

**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 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 June 15th
5. Open Forum/Public comment (3 to 5 minutes max.)
  
6. Kris Schiffler, owner of Shady's Hometown Tavern and Events Center – present a Large Gathering Permit application and a temporary extension of out-door liquor for the purpose to hold an outdoor concert north of the alley or rear area of their building on August 26th.
  
7. Mark Luostari, Building Inspector, Inspectron, Inc. – recommendation to approve the following
  - Building Inspection Services Contract and permit fee schedule
  - Amendment to Appendix “A”, the Albany Schedule of Fees and Charges
  
8. Public Hearing on the 1<sup>st</sup> Street (TH238) roadway improvements and 8<sup>th</sup> Street sidewalk improvements
  - Resolution 2022-29, Adoption of Special Assessments
  - Jeremy Mathiasen, City Engineer
  
9. Jeremy Mathiasen, City Engineer – present the following:
  - Pay Application No. 2 for the 2022 Midland Avenue CIP Improvements
  - Pay Application No. 1 for the 1<sup>st</sup> Street & Railroad Avenue Intersection Impr.
  - Project updates
  
10. Reports of Boards and Department Heads
  - Police Chief Ozzie Carbajal, Police Department
  - Joe Mergen, Public Works Supervisor
  - Tom Schneider, Clerk/Adm. – present the following:
    1. Resolution 2022-30 - LG230 MN Lawful Gambling application to conduct off-site gambling for the Albany American Legion on August 5<sup>th</sup> at the annual Car Show, Albany Chrysler Center, 34650 225<sup>th</sup> Avenue.
    2. Albany Jaycees application to display fireworks (Premier Pyrotechnics) on golf course on August 6<sup>th</sup>, Heritage Day
    3. Request by Gary Winkels, Fire Chief for installation of 7 or 8 off-street parking spaces south side of Fire Hall from Midland Avenue.
    4. Large Gathering Permit application submitted by the Albany Chrysler Center for annual Car Show to be held on Friday, August 5<sup>th</sup>.
    5. Ordinance amendments for the purpose of changing the due date to the 15<sup>th</sup> of the month rather than 30 days:
      - Ordinance No. 33 (Stormwater drainage utility)
      - Ordinance No. 30 & 31, (Municipal Water and Sewer System)
  
11. Mayor's announcements and letters
  
12. Mayor to announce next regular Council meeting date (July 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, June 15, 2022, in the Council Room at 400 Railroad Avenue for the said City.

Other Council members present were: Councilors Keith Heitzman, John R. Harlander, 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, Police Chief Ozzie Carbajal, Derek Stommes, Patrol Officer, Jason Murray, David Drown Associates, and Herman Lensing, Staff Writer, the Star Post. Members from the public were Joseph Peternell and Dan Sorenson.

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 John R. Harlander and seconded by Al Amdahl to approve/authorize payroll, electronic payments, transfers, and the payment of the following bills: Check Numbers 71851 to 71911. 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 1st and hearing none declared them approved.

Open forum/public comments: none

Mark Luostari, certified Building Official with the firm of Inspectron, Inc., Rosemount, MN, appeared before the council to inform the council their company purchased Mid-MN Code Enforcement, the city's past building code enforcement company. Mr. Luostari presented a proposed contract for services and schedule of fees, a slight increase. Mr. Luostari noted his company will provide building code inspections, review of building plans and code compliance for commercial, industrial, public, and residential properties. Mr. Luostari noted their company provides building code services to several cities along the I94 corridor and will have very similar or if not identical fee schedules and applications. Mr. Schneider informed the council action to approve the contract for services and fee schedule will be presented to the council at the next meeting being an ordinance amendment document needs to be drafted by the city attorney and summary of action published in the Star Post. Mayor Tom Kasner thanked Mr. Luostari for attending the meeting and directed Mr. Schneider to discuss the proposed changes in fees and related documents with the city attorney.

Sheri Thill, owner of Rookies Sports Bar, 481 Railroad Avenue, appeared before the council to request permission to temporarily block off 5<sup>th</sup> Street adjacent to their building north of Railroad Avenue to the rear alley to conduct their annual Bean Bag Tournament to be held on Heritage Day, Saturday, August 6<sup>th</sup>. Ms. Thill noted the area will be properly fenced and alcohol will be served in their outside bar. Mr. Schneider noted proper insurance is provided for the event and had no objections. After due discussion, a motion was made by Adam Rushmeyer and seconded by Keith Heitzman to approve the aforesaid request. All voted for the motion and it carried.

Pursuant to due notice, at 6:45 PM, Mayor Tom Kasner called the public hearing into session to consider granting Shamrock Lane Rentals, LLC, 1321 Shamrock Lane, a property tax abatement to assist with the construction of a 20,000+/- sq. ft. commercial office building. Mr. Murray noted the tax abatement to be collected by the city shall not exceed a period of fifteen years commencing with taxes payable 2024 and the maximum cumulative amount of the abatement shall not exceed \$250,000 over that fifteen-year period as outlined in the Tax Abatement Plan. Mr. Peternell appeared before the council to inform the council the project will create jobs, improve a vacant lot with potential for additional development, add tax base, retain jobs, and create new jobs. Mayor Tom Kasner informed the council the Economic Development Authority (EDA) held on a meeting on June 6<sup>th</sup> and are in support of the project and request for tax abatement. Mayor Tom Kasner closed the public hearing at 6:50 PM. After due

discussion and upon the recommendation of the EDA, a motion was made by Mayor Tom Kasner who introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-25  
AUTHORIZING A TAX ABATEMENT ON PROPERTY WITHIN THE CITY OF ALBANY  
FOR THE PURPOSE OF ASSISTING SHAMROCK LANE RENTAL LLC

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

Pursuant to due notice, at 6:52 PM, Mayor Tom Kasner called the public hearing into session to consider a business subsidy for Shamrock Lane Rentals, LLC, to assist with the construction of 20,000+/- sq. ft. commercial office building at 1321 Shamrock Lane. Mr. Murray appeared before the council to summarize the terms for the development agreement between the city and Shamrock Lane Rentals, LLC. Mr. Murray noted items that are included, but not limit to, job creation/reporting, construction of a 20,000 sq.ft. building, total business subsidy not to exceed \$250,000, 15-year period or less whatever comes first, etc. Mayor Tom Kasner closed the public hearing at 6:55 PM. After due discussion and upon the recommendation of the EDA, a motion was made by Adam Rushmeyer who introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-26  
RESOLUTION APPROVING BUSINESS SUBSIDY  
TO SHAMROCK LANE RENTALS, LLC

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 John R. Harlander, Adam Rushmeyer, Keith Heitzman, and Al Amdahl, 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 appeared before the council to present a resolution to authorize the city to enter into an agreement with the Minnesota Department of Transportation (MnDOT) for the purpose of MnDOT reimbursing the city for wear and tear of city streets used as the detour route while the 1<sup>st</sup> Street (TH238) and Railroad Avenue intersection improvements are being constructed. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION 2022-27  
ENTERING INTO AGREEMENT NO. 1050922 WITH MnDOT  
FOR ADMINISTRATION OF THE TH238 DETOUR

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 John R. Harlander, Adam Rushmeyer, Keith Heitzman, and Al Amdahl, 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.

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 40162-40200. Voting for the motion were Councilors Keith Heitzman, John R. Harlander, and Adam

Rushmeyer, and none voted against. Mayor Tom Kasner abstained and the motion carried. Mr. Heitzman informed the council of the following projects: advertising billboard near number two green adjacent to I94 is being refaced with new advertising, landscaping by front entrance of clubhouse is nearly completed, trees damaged by May 12<sup>th</sup> storms removed, clubhouse to be painted, and marketing company continues to prepare advertising materials to solicit golfers to the course and Toptracer range.

Dan Sorenson, 820 Midland Avenue, appeared before the council to question if the drain tile on Midland Avenue west of the 8<sup>th</sup> Street was televised to confirm there are no additional blockages. Mr. Sorenson also questioned why the city's insurance adjuster hasn't reached out to him after a conversation a week ago regarding damages to his basement due to the collapsed tile by a May 12<sup>th</sup> rain event. Mr. Mergen informed the council he was under the impression the contractor who repaired the drain tile was going to televise the tile. Mr. Mathiasen noted the collapsed tile was repaired by a contractor on May 19<sup>th</sup>, but to his knowledge it was not televised for any additional issues. Mr. Schneider informed the council the city's insurance adjuster has been assigned to several claims throughout the state due to the May 12<sup>th</sup> storm and will complete his investigation as soon as possible. Mayor Tom Kasner directed Mr. Mathiasen to proceed to televise the drain tile and directed Mr. Schneider to contact the city's insurance adjuster for an update on his investigation of the claim.

Mr. Schneider presented to the council the following individuals to service as election judges for the Mn State Primary (August 9<sup>th</sup>) and the General Election (November 8<sup>th</sup>): Rita Stenlund, Head Election Judge, Mary Kay Grabmeier, Steven Mader, Christopher Ramseyer, Anne Smith-Bleichner, Sharon Timp, Debbie Sabrowsky, Pam Rypkema, Frank Haynes, Tom Schneider, Luey Thomas, and Carol Tembruell. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl to appoint the aforementioned individuals as election judges at an hourly wage of \$12.00 and the head election judge \$14.00/hour. All voted for the motion and it carried.

The Council took notice of an application for a Large Gathering Permit received by the Chamber of Commerce for Heritage Day, the annual community celebration, to be held on Saturday, August 6<sup>th</sup>. Mr. Schneider noted the event is sponsored by the Albany Chamber of Commerce and will consist of activities, such as but not limited to, a beer garden, live music, foods, parade, fireworks, children's games, etc. Mr. Schneider also noted the Minnesota Department of Transportation approved the special permit application submitted by the Chamber to conduct the parade on Railroad Avenue (TH238). After due discussion, a motion was made by Tom Kasner and seconded by Keith Heitzman to approve the Large Gathering Permit application including the parade route to temporarily close Railroad Avenue, 6<sup>th</sup> Street, and Forest Avenue for the activities. All voted for the motion and it carried. Mayor Tom Kasner informed the council the fireworks application to display fireworks for the event will be discussed at the next council meeting.

