

**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, July 03, 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 20<sup>th</sup>.
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Mayor Tom Kasner to present the following:
  - Police Chief Oath of Honor to Matthew Gannon.
  - Recognition of service to outgoing Police Chief Ozzie Carbajal.
7. Jeremy Mathiasen, City Engineer – present the following:
  - Project updates
  - PFAS Pollutant Management Plan
8. Reports of Boards and Department Heads
  - Police Chief Matt Gannon
    - Stearns County Criminal Prosecution Contract for 2025 and 2026.
  - Joseph Mergen, Public Works Supervisor
    - Water Treatment Plant June 12<sup>th</sup> lighting strike, insurance covering \$31,271
    - Water Treatment Plant Valve replacement estimate. \$5,460+/-.
  - Gary Winkels, Clerk/Adm. -present the following:
    - Update on Park Board meeting held on June 26<sup>th</sup>.
    - Present draft Memorial Bench policy.
    - City Hall restoration progress.
9. Mayor Tom Kasner - announce the next regular council meeting date (Wednesday July 17<sup>th</sup>) 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 Thursday, June 20, 2024, in the Council Room at 400 Railroad Avenue for the said City.

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

The council recited the Pledge of Allegiance.

The council took notice of approval of payment of bills. After due discussion, a motion was made by Keith Heitzman, and seconded by Bruce Winter to approve/authorize payroll (4252-4270), electronic payments transfers, and the payment of the following bills: Check Numbers 73543-73571. All voted for the motion, and it carried.

Mayor Tom Kasner called for any corrections or additions to the minutes of the regular meeting of the council held on June 5<sup>th</sup>, and hearing none declared them approved.

Open forum/public comments: None.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Councilor Bruce Winter, Albany Golf Club Liaison, presented to the council the Albany Golf Club's checkbook register. After due discussion, a motion was made by Al Amdahl and seconded by Bruce Winter to approve electronic payments, transfers, and the payment of the following bills: Check numbers 40708-40750. All voted for the motion, and it carried.

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

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

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

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

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

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

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

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

Gary Winkels  
City Administrator

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To:	Gary Winkels, City Staff & Albany City Council	From:	Jeremy Mathiasen
	City of Albany		St. Cloud Office
File:	193801690	Date:	June 28, 2024

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**Reference:    Engineering Update for the 7/3/24 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**

Final project punch list is being prepared for the Contractor.

**2025 Railroad Avenue / CR 157 Improvement project.**

Final City drawings and specifications are being prepared.

**Albany PFAS Pollutant Management Plan**

The PMP has been prepared and we are ready to submit to the MPCA this coming week. A brief update and summary will be provided at the Council meeting.

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





## **PFAS Pollutant Management Plan**

City of Albany  
400 Railroad Avenue West  
Albany, MN 56307

File No. 173411031

June 2024

Prepared for:



Prepared by:

Stantec Consulting Services Inc.  
733 Marquette Avenue  
Suite 1000  
Minneapolis, MN 55402

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Figure 1 Sewer Shed Map

### **ATTACHMENTS**

Attachment 1 MPCA Guidance for PFAS Sampling





## **1.0 INTRODUCTION**

### **1.1 BACKGROUND**

The City of Albany’s Wastewater Treatment Facility (WWTF) completed voluntary influent sampling for PFAS compounds in 2023, as part of the MPCA’s PFAS Monitoring Plan. The monitoring results for PFOS and PFBS placed Albany into a Medium Priority category under the Minnesota Pollution Control Agency’s (MPCA’s) PFAS Monitoring Plan. Therefore, the City is required to develop this PFAS Pollutant Management Plan by July 1, 2024, and implement it by July 1, 2026.

### **1.2 WASTEWATER TREATMENT PLANT DESCRIPTION**

The Albany WWTF is located at 34502 County Road 41, Albany, Minnesota 56307. The population serviced by the WWTF is approximately 2,860, per census data. The plant is designed to treat an average wet weather flow of 552,000 gallons per day. It is a Class C Facility with a controlled discharge to the South Branch of Two River. The WWTF is permitted under NPDES/SDS Permit number MN0020575.

### **1.3 CONTACT INFORMATION**

Gary Winkels, City Administrator..... (320) 845-4244  
..... gwinkels@ci.albany.mn.us

Joe Mergen, Public Works Supervisor..... (320) 845-2388  
..... jmergen@albanytel.com



## 2.0 PLANT OPERATIONS

### 2.1 TREATMENT COMPONENTS

The image below contains the description of treatment components from Section 1 of the WWTF's NPDES/SDS Permit.

The application and plans indicate that the existing Facility is a Class C Facility and consists of one lift station, 3,820 feet of 12-inch force main, an aerated pretreatment pond and a four-cell stabilization pond system (three primary ponds, one secondary pond).

The Facility has a controlled discharge (SD001) to the South Branch of Two River (Class 7, 3C, 4A, 4B, 5, 6 water) and is designed to treat an average wet weather design flow of 552,000 gallons per day (gpd), a peak hourly wet weather flow of 1,440,000 gpd, a five-day carbonaceous biochemical oxygen demand (CBOD<sub>5</sub>) strength of 800 milligrams per liter (mg/L), a total suspended solids loading rate of 565 mg/L, and a total phosphorus loading rate of 22 mg/L. The aerated pretreatment pond is 2.26 acres at mean operating depth. The three primary ponds are separated into cells 1, 2, and 3 and have surface areas of 34.7, 20.94 and 19.68 acres at mean operating depth, respectively. The secondary pond (cell 4) is 9.66 acres at mean operating depth. Primary pond number 1 has a surface area of 34.7 acres and has an operating depth of 3 feet while the remaining ponds have an operating depth of 4 feet. There are boat docking facilities located at primary cells 2 and 3, as well as at the secondary pond (cell 4) for phosphorus treatment purposes. Phosphorus removal is accomplished by spreading alum on the two smaller primary cells and the secondary cell. The current discharge rate is based on using the 20.94 acre primary pond and the 9.66 acre secondary pond. The four cell stabilization pond system has a total detention time of approximately 180 days at design flow.

### 2.2 BIOSOLIDS MANAGEMENT

As described in the image in Section 2.1 above, Albany uses a pond system for wastewater treatment, which does not require regular biosolids management. The last instance of biosolids removal from the ponds was the dredging of Cell #1 in 2001. A study conducted in 2021 to measure sludge depths showed an average sludge depth of 11.9 inches in Cell #1, which has a design sludge depth of 24 inches. Therefore, dredging was not recommended at the time of the 2021 study, and is not expected to be executed during the implementation period of this Pollutant Management Plan (July 2024- July 2026).

### 2.3 ANTICIPATED FUTURE UPGRADES

The City of Albany has no current plans for future upgrades to the WWTF.



## **3.0 COLLECTION SYSTEM**

### **3.1 SYSTEM DESCRIPTION**

Total wastewater flow in Albany is approximately 50% residential and 50% non-residential. The sewer shed map attached (Figure 1) shows zoning, the City's collection system, potential sampling points, and the industrial and commercial users highlighted in Section 4 below. There are three lift stations in the collection system.

