfeited property that has been sold, within the Whispering Oaks at Two River for costs related to the installation of utilities, streets, and other municipal improvements. Adoption by the City Council of the proposed assessment may occur at the hearing.

The proposed assessment for the benefitted property is as follows:

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

Written or oral objections will be considered at the hearing, but the Council may consider any objections to the amount of the proposed individual assessment at an adjourned meeting upon such further notice to the affected property owner as it deems advisable.

Such assessment is proposed to be payable in one (1) installment. You may pay the entire assessment (total) on such property to the City of Albany on or before November 22, 2024. You may at any time thereafter pay to the Stearns County Auditor-Treasurer the entire amount of the assessment. The remaining **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.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Sections 429.081 by serving notice of the appeal upon the Mayor or City Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within 10 days after service upon the Mayor or City Administrator.

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Gary Winkels
City Administrator

Published in the Star Post this 30th day of October 2024.

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An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Sections 429.081 by serving notice of the appeal upon the Mayor or City Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within 10 days after service upon the Mayor or City Administrator.

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Gary Winkels
City Administrator

Published in the Star Post this 6th day of November 2024.

**CITY OF ALBANY
AMENDMENT TO ORDINANCE NO. 80 ZONING**

The City Council for the City of Albany, HEREBY ORDAINS that Ordinance 80 Zoning shall be amended as follows:

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 80.22 Subd. 3 (conditional uses within the M-1 District) shall be amended to read as follows:

“Subd. 3. Conditional Uses.

a) Cannabis businesses licensed or endorsed for cultivation, cannabis manufacture, cannabis wholesale, transportation or delivery.

b) Businesses licensed or endorsed for low-potency hemp edible manufacture.

c) Any other lawful use of land or building not expressly prohibited or provided for in the M-1 district and which, by its nature, does not constitute either a public or private nuisance because of noise, dirt, soot, offensive odor or unsanitary condition.”

5. That Section 80.23 Subd. 3 (conditional uses within the M-2 District) shall be amended by the addition of (e) which shall read as follows:

“e) Any conditional use allowed in the M-1 District.”

This Ordinance Amendment shall be effective upon publication.

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

Tom Kasner, Mayor

Gary Winkels, Clerk/Administrator

(S E A L)

This amendment was published in the *Star Post* on _____, 2024

DRAFT

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 of 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 (insert start time) and (insert stop time).
- 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 ____ day of _____, 2024.

Tom Kasner, Mayor

Gary Winkels, Clerk/Administrator

(S E A L)

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

**CITY OF ALBANY
AMENDMENT TO APPENDIX A
FEE SCHEDULE**

The City Council for the City of Albany, HEREBY ORDAINS that Appendix A shall be amended by the addition of the following:

Cannabis and Lower-Potency Hemp		
69.08.1	Cannabis Initial Retail Registration Fee + First Renewal Fee	\$1500
69.08.7	Cannabis Renewal Registration Fee	\$1000
69.08.1	Lower-Potency Hemp Initial Retail Registration Fee + First Renewal Fee	\$500
69.08.7	Lower-Potency Hemp Renewal Fee	\$250
Civil Penalties for Registration Violations		
69.09.4	1 st Violation	\$500
	2 nd Violation within 12-month period	\$1000
	3 rd or more Violation within 12-month period	\$2000
69.12.1	Temporary Cannabis Event Registration Fee	\$375

This Ordinance Amendment shall be effective upon publication.

This Ordinance was approved by the majority of the City Council of Albany on the ____ day of _____, 2024.