The Council took notice of a MN Lawful Gambling LG220 Exempt Permit application submitted by Holy Family School, 160 2<sup>nd</sup> Street South, to conduct a raffle and an application and permit for a 1 day to 4 day Temporary On-sale Liquor License on October 8<sup>th</sup> at the said address. After due discussion, a motion was made by Adam Rushmeyer who introduced the following resolution and moved its adoption including the Temporary On-sale Liquor License:

RESOLUTION 2022-28  
APPROVING MINNESOTA  
LAWFUL GAMBLING EXEMPT PERMIT APPLICATION

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

The council also took notice of a request by the Albany Fire Department to construct seven or eight new off-street parking spaces on the south side of the fire hall. Mr. Schneider noted the proposed off-street parking spaces had been proposed by the fire department building committee in the original construction plans when the fire hall was constructed in 1992, but just not constructed at that time for some reason or another. Mr. Schneider noted approximately four on-street parking spaces would be eliminated on Midland Avenue. Mr. Schneider also noted the fire department would pay for the expenses to construct the new off-street parking area. Mr. Harlander noted there is limited on-street parking in the downtown business area and existing businesses near the fire hall may oppose losing on-street parking. Mr. Heitzman noted several vehicles from the residential neighborhood park on the street adjacent to the fire hall which prevents firemen responding to calls to park next to the fire hall. After due discussion, a motion was made by Keith Heitzman and seconded by Al Amdahl to approve the request by the Albany Fire department to construct approximately seven or eight off-street parking spaces on the south side of the fire hall. Mr. Harlander questioned if anyone from the city or the fire department contacted nearby businesses to determine if they had any comments on the proposal to lose four on-street parking spaces. Mr. Schneider informed the council to his knowledge nobody spoke to the area businesses. Mayor Tom Kasner recommended that contact be made to the area businesses and questioned if Mr. Heitzman and Mr. Amdahl would rescind their motion. Mr. Heitzman and Mr. Amdahl noted they would rescind their motion. Mayor Tom Kasner informed the council the discussion will continue at the next council meeting.

Mayor Tom Kasner announced the next regular council meeting for 6:30 o'clock in the evening on Wednesday, July 6, 2022, and adjourned the meeting at 7:35 PM.

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Tom Schneider  
Clerk/Adm.

# CITY OF ALBANY

## SPECIAL EVENT PERMIT

PERMIT IS HEREBY GRANTED TO

*Shady's Hometown Tavern  
And Events Center*

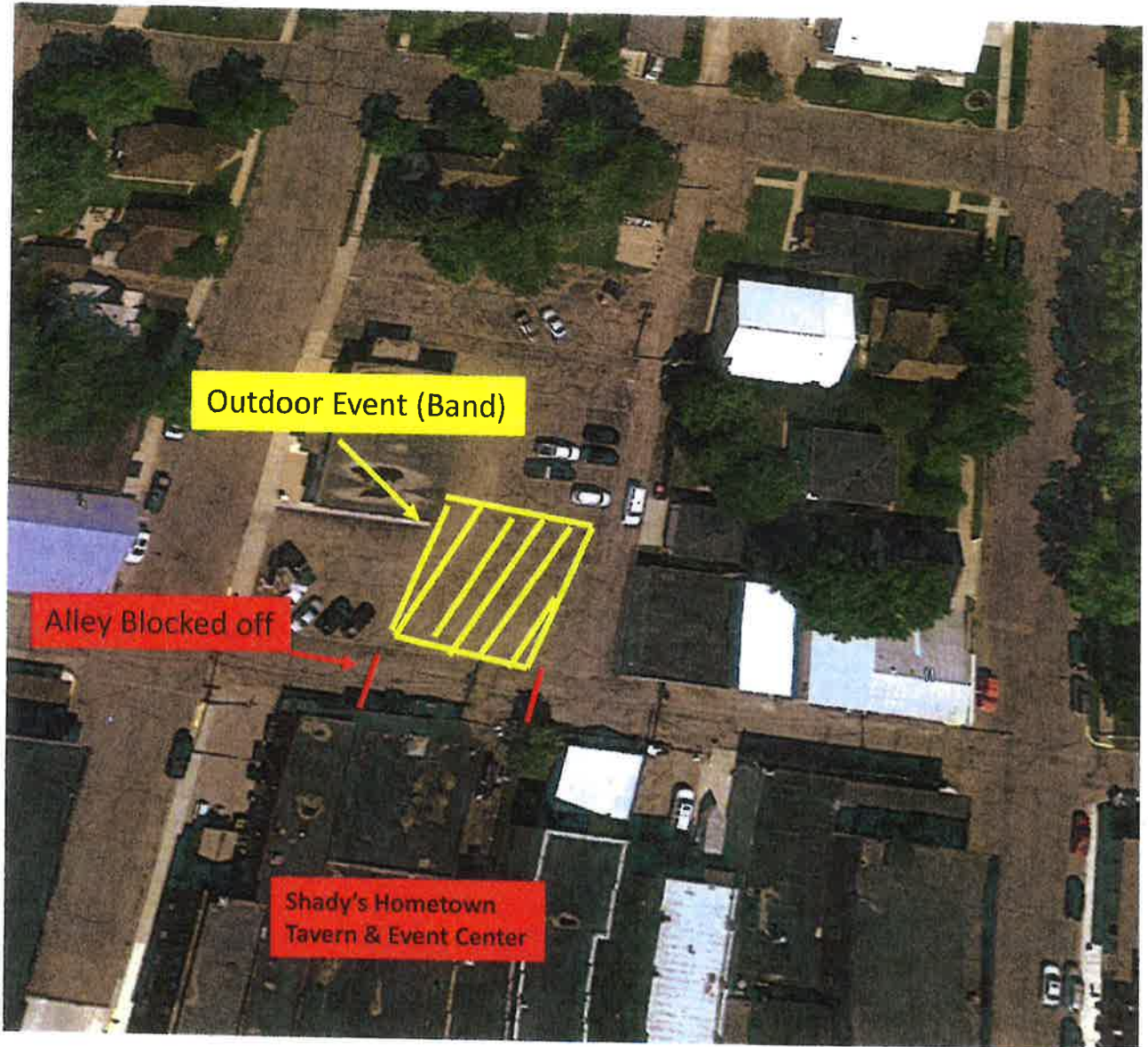
**TO CONDUCT A SPECIAL EVENT NORTH OF  
THEIR BUILDING AT 451 RAILROAD AVENUE  
IN THE CITY OF ALBANY, COUNTY OF STEARNS,  
STATE OF MINNESOTA, FOR THE PERIOD**

**Commencing on August 26, 2022, and  
Terminating at 2:00 AM, August 27, 2022.**

**Approved by the City of Albany  
on this 6th day of July, 2022**

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

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



Outdoor Event (Band)

Alley Blocked off

Shady's Hometown  
Tavern & Event Center

**CITY OF ALBANY  
AMENDMENT TO APPENDIX A  
ALBANY SCHEDULE OF FEES AND CHARGES**

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

1. That there shall be a returned check fee of \$30 per NSF check.
2. That the Building Permit Fees shall be amended as provided in Exhibit A attached hereto and incorporated herein.

This Ordinance Amendment shall be effective upon publication.

This Ordinance was approved by the majority of the City Council of Albany on this 6th day of July, 2022.

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

\_\_\_\_\_  
Tom Schneider, Clerk/Administrator

( S E A L )

This amendment was published in the *Star Post* on July 13, 2022



# City of Albany Permit Fee Schedule

## EXHIBIT A NEW BUILDING PERMIT FEES

### Residential Permits

#### **Building Permits**

Residential Permit Fee  
Plan Review Feedback  
State Surcharge

Valuation based using UBC Table 1A  
50% of Permit Fee  
The greater of .0005 x valuation or \$1.00

#### **Building Permits - Maintenance**

Roofing  
Siding  
Demolition  
Window Replacement (same size)  
Window Replacement (with structural change)  
Fences and Walls over 7' [Length 16']

\$100 + \$1.00 State Surcharge = \$101.00  
\$100 + \$1.00 State Surcharge = \$101.00  
\$150 + \$1.00 State Surcharge = \$151.00  
\$100 + \$1.00 State Surcharge = \$101.00  
Valuation based using UBC Table 1A  
\$50 + \$1.00 State Surcharge = \$51.00

#### **Plumbing Permit**

Residential Alteration  
Residential New  
Sprinkler/Irrigation System

\$100 + \$1.00 State Surcharge = \$101.00  
\$100 + \$1.00 State Surcharge = \$101.00  
\$100 + \$1.00 State Surcharge = \$101.00

#### **Mechanical Permit**

Residential Alteration  
Residential Fireplace  
Residential New

\$100 + \$1.00 State Surcharge = \$101.00  
\$100 + \$1.00 State Surcharge = \$101.00  
\$100 + \$1.00 State Surcharge = \$101.00

### Commercial Permits

#### **Building Permits**

Building Permit Fee  
Plan Review Fee  
State Surcharge

Valuation based using UBC Table 1A  
65% of Permit Fee  
The greater of .0005 x valuation or \$.50

#### **Commercial Demolition Permits**

Building Permit Fee  
Plan Review Fee  
State Surcharge

Valuation based using UBC Table 1A  
65% of Permit Fee  
The greater of .0005 x valuation or \$.50

#### **Plumbing Permits**

Building Permit Fee  
Plan Review Fee  
State Surcharge

Valuation based using UBC Table 1A  
65% of Permit Fee  
The greater of .0005 x valuation or \$.50

#### **Mechanical Permits**

Building Permit Fee  
Plan Review Fee  
State Surcharge

Valuation based using UBC Table 1A  
65% of Permit Fee  
The greater of .0005 x valuation or \$.50

#### **Fire Suppression and Alarm Permits**

Plan Review Fee  
State Surcharge

Valuation based using UBC Table 1A  
65% of Permit Fee  
The greater of .0005 x valuation or \$.50

#### **Fences/Walls over 6 Feet & [Permanent Signs/Zoning]**

Permit Fee  
Plan Review Fee  
State Surcharge

Valuation based using UBC Table 1A  
50% of Permit Fee  
The greater of .0005 x valuation or \$.50

### Zoning Permits

**Agriculture Buildings**  
Permit Fee  
No Plan Review Fee  
No Surcharge Fee

Valuation based - \$100 for \$0 to \$20,000 and \$6.00 per \$1,000 thereafter

#### **Inspections Outside Normal Business Hours**

\$60 per hour, 1 hour minimum

#### **Inspections for which no fee is specifically indicated**

\$50.00 per inspection

#### **Investigation Fees**

Work which was started without a permit shall be subject to an investigation fee equal to the permit fee, less the surcharge

1994 UNIFORM BUILDING CODE TABLE 1-A – BUILDING PERMIT FEES Valuation	Fee
\$1 to \$25,000	\$62.25 for the first \$2000 plus \$12.50 for each additional \$1000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$349.75 for the first \$25,000 plus \$9.00 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$574.75 for the first \$50,000 plus \$6.25 for each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$887.25 for the first \$100,000 plus \$5.00 for each add'l \$1000, or fraction thereof, to and incl. \$500,000
\$500,001 to \$1,000,000	\$2,887.25 for the first \$500,000 plus \$4.25 for each add'l \$1000, or fraction thereof, to and incl. \$1,000,000
\$1,000,001 and up	\$5,012.25 for the first \$1,000,000 plus \$2.75 for each add'l \$1000, or fraction thereof

## BUILDING INSPECTION SERVICES CONTRACT

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between Inspectron Inc., a Minnesota corporation with its principle place of business located 15120 Chippendale Ave., Suite 202 Rosemount, MN 55068 hereinafter "Inspectron" and City of Albany, MN a Statutory Minnesota jurisdiction, with its principle offices located at 400 Railroad Ave, Albany, MN 56307 (hereinafter "[City]").