### **3.2 POTENTIAL SAMPLING POINTS**

Based on the sewer shed and industrial facilities marked on Figure 1, the following potential sampling points have been identified for the first phase of Albany's sampling plan described in Section 5.1 below. Additional sampling locations may be identified as data is collected from sampling and outreach.

- Sampling Point 1: Inflow to WWTF
- Sampling Point 2: Directly downstream from industrial park containing Tani Division
- Sampling Point 3: Directly downstream from Kerry, Inc.
- Sampling Point 4: On 9<sup>th</sup> Street, downstream of residential and industrial areas
- Sampling Point 5: Lift Station on Golfview Drive and Fairview Drive (receives mostly residential discharge)



## 4.0 INDUSTRIAL AND COMMERCIAL USERS

The following table summarizes users of the City’s collection system that have been identified as potential PFAS contributors.

Facilities listed include the Significant Industrial User (SIU), facilities with North American Industry Classification System (NAICS) codes listed in Appendix F of MPCA’s PFAS Monitoring Plan, and one historical industrial user with NAICS code listed in Appendix F.

Appendix F of the MPCA’s PFAS Monitoring Plan contains a list of NAICS codes that MPCA used to focus their PFAS monitoring strategy, based on MPCA and EPA identification of industry sectors most likely to use or discharge PFAS. To develop the table below, the list of Appendix F NAICS codes was compared with a list of registered businesses in Albany, which was pulled from the Mergent Intellect database. If MPCA updates Appendix F based on its growing understanding of PFAS applications, the City should consider adding any newly applicable industries to this list.

Facility Name	NAICS Description	User Type
Tani Division (B.D. Schiffler, Inc.)	Nonwoven Fabric Mills	NAICS Code in Appendix F
Former Weber Printing Shop*	Commercial Printing, Lithographic	Historical Industrial User with NAICS Code in Appendix F
MH Custom Printing**	Commercial Printing, Lithographic	NAICS Code in Appendix F
Kerry, Inc.	All Other Miscellaneous Food Manufacturing	SIU

\*The Weber Printing Shop is no longer operating. The NAICS code associated with the former operations is on Appendix F of MPCA’s PFAS Monitoring Plan. Existing sanitary sewer infrastructure or equipment has the potential to contain residual PFAS, if present from the Weber Printing operation.

\*\*The City was not previously aware of the MH Custom Printing operation, but it was identified in the Mergent Intellect database with NAICS code 323111, which is listed in Appendix F of MPCA’s PFAS Monitoring Plan.

In addition to the above facilities, the City is aware of the miscellaneous industrial dischargers in the table below. Discharge from these facilities is not being targeted in the first round of sampling described in Section 5.1 because their industries are not listed in Appendix F of MPCA’s PFAS Monitoring Plan. However, the City may include them on future sampling and outreach activities to determine if PFAS is in use at these facilities.



Facility Name	Facility Description
Wells Concrete	Manufacturing Concrete Products
Albany Chrysler Center, Inc.	Auto Dealership with Carwash
American Industrial Services	Pressure Washing Equipment Storage and Rental
Tony's Tool and Die, Inc.	Manufacturing Dies, Tools, Jigs, Fixtures

## 4.1 FIREFIGHTING FOAM

The City of Albany Fire Department occasionally uses Aqueous Film Forming Foam (AFFF) in firefighting activities. The product that the City uses is ChemGuard Class A Plus+ Firefighting Foam Concentrate. The maximum usage per year is 5-10 gallons. AFFF is not used for training, only for emergency events.

## 5.0 PRIORITIZATION

### 5.1 SAMPLING PLAN

The City of Albany plans to conduct PFAS sampling in the collection system. The goal of the sampling is to identify areas of the sewer shed that are contributing significant amounts of PFAS to the WWTF. This will help the City target future PFAS reduction efforts to specific facilities or to the general public.

The PFAS sampling plan will include two rounds of sampling over the next two years. For the first ten (10) samples, sampling will be conducted semiannually at the five sampling points identified in Section 3.2 above (see Figure 1). Semiannual sampling will be conducted between July-December 2024 and again between January-June 2025, for a total of two samples at each location. Once the first 10 samples have been collected, the City will determine locations and quantities for the next year of sampling. This may include repeating locations already sampled, sampling elsewhere within the public sewer shed, or working with industrial facilities to directly sample their discharge.

Sampling point locations may be changed or added during the sampling period if the City has reason to believe that another location would be beneficial for data collection.

Samples will be analyzed in a certified laboratory for 40 PFAS compounds using EPA Method 1633. Samples will be collected by City staff, in accordance with the MPCA's guidance for sample collection, which is included in Appendix A of this report.



## 5.2 OUTREACH

The City plans to conduct an initial phase of outreach to the facilities identified in Section 4. This initial outreach will include questions such as the following:

- Are you aware of PFAS in the products you use?
- Are you currently taking any steps to investigate or reduce PFAS use?
- Have you sampled your wastewater for PFAS?

After initial outreach and analysis of sampling results, the City will determine a targeted future outreach approach. This may include:

- Outreach to additional industrial/commercial facilities not listed in Section 4.
- Site visits or sampling at industrial facilities to further identify PFAS sources and risks.
- Working with specific industrial facilities to suggest PFAS-free alternatives or control PFAS discharges.
- Educating residential users on PFAS sources and impacts. Suggesting PFAS-free alternatives to common consumer products.

The following resources can be referenced to guide outreach conversations:

- Minnesota's PFAS Blueprint: <https://www.pca.state.mn.us/sites/default/files/p-gen1-22.pdf>
  - Table 2: A non-exhaustive list of PFAS past or ongoing uses in various industries
  - Pages 147-172: Managing PFAS in Waste
- EPA Pollution Prevention Strategies for Industrial PFAS Discharges: <https://www.epa.gov/system/files/documents/2023-07/PFAS-BMP-Fact-Sheet.pdf>
- EPA Safer Choice program (labeling on consumer products indicating that PFAS and other potentially harmful chemicals were not intentionally added): <https://www.epa.gov/saferchoice>
- Environmental Working Group non-exhaustive list of consumer products with PFAS elimination or reduction policies: <https://www.ewg.org/withoutintentionallyaddedpfaspfc>
- Metropolitan Water Reclamation District of Greater Chicago: How industries can help reduce PFAS. <https://mwr.org/what-we-do/protecting-water-quality/and-polyfluoroalkyl-substances-pfas>

## 5.3 SCHEDULE

The following table outlines timelines for the actions described above.