Tom Kasner, Mayor

Gary Winkels, City Administrator

(S E A L)

This amendment was published in the *Star Post* _____, 2024

**CITY OF ALBANY
PUBLIC HEARING FOR
PLANNING COMMISSION**

There will be a Planning Commission meeting in and for the City of Albany, Stearns County, MN at 6:30 o'clock in the evening on Tuesday, November 19, 2024, in the Council room at 400 Railroad Avenue for the said City for the following:

The public hearing will be to consider amendments to Zoning 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 80.22 Subd. 3 (conditional uses within the M-1 District) shall be amended to read as follows:
"Subd. 3. Conditional Uses.
 - a) Cannabis businesses licensed or endorsed for cultivation, cannabis manufacture, cannabis wholesale, transportation or delivery.
 - b) Businesses licensed or endorsed for low-potency hemp edible manufacture.
 - c) Any other lawful use of land or building not expressly prohibited or provided for in the M-1 district and which, by its nature, does not constitute either a public or private nuisance because of noise, dirt, soot, offensive odor or unsanitary condition."
5. That Section 80.23 Subd. 3 (conditional uses within the M-2 District) shall be amended by the addition of (e) which shall read as follows:
"e) Any conditional use allowed in the M-1 District."

Anyone wishing to comment will be heard at the public hearing and written comments may be forwarded to the office of the City Clerk/Administrator before the time of the public hearing.

Published in the Star Post on November 6, 2024.

Gary Winkels
Clerk/Adm.

**CITY OF ALBANY
PUBLIC HEARING TO CONSIDER ADOPTING ORDINANCE 69
A REGULATORY ORDINANCE GOVERNING
CANNABIS AND LOWER POTENCY HEMP EDIBLES RETAILERS AND TO
CONSIDER AMMENDMENT TO APPENDIX A FEE SCHEDULE RELATED
TO ORDINANCE 69**

There will be a public hearing of the City Council in and for the City of Albany, Stearns County, MN at 6:30 o'clock in the evening or as soon as possible thereafter on Wednesday, November 20, 2024, in the Council Chambers at 400 Railroad Avenue for the said City.

The purpose of the public hearing is to consider adopting a regulatory ordinance governing cannabis and lower potency hemp edibles retailers.

Anyone wishing to comment will be heard at the public hearing and written comments may be forwarded to the office of the City Clerk/Administrator before the time of the public hearing. Copies of said Plan are available at City Hall for public review.

Published in the Star Post on November 6, 2024.

Gary Winkels
Clerk/Adm.

**CITY OF ALBANY
AMENDMENT TO APPENDIX A
FEE SCHEDULE**

The City Council for the City of Albany, HEREBY ORDAINS that Appendix A shall be amended by the addition of the following:

Cannabis and Lower-Potency Hemp		
69.08.1	Cannabis Initial Retail Registration Fee + First Renewal Fee	\$1500
69.08.7	Cannabis Renewal Registration Fee	\$1000
69.08.1	Lower-Potency Hemp Initial Retail Registration Fee + First Renewal Fee	\$500
69.08.7	Lower-Potency Hemp Renewal Fee	\$250
Civil Penalties for Registration Violations		
69.09.4	1 st Violation	\$500
	2 nd Violation within 12-month period	\$1000
	3 rd or more Violation within 12-month period	\$2000
69.12.1	Temporary Cannabis Event Registration Fee	\$375

This Ordinance Amendment shall be effective upon publication.

This Ordinance was approved by the majority of the City Council of Albany on the ___ day of _____, 2024.

Tom Kasner, Mayor

Gary Winkels, City Administrator

(S E A L)

This amendment was published in the *Star Post* _____, 2024

To:	Gary Winkels, City Staff & Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	November 1, 2024

Reference: Engineering Update for the 11/6/24 Council Meeting

North Park Improvements

Splash pad discussions are continuing, and we are planning to attend the council work session on the 14th.

2023 Surface Improvement Project

A final payment application is attached for our review and consideration. The Contractor will have the final punch list completed before the meeting next week.

Lead Service Line Inventory

All required notifications have been sent out, published and posted per the Department of Health Requirements.

2025 CR 157 Improvements

City utility plans have been submitted to the County's engineer for final review and inclusion in their plan set.

