

**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 Thursday, June 20, 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 June 5th.
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Public Hearing 2025 County Road 157 / Railroad Avenue reconstruction improvements
 - Jeremy Mathiasen, the city engineer – present project information and Resolution 2024-12 Ordering improvement and directing preparation of plans and specifications.
7. Jeremy Mathiasen, City Engineer – present the following:
 - Project updates
 - Pay application No. 2 (Final) to Shamrock Lane Rentals, for 2023 Shamrock Lane sidewalk improvements in the amount of \$2,476.08.
 - Water Treatment Plant sand filter rehabilitation update
8. Reports of Boards and Department Heads
 - Interim Police Chief Matt Gannon
 - Request Police Chief contract.
 - Recommendation to hire full-time patrol officer.
 - Joseph Mergen, Public Works Supervisor
 - Equipment donation (Baseball field drag).
 - Storm drain collapse near 730 Church Ave.
 - Water Treatment Plant lighting strike.
 - Jeff Kociemba, Public Works Assistant, 6-month job performance review.
 - Tom Schneider, Administrative Consultant, Pine Needle LLC.
 - Gary Winkels, City Administrator, 6-month job performance review.
 - Gary Winkels, Clerk/Adm. -present the following:
 - Premier Pyrotechnics, Inc. display fireworks on behalf of Albany Chamber of Commerce on golf course for Heritage Day on Saturday, August 3rd.
 - Application submitted by Albany Lions Club for Temporary On-sale 1-4 Day liquor license for Heritage Day August 3rd.
 - Update on insurance eligible applicable items lost in fire.
 - Request administration consulting services through August for Tom Schneider, Pine Needle LLC
9. Mayor Tom Kasner - announce the next regular council meeting date (Wednesday July 3rd) 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, June 05, 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, Sonya Hoffarth, Chairperson, Park Board, Kris Schiffler, Shady's Hometown Tavern and Event Center, Dennis Mareck, Albany American Legion, Chad/Sheri Schmidt, Rookies Sprots Bar, and Drew Stanley, 4TG Liquor (Teals). The following were also present: Friends of North Park members, Bryan Schiffler, Harold Desautel, and the following Albany Jaycees members: Ashley Clapp, Dalton Herzog, Amy Johnson, Carson Eiden, Sydney Studniski, and resident Berleen Hollenkamp.

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 (4234-4251), electronic payments transfers (900102-900119), and the payment of the following bills: Check Numbers 73508-73542. 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 May 15th, and hearing none declared them approved.

Open forum/public comments: None.

Mayor Tom Kasner noted the Public Hearing for County Road 157 / Railroad Avenue reconstruction that was originally scheduled for Wednesday, June 5th has been rescheduled to Thursday, June 20th due to an error with the mailing notice deadline to the adjoining property owners who may receive an assessment for the improvement.

Mr. Winkels informed the council the current liquor licenses will expire June 30th and presented the following applications for renewal for the license period July 1, 2024, to June 30, 2025:

- On-Sale Liquor license: Rookies Sports Bar, Shady's Hometown Tavern and Event Center, Albany Bowl, Bearcrest Restaurant and Lounge, and JM Stationers, Inc., dba Barbacoa Smokehouse and Deli, and The Mill. Mr. Winkels noted The Mill is the new coffee shop that is being constructed at 730 Church Avenue and noted this is a complete list of applicates, but a few have not submitted the required application, insurance or payment. After due discussion, a motion was made by Keith Heitzman and seconded by John R. Harlander to approve the aforesaid licenses contingent upon each submitting a complete application that includes payment of the fee, liquor liability insurance, and any other incomplete information related to the application. All voted for the motion, and it carried.
- Off-Sale Liquor License: Teal's Liquor, Rookies Sports Bar, Bearcrest Restaurant and Lounge, Albany Bowl, and Shady's Hometown Tavern and Event Center. After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to

approve the aforesaid license renewals contingent upon each submitting a complete application that includes payment of the fee, liquor liability insurance, and any other incomplete information related to the application. All voted for the motion, and it carried.

