

**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, April 6, 2022, in the Council Room at 400 Railroad Avenue for the said City.

**AGENDA**

1. Convene meeting
2. Pledge of Allegiance
3. Audit Bills
4. Act on regular Council minutes of the meeting held on March 2nd
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Janelle P. Kendall, Stearns County Attorney- update on annual City Prosecution Services Contract related to petty misdemeanor, misdemeanor, and gross misdemeanor criminal and traffic offenses, including criminal and traffic state law violations/probation that arise under state law within the City of Albany.
7. Jeremy Mathiasen, City Engineer – present the following
  - Resolution 2022-15, calling for a preliminary engineering report for Forest Avenue roadway and utility improvements (Forest Avenue, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Streets, and adjacent alleys)
  - Project updates
8. Reports of Boards and Department Heads
  - Police Chief Ozzie Carbajal
  - Joe Mergen, Public Works Supervisor – discuss MPCA Phase I Polyfluoroalkyl substances (PFAS) monitoring plan
  - Tom Schneider, Clerk/Adm.
9. Mayor's announcements and letters
10. Mayor to announce next regular Council meeting date (April 20th) and adjourn

Tom Schneider  
Clerk/Adm.

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, March 16, 2022, in the Council Room at 400 Railroad Avenue for the said City.

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

Other's present were: Tom Schneider, Clerk/Adm., Joe Mergen, Public Works Supervisor, Jeremy Mathiasen, City Engineer with Stantec, Inc., St. Cloud, MN, Jason Murray, the City Financial Consultant with the firm of David Drown Associates, and Ellarry Prentice, Staff Writer, the Star Post.

The council recited the Pledge of Allegiance.

The council took notice of approval of payment of bills. After due discussion, a motion was made by Adam Rushmeyer and seconded by Keith Heitzman to authorize electronic payments (payroll), transfers, and the payment of the following bills: Check Numbers 71704 to 71734. 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 March 2nd and hearing none declared them approved.

Open forum/public comments: none

Mr. Murray appeared before the Council to present two options to fund the 2022 Midland Avenue Improvements (1<sup>st</sup> Street to 6<sup>th</sup> Street and adjacent street and alleys). Mr. Murray noted there is \$10,000 +/- in savings to accept a private placement negotiated sale versus a rated, competitive sale. Mr. Murray noted the annual debt service payment to issue a bond for \$2,235,000 is approximately \$177,200 per year for a 15-year term at a confirmed annual interest rate of 2.25% which will be funded by a combination of tax levy and special assessments to be collected in the years 2023-2037. After due discussion and upon the recommendation of Mr. Murray, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption:

RESOLUTON NO. 2022-12  
RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY  
OF \$2,235,000 GENERAL OBLIGATION PERMANENT IMPROVEMENT  
REVOLVING FUND BOND, SERIES 2022A

The motion for the foregoing resolution was seconded by Al Amdahl and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Adam Rushmeyer, Al Amdahl, John R. Harlander, 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/Adm. available for public inspection during regular business hours.

After due discussion and upon the recommendation by Mr. Murray, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to approve the Placement Agent Engagement letter and the final Terms of Offering with Robert W. Baird & Co., Incorporated (Baird), and the First Independent Bank, the purchaser. All voted for the motion and it carried.

Mr. Mathiasen presented to the council a resolution to authorize the city to enter into an agreement with the Minnesota Department of Transportation (MnDOT) for the purpose of providing the payment of the state to the city for the states share of the 1<sup>st</sup> Street and Railroad Avenue Intersection Improvements and the sidewalk improvements along 8<sup>th</sup> Street (TH238) south of Railroad Avenue (TH238). After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION 2022-13  
RESOLUTION TO ENTER INTO AND EXECUTE MN/DOT AGREEMENT  
1<sup>st</sup> Street (TH238) Intersection and Utility Improvements & 8<sup>th</sup> Street Sidewalk Improvements

The motion for the foregoing resolution was seconded by Adam Rushmeyer and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Adam Rushmeyer, Al Amdahl, John R. Harlander, 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/Adm. available for public inspection during regular business hours.

Mr. Mathiasen informed the council only two bids were received at 11:00 AM on March 16th for the 1<sup>st</sup> Street (TH238) Intersection and Utility Improvements and 8<sup>th</sup> Street Sidewalk Improvements. Mr. Mathiasen noted the lowest bid was \$616,000 and his estimate was \$465,000, but many cities are experiencing similar bidding results due to higher costs due to inflation and material shortages. Mr. Mathiasen noted the majority of the costs will be funded by MnDOT or \$425,000, but would like to discuss with MnDOT options to lower the overall construction costs for the proposed improvements. Mr. Harlander questioned if the sidewalk should be eliminated or partially constructed to reduce the costs. Mayor Tom Kasner noted the sidewalk is something residents have shared positive comments to the council and would favor the sidewalk improvements. Mr. Mathiasen also noted a bituminous surface may be considered rather than concrete for the intersection improvement, a savings of \$90,000+/- . Mr. Mathiasen informed the council he will have additional information at the next council meeting to determine how to proceed with the aforesaid improvement.

