

**NOTICE OF ALBANY  
CITY COUNCIL MEETING**

There will be a regular meeting of the City Council in and for the City of Albany, Stearns County, Minnesota at 6:30 o'clock in the evening on Wednesday, November 2, 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 October 19th
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Suzanne Thieschafer, Product Portfolio Manager – present information related to public charging hubs or DC Fast Charger stations for electric vehicles in the city
7. Kerry acquisition of Kraft/Heinz, 600 Railroad Avenue, and request to assign Wastewater Permit to Kerry
8. Jeremy Mathiasen, City Engineer – present the following:
  - Project updates
9. Reports of Boards and Department Heads
  - Joe Mergen, Public Works Supervisor
  - Police Chief Ozzie Carbajal, Police Department
  - Tom Schneider, Clerk/Adm. – recommendation for the following:
    - accept letter of resignation received from Jon Stueve and Will Seiler, Planning Commission members
    - set public hearing to collect unpaid city charges for lawn mowing and water bills
10. Mayor's announcements and letters
11. Mayor to announce next regular Council meeting date (November 16th) 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, October 19, 2022, in the Council Room at 400 Railroad Avenue for the said City.

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

Other's present were: Tom Schneider, Clerk/Adm., Jeremy Mathiasen, City Engineer, Sam Burns, Project Manager, with Stantec, Inc., St. Cloud, MN, Police Chief Ozzie Carbajal, Joseph Mergen, Public Works Supervisor, and Tim Hennagir, Staff Writer, the Star Post. The following high school students were present for the meeting: Makaela Zierden, and Gracie Bogard. The following property owners were present for the meeting: Deb Solarz, Diane Wolf, Joe Wedel, Luke Strodtman, Michelle Radmacher, Joe Lucas, Mark Formarek, Craig Baggenstoss, Heather Czjakowski, and Joseph Peternell.

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 approve/authorize payroll (33408-3420), electronic payments (900048-900053), transfers, and the payment of the following bills: Check Numbers 72201 to 72232. All voted for the motion and it carried.

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

Open forum/public comments: none

Chad Martini, Stearns County Land Services Manager, and Steve Notch, Stearns County Commissioner, were present for the meeting.

Mr. Martini appeared before the council to update the council of the upcoming activity related to Stearns County Ditch 28 (CD28) established in 1906 which lies between Albany and Holdingford. Mr. Martini informed the council letters were mailed to property owners within the watershed district which contributes stormwater to CD 28. Mr. Martini noted as defined by Mn State law, the Stearns County Commissioners will act as the Drainage Authority and ordered the Redetermination of Benefits and Damages; whereas Drainage Viewers appointed by the county will conduct an in-depth review of properties within the watershed district and submit a report in their opinion of properties benefitted or damaged by CD 28 to be completed in 18-20 months. Mayor Tom Kasner noted the city has been very proactive in retaining stormwater runoff from development in the city that include several storm water retention ponds, but has seen a significant increase in stormwater flowing northerly in the ditch or South Two Rivers River south of Interstate 94 easterly through the golf course. Mr. Martini is aware of the history of stormwater flooding on the golf course and if retention ponds are considered south of Interstate 94, several property owners would need to enter into agreements removing land from production which can be expensive. Mayor Tom Kasner thanked Mr. Martini for attending the meeting and providing an update.

Pursuant to due notice, at 7:00 PM, Mayor Tom Kasner called the public hearing into session to consider certain improvements consisting of street, storm sewer, sanitary sewer, water main, water services and sewer services improvements, to wit; Forest Avenue (from 1<sup>st</sup> Street to 6<sup>th</sup> Street), 2<sup>nd</sup> Street (from Midland Avenue to Lake Avenue), 3<sup>rd</sup> Street, 4<sup>th</sup> Street, and 5<sup>th</sup> Street (each between Midland Avenue and Forest Avenue), and adjacent alleys, as described in and in accordance with the preliminary feasibility report prepared by Stantec Consulting Services, Inc. A notice of the public hearing was published in the Star Post on October 5<sup>th</sup> and October 12<sup>th</sup>. No written comments were received. Mr. Mathiasen informed the public of the overall scope of the project, methodology to calculate individual assessments, mailbox clusters, garbage services, and noted the estimated project cost of the improvements is nearly \$2.8 million dollars. Mr. Mathiasen also questioned if the council would like to see a new sidewalk on the north side of

Forest Avenue and if not, the sidewalk can easily be removed from the design. The following property owners appeared before the council:

Heather Czajkowski, 220 4<sup>th</sup> Street, appeared before the council to question if trees near the edge of the sidewalk would be removed. Mr. Mathiasen noted every tree between the curb and sidewalk will be removed including those within a few feet of the outer edge of a sidewalk depending on type and age of tree. Mr. Mathiasen also noted trees shall not be planted no less than five (5) feet behind sidewalks and if no sidewalk, trees shall not be planted within the right-of-way or easements.