- Club On-sale Liquor license: Albany American Legion Club and Albany Golf Club. After due discussion, a motion was made by Al Amdahl and seconded by John R. Harlander to approve the aforementioned license renewals. All voted for the motion, and it carried.
- Cigarette licenses: Teal's Liquor, Teal's Market, Albany Golf Club, Northdale Oil (formerly Don's I-94), Albany Tesoro, Holiday Store, Rookies Sports Bar, Shady's Hometown Tavern and Events Center, Bearcrest Restaurant and Lounge. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to approve the aforesaid license renewals contingent upon each submitting a complete application that includes payment of the fee, liquor liability insurance, and any other incomplete information related to the application. All voted for the motion, and it carried.

After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to approve the following:

- 3.2% Off-sale Malt (beer) Liquor License for Linn Companies dba Albany Holiday, 800 Shamrock Lane.
- 3.2% On-sale Malt (beer) Liquor License for Albany American Legion Club to sell on-sale beer for the annual Car Show to be held on Friday, August 2nd at the Albany Chrysler Center, 34650 225th Avenue.

All voted for the motion, and it carried.

Mr. Winkels informed the council once the aforementioned applications are complete; each will be forwarded to the Department of Alcohol and Gaming Enforcement for final approval.

Sheri Schmidt, owner of Rookies Sports Bar, 481 Railroad Avenue, appeared before the council to request permission to temporarily block off 5th Street north of Railroad Avenue to the rear alley adjacent to their property to conduct their annual Bean Bag Tournament to be held on Heritage Day, Saturday, August 3rd. Ms. Schmidt noted the area will be properly fenced and alcohol will be served in their outside bar. Mr. Winkels noted proper insurance is provided for the event and had no objection to the request. Interim Police Chief Matt Gannon noted he would like to keep the said area blocked off until the morning of August 4th due to safety concerns with the amount of activity in the area. After due discussion, a motion was made by Keith Heitzman and seconded by Bruce Winter to approve the aforesaid request. All voted for the motion, and it carried.

Mr. Mathiasen updated the council on the 2023 Forest Avenue Capital Improvement Project. Mr. Mathiasen noted the contractors are working on "punch list items" and paving of the final wear course has started.

Mr. Mathiasen presented the council Pay Application No. 1 for the 2024 Roadway Surface Mill and Overlay Improvements to Knife River Corporation in the amount of \$804,251.52. Mr. Mathiasen noted the project will run slightly higher than budget due to the road in the Highlands being too flat and extra storm drains needing to be rebuilt. After due discussion a motion was made by Bruce Winter and seconded by John R. Harlander to approve Pay Application No. 1. All voted for the motion, and it carried.

Mr. Mathiasen updated the council on the Water Treatment Plant sand filter rehabilitation improvement. Mr. Mathiasen noted filter cells 1 and 2 are back in operation after the sand media was replaced and noted rehabilitation on filter cells 3 and 4 will begin later in the week.

Mr. Mathiasen updated the council on the 2025 County Road 157/ Railroad Avenue project. Mr. Mathiasen noted the project includes roughly seven blocks of frontage along County Road 157/ Railroad Avenue. Mr. Mathiasen noted the scope of the work includes the evaluation of City-owned utilities, and new sidewalk construction along the north side of the roadway, and noted a public hearing is scheduled for Thursday, June 20th.

Mr. Schiffler, Friends of North Park, appeared before the council to give an update on North Park improvements. Mr. Schiffler noted the pickleball court repair was delayed due to rain and the repairs are scheduled to be done by July 15th. Mr. Schiffler questioned if the council was receptive to concrete culverts being installed on the proposed new walk paths in lieu of a bridge, Mr. Heitzman questioned if the concrete culverts would be “tied” so they don’t separate in the future; whereby Mr. Schiffler assured the council the culverts would be “tied”. After due discussion Mayor Tom Kasner, with the consensus of the council, informed Mr. Schiffler concrete culverts could be installed in lieu of a bridge. Mr. Schiffler noted the following improvement projects and estimated completion dates:

- Remodel of Jaycee shelter bathrooms – August 1st.
- Improvement of existing walk paths on North end – September 15th.
- Installation of curbing and granite base in Jaycee shelter parking lot – August 1st.
- Tree Trimming North end of park – July 1st.
- Softball field well pump upgrade – June 10th.
- Repair of Gazebos – July 1st.
- Softball field parking lot – August 1st.
- Off road tire play area – July 15th.
- BMX bicycle path – July 1st.