Mr. Harlander questioned if the council should authorize the city engineer to prepare a feasibility study for roadway and utility improvements on Forest Avenue between 1<sup>st</sup> Street and 6<sup>th</sup> Street and adjacent streets and alleys as per the city’s Capital Improvement Plan. Mr. Harlander noted material and labor costs continue to increase due to inflation and the information in the said study may be used anytime in the future to develop plans and specifications for the improvement. Mayor Tom Kasner, with the consensus of the council, directed Mr. Schneider to prepare a resolution authorizing the city engineer to prepare a feasibility study for roadway and utility improvements on Forest Avenue between 1<sup>st</sup> Street and 6<sup>th</sup> Street and adjacent streets and alleys at the April 6<sup>th</sup> council meeting. Mr. Schneider informed the council prior to moving forward with the project, he will meet with Mr. Murray to discuss debt management and funding options to determine if the project is financially feasible to consider in 2023 or 2024.

The council took notice of a proposed amendment to Ordinance No. 71, Animals. Mr. Schneider informed the council potentially dangerous dogs would now be subject to all of the same requirements as dangerous dogs. Mr. Schneider noted the city is authorized by statue to adopt more restrictive requirements. Mr. Schneider noted there are other minimal changes to the ordinance which brings it in line with state law requirements and the registration fee for a potentially dangerous dog and dangerous dog is \$500 annually. Mr. Schneider informed the council the police department feels the stricter requirements are justified and recommended approval of the amendment. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and ordinance amendment and moved its adoption:

CITY OF ALBANY  
AMENDMENT TO ORDINANCE NO. 71, ANIMALS

RESOLUTION 2022-14  
AUTHORIZING SUMMARY PUBLICATION OF AMENDMENT TO  
ORDINANCE 71, ANIMALS

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

Keith Heitzman, and none voted against the same; whereupon the said resolution and ordinance amendment was declared duly passed and adopted. The full text of the said resolution and ordinance amendment is on file at the office of the City Clerk/Adm. available for public inspection during regular business hours.

Mr. Schneider informed the council Police Chief Ozzie Carbajal recommended Derek Stommes be promoted from part-time to full-time Patrol Officer. Mr. Schneider noted the department has struggled to retain part-time officers and a fourth full-time officer would meet the needs of the department to provide adequate police coverage on weekends and during periods of personal time off. After due discussion and upon the recommendation by Police Chief Ozzie Carbajal, a motion was made by Mayor Tom Kasner and seconded by Al Amdahl to hire Derek Stommes as a full-time Patrol Office in the Albany Police Department. All voted and the motion carried.

Councilor Keith Heitzman, Albany Golf Club Liaison, presented to the council the Albany Golf Club's checkbook register. After due discussion, a motion was made by Keith Heitzman and seconded by John R. Harlander to approve electronic payments, transfers, and the payment of the following: checks 40091-40095. Voting for the motion were Councilors Keith Heitzman, John R. Harlander, Al Amdahl, and Adam Rushmeyer, and none voted against. Mayor Tom Kasner abstained and the motion carried.

Mr. Amdahl, Albany Area Schools Community Education liaison, updated the council on various winter and summer activities offered to the community through the community education department. Mr. Amdahl also updated the council on the 2021-22 Blattner Energy Arts Theater (BEAT) programming.

Mr. Schneider presented to the council a resolution to re-establish the city election precinct and polling place (400 Railroad Avenue) due to the new Congressional and Legislative districts. Mr. Schneider noted there are no changes for the city, but the city is required to adopt a resolution. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-09  
A RESOLUTION TO REESTABLISHING THE PRECINCT AND THE  
POLLING PLACE FOR THE CITY OF ALBANY FOR THE ELECTIONS OF 2022  
(Albany City Hall, 400 Railroad Avenue)

The motion for the foregoing resolution was seconded by Adam Rushmeyer and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Adam Rushmeyer, Al Amdahl, John R. Harlander, 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/Adm. available for public inspection during regular business hours.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, April 6, 2022, and adjourned the meeting at 7:25 PM.

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Tom Schneider  
Clerk/Adm.

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To:	Mr. Tom Schneider and Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	March 30, 2022

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**Reference: Engineering Update for the 4/6/22 Council Meeting**

**2021 Capital Improvement Project**

Construction work is on hold until the spring of 2022.