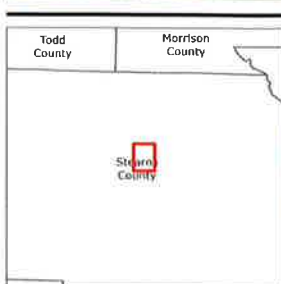
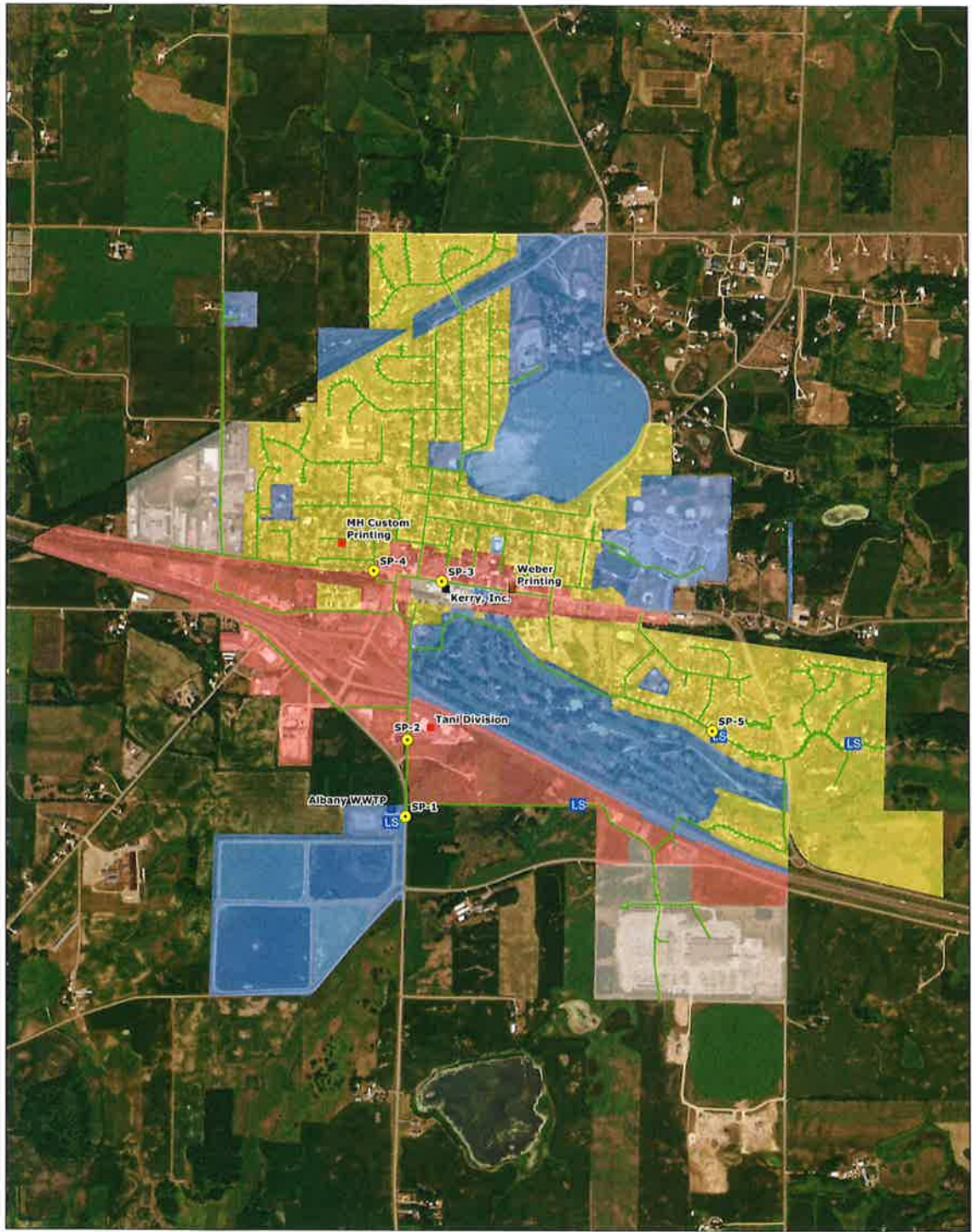
**PFAS POLLUTANT MANAGEMENT PLAN**  
**CITY OF ALBANY, MINNESOTA**  
June 2024

Action	Timeline
Collect ten initial PFAS samples (semiannual at Points 1-5)	July 2024 - June 2025
Collect additional PFAS samples based on results from initial sampling	July 2025 – June 2026
Initial outreach to facilities in Section 4	July 2024 - June 2026
Develop future outreach strategy based on sampling and initial outreach results	January - June 2026



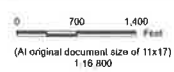
**FIGURE 1**  
**Sewer Shed Map**





- Legend**
- Sanitary Pipe
  - LS Lift Station
  - Zoning**
  - Residential
  - Commercial
  - Industrial
  - Public
  - WWTP
  - Appendix F User
  - SIU
  - Historical Industrial User
  - Proposed Sample Location

**Notes**  
 1. Coordinate System: NAD 1983 UTM Zone 18N  
 2. Data Sources: ESRI World Imagery Service  
 3. Background: © 2018 Aerial, 2002



Project Location: Albany Stearns Co., MN  
 Prepared by: TAD on 2/14/24

Client/Project: City of Albany, MN  
 PFAS Pollutant Management Plan  
 133410351

Figure No.: 1

**Albany PFAS PMP Sewershed Map**

Appendix F users are those with NAICS codes listed in Appendix F of MPCA's PFAS Monitoring Plan

Disclaimer: This document has been prepared based on information provided by others as stated in the Release section. Stantec has not verified the accuracy or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.

**ATTACHMENT 1**  
**MPCA PFAS Sampling Guidance**

# Guidance for Per- and Polyfluoroalkyl substances (PFAS): Sampling

The Minnesota Pollution Control Agency (MPCA) intends to update the information within this PFAS Guidance document as new information becomes available. Users of this PFAS Guidance are encouraged to visit the <https://www.pca.state.mn.us/about-mpca/mpca-quality-system> to access the current version of this document.

Per- and Polyfluoroalkyl substances (PFAS) are a suite of many human-made emerging contaminants composed of fluorinated organic chemicals. The actual number of compounds is continuously growing. Some PFAS are no longer manufactured in the United States due to regulatory and voluntary actions, but these substances are still present in historic waste sites, current waste streams, the atmosphere, soil, water, some products, and even our bodies. There are many other PFAS that are manufactured and imported legally into the United States.

## Purpose and objectives

The purpose of this document is to provide guidance and information on collecting or handling PFAS environmental samples. This document also pertains to subsurface sampling activities such as soil borings and/or well installation or well abandonment at PFAS sites. This guidance document is meant to be a resource for PFAS sampling, to provide guidance in order to improve sampling consistency and avoid cross-contamination. Decisions about sampling procedures and quality control samples should be made on a project specific basis. Discussions with project managers and/or MPCA QA staff should consider data quality objectives.

## General PFAS sampling considerations

Prior to conducting any PFAS sampling, review the project-specific quality assurance documentation. This should include a list of analytes, methods, environmental matrices, and desired reporting limits.