WHEREAS, the [City] has enacted the Minnesota Building Code (the "Code");

WHEREAS, the [City] requires building inspection services to ensure compliance with the Code;

WHEREAS, Inspectron and or its employees are licensed to provide such inspection services;

WHEREAS, the [City] desires to enter into an agreement for the purchase of building inspection services with Inspectron; and

WHEREAS, Inspectron desires to provide such services to the [City].

NOW THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

1. Inspection Services. During the term of this agreement, Inspectron agrees to perform the following services:

- a. Providing Building Code inspections as required by Minnesota Statutes and local ordinance;
- b. Providing re-inspections as required;
- c. Issuing occupancy permits upon final completion of the structure.
- d. Review of building plans for compliance with building code requirements.
- e. Other responsibilities as outlined in proposal \_\_\_\_\_, 2022.  
(attached as Exhibit A)

City agrees to provide Inspectron with access to pertinent information, records, systems and data, as determined necessary in the discretion of Inspectron. The City shall provide all required forms. Inspectron shall assist in the responsibilities of administration and enforcement of its zoning ordinance, initiating and confirming all building permits for final zoning approval and land use. City shall hold Inspectron harmless and indemnify Inspectron from any and all claims that arises or may arise from zoning, land use, ordinances or incomplete or incorrect information on the permit application except to the extent such claims arise out of the negligence or intentional acts of Inspectron. Inspectron shall hold the City harmless and indemnify the City from all claims that arise out of Inspectron's negligence or intentional misconduct in performing the services hereunder.

Such indemnification and hold harmless shall specifically include damages, claims, costs and reasonable attorney fees.

Inspectron shall perform the services under this contract at such location and at such times as Inspectron deems appropriate while providing the service to diligently carry out the terms of this agreement.

Inspectron shall provide all tools, transportation, and communication devices it deems necessary to carry out the field services of this agreement.

Inspectron agrees to proceed diligently and in accordance with its usual course and manner of business and in accordance with accepted industry standards. Inspectron may at its discretion retain subcontractors in the performance of this agreement. Inspectron agrees to perform additional services, to which the parties agree during the term of this contract, under the terms and conditions of this agreement.

2. Term of Agreement. This agreement is effective commencing \_\_\_\_\_ 2022 and shall consist of a period of 12 months of service. This agreement may be automatically extended each upon such terms and conditions as contained herein.

3. Payment. In consideration of such consulting work, the City agrees to pay to Inspectron under the following schedule:

Inspectron will have personnel available as needed 5 days per week to cover the building inspection services outlined in the Proposal Scope of Services.

Inspectron, Inc. will provide the services listed in the Building Inspection Scope of Services for 75% of the building permit fee plus 100% of the plan review fee. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Zoning Scope of Services at the hourly rate of \$85.00/per hour and will be added to the monthly invoice. Reviewing the building plans for compliance with the Zoning Ordinance and field verification of setbacks will be included in the building plan review and inspections at no extra charge to the City.

Any work performed at the request of the City outside of the Building Inspection Scope of Services will be billed at \$85.00/per hour and will be added to the monthly invoice.

All transportation, communication, tools and insurance costs will be the direct responsibility of Inspectron, Inc. All records will be maintained in accordance with the City adopted record retention schedule, at the office of Inspectron, Inc. The records will be available to the City for examination at any time during normal business hours or any other pre-arranged time. Records for all closed projects shall be delivered to the City on a quarterly basis.

Attendance at requested meetings will be billed at \$85.00 per hour of attendance plus travel time one way from the Rosemount office and will be added to the monthly invoice.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:30 p.m. will be billed to the contractor at \$85.00 per hour in addition to the permit fee. A 1-hour minimum will apply. Inspectron Inc. will retain 100% of this fee.

Additional work agreed to by the parties shall be paid at the rate of \$85.00 per hour of services. All work shall be billed on a monthly basis and shall be due and payable within 30 days of receipt of such billing.

4. Confidentiality. City agrees that it will not reveal, divulge or make known to any person, firm, or corporation any secret or confidential information during or after the term of this agreement. Confidential information shall be defined as knowledge, systems, practices, forms and written plan review format used by Inspectron in the delivery of service under this contract. The City shall use such confidential information for the limited purposes of this agreement.

5. Relationship. Nothing in this agreement shall be construed to create employment, a partnership, joint venture, license or agency relationship and neither party shall have the right or authority to bind the other. The City agrees that it will not hire any of Inspectron's employees, who have provided services under this agreement, during the term of this contract or for a period of one year after the expiration or termination of this agreement, without the express written consent of Inspectron. In the event the City hires such Inspectron employee(s) (with or without express written consent of Inspectron); the City shall notify Inspectron and pay a fee of ten (10%) percent of the employee's 1<sup>st</sup> year annual salary with the City. Such payment shall be due upon commencement of employment with the City.

6. Termination. This agreement may be terminated by either party upon sixty (60) days written notice. Such termination shall not affect the rights and obligations of the parties accrued prior to the termination date or rights under paragraph 3 and 4.

7. Assignability. This agreement shall not be assignable by either party without the written consent of the non-assigning party.

8. Law. This contract shall be governed by the law of the State of Minnesota. The parties agree that the venue of any legal action arising under the agreement shall be Stearns County, Minnesota. The parties further agree that in the event either party brings an action against the other to enforce any condition or covenant of this agreement the prevailing party shall be entitled to recover its court costs and reasonable attorney fees in the judgement rendered in such action.

9. Severability. If any provision of this agreement shall be held by any court to be illegal, invalid or unenforceable, such provision shall be construed and enforced as if it had been more narrowly drawn so as to be legal, valid or enforceable. Such illegality, invalidity or

unenforceability shall not have effect upon or impair the enforceability of any other provision of this agreement.

10. Entire Agreement. This agreement constitutes the entire agreement between the parties. This agreement may be amended only by written agreement of both the City and Inspectron.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

City of Albany

Inspectron, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

## “Appendix A”

### Proposal Scope of Services

#### **Building Inspection**

Inspectron, Inc. proposes to provide building department administration including plan review, permit issuance, field inspections, correction notice issuance and re-inspection, certificate of-occupancy issuance, monthly, quarterly and annual reports to City Council, Planning Commission and outside agencies and interact with contractors and general public on complaints and code questions. Inspectron Inc. will calculate the project valuation for determination of building permit fees for every permit.

#### City will:

1. Provide a plan submittal checklist to all permit applicants outlining required submittals to accompany the application.
2. Approve permits and provide them within 24 hours to Inspectron.
3. Review all permit applications for land use compliance.
4. Review all permit applications for compliance with setback dimensions, lot coverage limits and minimum lot dimensions.
5. Verify Certificates of Occupancy’ are ok to release.
6. Calculate the project valuation for determination of building permit fees for every permit.

Permits will be issued for all construction work as required in MN State Building Code Chapter 1300. These permits will include but not be limited to:

1. New construction, addition, alteration, repair, remodel, modification, demolition, or relocation of all residential and non-residential and accessory structures.
2. Roofing, siding, window replacement.
3. Signs
4. Plumbing new, addition, alteration, remodel, repair or modification.
5. Mechanical new, addition, alteration, remodel or modification.
6. Fire Suppression Systems
7. Fire Alarm Systems

The service will also include reviewing permit applications with the City’s Zoning ordinance for land use compliance. This will involve reviewing all permit applications for compliance with setback dimensions, lot coverage limits and minimum lot dimensions. The project will be field inspected to ensure compliance with the Zoning Ordinance dimensional standards.

The average turnaround time for residential projects will be 7 – 10 days after receipt of all necessary information. Minor residential projects such as roofing, siding, window replacement and minor repairs will not require plan review. These permits can be issued immediately. The average turnaround time for a commercial or other non-residential

project will be 10-15 days after receipt of all necessary information as required in MN Rule 1300. A plan submittal checklist will be provided to all permit applicants outlining required submittals to accompany the application. Written plan review comments are provided to every applicant when plan review is determined necessary

Our office receptionist will schedule all inspections when the permit holder calls Inspectron's Rosemount office at 651-322-6626. A 24-hour notice is required for all inspection. All inspections will be scheduled within 24 hours of the time requested.

Computerized permit activity and inspection activity reports will be provided with the monthly billing for Planning Commission and Board review. Inspectron will also provide the reports on forms provided by the City if required.

A copy of the monthly permit activity report will be submitted to the County Assessor.

Inspectron will prepare the electronic surcharge reports for submittal to the State Treasurer. The City shall forward the report with appropriate fees.

Inspectron, Inc. will provide effective, efficient and expedient service by utilizing its Rosemount team of inspectors and plan review staff for inspections and plan reviews. Additional staff will be hired to supplement as needed. Ron Wasmund or Mark Luostari will serve as the Building Official of Record and serve as the Project Manager.

#### **Zoning Administration**

Upon Written Request of the City Council, Inspectron Inc. will provide Zoning Assistance to the City Council with review of the zoning ordinance standards, district standards and administration of the zoning ordinance as the specific zoning requests or projects require.

#### **Fire Marshall**

Inspectron Inc. will provide Fire Marshall services to include but not limited to:

1. Plan review and inspection of all multi-family and non-residential building plans for compliance with MN Fire Codes.
2. Plan review and inspection of all fire suppression systems for compliance with MN Building Codes, MN Fire Codes and NFPA Standards.
3. Plan review and inspection of all fire alarm systems for compliance with MN Building Codes, MN Fire Codes and NFPA Standards.
4. Coordination with the Fire Chief for response preplanning on all new multifamily and non-residential buildings.

#### **Fee Schedule**

Inspectron Inc. proposes to use the of Table 1A fee schedule to establish building permit fees. Inspectron Inc. will review the adopted fee schedule for compliance with the Building Code and State Statutes and advise the City Council if changes are required.



The building permit fee will be calculated on the valuation of the proposed project. The building official will calculate the project valuation using the Construction Cost Data published by the State Building Codes and Standard Division annually around the month of May.

A plan review fee of 65% of the building permit fee for commercial permits and 50% for residential permits will be charged for every project which in the sole discretion of the building official requires a plan to be submitted to demonstrate or clarify the project being permitted.

In addition to the building permit and plan review fees, the applicant must also pay a surcharge fee in accordance with Minnesota Statutes 16B.70

Separate plumbing and mechanical permits will be required in addition to the building permit for all construction projects that involve installation or changes to the plumbing and mechanical systems.