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

To:	Mr. Gary Winkels Albany City Hall	From:	Jeremy Mathiasen St. Cloud, MN
File:	193806798	Date:	November 1, 2024

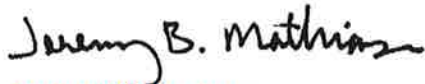
Reference: 2024 Surface Improvement Project – Final Payment Application No. 2

For your consideration at your November 6th Council meeting is Final Payment Voucher No. 2 for the 2024 Surface Improvement Project. Final Payment Voucher No. 2 has been prepared for your review and includes the roadway surface markings and release of the remaining project retainage. The final amount due is **\$59,262.32 and the final project construction cost is \$863,513.84**. The final construction cost is approximately 8% over the bid price and accounts for additional paving needed, extra manhole and valve field adjustments, an additional catch basin correction and related restoration work.

Stantec is recommending approval of Final Payment Voucher No. 2 for Knife River Corporation. With your approval of the final payment application, you assume responsibility for the roadways and utilities and agree to perpetual maintenance of the City owned infrastructure. The project warranty extends to June 1st of 2026 (two years from substantial project completion).

Should you have any questions about the work completed or the project in general, feel free to contact me.

Stantec Consulting Services Inc.



Jeremy Mathiasen PE
Senior Associate

Phone: 320 529 4366
Jeremy.Mathiasen@stantec.com

Attachment: Final Payment Voucher No.2



Owner: City of Albany, 400 Railroad Ave., Albany, MN 56307	Date: October 31, 2024
For Period: 7/1/2024 to 10/31/24	Request No: 2 (Final)
Contractor: Knife River Corp.	

CONTRACTOR'S REQUEST FOR PAYMENT
 2024 ALBANY MILL & OVERLAY IMPROVEMENTS
 STANTEC PROJECT NO. 193806798

SUMMARY

1	Original Contract Amount		\$	795,382.45
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	795,382.45
5	Value Completed to Date		\$	863,513.84
6	Material on Hand		\$	0.00
7	Amount Earned		\$	863,513.84
8	Less Retainage 0%		\$	0.00
9	Subtotal		\$	863,513.84
10	Less Amount Paid Previously		\$	804,251.52
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2 (Final)</u>		\$	<u>59,262.32</u>

Owner's Approval

I hereby approve payment of this voucher.

Dated: _____

Signature: _____
 CITY OF ALBANY

Engineer's Recommendation:

This is to certify that the items of work shown in the Statement of Work Certified herein have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications herefore approved.

Dated: 11/1/24

Signature: Jeremy B. Mathias
 STANTEC CONSULTING SERVICES INC.

Contractor's Certification:

The undersigned Contractor does hereby certify that they have performed and completed all the work described herein in accordance with and pursuant to the terms of their contract, and does hereby accept this final voucher as being correct, full and complete and does make claim for final payment on this contract in accordance with this final voucher.

Signature: _____
 KNIFE RIVER CORPORATION

STATE OF MINNESOTA

COUNTY OF _____

On this _____ day of _____, 20____, before me personally appeared _____, the _____ of the corporation named in the foregoing instrument, and acknowledged said instrument to be the free act and deed of said corporation