PFAS samples can easily be contaminated from sources such as consumer products or other PFAS-contaminated media. Potential cross-contamination in a typical sampling event may include:

- Water used during drilling or decontamination
- Sampling equipment
- Field clothing
- Personal Protective Equipment (PPE)
- Sun and biological protection products
- Personal hygiene and personal care products
- Food packaging
- Other environmental media (soil, dust...)

Materials associated with sampling potential cross contamination can be categorized into acceptable, needs screening, or prohibited.

## Sampling materials and equipment

**Acceptable:** These materials are safe to use when sampling.

- LDPE bags (E.g. zip-top) that do not come into direct contact with the sample media or with samples
- New LDPE pump tubing (assume using a peristaltic pump).
- Materials that are made of high-density polyethylene (HDPE), polypropylene, silicone, acetate
- Powderless nitrile gloves
- Aluminum foil

**Prohibited:** DO NOT use these products as they may cause contamination.

- Polytetrafluoroethylene (PTFE) – (often with the brand names Teflon® or Hostafion®) found in hose linings, wiring, gears, and objects that require parts sliding
- Polyvinyl fluoride (PVDF) – (Kynar®) found in tubing, films/coatings on aluminum, galvanized steel, wire insulators, lithium ion batteries
- Polychlorotrifluoroethylene (PCTFE) – (Neoflon®) found in valves, seals, gaskets, food packaging
- Ethylene-tetrafluoroethylene (ETFE) – (Tefzel®) found in wire and cable insulation, films for housing exteriors, pipe liners
- Fluorinated ethylene propylene (FEP) – (Teflon Hostafion®, Neoflon®) found in wire and cable insulation, pipe linings and some labware
- Teflon or teflon-lined pump tubing
- Teflon wash bottles
- Teflon tape
- Fluorinated ethylene propylene (FEP) – (Teflon Hostafion, Neoflon) found in wire and cable insulation, pipe linings and some labware
- Dry-erase markers

## Field Clothing and Personal Protective Equipment (PPE)

Field planning needs to address the hazards associated with each site; physical, chemical and biological. PFAS is extensively used in many industries and products, including PPE. During an investigation, PFAS must be avoided to prevent cross-contamination. While preparing for sampling, focus should be made on avoiding clothing advertised as having waterproof, water-resistant/repellent, or dirt and stain resistant characteristics as these types of clothing are most likely to contain PFAS.

**Acceptable:** These materials are safe to use when sampling

- Powderless nitrile gloves
- Wax-coated fabrics
- Neoprene
- Synthetic and natural fibers (cotton) that are well laundered (6+ times with no fabric softener) –
- PFAS-free boot coverings

**Needs screening:** Verify these materials are PFAS-free prior to use:

- Latex gloves
- Water resistant or stain-treated clothing and PPE
- Tyvek suits and clothing containing Tyvek
- Clothing chemically treated for insect resistance and UV protection

**Prohibited:** DO NOT use these products as they may cause contamination.

- Clothing washed with fabric softeners
- Clothing made with or washed with water-, dirt-, and/or stain-resistant chemicals
- Clothing or PPE from brands known to contain PFAS

### **Food packaging**

Coatings against grease, oil, and water for paper and paperboards can include PFAS. Though PFOA and PFOS have been phased out of production in the US and not legally intentionally added to food packaging, other PFAS are approved by the FDA for use in food contact materials including paper plates, food containers, bags, wraps, etc. PFOA and PFOS may be present in these products as well due to recycling or environmental contamination. Keep pre-wrapped food or snacks (candy bars, microwave popcorn, fast food, etc.) out of the sampling staging areas. When sampling personnel require food breaks all gloves, coveralls, and PPE should be removed in the staging area and move to a designated eating/drinking area. After eating samplers should wash their hands and don a fresh pair of gloves prior to returning to sampling.

### **PFAS sampling procedures: Sample containers**

Sample collectors should request lab verified PFAS-free sample bottles from the laboratory. Prior to sampling, samplers may come into contact with PFAS in carpets and car interiors. Samplers need to be aware of materials and other treated surfaces (water or stain resistant coatings) that have a potential to cross-contaminate PFAS samples. Sampling equipment should not be stored on or come into contact with materials suspected to contain PFAS.

- Wash hands well before sampling when possible.
- Put on clean powderless nitrile gloves prior to sample collection or handling sample equipment.
- Keep sample container(s) sealed at all times and only open during sample collection.
- Never place the sample container cap(s) or lid(s) on any surface unless it is PFAS-free. The cap or lid must never be placed directly on the ground or facing downward.
- Follow method specific sample preservation, thermal storage, and holding times to limit microbial growth. Biota samples are recommended to be kept frozen until the sample is prepared.

### **PFAS sampling procedures: Sample shipment**

Samples must be kept on ice from time of sample collection to arrival at the laboratory. The following procedures should be used for sample shipment:

- Samples need to be cooled and maintained at or below the proper temperature the entire life from collection to the lab, refresh ice as needed.
- Fish and other tissue/wildlife samples should be placed on dry ice and frozen from collection, prior to shipment.
- Samples, ice, and chain of custody (COC) should be bagged in polyethylene zip-top bags. The COC bag should be taped to inside cooler lid to prevent damage or loss.
- The cooler should be made tamper proof or given a custody seal.
- Samples should be shipped as soon as possible according to the laboratory's guidance to ensure samples arrive within temperature and holding time specified by the lab.
- For international shipping, follow the laboratory's and commercial courier's guidance to prepare the shipping manifests and commercial invoice forms that must accompany these shipments.

## PFAS sampling procedures: Sampling sequence

Establish a sampling sequence prior to any sampling event to reduce the risk of cross-contamination by collecting the samples likely to have the lowest PFAS concentrations first. For example, collect field blank samples prior to routine environmental samples. At sites with known contamination, if possible, start in areas expected/known to be least contaminated then continue to areas anticipated to contain PFAS or high levels of PFAS. If no historical information is available, use potential PFAS migration patterns: up gradient or upstream to down gradient or downstream. Review possible PFAS sources prior to sampling.

When multiple samples from one site are collected, for example monitoring wells, sample up gradient areas first followed by those down gradient from the suspected source. When considering the sample type, collect in the following order: drinking water (residential wells), foam on surface water, surface water, groundwater, soil, sediment, and porewater.

## Decontamination procedures

Non-disposable sampling equipment used at multiple sites or sampling locations can easily become contaminated with PFAS. For this reason, disposable sampling equipment should be used when possible or available, especially for materials that are used in direct contact with the sample and/or sampling equipment for an extended period of time. For non-disposable equipment, decontamination procedures must occur to prevent cross-contamination, specifically between individual sample locations. Decontamination should also occur after all sampling is finished.