### **Terms**

Inspectron will have personnel available as needed 5 days per week to cover the building inspection services outlined in the Building Inspection Scope of Services.

Inspectron, Inc. will provide the services listed in the Building Inspection Scope of Services for 75% of the building permit fee plus 100% of the plan review fee. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Zoning Enforcement Scope of Services at the hourly rate of \$85.00/per hour and will be added to the monthly invoice. Reviewing the plans for compliance with the Zoning Ordinance and field verification of setbacks will be included in the building plan review and inspections at no extra charge to the City.

Any work performed at the request of the City Council outside of the Building Inspection Scope of Services will be billed at \$85.00/per hour and will be added to the monthly invoice.

All transportation, communication, tools and insurance costs will be the direct responsibility of Inspectron, Inc. All records will be maintained in accordance with the City's adopted record retention schedule, at the office of Inspectron, Inc. The records will be available to the City Council for examination at any time during normal business hours or any other pre-arranged time. Records for all closed projects will be delivered to the City on a quarterly basis.

Attendance at requested meetings will be billed at \$85.00 per hour of attendance plus travel time one way from the Rosemount office and will be added to the monthly invoice.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:30 p.m. will be billed to the contractor at \$85.00 per hour in addition to the permit fee. A 1-hour minimum will apply. Inspectron Inc. will retain 100% of this fee.

Additional plan review required by changes, additions or revisions to an approved plan after it has been reviewed will be billed to the contractor at \$85.00 per hour in addition to the permit fee. A 1-hour minimum will apply. Minor adjustments or changes to the plan that do not affect the scope or structural elements of the project will not require additional review.

Inspectron will bill the City an hourly rate of \$85.00 per hour for all Fire Marshall Services on a monthly basis.

Respectfully Submitted,

Ron Wasmund  
President  
Inspectron Inc.

# Building Permit Application for City of Albany

**Permit Number:** \_\_\_\_\_

**Inspection, Inc.**

15120 Chippendale Ave. Suite 202  
Rosemount, MN 55068

**Main Office: 651-322-6626**

Fax Number: 651-322-7580

Toll Free Number: 1-800-322-6153

Project Address	Street	City	State / Zip	Property ID #
Applicant Name	Street Address		Applicant Phone Number	
City	State	Zip	Applicant E-Mail	
Owner Name	Street	City	State / Zip	
Phone Number				
Contractors Name	Street	City	State / Zip	
Contractors State License Number (required)		Expiration Date	Phone Number/Email	
Brief Project Description			Completed Value (includes labor and materials)	
Intended Use				

## Project Information

Permit Type	Project Proposed Use	Type of Construction	
<input type="checkbox"/> Building	<input type="checkbox"/> Residential	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Repair
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Fire Suppression
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Interior Remodel	<input type="checkbox"/> Fire Alarm
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Demolition
	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Fireplace
	<input type="checkbox"/> Public	<input type="checkbox"/> Siding	<input type="checkbox"/> Manufactured Home
	<input type="checkbox"/> Multi Family (+5)	<input type="checkbox"/> Roofing	<input type="checkbox"/> Fence/Wall
		<input type="checkbox"/> Window Replacement	<input type="checkbox"/> Aboveground Pool
		<input type="checkbox"/> Furnace	<input type="checkbox"/> InGround Pool
		<input type="checkbox"/> New Construction	<input type="checkbox"/> Relocation

**Notice: Separate permits are required for plumbing, heating, fireplace installation, electrical work, fire suppression, fire alarm. The permit shall become null and void unless the work or construction authorized by the permit is commenced within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the time the work is commenced.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other State or Local law regulating construction of the performance of construction. This building permit may be suspended or revoked if the permit has been issued in error or on the basis of incorrect information supplied or in violation of any ordinance or regulation of the City of Albany. All permit fees and other costs to review the application that are incurred by the City for professional consultants, will be paid prior to issuance of the Building Permit. Interest will not be paid out on escrow dollars and any interest earned on the account will go into the general account for administration fees.

**Signature of Applicant**

**Date**

**Make check payable to the City of Albany**

**Building Permit Approval**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tom Schneider Zoning Official**

**Building Official**

# Appendix A

Ordinance	Description	Fee
	Division/Consolidation	\$50
81.24	Subdivision Code Violations	
	1 <sup>st</sup> Offense	\$100
	2 <sup>nd</sup> Offense within 12 months	Court
82.02	Knox Box or similar approved by Albany Fire Department	Actual Cost
82.05	Building Permit Fees	<b>= Delete</b>
	Total Valuation:	<b>See Revised.</b>
	\$1 to \$500	\$21
	\$501 to \$2,000	\$21 for the 1 <sup>st</sup> \$500 + \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000
	\$2,001 to \$25,000	\$62.25 for the 1 <sup>st</sup> \$2,000 + \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000
	\$25,001 to \$50,000	\$349.75 for the 1 <sup>st</sup> \$25,000 + \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$574.75 for the 1 <sup>st</sup> \$50,000 + \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$887.25 for the 1 <sup>st</sup> \$100,000 + \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
	\$500,001 to \$1,000,000	\$2,887.25 for the 1 <sup>st</sup> \$500,000 + \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
	\$1,000,001 and up	\$5,012.25 for the 1 <sup>st</sup> \$1,000,000 plus \$2.75 for each additional \$1,000 or fraction thereof

Ordinance	Description	Fee
RESIDENTIAL PERMIT: Includes re-shingling, re-siding, replacement windows bathroom remodeling, new kitchen cabinets and decks. To qualify for this, there can be NO STRUCTURAL CHANGES and/or enlargement of existing structure or room size. If the cost of project exceeds \$30,000, it no longer qualifies as maintenance. (Fences require site plan review)		
	\$0.00 to \$5,000	\$35 + State Surcharge
	\$5,001 to \$10,000	\$60 + State Surcharge
	\$10,001 to \$20,000	\$85 + State Surcharge
	\$20,001 to \$30,000	\$110 + State Surcharge
	Plan Check Fee: Residential	\$30/per hour
	Commercial	50% of the building permit fee
	State Fee (Surcharge)	\$.50/Thousand (.0005 x total \$ value)
82.05	Mechanical Permit Fees	
	Appliance Replacement Only	\$30.00 (\$15.00 inspection and \$15.00 administrative)
	All other Mechanical Permits	1% of valuation + State Surcharge
82.05	Plumbing Permit Fees	\$8.00 per fixture + State Surcharge
82.08	Building Code Violations	\$100
	Repeat Code Violations within 24 months	Double schedule fee
	Code violations that significantly endanger life or property	\$200
	Code violations that involves critically unsafe conditions	\$200
	Assessment Search Fees	\$15
82.10.5	Plumbing Plan Review for Commercial Construction	Actual Cost
	CRIMINAL FINES: The City Council has approved the above fine schedule for criminal offenses. The fine schedule has been filed with the District Court and will be administered accordingly.	
	EQUIPMENT:	CHARGE/HR
	Case Front End Loader	
	Jetter/vac	\$125
	Mower	\$75
	Pickup	\$40
	Snow Plow	\$40
	Squad Car	\$85
	Thumb Drive	\$55
	Street Sweeper	\$15
Misc. Administrative Charges:		\$80

**NOTICE OF HEARING ON ASSESSMENTS**  
**City of Albany, Minnesota**

Notice is hereby given that the City Council of the City of Albany, Stearns County, Minnesota (the "City"), will meet at the City Hall, 400 Railroad Ave, Albany, Minnesota on Wednesday, July 6, 2022, at 6:30 p.m. to consider objections to the proposed assessments for the construction of the Improvement referred to below, previously ordered by the City Council.

The general nature of the project includes reconstruction of storm sewer, and roadways and the new construction of concrete sidewalk (the "Improvement"). The area proposed to be assessed consists of every lot, piece of parcel of land abutting and benefited by the improvement. The total amount to be assessed is \$5,934.23. The proposed assessment roll is on file with the Administrator/Clerk-treasurer and open to public inspection.

Written or oral objections by any property owner will be considered at the hearing. No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Administrator/Clerk-Treasurer prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object to the assessment hearing is due to a reasonable cause.

Any owner of property to be assessed may appeal the assessment to the district court of Stearns County pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal upon the Mayor or Administrator/Clerk-Treasurer of the City within 30 days after the adoption of the assessment and filing such notice with the district court within 10 days after service upon the Mayor or Administrator/Clerk-Treasurer.

**Under the provisions of Minnesota Statutes, Sections 435.193 through 435.195**, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. The City has not established a deferment procedure pursuant to Minnesota Statutes, Sections 435.193 through 435.195.

The notice of this hearing mailed to property owners contains additional information.

Tom Schneider, City Administrator/Clerk  
City of Albany, Minnesota

(Mailed Notice)

**NOTICE OF HEARING ON ASSESSMENTS  
City of Albany, Minnesota**

To:

Parcel Description:

Notice is hereby given that the City Council of the City of Albany, Stearns County, Minnesota (the "City"), will meet at the City Hall, 400 Railroad Avenue, Albany, Minnesota on July 6, 2022 at 6:30 to consider objections to the proposed assessments for the Construction of the Improvements referred to below, previously ordered by the City Council.

The general nature of the project includes reconstruction of storm sewer, and roadways, and the new construction of concrete sidewalks (the "Improvement"). The area proposed to be assessed consists of every lot, piece of parcel of land abutting and benefited by the improvement.

The total amount proposed to be assessed is \$5,934.23. The total amount proposed to be assessed against the property described above is attached. The proposed assessment roll is on file with the Administrator/Clerk-treasurer and open to public inspection. Written or oral objections will be considered at the hearing.

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Administrator/Clerk-Treasurer prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object to the assessment hearing is due to a reasonable cause.

Any owner of property to be assessed may appeal the assessment to the district court of Stearns County pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal upon the Mayor or Administrator/Clerk-Treasurer of the City within 30 days after the adoption of the assessment and filing such notice with the district court within 10 days after service upon the Mayor or Administrator/Clerk-Treasurer of the City.