Mr. Schiffler informed the council he applied for and received two grants from the Central Minnesota Community Fund for the following improvements in North Park: \$250,000 to build a new picnic shelter and \$250,000 to construct a splashpad. Mr. Schiffler also noted he received funding from the Albany Lions in the amount of \$15,000 to install city utilities (water and sanitary sewer to serve the new shelter. Mayor Tom Kasner noted he informed Mr. Schiffler on May 16th he is not to solicit funds for projects without council approval. Mayor Tom Kasner noted a splashpad was not approved by the Park Board or City Council but demolition of the existing softball shelter and building of a new shelter with bathrooms was approved at the March 3rd council meeting. Mayor Tom Kasner also noted the location and construction plans of the shelter were to be reviewed and approved by the city at a later date. Mr. Schiffler noted that if a splashpad is going to be considered in the future a 2” water main and a 4” sanitary sewer line would need to be installed to the new shelter. Councilor Keith Heitzman questioned if the

sanitary lift station at the Jaycees shelter was large enough to accommodate additional bathrooms and also questioned if a special license is required to operate the splashpad, which may require additional wages to employees, due to the increased responsibility. Councilor John R. Harlander questioned how many hours per day public works will have maintaining a splashpad and another shelter. Mr. Harlander noted it's of his opinion that the percentage of residents using the splashpad would be low, but all residents would pay for the operation of the splashpad. Mr. Winkels noted any project over \$175,000; the competitive bidding process must be used. Mr. Harlander also noted a survey should be conducted to determine if the community wants a splashpad or other park improvements, knowing the city has many financial obligations in the future with street improvements. Mayor Tom Kasner noted the city will take its time researching the pros, cons and costs/expenses of a shelter and splashpad. Councilor Bruce Winter noted he would be interested in meeting with Mr. Schiffler in North Park on Friday June 7th to discuss the locations of the proposed shelter and noted he is not in favor of trees getting cut down. After due discussion, Mayor Tom Kasner with the consensus of the council directed Mr. Schiffler and Mr. Winter to meet in North Park to look at a proposed location of a new shelter and directed Mr. Winkels to schedule a Park Board meeting for the board to discuss the proposed construction plans of the new picnic shelter and future proposed splashpad.

Interim Police Chief Matt Gannon appeared before the council and updated on the replacement of the two squad cars damaged in the fire in the police department garage on April 22nd. Mr. Gannon noted after he received the authorization to purchase a 2024 Jeep Grand Cherokee at the May 15th council meeting and was informed cages to detain individuals for transportation are unavailable. Mr. Gannon noted after he learned of the new information, he contacted Mayor Tom Kasner and Police Commissioner John R. Harlander who gave him authorization to purchase a 2023 Dodge Charger. Mr. Gannon noted the 2023 Dodge Charger was approximately \$5,000 less than the 2024 Jeep Grand Cherokee and the insurance will pay for some of the equipment installation. Mr. Gannon also informed the council he received two applications for the open full-time patrol officer position and interviews will be conducted on June 12th.

Mr. Mergen appeared before the council to present the following three bids received to replace, trade-in, the 2014 and 2020 Kubota mowers with attachments: Arnold's of St. Martin (Kubota), \$54,950.00, Midwest Machinery Co. Paynesville (John Deere), \$80,516.41, and River Power and Equipment (Steiner) \$79,553.70. Mr. Winkels noted the Capital Equipment Plan has \$62,000 budgeted for the replacement of the Kubota's. After due discussion a motion, was made John R. Harlander and seconded by Keith Heitzman directing Mr. Mergen to trade-in the existing Kubota mowers and to authorize the purchase of two new Kubota's from Arnold's of St. Martin in the amount \$54,950 which said price includes attachments. All voted for the motion, and it carried.

Mr. Mergen also noted Bryan Schiffler donated to the Public Works Department a Sthil Backpack blower to occasionally blow leaves and other debris off the pickleball courts in North Park.