 NOTARY PUBLIC

Item No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Amount This Request	Quantity to Date	Amount to Date
1	MOBILIZATION	LUMP SUM	1	\$14,500.00		0.00	1.0	\$14,500.00
2	REMOVE & REPLACE CATCH BASIN ASSEMBLY	EACH	10	\$520.00		0.00	12.0	\$6,240.00
3	ADJUST MANHOLE FRAME & RING CASTING	EACH	10	\$738.00		0.00	10.0	\$7,380.00
4	ADJUST VALVE BOX	EACH	10	\$304.00		0.00	10.0	\$3,040.00
5	REMOVE CURB & GUTTER	LIN FT	240	\$19.50		0.00	338.5	\$6,600.75
6	VALVE BOX ADJUSTMENT RING	EACH	12	\$150.00	3	450.00	53.0	\$7,950.00
7	MANHOLE ADJUSTMENT RING	EACH	12	\$450.00		0.00	35.0	\$15,750.00
8	MILL BITUMINOUS SURFACE	SQ YD	52957	\$2.05		0.00	52,957.0	\$108,561.85
9	TYPE SP 12.5 WEARING COURSE MIXTURE (3,B)	TON	6708	\$66.00		0.00	7,240.0	\$477,839.34
10	CONCRETE CURB & GUTTER, B618	LIN FT	490	\$32.00		0.00	616.0	\$19,712.00
11	STORM DRAIN INLET PROTECTION	EACH	10	\$185.00		0.00	10.0	\$1,850.00
12	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	18	\$210.00		0.00	0.0	\$0.00
13	TRAFFIC CONTROL	LUMP SUM	1	\$6,000.00		0.00	1.0	\$6,000.00
14	SELECT TOPSOIL BORROW (LV)	CU YD	35	\$45.00		0.00	56.0	\$2,520.00
15	FERTILIZER & SEED	SQ YD	221	\$9.00		0.00	440.0	\$3,960.00
16	HYDRAULIC SOIL STABILIZER, TYPE 5	POUND	140	\$5.00		0.00	300.0	\$1,500.00
17	24" SOLID LINE WHITE PAINT	LIN FT	168.00	\$7.00	257	1,799.00	257.0	\$1,799.00
18	36" SOLID LINE WHITE PAINT	LIN FT	56	\$11.00	40	440.00	40.0	\$440.00
	ALTERNATE NO. 1:							
19	MILL BITUMINOUS SURFACE	SQ YD	11181	\$1.80		0.00	11,181.0	\$20,125.80
20	TYPE SP 12.5 WEARING COURSE MIXTURE (3,B)	TON	1415	\$64.00		0.00	1,415.0	\$90,560.00
	ALTERNATE NO. 2:					0.00		
21	MILL BITUMINOUS SURFACE	SQ YD	3848	\$1.60		0.00	3,848.0	\$6,156.80
22	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	731	\$64.00		0.00	731.0	\$46,784.00
23	AGGREGATE SHOULDERING (LV) CLASS 2	CU YD	60	\$85.00	107.58	9,144.30	167.6	\$14,244.30
	TOTAL					\$11,833.30		\$863,513.84

Kamstrup has completed the updated AMI Propagation Study. The new AMI Propagation Study shows that one AMI Collector on the water tower would provide coverage for all meters. Kamstrup does suggest budgeting for 2% external antennas on meters as needed. Most of DSG's installs never end up adding any external antennas. It comes down to the read rate of the meters and if you feel you need to add an external antenna. The external antennas are \$79.95 each.

So why the change from two AMI Collectors to one AMI Collector?

- Kamstrup released their AMI Collectors and AMI System back in 2019. At first, Kamstrup was being conservative with their coverage range.
- Over the past 5-years, experience has better educated them on the coverage of the AMI Collectors.
- Inside mount (basement installations) has proven to be the best coverage range for Kamstrup. The 450 MHz radio frequency is better for penetration through solids such as homes.
- The external antennas are the variable to help with hard to read locations. Of the 15+ AMI systems DSG has done, we only have used about 20 external antennas total (mostly in pit installations).

I have updated the quote with the new promotion expiration date. I also received a quote from Structural Tower to do the installation.

If the city would like to move forward, here is the additional information we would need:

1. What antennas are currently installed on the water tower?
2. Kamstrup requires a 3ft separation from other antennas. Therefore, we would need a 9 ft opening on the top of the tower.
3. Is there electrical at the bottom of the tower?
4. Is there internet at the bottom of the tower to plug the bottom box into for the backhaul of the data? If not, the city can order a cellular sim card and data plan for the backhaul of the data.
5. Do you work with an engineering firm on the water tower that could provide pictures of the top of the tower?

Let me know your thoughts. Thank you!



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	FREIGHT ALLOWED
GARY WINKELS	BEST WAY	Net 30 Days	09/30/2024	No

ORDER QTY	DESCRIPTION	PART NO	Unit Price	EXT PRICE
	SHIPPING INSTRUCTIONS 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.

Subtotal	19255.00
S&H Charges	0.00
Amount Due	19255.00

Propagation Study

Customer name

Consultant/Radio Planner	MAHS
Date	October 28 th 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.