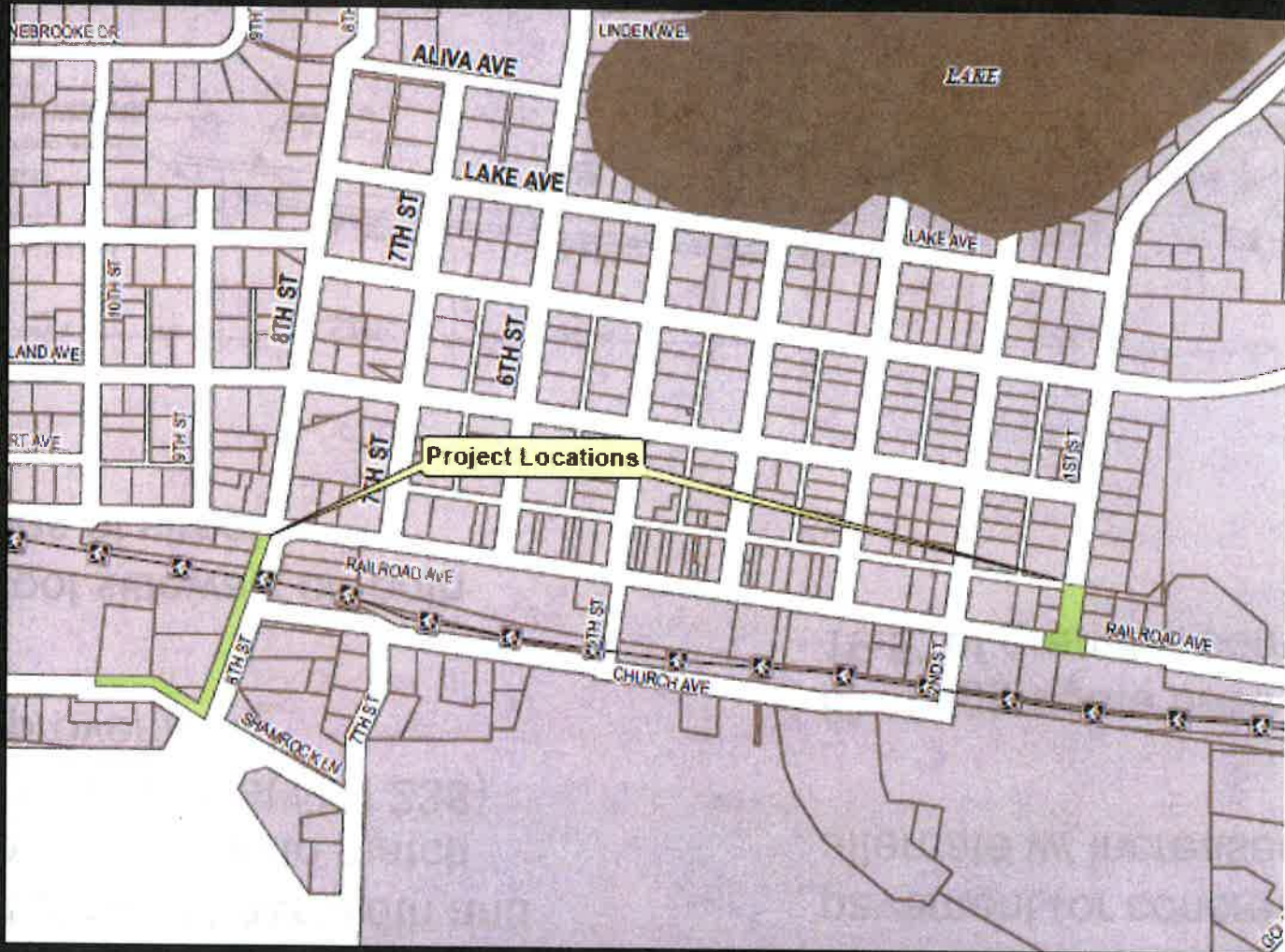
**Under the provisions of Minnesota Statutes, Sections 435.193 through 435.195**, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. The City has not established a deferment procedure pursuant to Minnesota Statutes, Sections 435.193 through 435.195.

Adoption by the City Council of the proposed assessment may be taken at the hearing.

The owner of any property so assessed may, at any time prior to the certification of the assessment or the first installment thereof to the County Auditor, which will be on or before November 15, 2022, pay the entire assessment on such property to the Administrator/Clerk-Treasurer. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of the final assessment roll. If the assessment is not prepaid within 30 days from the adoption of the assessment roll, interest will accrue on the assessment at the interest rate of 3.75%. An owner may at any time prior to November 15th of any year pay to the Administrator/Clerk-Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Interest will accrue on the assessments at the annual rate determined by the City Council upon adoption of the final assessment roll. Interest accrues from the assessment, if not sooner paid, is payable over a period of 5 years.

Dated June 20, 2022





2022 1<sup>st</sup> Street Intersection & 8<sup>th</sup> Street Sidewalk Improvements  
Project Locations

RESOLUTION 2022-29  
ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for the street, sidewalk, storm sewer, and sewer service improvements, to wit: 1<sup>st</sup> Street (TH238) from Railroad Avenue to the 1<sup>st</sup> Street Alley, and sidewalk improvements along 8<sup>th</sup> Street (TH238) and Shamrock Lane, (the "Improvement")

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement.
2. That such assessment shall be payable in equal annual principal installments extending over a period of five (5) years, the first of the installments to be payable with general taxes for the year 2023 and shall bear interest at the rate of 3.75% per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the entire assessment from the date of the adoption of this assessment resolution until December 31, 2022. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. That the owner of any property so assessed may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment resolution; and they may, at any time thereafter, pay to the City Treasurer, the entire amount of the assessment remaining unpaid, with interest accrued to December 31<sup>st</sup> of the year in which such payment is made. Such payment must be made before November 15<sup>th</sup> or interest will be charged through December 31<sup>st</sup> of the next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County

Adopted by the City Council of the City of Albany this 6th day of July, 2022.

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

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

(S E A L)

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To:	Mr. Tom Schneider Albany City Hall	From:	Jeremy Mathiasen St. Cloud, MN
File:	193805394	Date:	June 30, 2022

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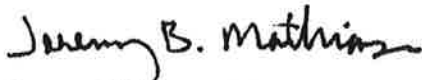
**Reference: 2022 Capital Improvements – Payment Application No. 2**

For your consideration at your June 1<sup>st</sup> Council meeting is Payment Voucher No. 2 for the 2022 Capital Improvement Project.

Payment Voucher No. 2 has been prepared for your review and generally includes site removals, sanitary sewer, water main, storm sewer installation, and roadway construction items. The amount due, minus the retainage, for **Payment Voucher No. 2 is \$338,566.98.**

Stantec is recommending approval of Payment Voucher No. 2 for Breitbach Construction Co. Should you have any questions about the work completed to date, feel free to contact me.

Stantec Consulting Services Inc.



Jeremy Mathiasen PE  
Senior Associate

Phone: 320 266 5232  
Jeremy.Mathiasen@stantec.com

Attachment: Payment Voucher No.2



Owner: City of Albany, 400 Railroad Ave., Albany, MN 56307	Date: June 30, 2022
For Period: 5/22/2022 to 6/25/2022	Request No: 2
Contractor: Breitbach Construction Co.	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 2022 ALBANY CAPITAL IMPROVEMENTS  
 STANTEC PROJECT NO. 193805394

SUMMARY

1	Original Contract Amount		\$	<u>2,008,700.59</u>
2	Additional Work	\$	<u>4,815.75</u>	
3	Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>2,013,516.34</u>
5	Value Completed to Date		\$	<u>505,676.05</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>505,676.05</u>
8	Less Retainage 5%		\$	<u>25,283.80</u>
9	Subtotal		\$	<u>480,392.25</u>
10	Less Amount Paid Previously		\$	<u>141,825.27</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u><u>338,566.98</u></u>

Recommended for Approval by:  
**STANTEC**

Jeremy B. Mathias

Approved by Contractor:  
**BREITBACH CONSTRUCTION CO.**

Chris Watrads

Approved by Owner:  
**CITY OF ALBANY**

\_\_\_\_\_  
 \_\_\_\_\_

Specified Contract Completion Date:  
 \_\_\_\_\_

Date:  
 \_\_\_\_\_

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Amount This Request	Quantity to Date	Amount to Date
<b>BASE BID:</b>								
1	MOBILIZATION	LUMP SUM	1	98,512.00	0.25	24,628.00	0.50	49,256.00
2	CLEAR AND GRUB	TREE	28	674.04	2	1,348.08	34.00	22,917.36
3	REMOVE SEWER PIPE (STORM)	LIN FT	1404	6.27	667	4,182.09	707.00	4,432.89
4	REMOVE SEWER PIPE (SANITARY)	LIN FT	1773	0.78	599	467.22	1,074.00	837.72
5	REMOVE WATER MAIN	LIN FT	2332	1.05	855	897.75	1,333.00	1,399.65
6	REMOVE HYDRANT ASSEMBLY	EACH	4	261.25	1	261.25	2.00	522.50
7	REMOVE GATE VALVE & BOX	EACH	2	109.50	2	219.00	2.00	219.00
8	REMOVE CATCH BASIN	EACH	11	182.91	4	731.64	4.00	731.64
9	REMOVE MANHOLE (STORM)	EACH	6	182.83	5	914.15	6.00	1,096.98
10	REMOVE MANHOLE (SANITARY)	EACH	10	182.90	3	548.70	5.00	914.50
11	REMOVE CURB AND GUTTER	LIN FT	5501	1.36	3765	5,120.40	5,265.00	7,160.40
12	REMOVE BLOCK RETAINING WALL	LIN FT	145	5.75		0.00	0.00	0.00
13	REMOVE STONE GROUTED RETAINING WALL	LIN FT	260	5.75		0.00	260.00	1,495.00
14	REMOVE CONCRETE WALK	SQ YD	2642	3.08	23	70.84	1,895.00	5,836.60
15	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	689	3.40	950	3,230.00	965.00	3,281.00
16	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	925	2.61		0.00	0.00	0.00
17	RECLAIM BITUMINOUS PAVEMENT	SQ YD	22020.00	0.65	3250	2,112.50	17,375.00	11,293.75
18	SAWING BITUMINOUS PAVEMENT	LIN FT	5021	3.14		0.00	126.00	395.64
19	SAWING CONCRETE PAVEMENT	LIN FT	779	5.22		0.00	160.00	835.20
20	ABANDON PIPE SEWER (SANITARY)	LIN FT	410	4.44		0.00	0.00	0.00
21	SALVAGE METAL SIDEWALK RAILING	LIN FT	19	20.89		0.00	16.00	334.24
22	SALVAGE SIGN	EACH	12	26.17		0.00	5.00	130.85
23	SALVAGE MAIL BOX SUPPORT & BOX	EACH	40	78.38		0.00	27.00	2,116.26
24	INSTALL SIGN	EACH	12	156.75		0.00	0.00	0.00
	INSTALL CLUSTER MAIL BOX SUPPORT & BOXES	EACH	7	209.00		0.00	0.00	0.00
25								0.00
26	INSTALL METAL SIDEWALK RAILING	LIN FT	13	67.92		0.00	0.00	0.00
27	ADJUST VALVE BOX	EACH	2	251.00		0.00	0.00	0.00
28	ADJUST FRAME & RING CASTING	EACH	2	397.00		0.00	0.00	0.00
29	VALVE BOX ADJUSTMENT RING	EACH	6	94.00		0.00	0.00	0.00
30	MANHOLE ADJUSTMENT RING	EACH	17	256.00		0.00	0.00	0.00
31	COMMON EXCAVATION (P)	CU YD	14285	10.45	3106	32,457.70	3,106.00	32,457.70
32	SUBGRADE EXCAVATION	CU YD	987	7.73	475	3,671.75	475.00	3,671.75
33	SELECT GRANULAR BORROW (CV)	CU YD	6034	10.45	470	4,911.50	470.00	4,911.50
34	SUBGRADE GRANULAR BORROW (CV)	CU YD	1382	8.36	484	4,046.24	484.00	4,046.24
35	SELECT TOPSOIL BORROW - SCREENED (LV)	CU YD	915	19.85		0.00	0.00	0.00
36	PLACE SALVAGED AGGREGATE (CV)	CU YD	1800	3.74	3500	13,090.00	3,500.00	13,090.00
37	GEOTEXTILE FABRIC TYPE V	SQ YD	23705	1.41	3000	4,230.00	3,000.00	4,230.00
38	GEOGRID	SQ YD	1300	1.57		0.00	0.00	0.00
39	AGGREGATE BASE (LV) CLASS 5 - DRWYS & WALK	CU YD	715	16.72		0.00	0.00	0.00
40	AGGREGATE BASE (CV) CLASS 5 - ROADWAYS & A	CU YD	4696	22.47		0.00	0.00	0.00
41	TYPE SP 9.5 WEARING COURSE MIXTURE (3.C)	TON	1932	85.69		0.00	0.00	0.00
42	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3.C)	TON	2702	84.65		0.00	0.00	0.00
43	BITUMINOUS PAVEMENT REPLACEMENT 2"-4"	SQ YD	1500	20.90		0.00	0.00	0.00
44	4" CONCRETE WALK	SQ FT	27057	4.18		0.00	0.00	0.00
45	6" CONCRETE WALK	SQ FT	2053	6.79		0.00	0.00	0.00
46	PEDESTRIAN CURB RAMP	EACH	1575	6.79		0.00	0.00	0.00
47	TRUNCATED DOMES	SQ FT	216	52.25		0.00	0.00	0.00
48	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	6871	14.37		0.00	0.00	0.00
49	7" CONCRETE VALLEY GUTTER & APRONS	SQ YD	40	83.60		0.00	0.00	0.00
50	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	350	56.43		0.00	0.00	0.00
51	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	967	41.80	143	5,977.40	143.00	5,977.40
52	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	1277	49.64	563	27,947.32	563.00	27,947.32
53	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	3	1,985.67		0.00	0.00	0.00
54	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2' X 3'	EACH	11	3,471.45	4	13,885.80	4.00	13,885.80
55	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-40	EACH	8	3,799.63	5	18,998.15	9.00	34,196.67
56	CONSTRUCT DRAINAGE STRUCTURE DESIGN 54-40	EACH	1	4,593.00		0.00	0.00	0.00
57	CONNECT TO EXISTING STORM SEWER	EACH	3	836.00		0.00	1.00	836.00
58	CONNECT INTO EXISTING CATCH BASIN	EACH	2	705.50	1	705.50	1.00	705.50
59	CONNECT DRAIN TILE TO STRUCTURE	EACH	4	209.00	5	1,045.00	5.00	1,045.00
60	IMPROVED PIPE FOUNDATION	LIN FT	1100	1.05		0.00	0.00	0.00