Mayor Tom Kasner noted the Albany Golf Board Liaison position is currently open since Adam Rushmeyer resigned from the council. Councilor Bruce Winter informed the council he would be interested in the appointment. After due discussion, Mayor Tom Kasner, with the consensus of the council, authorized the appointment of Mr. Winter as the Albany Golf Board Liaison.

The council took notice of a request by the Albany Chrysler Center, 34650 225th Avenue, to consider approval of a Large Gathering Permit application for their annual Car Show to be held on Friday, August 2nd. Mr. Winkels noted the activities will be the same as in prior years and recommended approval. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Al Amdahl to approve the aforesaid Large Gathering Event Permit. All voted for the motion, and it carried.

The council took notice of a request by the Albany Chamber of Commerce, to consider approval of a Large Gathering Permit application for their annual Heritage Day to be held on Saturday, August 3rd. Mr. Winkels noted the activities will be the same as in prior years and recommended approval. After due discussion, a motion was made by John R. Harlander and seconded by Bruce Winter to approve the aforesaid Large Gathering Event Permit. All voted for the motion, and it carried.

The Council took notice of a MN DOT special event permit application submitted by Albany Chamber of Commerce, for their annual parade and Heritage Day events to be held on Saturday, August 3rd. Mr. Winkels noted the parade route, and activities will be the same as in prior years and recommended approval. After due discussion, a motion was made by Al Amdahl and seconded by Keith Heitzman to approve the aforesaid application and recommend MN DOT to approve the same. All voted for the motion, and it carried.

The Council took notice of a MN DOT special event permit application submitted by Albany Community Education, for their annual 5K run/walk in conjunction with Heritage Day events on Saturday August 3rd. Mr. Winkels noted the 5K run/walk route will be the same as in prior years and recommended approval. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to approve the aforesaid application and recommend MN DOT approve the same. All voted for the motion, and it carried.

The Council took notice of 1-4 day temporary liquor license and LG220 Minnesota Lawful Gambling exempt permit application submitted by Holy Family School, 160 2nd Street, for the purpose of conducting a raffle on Saturday, September 28, 2024. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following resolution and moved its adaption:

**RESOLUTION NO. 2024-10
APPROVING MINNESOTA
LG220 LAWFUL GAMBLING EXEMPT PERMIT APPLICATION**

The motion for the foregoing resolution was seconded by Bruce Winter 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.

The Council took notice of a MN Lawful Gambling LG230 application submitted by the Albany American Legion to conduct off-site gambling (pull-tabs) during the annual Car Show at the Albany Chrysler Center to be held on Friday, August 2nd. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION 2024-11

APPROVING MINNESOTA
LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING

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 John R. Harlander, Keith Heitzman, Al Amdahl and Bruce Winter, 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. Winkels noted staff is currently working with the League of MN Cities Insurance Trust for the replacement of eligible items damaged in the fire that occurred in the police garage on April 22nd. Mr. Winkels noted Xtona, the city's IT company, is recommending the replacement of the computer servers, firewall and battery backup system due to smoke and soot damage. Mr. Winkels also noted Xtona is suggesting a server rack be installed to house the equipment and will keep the council updated as repairs and improvements proceed.

Mayor Tom Kasner noted he would like both Councilor Bruce Winter and Mr. Mathiasen to attend the meeting in North Park with Mr. Schiffler on Friday, June 7th to view the proposed location of a new shelter. Mr. Mathiasen noted his company provided engineering estimates for three splashpads in the past week and noted that the minimum water main size was 4" and the estimated cost of each was \$350,000. Mayor Tom Kasner noted the grant funds Mr. Schiffler received for the splashpad are not available until 2025.

Mayor Tom Kasner announced the next regular council meeting for 6:30 PM or as soon as thereafter on Thursday, June 20th, and adjourned the meeting at 8:50 PM.