MELROSE HEADQUARTER OFFICE

900 Kraft Drive SE, PO Box 40
Melrose, MN 56352-0040
(800) 962-0655



ST. JOSEPH BRANCH OFFICE

29643 Frontage Road, PO Box 816
St. Joseph, MN 56374-0816
(800) 962-0655

October 11, 2024

CITY OF ALBANY
PO BOX 370
ALBANY, MN 56307

Dear CITY OF ALBANY:

Thank you for your participation in the Commercial, Industrial and Agricultural Interruptible Program at Stearns Electric Association. This is a very important program for both the Cooperative and those members eligible to participate. The reasonable electric rates, infrequent required control periods and beneficial emergency back-up generation system all play key roles as to why this program is so beneficial. Each year, participants are required to review and sign a document that confirms participation in the coming year. By signing, each generator operator is confirming:

- Each generator complies with all local, state and federal regulations; and
- The generator operator understands the owner obligations under the Commercial, Industrial and Agricultural Interruptible Program.

Please confirm compliance and understanding of Interruptible Program participation by signing and returning the included letter. **Participants who fail to sign and return this form by December 15, 2024 will be automatically removed from the program** effective June 1, 2025 and ineligible to re-enroll until June 1, 2026.

Additionally, included in this mailing is the Interruptible Notification and Monthly Test Enrollment form. Please take the opportunity to update your contact information or add new contacts for control periods and testing notifications. Many operators participate in the Stearns Electric voluntary monthly test. This test aids in generator maintenance and confirms operation by remotely starting generators on the last Wednesday of each month at 10:00 a.m., transfers load for one (1) hour and completes around 11:00 a.m. Tests may be rescheduled, canceled or postponed on months that generators were dispatched for load control or other circumstances exist. Testing failures or not running during the entire test is not subject to penalty. A Stearns Electric employee will attempt to contact the operator after an incident to investigate the cause of any apparent failure.

Please take the time to review, sign and return these documents to keep our records current and compliant. This will help ensure each operator is completely knowledgeable regarding all requirements of the program and it will also give the opportunity to review the annual financial benefits to each operator. If you have any specific questions or would like any clarification regarding the Interruptible Program, please contact Stearns Electric at 800-962-0655. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read 'John Pantzke', written over a white background.

John Pantzke
Manager of Energy Services

member driven. community focused. energy smart.

WWW.STEARNELECTRIC.ORG

Stearns Electric Association is an equal opportunity provider and employer.



INTERRUPTIBLE GENERATOR PROGRAM ENROLLMENT FORM 2025

INTERRUPTIBLE PROGRAM NOTIFICATION

By signing and returning this notification and enrollment form, the member, **CITY OF ALBANY**, located at **1000 13TH STREET; ALBANY, MN 56307**, account number: **10609400**, understands the responsibility of Interruptible Program Enrollment. The member will ensure demand curtailment during the entire load curtailment period communicated by Stearns Electric Association via the following methods:

Phone

Phone Number:	Name:	Description:

Email

E-mail Address:	Name:

Failure to control for the entire duration of each curtailment period **will** result in additional demand charges and/or penalties.

MONTHLY TEST ENROLLMENT

To aid in maintenance, operation and overall system reliability, Stearns Electric offers a voluntary monthly test. This test starts generators on the last Wednesday of each month at 10:00 a.m., transfers load for one (1) hour and completes around 11:00 a.m. The test may be canceled on months that generators were dispatched for load control. Testing failures are not subject to penalty.

_____ **Enroll** – participate in the monthly test, last Wednesday of each month.

_____ **Do NOT Enroll** – in monthly test. Member should conduct testing suggested by manufacturer.

Signature

Date



INTERRUPTIBLE GENERATOR PROGRAM ENROLLMENT FORM 2025

INTERRUPTIBLE GENERATOR PROGRAM SUMMARY

Federal regulations require owners of generators to comply with emissions standards adopted by the Environmental Protection Agency (EPA). The standard is known as (EPA) 40 Code of Federal Regulations Part 63 Subpart ZZZZ ("the RICE rule") and took effect May 3, 2013. These rules impact reciprocating internal combustion engines (RICE) of all sizes, including generators participating in utility-sponsored demand side management programs.