61	4" PERF PE PIPE DRAIN W/SOCK	LIN FT	2800	4.70	2675	12,572.50	2,675.00	12,572.50
62	DRAINTILE RISER W/ GV COVER	EACH	38	235.13	15	3,526.95	15.00	3,526.95
63	8" PVC SANITARY SEWER PIPE, SDR 35, 8-13' DEEP	LIN FT	2233	33.13	1018	33,726.34	1,493.00	49,463.09
64	10" PVC SANITARY SEWER PIPE, SDR 35, 0-8' DEEP	LIN FT	315	38.67		0.00	0.00	0.00
65	CONSTRUCT SANITARY MANHOLE	EACH	12	3,816.33	4	15,265.32	8.00	30,530.64
66	SANITARY MANHOLE OVERDEPTH	LIN FT	29.13	229.87	15	3,448.05	15.00	3,448.05
67	8"X4" PVC WYE	EACH	20	313.50	11	3,448.50	14.00	4,389.00
68	8"X6" PVC WYE	EACH	1	468.00		0.00	0.00	0.00
69	10"X4" PVC WYE	EACH	7	418.00		0.00	0.00	0.00
70	4" PVC SANITARY SERVICE PIPE	LIN FT	1008	20.38	314	6,399.32	323.00	6,582.74
71	6" PVC SANITARY SERVICE PIPE	LIN FT	25	41.52	12	498.24	12.00	498.24
72	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	27	109.74	11	1,207.14	11.00	1,207.14
73	CONNECT TO EXISTING SANITARY SEWER	EACH	6	705.33	3	2,115.99	4.00	2,821.32
74	TELEWISE SANITARY SEWER	LIN FT	2548	1.57		0.00	0.00	0.00
75	4" PVC WATERMAIN	LIN FT	43	37.12	40	1,484.80	40.00	1,484.80
76	6" PVC WATERMAIN	LIN FT	105	41.29	54	2,229.66	54.00	2,229.66
77	8" PVC WATERMAIN	LIN FT	2256	38.93	855	33,285.15	1,333.00	51,893.69
78	4" GATE VALVE AND BOX	EACH	1	1,721.00	1	1,721.00	1.00	1,721.00
79	6" GATE VALVE AND BOX	EACH	5	2,001.20	3	6,003.60	3.00	6,003.60
80	8" GATE VALVE AND BOX	EACH	4	2,628.25	4	10,513.00	5.00	13,141.25
81	5" HYDRANT	EACH	4	5,047.25	3	15,141.75	3.00	15,141.75
82	EXTEND HYDRANT BARELL	LIN FT	2	386.50		0.00	0.00	0.00
83	FITTINGS	POUND	971	9.41	372	3,500.52	444.00	4,178.04
84	8" WATER MAIN OFFSET	EACH	1	2,247.00		0.00	0.00	0.00
85	1" CORPORATION STOP	EACH	30	266.47	11	2,931.17	11.00	2,931.17
86	1" CURB STOP & BOX	EACH	30	397.10	11	4,368.10	11.00	4,368.10
87	1" TYPE K COPPER PIPE	LIN FT	1095	24.61	156	3,839.16	156.00	3,839.16
88	CONNECT TO EXISTING WATER MAIN	EACH	10	799.40	2	1,598.80	5.00	3,997.00
89	CONNECT TO EXISTING WATER SERVICE	EACH	30	117.03	11	1,287.33	11.00	1,287.33
90	TEMPORARY WATER SERVICE	LUMP SUM	1	6,270.00	0.25	1,567.50	0.50	3,135.00
91	3" POLYSTYRENE INSULATION	SQ YD	35	34.49	14	482.86	35.00	1,207.15
92	FERTILIZER & SEED, MNDOT 25-151	SQ YD	9460	0.73		0.00	0.00	0.00
93	HYDRAULIC SOIL STABILIZER, TYPE 5	SQ YD	9460	1.05		0.00	0.00	0.00
94	EROSION CONTROL BLANKETS CATEGORY 4	SQ YD	690	3.40		0.00	0.00	0.00
95	2.5" DECIDUOUS TREE, CELEBRATION MAPLE	EACH	11	679.27		0.00	0.00	0.00
96	2.5" DECIDUOUS TREE, DONALD WYMANN CRAB	EACH	11	679.27		0.00	0.00	0.00
97	SILT FENCE, TYPE MACHINE SLICED	LIN FT	330	4.18		0.00	0.00	0.00
98	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	7	574.71	2	1,149.42	2.00	1,149.42
99	STORM DRAIN INLET PROTECTION	EACH	30	78.37		0.00	15.00	1,175.55
100	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	34	78.38	5	391.90	5.00	391.90
101	TRAFFIC CONTROL	LUMP SUM	1	8,674.00	0.25	2,168.50	0.50	4,337.00
102	FURNISH SIGN PANEL (STOP SIGN)	EACH	2	157.00		0.00	0.00	0.00
103	SIGN SUPPORT	EACH	2	130.50		0.00	0.00	0.00
104	24" SOLID LINE WHITE-PAINT	LIN FT	112	14.63		0.00	0.00	0.00
	<b>ADDITIONAL REQUIRED WORK</b>							
	WATER MAIN CONNECTIONS AT RR AVE	LUMP SUM	1	4,815.75	1	4,815.75	1.00	4,815.8
	<b>TOTAL</b>					<b>351,570.55</b>		<b>505,676.05</b>
	<b>TOTAL BASE BID:</b>							<b>2,008,700.59</b>
	<b>TOTAL WORK COMPLETED TO DATE</b>							<b>500,860.30</b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF ALBANY  
STANTEC PROJECT NO. 193805394  
CONTRACTOR BREITBACH CONSTRUCTION CO.

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	5/2/2022	5/21/2022	141,825.27	7,464.48	149,289.75
2	05/22/2022	06/24/2022	338,566.98	25,283.80	505,676.05

**Material on Hand**

Total Payment to Date		\$480,392.25	Original Contract	\$2,008,700.59
Retainage Pay No. 2		25,283.80	Additional Work	\$4,815.75
Total Amount Earned		\$505,676.05	Revised Contract	\$2,013,516.34

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To:	Mr. Tom Schneider Albany City Hall	From:	Jeremy Mathiasen St. Cloud, MN
File:	193805175	Date:	June 30, 2022

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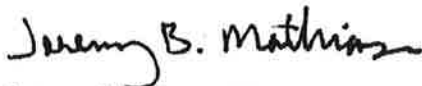
**Reference: Albany (TH 238) 1st Street Improvements – Payment Application No.1**

For your consideration at your June 1<sup>st</sup> Council meeting is Payment Voucher No. 2 for the Albany (TH 238) 1<sup>st</sup> Street Improvement Project.

Payment Voucher No. 1 has been prepared for your review and generally includes site removals, storm sewer installation, and roadway construction items. The amount due, minus the retainage, for **Payment Voucher No. 1 is \$258,371.41.**

Stantec is recommending approval of Payment Voucher No. 1 for Craig Bardson Excavating, Inc. Should you have any questions about the work completed to date, feel free to contact me.

Stantec Consulting Services Inc.