Gary Winkels
City Administrator

NOTICE OF PUBLIC HEARING

City of Albany, Minnesota

Date, time and place:	Notice is given that the City Council of the City of Albany, Minnesota (the "City"), will meet on Thursday, June 20, 2024, at 6:30 p.m. or as soon as thereafter at the City Hall, 400 Railroad Ave, Albany, Minnesota to consider the Improvement referred to below.
General nature of the Improvement:	The CR 157 / Railroad Avenue Improvements will consist of a full street and partial utility reconstruction (the "Improvement").
Estimated cost of the proposed Improvement:	The total estimated cost of the Improvement is \$820,656
Area proposed to be assessed:	The area proposed to be assessed consists of every lot, piece or parcel of land abutting and benefited by the Improvement.
Written or oral objections:	Such persons as desire to be heard with reference to the Improvement will be heard at this meeting. Written and oral objections will be considered.
Materials available at hearing:	A reasonable estimate of the impact of the assessment will be available at the hearing, including a reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels.
Legal Authority:	The City Council proposes to proceed under the authority granted in Minnesota Statutes, Sections 429.011 to 429.111.

Gary Winkels
Administrator

Publish in the Star Post on June 5th and June 12th, 2024.

RESOLUTION 2024-12
ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF
PLANS AND SPECIFICATIONS
2025 CR 157 City Improvements
(Street and Utility Reconstruction Improvements)

WHEREAS, a resolution by the City Council of the City of Albany, Minnesota (the "City"), adopted on May 1, 2024, (the "Resolution"), fixed a date for a public hearing for consideration of certain improvements consisting of street, sanitary sewer, water main, roadway and sidewalk, to wit: CR 157 (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., consulting engineers for the City; and

WHEREAS, after due notice of such hearing, given in accordance with Minnesota Statutes, Chapter 429 (the "Act"), the hearing was held thereon on June 20, 2024 at which time the City Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

1. It is advisable, expedient and necessary that said Improvement be constructed, and the Improvement is hereby ordered as proposed in the Resolution.
2. Stantec Consulting Services, Inc., consulting engineering to the City is hereby directed to prepare the final plans and specifications for the Improvement.
3. The Improvement shall be known as the 2025 CR 157 City Improvements.

Adopted by the City Council on June 20, 2024.

Tom Kasner, Mayor

Gary Winkels, Clerk/Adm.

(S E A L)

To:	Gary Winkels, City Staff & Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	June 14, 2024

Reference: Engineering Update for the 6/20/24 Council Meeting

2023 Capital Improvement Project (Forest Avenue)

Final punch list work is underway, and Contractor is starting to prepare their closeout documentation.

2024 Roadway Surface Improvement project

Shouldering work was completed this week. The project is substantially complete, and we will begin the final punch list work and project wrap up.

2025 Railroad Avenue / CR 157 Improvement project.

At the meeting this coming Thursday, we will provide a brief presentation for the public improvement hearing before opening it up to the public / residents.

The County's project is hoping to complete final drawings in July. A fall bid opening is panned.

Water Treatment Plant

Media replacement in cells 3 and 4 is now complete. Joe has backwashed and sampled, and things should be completely back online soon.

North Park – 2024 Improvements

We met with Bryan and Bruce on site this week to look at potential new shelter locations.

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

RESOLUTION 2024-12
ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF
PLANS AND SPECIFICATIONS
2025 CR 157 City Improvements
(Street and Utility Reconstruction Improvements)

WHEREAS, a resolution by the City Council of the City of Albany, Minnesota (the “City”), adopted on May 1, 2024, (the “Resolution”), fixed a date for a public hearing for consideration of certain improvements consisting of street, sanitary sewer, water main, roadway and sidewalk, to wit: CR 157 (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., consulting engineers for the City; and

WHEREAS, after due notice of such hearing, given in accordance with Minnesota Statutes, Chapter 429 (the “Act”), the hearing was held thereon on June 20, 2024 at which time the City Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

1. It is advisable, expedient and necessary that said Improvement be constructed, and the Improvement is hereby ordered as proposed in the Resolution.
2. Stantec Consulting Services, Inc., consulting engineering to the City is hereby directed to prepare the final plans and specifications for the Improvement.
3. The Improvement shall be known as the 2025 CR 157 City Improvements.

Adopted by the City Council on June 20, 2024.

Tom Kasner, Mayor

Gary Winkels, Clerk/Adm.