It is every generation owner's responsibility to review EPA's RICE rules and ensure their generator(s) comply with the rules applicable to non-emergency engines. As a participant in Stearns Electric Association's Commercial and Industrial Interruptible Program, you have two options available to you: Opt-in or Opt-out.

Opt-In

The opt-in option confirms your intent to continue participation in Stearns Electric's Commercial and Industrial Interruptible Program. By selecting the Opt-in option, you are confirming that for the annual period beginning June 1, 2025 and ending May 31, 2026:

- your generator shall comply with all local, state, and federal regulations; and
- you understand the generator owner obligations under Stearns Electric's Commercial and Industrial Interruptible Generator Program.

I choose to **Opt-in** to the program for the period of June 1, 2025 – May 31, 2026. I confirm that the generator(s) being used to participate in the program comply and shall remain in compliance with all local, state, and federal regulations, including EPA's RICE rules, as well as all program requirements during this term.

Opt-Out

The opt-out option allows you to discontinue participation in Stearns Electric Commercial and Industrial Interruptible Program beginning on June 1, 2025. Selecting the opt-out option will remove your generator from all load control initiated by Stearns Electric for one year. At the end of the opt-out year, you will have the option of returning to the program beginning July 1, 2026.

I choose to **Opt-out** of the program for the period of June 1, 2025 – May 31, 2026. I understand that I will be exempted from all load control obligations and any associated billing credits will be eliminated.

Participants who fail to sign this form by December 15, 2024 will be automatically removed from the program as of June 1, 2025 and ineligible to re-enroll until June 1, 2026.

Signature

Date

On Behalf Of

Please return this Enrollment Form by December 15, 2024 to: Stearns Electric Association, ATTN: John Pantzke, PO Box 816, St. Joseph, MN 56374-0816, or email to: jpantzke@stearnselectric.org.



Our Mission...
"A Dedication to Pyrotechnic Perfection"

Dear Valued Customer,

Thank you for your continued business. It is time, once again for us to extend the early pay options to our clients. Your participation in this program allows you to increase your display up to 20 percent while holding your budget at the same dollar amount!

This is NOT A DISCOUNT it is additional product on your contracted amount.

This year we will be offering 4 options for early pay. If you require an invoice to make full payment and are unable to reach your sales representative, please contact our office at 417-322-6595.

Option 1

PAYMENT in full by **December 1, 2024**, an additional **15%** product will be added to your display.

Option 2

PAYMENT in full by **January 15, 2025**, an additional **12.5%** product will be added to your display.

Option 3

PAYMENT in full by **March 1, 2025**, an additional **10%** product will be added to your display.

Option 4

PAYMENT in full by **April 1, 2025**, an additional **5%** product will be added to your display.

Signing a 3-year contract will also add **5%** additional product to your display.

As part of our continuing effort to be 100 percent compliant with all Federal, State and Local laws, all customers are required to have a signed contract in place before your display can be confirmed. You must also complete the insurance request form before your certificate of insurance can be obtained. Fire Departments and Cities shooting their own displays are required to have additional paperwork before product can be shipped. These forms will be sent with your contract.

If you have received this letter and are not the contact person for this account, please call our office at 417-322-6595 and let us know how to contact the correct person.

We ask that payments **NOT** be sent to your salesperson, but to our corporate office so that proper credit can be given to your account. **Please mail your payment to:**

PREMIER PYROTECHNICS, 25255 HIGHWAY K, RICHLAND, MO 65556

Premier Pyrotechnics, Inc.
417-322-6595, 573-213-2210 Fax
25255 Hwy K
Richland, MO 65556

**NOTICE OF
CITY OF ALBANY
COUNCIL MEETING**

There will be a special meeting of the Council in and for the City of Albany, Stearns County, Minnesota at 5:00 o'clock in the evening on Thursday, November 14, 2024, in the council room at 400 Railroad Avenue for the said City.

The purpose of the special Council meeting is for the City Council, the canvassing board, to ratify the election results for the November 5, 2024, General and Municipal Election.

Gary Winkels
Clerk/Adm.

Published in the Star Post this 6th day of November 2024.