Decontamination method example:

- Initially scrape or brush equipment caked with drill cuttings, soil, or other material. The scrapings can be sampled, characterized, and appropriately disposed of. Equipment will then be sprayed with potable water using a high pressure washer.
- Wash equipment with PFAS-free water, which can be requested from the laboratory.
- Place decontaminated downhole equipment (e.g. drill pipe, drive casing, bits, tools, bailers) on clean plastic sheeting (PFAS-free) to prevent contact with contaminated soil and allowed to air dry. Minimize airborne contamination by covering or wrapping equipment in PFAS-free plastic sheeting until use.
- Use a four stage decontamination process to clean field sampling and other downhole equipment between multiple uses.
  1. Rinse equipment in a bucket containing a mixture of potable water and PFAS-free soap.
  2. Rinse equipment in clean potable water (repeat minimum 2x).
  3. Final rinse of equipment is with PFAS-free water. Use this rinse to collect an equipment blank/equipment rinse blank.

Replenish decontamination solutions between sampling locations. Spent decontamination fluids should be containerized, properly labeled, and appropriately disposed of according to investigative-derived waste plans specified in the quality assurance documentation.

## Field quality control samples:

Field quality control (QC) samples are a means of assessing quality from the point of collection. PFAS data are collected for a variety of purposes and reporting limit goals (down to parts per trillion). Appropriate field quality control processes should be taken to ensure that the sensitivity of the results desired is not compromised by potential cross contamination. Collection and analysis of field QC samples are important to ensure accuracy and representativeness of the results to the samples media, and to assess potential cross-contamination. Below is a table of recommended field QC and frequency based on the most stringent data quality objectives to account for potential contamination.

QC sample	Description	Recommended frequency
Trip Blank (TB)	Clean sample of matrix that is taken from the laboratory to the sampling site and transported back to the laboratory without being exposed to sampling.	One per cooler
Field reagent blank (FRB)	Lab provided reagent water (matrix of interest), poured into empty sample bottle (exactly as samples being collected), sealed, and shipped to sampling site along with sample bottles.	One per day per matrix per sample set
Source water blank	Water collected from potable water source that is utilized during sampling process	One per site, preferably prior to sampling event (if possible) and at least once during sampling event
Equipment blank (EB)/Equipment rinse blank (ERB)	Final rinse of non-dedicated sampling equipment with lab-verified PFAS-free water	One per type of sampling equipment used for each matrix sampled per decontamination procedure, preferably prior to the sampling event.
Field duplicate	Two samples collected at the same time and location under identical circumstances	5% of samples and one per day per matrix
Spiked Trip blank	Sample containing known concentrations of project analytes - lab provided	One per project per matrix, or data quality objectives and sampling media
Matrix Spike (MS)/Matrix Spike Duplicate (MSD)	A representative but randomly chosen client samples that have known concentrations of analytes of interest added to the samples prior to sample preparation and analysis. They are processed along with the same un-spiked sample.	One pair collected ≤ 20 samples

## Sampling groundwater:

- Nonpotable water does not require chemical preservative
- Sampling equipment used can contaminate sample and/or well (ERB required)
  - Decontaminate all non-dedicated equipment
  - Replace Teflon® or fluoropolymer o-rings or gaskets with non-PFAS materials
  - Use inert materials whenever possible (stainless steel, silicone and HDPE)
  - Be sure all dedicated equipment is PFAS-free prior to sampling
- Ensure tubing is PFAS-free
- Do not filter sample as filters can absorb PFAS.

## Sampling surface water:

- Sample location(s) in the water column should consider the potential stratification of PFAS in solution and their tendency to accumulate at the air/water interface. Sampling collection must be addressed in quality assurance documentation.
- Transfer containers (beakers or dippers) which may attach to extension rods should be used if samples have preservatives. Sampling by direct sample container immersion is not recommended.
- Add foam sampling coincidental with surface water sample directly below and include GIS location for EQUIS co-location data points.

## Sampling sediment:

- Most core and grab sampling devices are stainless steel; however, if HDPE sleeves are inserted, ensure materials that contact the sampled media do not have water-resistant coatings that contain PFAS.
- Use PFAS-free waders and personal floatation devices if they could potentially come in contact with sampled media.

## Sampling fish:

- The species of fish as well as the portion of fish (fillet or whole) can determine quantity and quality of tissue, fish handling requirements, lab sample preparation (single or composite fish samples, and whole or fillet preparation), and packaging and shipping requirements. Fish/biota samples should be wrapped in HDPE or polypropylene bags.

## Sampling air emissions and ambient air:

- Stack measurement of air emissions can be performed by OTM-45 or using modifications of existing USEPA method sampling train.
- TO-13 and TO-9 methods can be modified to collect ambient air. High volume air samples fitted with both a particulate filter glass fiber filter/quartz fiber filter (GFF/QFF) and sorbent cartridge for collection of particulate and gaseous phases are recommended and provide optimized detection limits. Flow rates should be approximately 225 liters/minute. The solid sorbent used is a sandwich polyurethane foam (PUF) and XAD-2 (polymer of styrene divinyl benzene).
- PFAS in ambient air can be measured using both active and passive sampling techniques:
  - PUF
  - XAD-2
  - Sorbent-impregnated PUF (SIP)
  - Particulate filter (glass or quartz fiber) ahead of sorbent module



- Neat filter, sorbent media, or components within the sampler can greatly influence PFAS artifacts. Do not use Teflon gaskets in high-volume air samplers. Field sampling must include collection of field blanks. Consider including duplicates or co-located samples and isotopically labeled PFAS surrogates. The laboratory can apply/spike the isotopically labeled PFAS into the sorbent media prior to field deployment to assess “native PFAS” in the air.
- Passive samples should also make use of mass-labeled PFAS as a sample specific quality control measure to account for native PFAS. It is also recommended to analyze a portion of samples as front PUF/XAD-2 and back PUF to assess whether breakthrough to back PUF has occurred.

### **Sampling high concentration samples:**

- Single-use, disposable equipment is highly recommended. If not possible, take additional precautions – collect more equipment rinse blanks and dedicating equipment to only high concentration PFAS samples.
- Segregate high concentration samples during shipping to the laboratory and clearly identify them on the chain of custody
- AFFF product samples are considered high concentration samples and segregated from other samples during sampling and shipping to avoid cross-contamination. Notify the laboratory in advance. Expect serial dilutions for these samples.



# JANELLE P. KENDALL

## Stearns County Attorney

June 20, 2024

Gary Winkels  
Albany City Administrator  
PO Box 370  
Albany, MN 56307

Re: Criminal Prosecution Contract for 2025 and 2026

Dear Mr. Winkels:

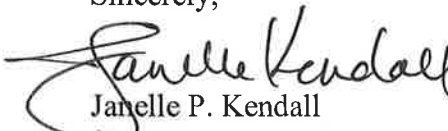
The Stearns County Attorney's Office prosecutes misdemeanor and petty misdemeanor violations of Minnesota's state statutes for the City of Albany pursuant to contract. Based on our experiences over the years, this has been a mutually efficient and cost-effective way to provide professional prosecution services to your city. Since our current contract ends December 31, 2024, I am writing to present you with a proposal to extend this contract beyond that date.