(S E A L)

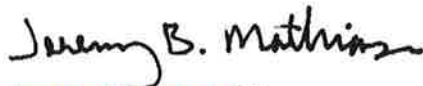
5To:	Mr. Gary Winkels Albany City Hall	From:	Jeremy Mathiasen St. Cloud, MN
File:	193801690	Date:	June 17, 2024

Reference: Shamrock Lane Sidewalk Improvements – Final Payment Voucher

For your consideration at your June 20th Council meeting is Final Payment Voucher No. 2 for the 2023 Shamrock Lane Sidewalk Improvements. Final Payment Voucher No. 2 has been prepared for your review and generally includes the release of the project retainage for the project. The final amount due is **\$2,476.08**, and the final project construction cost is **\$61,902**, of which **\$49,521.60** was covered by the City.

Stantec is recommending approval of Final Payment Voucher No. 2 for Shamrock Lane Rentals. Should you have any questions about the work completed to date, 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: June 17, 2024
For Period: 9/2/2023 to 6/01/2024	Request No: 2
Contractor: Shamrock Lane Rentals	

CONTRACTOR'S REQUEST FOR PAYMENT
SHAMROCK LANE SIDEWALK IMPROVEMENTS
STANTEC PROJECT NO. 193801690

SUMMARY

1	Original Contract Amount		\$	<u>59,820.50</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>59,820.50</u>
5	Value Completed to Date		\$	<u>61,902.00</u>
6	City Portion of the Work (80%)		\$	<u>49,521.60</u>
8	Less Retainage 0%		\$	<u>0.00</u>
9	Subtotal		\$	<u>49,521.60</u>
10	Less Amount Paid Previously		\$	<u>47,045.52</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u><u>2,476.08</u></u>

Recommended for Approval by:
STANTEC

Jeremy B. Mathias

Approved by Contractor:
SHAMROCK LANE RENTALS

Approved by Owner:
CITY OF ALBANY

Specified Contract Completion Date:

Substantial - 6/30/23; Final - 7/31/23

Date:

CITY OF ALBANY CONTRACT FOR THE CHIEF OF POLICE

This is a contract between Matt Gannon and the City of Albany, State of Minnesota, for employment as the City of Albany Chief of Police. This Contract will be effective beginning on _____, 2024. The words “you” or “your” shall refer to Matt Gannon. The words “City” or “Council” shall refer to the City of Albany.

RECITALS:

- A. The City requires the services of a qualified person to serve as the Police Chief.
- B. The City desires to employ the services of Matt Gannon as Police Chief and Matt Gannon wishes to accept this employment.

NOW, THEREFORE, in consideration of the above recitals and the promises and mutual covenants contained in this Agreement the parties agree as follows:

I. Term of Employment.

This contract *is for employment at will*. The term of this contract is _____, 2024 and shall end on _____, 2026 unless extended by written agreement of the parties.

II. Duties.

The Police Chief shall be a full-time exempt employee of the City of Albany. You will be responsible to supervise police department personnel, and to implement the policies, programs and instruction of the Council and to comply in all respects with all applicable State and Federal laws and Minnesota POST Board requirements. You will be expected to fulfill and implement the duties set forth and explained in the position description, a copy of which is attached hereto as Exhibit A. You agree that at all times you will, faithfully and to the best of your ability, experience and talents, perform all the duties that may be required of you.

III. Compensation.

A. Salary. Your beginning salary will be \$___ per year, which shall be subject to increases conditioned upon satisfactory annual review and cost of living increases as approved by the City Council. In the event of termination of employment, your salary shall be pro-rated to the effective date of termination.

B. Pension. You will be enrolled in PERA, unless you choose to opt out of PERA. The City will allow you to enroll in a similar plan, meeting applicable laws, however the City will not contribute at a rate higher than the amount they would contribute in PERA. You may also enroll in a City approved deferred compensation plan, however the City will not contribute to the deferred compensation plan in addition to the pension plan.

C. Insurance. The City will provide you insurance coverage the same as provided to other employees. Contact Gary Winkels, City Administrator for enrollment information.