**Golfview Lift Station Improvements**

A preconstruction meeting is being held this afternoon with the Contractor, Sub-contractors, City Staff and the utility companies to discuss logistics and details for the proposed work. Details of the meeting will be shared at the Council meeting.

**2022 Capital Improvement Project**

A preconstruction meeting is scheduled for Thursday, April 7<sup>th</sup>, to discuss the upcoming reconstruction work. An informational meeting/open house is being planned for Wednesday, April 13<sup>th</sup> to invite business owners in and talk about the project. As of now the proposed start of the construction is planned for late April or the first week in May.

**1<sup>st</sup> Street/TH 238 Improvements**

MnDOT is planning to fund the full amount of the original project agreement (not the reduced cap that was discussed at the last meeting) and would prefer that the City proceed with the concrete roadway construction. The final revised agreement is being compiled for signatures. We can discuss more of the details at the meeting on Wednesday. The official project award to Bardson Excavating will take place at the April 20<sup>th</sup> Council meeting.

Feel free to contact me at any time with project related questions.

[Jeremy.mathiasen@stantec.com](mailto:Jeremy.mathiasen@stantec.com) 320.266.5232

**RESOLUTION 2022-15  
CALLING FOR A PRELIMINARY  
ENGINEERING REPORT  
Forest Avenue Roadway & Utility Improvements  
(Forest Avenue, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Streets, and adjacent alleys)**

WHEREAS, it is proposed to undertake the following improvement: Street and Utility reconstruction of Forest Avenue (from 1<sup>st</sup> Street to 6<sup>th</sup> Street), and 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Streets (between Midland Avenue and Forest Avenue), and adjacent Alleys, the “Improvement” and to assess the benefitted property for all or a portion of the cost of the Improvement pursuant to Minnesota Statutes, Chapter 429.

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

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

Adopted by the City Council this 6<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Tom Kasner, Mayor

\_\_\_\_\_  
Tom Schneider, Clerk/Adm.

(S E A L)



March 23, 2022

Tom Kasner, Mayor  
City of Albany  
PO Box 370  
Albany, MN 56307-0370

RE: PFAS Monitoring Plan Inclusion  
Permit No. MN0020575

Dear Mayor Kasner:

The Minnesota Pollution Control Agency (MPCA) has developed a statewide PFAS monitoring plan to identify and quantify sources of per-and polyfluoroalkyl substances (PFAS). The monitoring plan identifies phase 1 to include influent monitoring at municipal wastewater treatment plants (WWTP). This monitoring data will be used to help identify sources of PFAS that are being discharged to the WWTPs. The monitoring plan for municipal wastewater focuses on communities that have either a delegated pretreatment program or have identified a significant industrial user (SIU) by requesting that they partner with the MPCA in investigating potential sources of PFAS in WWTP influent waste streams. Based on the basic criteria noted above, your community has been identified as a WWTP to be included in phase 1 of the PFAS monitoring plan.

### Background

PFAS are a group of man-made chemical compounds that have been widely used in industrial and consumer products since the 1940's. Some of the common products that are typically associated with these compounds can include: certain firefighting foams, metal plating chemicals, paper and packaging materials, nonstick coatings, and stain and water resistant treatments for clothing, furniture and carpeting.

PFAS have been found to have adverse effects to humans, are very persistent in the environment (also referred to as forever chemicals), and can bioaccumulate in animal and human tissue.

### Requested Actions

The monitoring plan will be implemented in a phased approach. The basic requirements of the monitoring plan are as follows:

Action	Projected Timeline
Sign Memorandum of Understanding (MOU)	Late Fall 2022
Develop a basic sampling plan & submit to MPCA	Late Fall 2022
Collect first two quarterly influent samples	Early 2023
MPCA develops response thresholds	Spring/Summer 2023
Identify PFAS sources and develop source reduction plan	Spring/Summer 2023
Collect last two quarterly influent samples	Late 2023/Early 2024

### Next Steps

Before the monitoring begins, the MPCA will finalize an implementation plan and MOU. As part of the development of an implementation plan and MOU, the MPCA will be working with the identified communities to ensure that the implementation plan provides clear direction and meets the needs of permittees and the MPCA. The next step will be a kickoff meeting on April 26, 2022; an agenda and information on the meeting logistics will be sent out prior to the meeting.