As a result of increased personnel and other costs incurred by the county since the last contract price adjustment, the yearly contract rate for the calendar years of 2025 and 2026 will increase by 8% to \$15,300.00. As has been the case in past years, this rate is guaranteed not to increase through the duration of the contract. City contract rates are based on a review of the historical number of prosecution files, the population of your city, size of the police department, personnel and administrative costs to our office, and comparison to other contracts for cities of comparable size in Stearns County.

Our services under the contract will continue to include victim and witness assistance, civil asset forfeiture, appellate representation on these cases, law enforcement training, and 24/7 availability for law enforcement questions.

Despite the lack of major changes, please re-familiarize yourself with the contract. If you have any questions or concerns, please do not hesitate to contact me or Chief Deputy County Attorney Michael Lieberg at the number below.

Sincerely,

  
Janelle P. Kendall  
Stearns County Attorney

JPK/MJL/jtl  
Enclosure  
cc: Ozzie Carbajal, Chief of Police

## **AGREEMENT FOR PROSECUTION SERVICES**

**THIS AGREEMENT** is made and entered into by and between the COUNTY OF STEARNS and the STEARNS COUNTY ATTORNEY, hereinafter referred to collectively as the "County," and the CITY OF ALBANY, MINNESOTA, hereinafter referred to as the "Municipality;"

**WHEREAS**, the Municipality desires to engage the services of the County to prosecute petty misdemeanor, misdemeanor and gross misdemeanor criminal and traffic offenses, including criminal and traffic state law violations and criminal and traffic probation violations that arise under state law which occur within the jurisdiction of the Municipality;

**WHEREAS**, Minn. Stat. § 484.87, subd. 3, allows for a Municipality to enter into an Agreement with the County Board and the County Attorney for the County to provide such prosecution services for criminal offenses that occur within the Municipality. Said "Prosecution Services" include the following: (1) prosecuting petty misdemeanor, misdemeanor and gross misdemeanor criminal and traffic offenses arising under state law and criminal and traffic probation violations that occur within the jurisdiction of the Municipality; (2) giving advice and guidance on prosecution matters, procedures and policies to Municipal law enforcement relating to criminal prosecutions; (3) providing P.O.S.T. accredited law enforcement training for the Municipality law enforcement officers when such training is being provided or sponsored by the County; (4) providing victim assistance and/or services as mandated by Minn. Stat. § 611A; (5) completing criminal appeals before the Minnesota Court of Appeals and the Minnesota Supreme Court on matters arising under state law which occur within the jurisdiction of the Municipality; and, (6) providing administrative advice and assistance and legal services in district court and Minnesota's courts of appeal related to civil administrative and judicial forfeitures originated by the Municipality's law enforcement agency;

**WHEREAS**, logistically, functionally and financially such an Agreement is mutually beneficial to both the County and Municipality.

**NOW, THEREFORE**, in consideration of the mutual covenants and understandings contained herein, the County and Municipality enter into the following Agreement:

1. **TERM AND COST OF THE AGREEMENT**

- A) The County will provide the Municipality with the prosecution services above-referenced for cases that occur within the jurisdiction of the Municipality. This Agreement will continue for the calendar years 2025 and 2026. Any Agreement for prosecution services for future years will be finalized by November 1 of the year before such service is to commence. If such an Agreement is not reached, this Agreement will expire on January 1 of the following year.
  - i) For calendar year 2025, the Municipality will pay \$15,300 (fifteen thousand three-hundred dollars) to the County, said money to be used to fulfill this Agreement, including the payment of salary, benefits, and other costs incurred by the County in performance of its obligations hereunder. Municipality will pay County one-half on May 15 of each contract year, and one-half on October 15 of each contract year.

- ii) For calendar year 2026, the Municipality will pay \$15,300 (fifteen thousand three-hundred dollars) to the County, said money to be used to fulfill this Agreement, including the payment of salary, benefits, and other costs incurred by the County in performance of its obligations hereunder. Municipality will pay County one-half on May 15 of each contract year, and one-half on October 15 of each contract year.
- B) The County will provide all prosecution services, administrative services, overhead, secretary and paralegal support in fulfilling its obligations under and for the term of this Agreement. The Municipality will forward all law enforcement files to the County at no charge to the County.

2. **MODIFICATION**

Any alteration, modification, amendment or waiver of provisions of the Agreement shall be valid only when it has been reduced to writing and signed by representatives of all parties.

3. **TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time, with or without cause, upon 90 days notice, in writing, delivered by certified mail or in person to the City Clerk for the Municipality or County Attorney for the County. During the term of this Agreement, the County will not increase the fees stipulated to in this Agreement. Unless a separate written agreement is reached, on expiration or termination of this contract, the Municipality's new attorney(s) will undertake representation of the Municipality in all matters then filed, pending, or otherwise before the Court as a result of the County's representation of the Municipality. On expiration or termination of this contract, at the Municipality's request, the County will electronically duplicate and deliver files that were the subject of representation pursuant to this agreement to the Municipality in the electronic format that suits the business needs and practices of the County.

4. **INTEGRATION**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

5. **SERVICES SPECIFICALLY EXCLUDED**

The Parties acknowledge and agree that the County will not prosecute violations of local ordinances adopted by the Municipality. Local ordinance enforcement remains the sole responsibility of the Municipality. The Parties further acknowledge and agree that as a term or condition of this contract, the County will not provide representation to the Municipality on criminal prosecution related matters, if any, venued in any federal district or federal appellate court. Likewise, the County will not provide representation or advice or otherwise participate in any administrative citation process, regardless of statutory authorization for such programs.

6. **RELEASE AND INDEMNIFICATION**

The Parties further acknowledge and agree that the County will not indemnify in any way or defend civil claims for damages or any other cause(s) of action alleging wrongdoing by the County on behalf of the Municipality, whether in federal or state court, if any, arising in relation to any criminal prosecution or administrative or judicial forfeiture action undertaken by the County on behalf of Municipality. The Municipality remains solely responsible for defense of such claims, including but not limited to civil litigation expenses, settlement costs, and court ordered awards.

**IN WITNESS WHEREOF**, the Municipality, by motion duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Clerk; and the County of Stearns, by the County Board of Commissioners, has caused this Agreement to be signed by the Chair Person and Clerk of said Board, and by the Stearns County Attorney, effective on the date and for the duration as above-referenced.