D. Holidays, Vacation, Sick Leave. You will be granted the same number of holidays, vacation and sick leave as other City employees, as designated in the Albany personnel policy, as amended by the City Council from time to time. For purposes of calculating your rate of accrual, you will be given credit for all full-time years of service with the City of Albany as an employee with the City of Albany police department.

E. Automobile. The City will provide you with a vehicle for conducting City business. Use of the vehicle is subject to all City policies.

F. Dues, Subscriptions, Conferences, Expenses. Within budget considerations, the City will pay for dues and related membership costs and conference or training registration fees. The City will reimburse you for expenses incurred related to the conduct of City business.

G. Clothing Allowance. You will receive a clothing allowance consistent with that allowed for patrol officers.

IV. Hours. You are expected to dedicate a minimum of forty (40) hours per week to the City of which some of the hours may be engaged in patrol duties. Your hours may vary depending upon demands of the department and the available work force. This position is exempt from the overtime requirements of the Fair Labor Standards Act. The Police Chief shall not receive compensatory time or overtime pay for any hours worked in excess of eight (8) hours per day or (40) hours per week unless approved by the City Administrator or Albany City Council. The Police Chief shall receive holiday pay differential for any hours worked on a paid holiday as determined by the city personnel policy. The holiday pay differential will be paid at a rate of (yearly salary/2080) multiplied by 1.5. It is understood that the Police Chief will be required to attend City Council meetings from time to time. Attendance at these and other meetings will be considered regular work hours.

V. Outside Employment, Off-Duty Conduct. You shall not engage in outside employment or off-duty conduct that interferes with your ability to meet the demands of this position; that causes or may cause concern with your ability to fulfill your duties in an objective manner; or as determined in the discretion of the council, discredit the Albany police department or otherwise raise concerns with your integrity or trustworthiness expected by the public.

VI. Termination. Either party may terminate this Agreement by giving written notice to the other party at least sixty (60) days prior to the date of termination. This contract shall terminate immediately upon your death. In the event of misconduct, the City may terminate this Agreement immediately. Misconduct shall include, but not be limited to, any violation of City policy, POST Board requirements, failure to fulfill your duties as Police Chief, or loss or suspension of driving privileges in any U.S. state or loss or suspension of your peace officer license. You will be provided a pre-termination hearing before the City Council in the event of misconduct.

Execution of Contract.

This contract shall be effective only upon signatures of the Mayor, City Administrator, and Matt Gannon.

Dated: _____

Dated: _____

Matt Gannon
Chief of Police

By: _____
Tom Kasner, Mayor

By: _____
Gary Winkels, City Administrator

DRAFT

EXHIBIT A

POLICE CHIEF JOB DESCRIPTION

DRAFT



MTI Distributing
Equipment Quote
June 5, 2024



Quote Expiration Date: 7/5/2024

Joe Mergen
City of Albany

MINNESOTA STATE CONTRACT PRICING - CONTRACT #243333

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	08706	Sand Pro 2040Z	\$13,770.12	\$13,770.12
1	08717	Nail Drag	\$2,079.48	\$2,079.48
1	08718	Finish Drag Mat Kit	\$749.58	\$749.58
			Equipment Total	\$16,599.18
			7.125% Sales Tax	Exempt
			Total	\$16,599.18

Net 30 Terms with qualified credit
New Toro commercial equipment comes with a two-year manufacturer warranty
Equipment delivery and set-up at no additional charge
All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Larry Gorman
Outside Sales Representative
612-877-0830

Karen Wangenstein
Inside Sales Representative
763-592-5643

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429

I commit to the purchase as detailed on quote above. I reserve the right to opt out of intended purchase at any time prior to scheduled delivery.

Name:

Signature:

Date:



320-845-4244
PO Box 370
Albany, Minnesota 56307

APPLICATION FOR DISPLAY OF FIREWORKS

This application must be completed and returned at least 15 days prior to date of display.