Jeremy Mathiasen PE  
Senior Associate

Phone: 320 266 5232  
Jeremy.Mathiasen@stantec.com

Attachment: Payment Voucher No.1





Owner: City of Albany, 400 Railroad Ave., Albany, MN 56307	Date: June 29, 2022
For Period: 6/6/2022 to 6/24/2022	Request No: 1
Contractor: Craig Bardson Excavating Albany, MN 56307	

**CONTRACTOR'S REQUEST FOR PAYMENT**

Albany TH 238 / 1st Street and 8th Street / Shamrock Lane Sidewalk Improvements  
 STANTEC PROJECT NO. 193805175

SUMMARY

1	Original Contract Amount		\$	<u>616,632.06</u>
2	Additional Work	\$	<u>16,717.96</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>633,350.02</u>
5	Value Completed to Date		\$	<u>271,969.90</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>271,969.90</u>
8	Less Retainage 5%		\$	<u>13,598.49</u>
9	Subtotal		\$	<u>258,371.41</u>
10	Less Amount Paid Previously		\$	<u>0.00</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>1</u>		\$	<u><u>258,371.41</u></u>

Recommended for Approval by:  
**STANTEC**

Jeremy B. Mathias  
 Approved by Contractor:  
**CRAIG BARDSON EXCAVATING, INC.**

Approved by Owner:  
**CITY OF ALBANY**

Specified Contract Completion Date:  
8/12/22 (Substantial) 9/30/22 (Final)

Date:  
 \_\_\_\_\_

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - To Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
<b>TH 238 (1st St) &amp; 8th St/Shamrock Ln Improvements</b>									
1	MOBILIZATION	LS	29,000.00	1	29000.00	0.5	14500.00	0.5	14,500.00
2	MAINT AND RESTORATION OF HAUL ROADS	LS	12,000.00	1	12000.00	0.7	8400.00	0.7	8,400.00
3	CLEARING	TREE	150.00	1	150.00	2	300.00	2	300.00
4	GRUBBING	TREE	150.00	1	150.00	1	150.00	1	150.00
5	PAVEMENT MARKING REMOVAL	SQ FT	2.05	68	139.40		0.00	0	0.00
6	REMOVE MANHOLE OR CATCH BASIN	EACH	1,025.00	5	5125.00	5	5125.00	5	5,125.00
7	REMOVE CURB STOP & BOX	EACH	1,025.00	1	1025.00		0.00	0	0.00
8	SALVAGE LIGHTING UNIT	EACH	755.65	1	755.65	2	1511.30	2	1,511.30
9	SALVAGE SIGN TYPE C	EACH	25.63	8	205.04	8	205.04	8	205.04
10	SALVAGE SIGN TYPE SPECIAL	EACH	25.63	2	51.26	1	25.63	1	25.63
11	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	4.90	156	764.40	268	1313.20	268	1,313.20
12	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	2.72	632	1719.04	864	2350.08	864	2,350.08
13	REMOVE SEWER PIPE (STORM)	LIN FT	28.70	147	4218.90	109	3128.30	109	3,128.30
14	REMOVE CURB AND GUTTER (P)	LIN FT	2.00	630	1260.00	642	1284.00	642	1,284.00
15	SALVAGE RETAINING WALL	LIN FT	14.00	65	910.00		0.00	0	0.00
16	REMOVE WATER SERVICE PIPE	LIN FT	30.75	23	707.25		0.00	0	0.00
17	REMOVE CONCRETE PAVEMENT (P)	SQ YD	9.80	229	2244.20	229	2244.20	229	2,244.20
18	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	2.60	1608	4180.80	1463	3803.80	1463	3,803.80
19	REMOVE CONCRETE WALK (P)	SQ YD	3.50	353	1235.50	330	1155.00	330	1,155.00
20	EXCAVATION - COMMON (P)	CU YD	17.50	2287	40022.50	1950	34125.00	1950	34,125.00
21	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD	18.62	1346	25062.52	791	14728.42	791	14,728.42
22	GEOTEXTILE FABRIC TYPE 9	SQ YD	2.05	1845	3782.25	1522	3120.10	1522	3,120.10
23	AGGREGATE BASE CLASS 6 (P)	TON	21.90	932	20410.80	893	19556.70	893	19,556.70
24	DOWEL BAR	EACH	15.38	1007	15487.66		0.00	0	0.00
25	CONCRETE PAVEMENT 7.0"	SQ YD	87.64	1565	137156.60		0.00	0	0.00
26	SUPPLEMENTAL PAVEMENT REINFORCEMENT	POUND	3.08	1230	3788.40		0.00	0	0.00
27	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	20.50	32	656.00		0.00	0	0.00
28	TYPE SP 12.5 NON WEARING COURSE MIXTURE (4,8)	TON	241.31	41	9893.71		0.00	0	0.00
29	TYPE SP 12.5 WEARING COURSE MIXTURE (4,8)	TON	198.65	29	5760.85		0.00	0	0.00
30	INSTALL RETAINING WALL	LIN FT	150.00	65	9750.00		0.00	0	0.00
31	12" RC PIPE CULVERT DES 3006 CL V	LIN FT	71.75	31	2224.25	26	1865.50	26	1,865.50
32	15" RC PIPE CULVERT DES 3006 CL V	LIN FT	63.55	176	11184.80	160	10168.00	160	10,168.00
33	24" RC PIPE CULVERT DES 3006 CL V	LIN FT	102.50	8	820.00	16	1640.00	16	1,640.00
34	4" PERF TP PIPE DRAIN	LIN FT	5.70	279	1590.30	323	1841.10	323	1,841.10
35	CONNECT TO EXISTING PIPE DRAIN	EACH	100.00	2	200.00	2	200.00	2	200.00
36	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	512.50	1	512.50	1	512.50	1	512.50
37	CONNECT TO EXISTING STORM SEWER	EACH	820.00	5	4100.00	5	4100.00	5	4,100.00
38	4" PVC SANITARY SERVICE PIPE	LIN FT	49.20	86	4231.20	73	3591.60	73	3,591.60
39	ADJUST VALVE BOX	EACH	512.50	5	2562.50	1	512.50	1	512.50
40	1" CORPORATION STOP	EACH	820.00	1	820.00	1	820.00	1	820.00
41	1" CURB STOP AND BOX	EACH	1,230.00	1	1230.00	1	1230.00	1	1,230.00
42	1" TYPE K COPPER PIPE	LF	41.00	58	2378.00	38	1558.00	38	1,558.00
43	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	2,050.00	3	6150.00	3	6150.00	3	6,150.00
44	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH		7					
			3,895.00		27265.00	7	27265.00	7	27,265.00
45	CONSTRUCT DRAINAGE STRUCTURE DESIGN 54-4020	EACH		1		1	4920.00	1	4,920.00
			4,920.00		4920.00				
46	CASTING ASSEMBLY	EACH	1,230.00	11	13530.00	11	13530.00	11	13,530.00
47	6" CONCRETE WALK	SQ FT	8.20	8123	66608.60	121	992.20	121	992.20
48	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	20.50	74	1517.00		0.00	0	0.00
49	CONCRETE CURB AND GUTTER DESIGN 8424	LIN FT	43.05	340	14637.00	338	14550.90	338	14,550.90
50	CONCRETE CURB AND GUTTER DESIGN 8618	LIN FT	32.80	193	6330.40	196	6428.80	196	6,428.80
51	CONCRETE CURB AND GUTTER DESIGN 8624	LIN FT	32.80	477	15645.60	530	17384.00	530	17,384.00
52	CONCRETE CURB DESIGN V6	LIN FT	39.98	32	1279.36		0.00	0	0.00
53	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	87.64	202	17703.28	65	5696.60	65	5,696.60
54	TRUNCATED DOMES	SQ FT	51.25	158	8097.50		0.00	0	0.00
55	LIGHTING UNIT TYPE SPECIAL	EACH	9,972.01	1	9972.01		0.00	0	0.00
56	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	1,405.31	2	2810.62		0.00	0	0.00
57	1.25" NON-METALLIC CONDUIT	LIN FT	5.32	200	1064.00	565	3005.80	565	3,005.80
58	UNDERGROUND WIRE 1 COND NO 6	LIN FT	2.24	300	672.00	924	2069.76	924	2,069.76
59	INSTALL LIGHTING UNIT	EACH	1,567.31	1	1567.31		0.00	0	0.00
60	TRAFFIC CONTROL	LS	11,172.50	1	11172.50	0.5	5586.25	0.5	5,586.25
61	INSTALL SIGN	EACH	153.75	25	3843.75		0.00	0	0.00
62	SIGN	SQ FT	61.50	49	3013.50		0.00	0	0.00
63	STORM DRAIN INLET PROTECTION	EACH	87.13	20	1742.60	11	958.43	11	958.43
64	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	300.00	2	600.00		0.00	0	0.00
65	CULVERT END CONTROL	EACH	240.88	1	240.88	1	240.88	1	240.88
66	SILT FENCE, TYPE MS	LIN FT	2.05	648	1328.40	687	1408.35	687	1,408.35
67	FERTILIZER TYPE 1	POUND	1.28	213	272.64		0.00	0	0.00
68	SEEDING	ACRE	563.75	1	563.75		0.00	0	0.00
69	SEED MIXTURE 25-121	POUND	6.15	106	651.90		0.00	0	0.00
70	HYDRAULIC BONDED FIBER MATRIX	POUND	1.79	1583	2833.57		0.00	0	0.00
71	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	6.72	1409	9468.48		0.00	0	0.00
72	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	4.61	73	336.53		0.00	0	0.00
73	4" DOTTED LINE MULTI-COMPONENT GROUND IN	LIN FT	4.61	50	230.50		0.00	0	0.00
74	12" SOLID LINE PREFORM THERMO GROUND IN ESR	LIN FT	23.06	60	1383.60		0.00	0	0.00
75	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT		16			0.00	0	0.00
			31.78		508.48				
76	CROSSWALK MARKING -MULTI-COMPONENT (WET REFLECTIVE)	SQ FT		702			0.00	0	0.00
			13.49		9469.98				
Totals					616,632.06		255,251.94		255,251.94

REQUIRED ADDITIONAL WORK

77	ADDITIONAL TRAFFIC CONTROL	LUMP SUM	10,963.68	1	10,963.68	1	10,963.68	1	10,963.68
78	STREET LIGHTING & CONDUIT	LUMP SUM	5,754.28	1	5,754.28	1	5,754.28	1	5,754.28

16,717.96

16,717.96

16,717.96

**PROJECT PAYMENT STATUS**

OWNER CITY OF ALBANY  
STANTEC PROJECT NO. 193805175  
CONTRACTOR CRAIG BARDSON EXCAVATING, INC.

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	06/06/2022	06/24/2022	258,371.41	13,598.49	271,969.90

**Material on Hand**

Total Payment to Date		\$258,371.41	Original Contract	\$616,632.06
Retainage Pay No.	1	13,598.49	Additional Work	\$16,717.96
Total Amount Earned		\$271,969.90	Revised Contract	\$633,350.02

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

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**Reference: Engineering Update for the 7/6/22 Council Meeting**

**2022 Capital Improvement Project**

Utility work is roughly 75% complete on the project and the roadways are being built behind the utility crew. The work is progressing east to west in a timely fashion. Utility work on 5<sup>th</sup> Street, the east-west alleys and two blocks of Midland Avenue remains.