Dated: \_\_\_\_\_

**CITY OF ALBANY**

By: \_\_\_\_\_  
Tom Kasner, Mayor

Attest: \_\_\_\_\_  
Gary Winkels  
City Administrator

Dated: \_\_\_\_\_

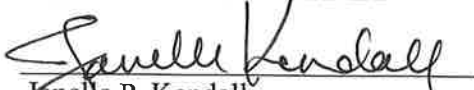
**COUNTY OF STEARNS**

By: \_\_\_\_\_  
Tarryl Clark, Chair  
Stearns County Board

By: \_\_\_\_\_  
Randy Schreifels  
County Auditor/Treasurer

Dated: 6-30-24

**STEARNS COUNTY ATTORNEY**

By:   
Janelle P. Kendall  
County Attorney

# Quote

Date:  
6-28-2024



313 34<sup>th</sup> Ave South  
Waite Park, MN. 56387  
Phone (320)492-0198

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**Job Name: 12" Butterfly Valve Replacement**  
**Job Site address: Albany MN**

**Attn: Joe,**

**Labor & material to remove and replace existing 12" Butterfly Valve with a  
New 12" Dezurik Butterfly Valve. Reuse existing Pneumatic operator &  
Accessories,  
Install new Gaskets**

**Total \$ 5,460.00**

**Greg Braegelmann  
MN Mechanical Solutions Inc.  
320-492-0198**

Accepted By:

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Authorized Representative

Date

Pursuant to due call and notice thereof, a meeting of the Park Board in and for the City of Albany, Stearns County, Minnesota, was called to order by Chair Sonya Hoffarth at 6:30 o'clock in the evening on Wednesday, June 26, 2024, at 400 Railroad Avenue, for the said City.

Other Board members present: Ross Voit, and Chad Rothstein. Councilor Al Amdahl, Park Board Liaison, was present. Others present were Gary Winkels, Clerk/Adm., Joe Mergen, Public Works Supervisor, Dalton Herzog Albany Area Jaycees, the following Friends of North Park members: Bryan Schiffler, Harlod Desautel, the following residents: Diane Wolf, Deb Solarz, Kenny Hinnenkamp and Albany Township resident Jon Stueve.

Chair Sonya Hoffarth called for any additions or corrections to the minutes of March 07, 2024, and hearing none declared the said minutes approved as written.

Chair Sonya Hoffarth welcomed Mr. Rothstein as the newest Park Board member who was appointed by the city council on May 15, 2024, with a term to expire on December 31, 2026. Ms. Hoffarth also thanked former Park Board member Dalton Herzog for his service and noted Mr. Herzog resigned from the Park Board after four months due to moving out of town.

Mr. Hinnenkamp, 1201 Parkview Court, requested permission from the board to solicit funds to upgrade the baseball field in Halls Highview Park. Mr. Hinnenkamp noted the ballfield is the perfect size for "peewee" baseball but needs to be reshaped and lime added to the infield. Mr. Hinnenkamp noted he estimates the upgrades to be \$2,000-\$2,500. Mr. Hinnenkamp noted accessing the field with equipment will be the biggest challenge. Mr. Hinnenkamp also noted residents in the neighborhood would also like a basketball court in the future. After due discussion a motion was made by Ross Voit and seconded by Chair Sonya Hoffarth to recommend to the City Council Mr. Hinnenkamp be authorized to solicit funds to repair the ballfield in Halls Highview Park. All voted for the motion, and it carried.

Mr. Herzog informed the board that the Albany Area Jaycees are interested in remodeling the Jaycee Shelter in North Park. Mr. Herzog noted the remodel would include installing windows, furnace and air conditioning to allow a longer rental season. After due discussion a motion was made by Chair Sonya Hoffarth and seconded by Ross Voit to recommend to City Council the Albany Area Jaycees be authorized to investigate remodeling the Jaycees Shelter. All voted for the motion, and it carried.

Mr. Schiffler appeared before the board to voice his concerns about the council and park board, wanting projects approved before soliciting funds. Mr. Voit questioned Mr. Schiffler who all represents Friends of North Park. Mr. Schiffler noted it is made up of members of the Albany Jaycees and community members, and noted Friends of North Park is a name they gave themselves and are not an official organized group. Mr. Schiffler provided an update on the progress of the improvements in North Park by the Friends of North Park. Mr. Schiffler noted his staff "ground down" the cracks/ridges in the surface of the pickleball courts approximately three weeks ago and noted the contractor that he hired to paint the pickleball courts recommended installing a fiberglass patch to repair the cracks/ridges. Mr. Schiffler noted he is concerned about more shifting in the concrete if the contractor performs the recommended fiberglass repair and noted the contractor will be coming back in the fall of 2024 or spring of 2025 to make a final decision.

Mr. Schiffler also informed the board 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 in North Park. Mr. Schiffler noted that if these improvements are approved, he would like to perform them simultaneously, but cannot proceed with the approved walking trails until he knows if and where the proposed shelter and splashpad would be located. Mr. Schiffler also noted he would like to install electrical power for future camping sites in North Park. Mr. Winkels noted at the March 3<sup>rd</sup> council meeting a proposed shelter was approved with a design and location to be approved at a later date. Mr. Winkels noted at the June 20<sup>th</sup> council meeting Mayor Tom Kasner and several councilors noted they have received numerous emails and phone calls from residents who are concerned about the improvements in North Park. Mr. Winkels noted the council also directed Jeremy Mathiasen, city engineer with the firm Stantec Inc. MN, to investigate the cost of their services to

assist the city to prepare a city-wide survey to include but not limited to streets, parks, emergency services and to write a request for proposal (RFP) to hire a construction manager to coordinate the proposed building of the shelter in North Park. Mr. Schiffler noted it is his opinion that if the city hires a construction manager or an engineer in either the proposed park shelter or splash pad, they will not be able to afford the improvements. Mr. Winkels noted per the city attorney and auditor the competitive bidding process must be followed, whereby both recommended not awarding contracts until the funds are received. Chair Sonya Hoffarth noted she appreciates all the “beautiful” park improvements completed in North Park, but informed Mr. Schiffler the city regulations differ from private business. Mr. Winkels noted funds of \$250,000 for the proposed shelter have been received by the city but the funds of \$250,000 for the splash pad are not available until 2025. Chair Sonya Hoffarth informed Mr. Schiffler the Park Board is not going to make any recommendations on the proposed shelter until the RFP construction manager is hired and will decide on the proposed splash pad after the city survey results are received. Councilor Al Amdahl noted in March the park board and council approved the following twelve (12) park improvements in North Park:

- 1) Pickleball Court surface repair.
- 2) Improve Jaycee Shelter – Add ten (10) feet to existing Jaycee shelter for handicapped accessible bathrooms.
- 3) Improve existing walk paths.
- 4) Repair parking lot by Jaycee Shelter.
- 5) Tree Trimming
- 6) Softball field well pump replacement.
- 7) Gazebos demolition and/or replacement.
- 8) Softball field parking lot repairs (regrade).
- 9) Softball shelter replacement demolition and new construction to be determined at a later date.
- 10) Build a new kids’ play area with off-road equipment tires west of the softball field driveway entrance.
- 11) Construct BMX bike path.
- 12) Install playground equipment for preschool age children.

Mr. Mergen informed the board the parks department received the following donations: 1) Albany Lions, \$1,400 infield lime for 6<sup>th</sup> Street ball park, 2) Freeport State Bank, \$16,500 Toro Sand Pro ballfield drag, and 3) Albany Chrysler Center, Backpack Blower to occasionally blow off pickle ball courts.