The table below summarizes upcoming actions through Early 2023:

Action	Projected Timeline
Kick-off meeting with identified permittees	Tuesday, April 26, 2022, 11 a.m. to 12 p.m.
Finalize implementation plan*	Summer 2022
Finalize and share MOU	Fall 2022
Sign MOUs	Late Fall 2022
Initiate PFAS monitoring actions	Early 2023

\* *Implementation plan will include, but is not limited to: sampling protocols, data submittal procedures, facility specific sampling and analysis plan requirements, etc.*

If you have any questions regarding the PFAS monitoring plan feel free to contact Jaramie Logelin at 218-302-6640 or by email at [jaramie.logelin@state.mn.us](mailto:jaramie.logelin@state.mn.us) or Sheryl Bock at 218-316-3882 or by email at [sheryl.bock@state.mn.us](mailto:sheryl.bock@state.mn.us).

Sincerely,

*Nicole Blasing*

This document has been electronically signed.

Nicole Blasing  
Manager  
Municipal Wastewater Section  
Municipal Division

cc: Joe Mergen





**Randy R. Schreifels**

County Auditor-Treasurer

## **SIGN UP FOR ONLINE STATEMENTS**

**Get your Tax Statement, Truth in Taxation and Value and Classification Notice by email!** Visit our website at [www.stearnscountymn.gov/](http://www.stearnscountymn.gov/). Click on [services.co.stearns.mn.us/electronic-notices/](http://services.co.stearns.mn.us/electronic-notices/) and fill out the form to request Electronic Statements.

### **Five convenient ways for you to pay your property taxes.**

**Pay Online** – Pay your property taxes on the Stearns County website using either E-Check or Visa/MasterCard. Visit

<https://mnstearns.manatron.com/Tabs/TaxSearch.aspx> and click Online Services.

**Monthly or Quarterly Payment Plans** – Spread your payments over either a quarterly or a 10-month period. Payments are automatically deducted from your checking or savings account. Direct Payment Plan Applications are available online at <https://mn-stearnscounty.civicplus.pro/670/Payment-Options> and click on Payment Plans or call (320)656-3870.

Ever wonder about property tax refunds?

To see if you qualify, visit [www.taxes.state.mn.us](http://www.taxes.state.mn.us)

**U.S. Mail** – Return your payment stub along with a check or money order for the correct amount to the Treasurer's office. Your payment must be postmarked on or before the due date. If your taxes are not escrowed, pre-addressed envelopes are included with your tax statement.

**Escrow** – Your escrow agent may be escrowing your property taxes for you. The escrow agent is responsible for paying your property taxes by the due date. If you aren't sure if your taxes are being escrowed, contact your escrow agent.

**In Person Payments** – At this time secure drop boxes have been made available for you at both the Administration Building and West Service Center. We also allow you to make payment(s) at either the Treasurer's office or at Stearns County Service Center in person. Watch our web site for any updates.

**If you have any property tax questions, please call the Treasurer's Office at (320) 656-3870, or email [Taxes@co.stearns.mn.us](mailto:Taxes@co.stearns.mn.us)**



Owning property can come with questions and concerns. Stearns County has many departments and services here for you. Most of our land and property departments are now located at our West Service Center in Waite Park. This includes our Environmental Services department, Land Management, Recording Services, County Surveyor and County Assessor offices. Explore our website for more information on these areas:

<https://www.stearnscountymn.gov/>

#### OTHER SERVICES OFFERED BY THE AUDITOR- TREASURER'S OFFICE:

**Passport Services are open by appointment!** We have two locations to accept your passport application. When preparing for future trips, plan accordingly. Current timeframe for receiving your passports from the Federal Government Passport Center are 8-11 weeks for Routine Service and 5-7 weeks if you select Expediting Service (for an additional fee). Please keep in mind these times are estimates. Please visit our website: <https://www.stearnscountymn.gov/631/Passport> to make your appointment. Open Monday-Friday from 8:00 a.m. to 4:30 p.m.

**License Centers are open to walk-ins for all services.** You can shorten your wait time by making an appointment at [www.stearnscountymn.gov/](http://www.stearnscountymn.gov/) or by calling 320-656-6540. Appointments are prioritized first in office at both license center locations. You can also use our online virtual license center for birth and death certificates, notary, and ordination filings, or DNR and vehicle tab renewals. Our downtown office is Open Monday-Friday from 8:00 a.m. to 4:30 p.m. and the Service Center is open 8:30 a.m. to 5:00 p.m. (Drive thru at Service Center opens at 7:30 a.m.)

**REAL ID: Effective May 3, 2023, you will need a form of identification other than the standard license to fly in the United States.** Identification options for domestic travel will include a passport book or card, or an Enhanced or REAL ID. The Enhanced meets all REAL ID requirements with the addition of land or sea border crossing into Mexico and Canada. You can find the required documentation that is needed to obtain an Enhanced or REAL ID by visiting [drive.mn.gov](http://drive.mn.gov).

### Visit us at Stearns County

#### Service Center West

3301 County Rd 138  
Waite Park, MN 56387

#### Administration Building

705 Courthouse Square  
St Cloud, MN 56303