For your review at the council meeting is Partial Payment Voucher No. 2 for Breitbach Construction. See attached payment voucher memo for details.

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

This project continues to make steady progress as well. This week they are starting to pour sidewalk along 1<sup>st</sup> Street as the curb and gutter went in last week. The current schedule is planning for roadway concrete on 1<sup>st</sup> Street next week.

For your review at the council meeting is Partial Payment Voucher No. 1 for Craig Bardson Excavating. See attached payment voucher memo for details.

At the meeting we will also be holding the project assessment hearing. A resolution and proposed final assessment roll are included in your packets. A brief presentation will be made regarding the assessments and the related logistics and then open to the public for comments and questions.

Also at the meeting, we will be discussing potential additional costs to expand the project to include some improvements to the first 150' of Shamrock Lane. The existing pavement is in poor condition and has been requiring significant work by Public Works with patching and sealing. We hope to have an estimated cost to include it with the project improvements.

**2021 Capital Improvement Project**

The final payment application is being prepared for Contractor review and preparation of their closeout paperwork. We are expecting a final payment application for this project at your July 20<sup>th</sup> Council meeting.

**Other Miscellaneous Work**

- We received a quote from Roto-Rooter to televise all of the drain tile installed on the 2020 Capital Improvement Project. This will be discussed at the meeting for final approval to move forward.



June 30, 2022

Mr. Tom Schneider and Albany City Council

Page 2 of 2

**Reference: Engineering Update for the 7/6/22 Council Meeting**

- We are soliciting a quote from a local Contractor to assist in establishing two emergency overflows in the Trails Edge neighborhood. The work would include some minor grading and excavation and restoring an abandoned catch basin east of the overflow structure that will assist in taking extra water during large rain events. We are hoping to have the quotes for this work in time for your meeting.
- We have been reviewing information as it becomes available for the new building project on Shamrock and 13<sup>th</sup>. We also hope to be finalizing the right of way certificates for the three properties along the east end of Shamrock Lane that we have been working on.
- We are also putting some high-level cost estimates together for the North Lake trail discussion, around the east side of the lake. This information will be discussed further at an upcoming park board meeting.

Have a Great 4<sup>th</sup> of July Holiday!!

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

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



320-845-4244  
P. O. Box 370  
Albany, Minnesota 56307

RESOLUTION 2022-30  
APPROVING MINNESOTA  
LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING

WHEREAS, the Albany American Legion Post 482 has filed a Minnesota Lawful Gambling LG230 application to conduct off-site gambling on August 5<sup>th</sup> and August 6<sup>th</sup> and

WHEREAS, the City Council, of the City of Albany, County of Stearns, State of Minnesota, has reviewed the application; and

WHEREAS, the City Council finds that appropriate circumstances exist; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBANY, COUNTY OF STEARNS, STATE OF MINNESOTA, does hereby approve the MN Lawful Gambling application to conduct pull tab sales at the Albany Chrysler Center, 34650 225<sup>th</sup> Avenue, Albany, MN, submitted by the Albany American Legion Post 482.

Adopted by the City Council this 6th day of July, 2022.

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

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

( S E A L )

**FIREWORKS DISPLAY AREA**  
**Heritage Day, August 6th**  
**ALBANY GOLF CLUB**



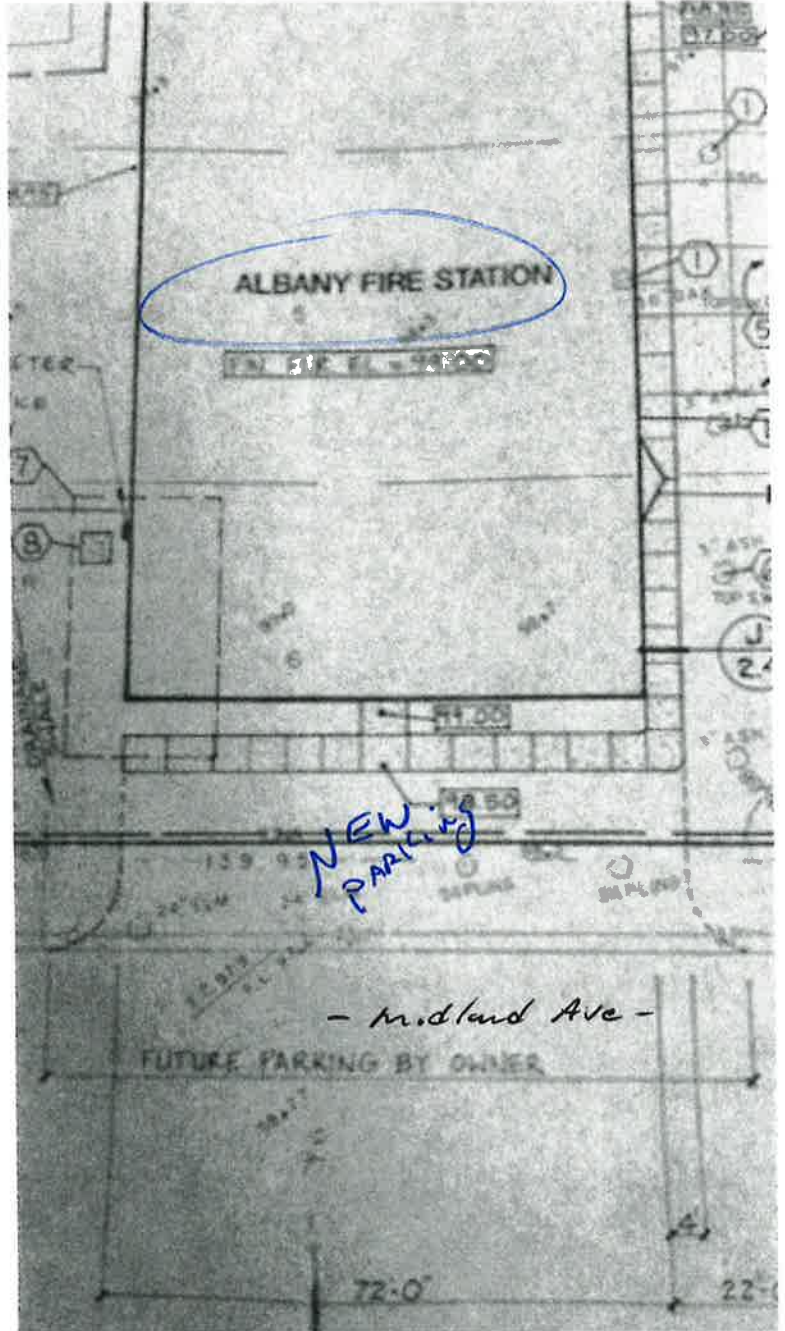


12:52



Done

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# CITY OF ALBANY

## SPECIAL EVENT PERMIT

PERMIT IS HEREBY GRANTED TO

*Albany Chrysler Center*  
*34650 225<sup>th</sup> Ave.*

**TO CONDUCT A SPECIAL EVENT “Car Show”  
IN THE CITY OF ALBANY, COUNTY OF STEARNS,  
STATE OF MINNESOTA, FOR THE PERIOD**

**Commencing on August 5, 2022, and  
Terminating at midnight, August 5, 2022.**

**Approved by the City of Albany  
on this 6th day of July, 2022**

By \_\_\_\_\_  
**Tom Kasner, Mayor**

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

**CITY OF ALBANY  
AMENDMENT TO ORDINANCE NO. 33  
STORMWATER DRAINAGE UTILITY**

The City Council for the City of Albany, HEREBY ORDAINS that Ordinance 33

Stormwater Drainage Utility shall be amended as follows:

1. That Section 33.02, Subd. 4 shall be amended to read as follows:

“Subd. 2: Surcharge. A surcharge, as established and modified by City Council resolution, is levied against every storm water drainage utility account which is not timely paid within a thirty (30) day period. Invoices are mailed after each bi-monthly period. Payment is due by the 15<sup>th</sup> of the following month. (See Appendix A for current surcharge.)”

2. That Appendix A regarding stormwater surcharges shall be amended as follows:

33.02.4	Past Due Account Surcharge	After 30 days, the 15 <sup>th</sup> of the month, the past due or late fee shall be 10% of amount due
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This Ordinance Amendment shall be effective upon publication.

This Ordinance was approved by the majority of the City Council of Albany on this 6th day of July, 2022.

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

\_\_\_\_\_  
Tom Schneider, Clerk/Administrator

( S E A L )

This amendment was published in the *Star Post* July \_\_\_\_, 2022

**CITY OF ALBANY  
AMENDMENT TO ORDINANCE NO. 30  
MUNICIPAL WATER SYSTEM**

The City Council for the City of Albany, HEREBY ORDAINS that Ordinance 30

Municipal Water System shall be amended as follows:

1. That Section 30.19, Subd. 2 shall be amended to read as follows:

“Subd. 2: Surcharge. A surcharge, as established and modified by City Council resolution, is levied against every potable water service account which is not timely paid within a thirty (30) day period. Invoices are mailed after each bi-monthly period. Payment is due by the 15<sup>th</sup> of the following month. (See Appendix A for current surcharge.)”

2. That Appendix A regarding water surcharges shall be amended as follows:

30.19.2	Past Due Account Surcharge	After <del>30 days</del> , the 15 <sup>th</sup> of the month, the past due or late fee shall be 10% of amount due
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This Ordinance Amendment shall be effective upon publication.

This Ordinance was approved by the majority of the City Council of Albany on this 6<sup>th</sup> day of July, 2022.

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

\_\_\_\_\_  
Tom Schneider, Clerk/Administrator

( S E A L )

This amendment was published in the *Star Post* July 13<sup>th</sup>, 2022

**CITY OF ALBANY  
AMENDMENT TO ORDINANCE 30 MUNICIPAL WATER SYSTEM  
AMENDMENT TO ORDINANCE 31 MUNICIPAL SEWER SYSTEM  
AMENDMENT TO ORDINANCE 33 STORMWATER DRAINAGE UTILITY  
AMENDMENT TO APPENDIX A  
SUMMARY PUBLICATION**

The City of Albany has approved amendments to Ordinance 30 Municipal Water System, Ordinance 31 Municipal Sewer System, Ordinance 33 Stormwater Drainage Utility and Appendix A.

The Ordinance amendments (1) clarify the payment due date for utility billings to the 15<sup>th</sup> day of the month following receipt of invoice; (2) establishes a late payment surcharge on sewer fees; and (3) revises Appendix A to reflect these changes.

This material is a summary of the above referenced amendments. The full text of the Ordinance Amendments are available for inspection by any person during regular office hours at the office of the Albany City Clerk/Administrator.

This Ordinance was adopted by the City Council of Albany on July 6, 2022, and shall be effective upon publication.

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

\_\_\_\_\_  
Tom Schneider, Clerk/Administrator

( S E A L )

This amendment was published in the *Star Post* on July 13, 2022.