Mr. Winkels presented the board a draft park bench policy. Mr. Winkels noted he would like the board’s opinion on what type(s) of park benches to allow in a city park. Chair Sonya Hoffarth noted she would like the option of memorial trees added to the policy but noted no name plaques be placed on the tree or in the ground. Chair Sonya Hoffarth, with the consensus of the board, recommended to the council the approval of the said policy with the said memorial tree addition, allowing custom metal or granite benches and the locations to be determined on an individual basis.

Mr. Winkels presented the board the following park fund balances:

• Park Dedication Funds	\$115,068
• North Park trail/path resurface	\$17,020
• North Park maintenance funds	\$27,473
• North Park: 1) Trail#238 and/or 2) funds	\$9,022
• North Lake Revitalization	<u>\$21,000 +/-</u>
Total Funds	\$189,583

Chair Sonya Hoffarth adjourned the meeting at 8:30 PM.

Gary Winkels, Clerk/Adm.





## PARK BENCH DONATION PROGRAM



The City of Albany is home to six parks with North Park being the city's largest with approximately 56 acres. The Park Bench Donation Program is designed to increase the use and enjoyment of parks, trails, and playgrounds.

Whether you are remembering a loved one, honoring an important person or group, or wanting to enhance your town, donating a park bench is an excellent way to invest in the City of Albany.

### GENERAL INFORMATION

- Granite or powder coated steel style bench available measuring (size of bench?) in length, cost of donation is (cost?) per bench.
- An optional engraved plaque with inscription, "In Memory of," up to 30 characters max to be ordered by City of Albany. Size of plaque?
- The City of Albany will be responsible for purchase, installation, and maintenance of the bench. (How will benches be secured?)
- Benches will be available to population within the Albany school district.
- The City of Albany's Park Bench Donation Program utilizes a 10-year sponsorship term. After the initial 10 years, the bench can be renewed, adopted by a new owner with choice of new plaque placement, repurposed, or removed.

## PARK BENCH DONATION PROGRAM POLICY

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- Park benches may be donated anonymously.
- Park benches may be donated in honor or in memory of a loved one.
- Donor may work with the City of Albany and Park Board to determine general placement within parks or along a trail; however, the exact location of bench is dependent on site conditions.
- Number/amount of benches in each park will be determined by Park Board with final approval by the Park Board and City of Albany. The City of Albany will attempt to accommodate location requests.
- The City of Albany reserves the right to relocate a donated bench and plaque at any time. The City will make an effort to contact the donor to discuss alternative locations, with the final location to be determined by the City.
- The City of Albany will order and secure the bench on a concrete pad in the approved location.
- The City of Albany's Public Works Department will perform general maintenance and upkeep around the bench area.
- The City of Albany is not responsible for vandalism of the bench.
- The City reserves the right to remove any donated benches that have been damaged and are beyond repair. Replacement options?
- Donor will fill out a form and submit with full payment for bench. The City will accept checks made payable to "City of Albany," or cash in the exact amount of payment due.
- Once the order form is submitted, City staff will confirm with donor the details before processing the order of bench/s.
- Park Bench Donation Program order forms are available at City Hall and on the city's website.
- The cost per park bench is (cost?). The City of Albany offers (two?) different styles of benches. Exact model/style is subject to change.
- For donors wishing to place an engraved plaque on the bench, an (size?) engraved plaque is available and will be affixed on the bench with final approval by Park Board and City of Albany. Specific style information is available.

- Contacted Jay Netter regarding the city ordering benches on 6/21/24. Powder coated black bench made to order. "In memory of" and design of choice cut out on back. Rough price estimate \$1150.



- Contacted Michelich Granite/Sunburst Memorials on 6/21/24. Park style granite bench with two stone color options: Imperial Grey and Jet Black. Small number of benches are kept on hand. Michelich offers delivery of bench and precast cement pads with securing of bench to pad option. Tax would be removed.

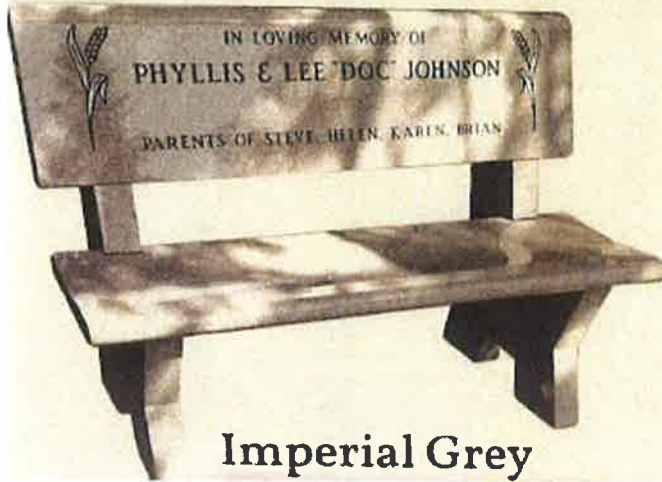
Jet Black:

Granite	\$5,049.00
Freight	\$ 190.00
Setting	\$195.00
Foundation	\$165.00
Tax 7.13%	\$399.21
Grand Total	\$5,998.21

Imperial Grey

Granite	\$3,499.00
Freight	\$190.00
Setting	\$195.00
Foundation	\$165.00
Tax 7.13%	\$288.69
Grand Total	\$4,337.69

# BENCH MEMORIALS - PARK STYLE



Imperial Grey



Jet Black

DRAFT

# Stearns County HRA

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## Revolving Loan Fund

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Housing and Redevelopment  
Authority of Stearns County

401 West Wind Court

P.O. Box 484

Cold Spring, MN 56320

(320) 685-7771

Neil Fortier - Executive Director

[neilf@stearnshra.com](mailto:neilf@stearnshra.com)



**Purpose** - The purpose of the Revolving Loan Fund is to provide gap financing to eligible creditworthy businesses for expansion or modernization of existing or new facilities.

**Eligibility** - Manufacturing and wholesale distribution or other businesses which export goods and services to other regions.

**Focus** - Business retention and expansion with reinvestment and technology investment desired.

**Wages** - Preference will be given to applications paying a livable wage as defined by the Minnesota Department of Trade and Economic Development (DEED).

**Program** - Companion loans will be made to creditworthy businesses meeting the loan fund criteria and receiving the recommendation of the Stearns County HRA Board of Directors and approval of the Stearns County Board of Commissioners.

**Rates and Terms** - Interest rates will be commensurate with risk typically in the one (1) to three (3) percent range but will vary based upon market conditions. The term for most loans will be in the five (5) to seven (7) years.

**Loan Amounts** - Typically between \$10,000 and \$150,000. The Stearns County HRA Board of Directors will consider all requests.

**Application** - Please contact the Housing and Redevelopment Authority of Stearns County to request a pre-application.

- Will NOT cover entire cost.

- Match component  
- The higher the match the more favorable