Name of applicant (Sponsoring Organization): Albany Chamber of Commerce

Address of applicant: P.O Box 370 Albany MN 56307

Name of authorized agent of applicant: Tony Ramberg

Address of agent: 25816 185th Ave SW, Crookston, MN 56716

Telephone number of agent: 218-289-2708

Date of display: 08/03/2024 Time of display: Dusk

Location of display: Albany Golf Course

Manner and place of storage of fireworks/pyrotechnic special effects prior to display: _____

Delivered Day of show _____

Type & number of fireworks/pyrotechnic special effects to be discharged: _____
120- 2.5", 150- 3" 120- 4" 40- 5" display shells

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: Matt Ogdahl Certificate No.: 0759

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): [Signature] Date of application: 06/09/24

Telephone number(s): Matt Ogdahl- 320-424-0690

Required attachments: The following attachments must be included with this application:

1. Proof of Workers Comp. and Liability Insurance
2. A diagram of the grounds, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the locations of all buildings, highways, streets, communication lines and other possible overhead audience will be restrained. For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location show on this application is hereby approved, subject to the following conditions, if any : _____

Signature of Fire Chief: _____ Date: _____

Signature of City Administrator: _____ Date: _____



AGC

Church Ave

Railroad Ave

Display Area



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER SPECIALTY PROGRAM GROUP LLC DBA PROFESSIONAL 1304 SOUTHPOINT BLVD STE 101 BIRMINGHAM, AL 35204 48071828	CONTACT NAME: Old Republic Residual Market Services	
	PHONE (A/C, No, Ext): (877) 347-3596	FAX (A/C, No): (612) 902-9241
Email Address: policyservices@ormarks.com		INSURER(S) AFFORDING COVERAGE
INSURED PREMIER PYROTECHNICS INC 14255 HIGHWAY 2 WINDLATE, MN 55554-7559		INSURER A: AMN ASD - OLD REPUBLIC RESIDUAL MARKET SERVICES INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 90850

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS - MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED. EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS - MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC000501005-03	1-17-2023	10/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 MATTHEW SUTCLIFFE OFFICER EXCLUDED
 JEFFREY COSTER OFFICER EXCLUDED

CERTIFICATE HOLDER CITY OF ALBANY CHAMBER OF COMMERCE P.O. BOX 370 ALBANY, MN 56307	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Certificate of Insurance

41389

Issue Date: 2/29/2024

PRODUCER
Professional Program Insurance Brokerage
Division of SPG Insurance Solutions LLC
1304 Southpoint Blvd., Suite 101
Petaluma, CA 94954

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Premier Pyrotechnics, Inc.
25255 Highway K
Richland, MO 65556

INSURER A: Certain Underwriter's at Lloyd's, London - AA-1128623

INSURER B:

INSURER C:

INSURER D:

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/24-0002	2/1/2024	2/1/2025	EACH ACCIDENT	\$10,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$10,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is additional insured as respects the following:

Date(s) of Display:	8/3/2024
Location:	Albany Golf Club, Inc 500 Church Ave Albany, MN 56307
Additional Insured:	City of Albany PO Box 370 Albany, MN - Albany Chamber of Commerce PO Box 634 Albany, MN
Rain Date(s):	This is evidence of insurance procured and developed under the Missouri Surplus Lines Laws. It is NOT covered by the Missouri Guaranty Association. The insurer is not licensed by the state of Missouri and is not subject to its supervision.
Type of Display:	

CERTIFICATE HOLDER
Albany City/Albany Chamber
PO Box 370
Albany, MN 56307

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Susan Etter
AUTHORIZED REPRESENTATIVE



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Albany Lions Club Date of organization: 1-29-1974 Tax exempt number: 2812683

Organization Address (No PO Boxes): 451 RR Ave. PO Box 516 City: Albany State: Minnesota Zip Code: 56307

Name of person making application: Jim Stammers Business phone: _____ Home phone: 320-260-7701

Date(s) of event: 8-3-24 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: Ben Schmitz City: Albany State: Minnesota Zip Code: 56307

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Location where permit will be used. If an outdoor area, describe.

400 RR Ave.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Westbend Mutual \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license: _____ Date Approved: _____

Fee Amount: _____ Permit Date: _____

Event in conjunction with a community festival Yes No

City or County E-mail Address: _____

Current population of city: _____

Please Print Name of City Clerk or County Official: _____ Signature City Clerk or County Official: _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