Craig Baggenstoss, 241 5<sup>th</sup> Street, appeared before the council to question the following: 1) will new sidewalks be installed behind the curb or in a grass boulevard, 2) can the alley adjacent to his property be straightened, 3) how is handicap access to his residence maintained during construction, and 4) will the drainage issues at 5<sup>th</sup> Street and Forest Avenue intersection be resolved. Mr. Mathiasen noted access to properties will be maintained throughout construction, the alley will be straightened, sidewalk location will vary on certain streets, and the drainage issue at the aforesaid intersection will be corrected.

Deb Solarz, 221 1<sup>st</sup> Street, questioned if the alley pavement will support the garbage truck. Mr. Mathiasen noted the alley will have 3 ½ inches of bituminous (pavement) and class 5 subgrade which will be adequate and the alley will be constructed near its present width.

Diane Wolf, 230 3<sup>rd</sup> Street, informed the council there are vehicles parked in front of garages that block sidewalks and questioned if it is permitted because it is dangerous for pedestrians to walk around these vehicles on the street. Mr. Schneider noted Ordinance 41 prohibits anyone from blocking a sidewalk with a vehicle or any other obstruction. Police Chief Ozzie Carbajal noted he and his officers have enforced the ordinance upon receiving a phone call from the public and will instruct his officers to pay closer attention to any vehicles blocking a sidewalk.

Michelle Rademacher, 251 3<sup>rd</sup> Street, appeared before the council to question if property owners can keep the wood when trees are cut down in the right of way and if her property would have its own individual water service because currently her water service is shared with another property. Mr. Mathiasen noted arrangements can be made with the contractor removing trees and each property will be served with individual water and sewer services. Ms. Rademacher questioned if her driveway apron could be widened to allow adequate access for off street parking. Mr. Mathiasen noted her driveway apron may be increased and the final width can be determined during construction.

Mark Formanek, 241 Forest Avenue, informed the council the proposed sidewalk on the north side of Forest Avenue is not needed being a shared use path (sidewalk) is proposed on the south side of Forest Avenue, the main pedestrian corridor to the school. Mr. Mathiasen noted there are several blocks where there are no sidewalks on the north side of Forest Avenue which overtime were removed for some reason or another and never reconstructed. Mr. Schneider noted there would be cost savings if the sidewalk on the north side of Forest Avenue were removed from the project and would support the removal if considered. Mayor Tom Kasner with the consensus of the council, informed Mr. Mathiasen there is no need for a sidewalk on the north side of Forest Avenue and it may be removed from the design. Mr. Mathiasen informed the public to contact him with concerns or additional information about the project. Mayor Tom Kasner thanked the property owners for attending the meeting and closed the public hearing at 7:40 PM. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption:

RESOLUTOIN NO. 2022-35  
ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF  
PLANS AND SPECIFICATIONS  
2023 Capital Improvements  
(Street and Utility Reconstruction Improvements)

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, 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 informed the council there is a few remaining punch list items to complete this fall for the 2022 Midland Avenue Reconstruction Improvements which include forming concrete steps to properties, one block of the alley wear course between 5<sup>th</sup> Street and 6<sup>th</sup> Street, final grading and restoration.

Mr. Mathiasen also noted the contractor is working through setup procedures for the new control panel and generator with the Public Works Department at the Golf View Drive lift station: whereby the new pumps are scheduled to be installed next week.

Mr. Mathiasen presented to the council a revised map showing nearly 1,400 lineal feet of new sidewalk (5' width) proposed on the north side of Shamrock Lane beginning at the Lake Wobegon Trail connection on 13<sup>th</sup> Street and ending at the eastern property line at 1041 Shamrock Lane. Mr. Mathiasen noted the estimated cost is \$48,000. Mr. Amdahl informed the council there are many pedestrians walking on Shamrock Lane and would support the construction of a new sidewalk. Mr. Peternell informed the council he would like to see the sidewalk installed this year rather than next year knowing pricing for concrete will increase more than normal. Mr. Mathiasen noted the city is required to solicit a minimum of two quotes and can easily prepare a short quantity bid sheet for the public works department to distribute. Mr. Schneider noted Mr. Peternell is the single property owner abutting the proposed sidewalk and has agreed to pay 20% of the estimated costs. After due discussion, a motion was made by Al Amdahl and seconded by Adam Rushmeyer to authorize Mr. Mathiasen to prepare sidewalk construction quantities, obtain a minimum of two quotes, and Mr. Peternell to pay 20% of the expenses for the new sidewalk on the north side of Shamrock Lane as described. All voted for the motion and it 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 Adam Rushmeyer to approve electronic payments, transfers, and the payment of the following: checks 40314-40323. Voting for the motion were Councilors Keith Heitzman, Al Amdahl, John R. Harlander, and Adam Rushmeyer, and none voted against. Mayor Tom Kasner abstained and the motion carried. Mr. Heitzman informed the council the landscaping improvements west side of the clubhouse are nearly completed which include a proposed sidewalk and street light on the south side of Church Avenue or west of the clubhouse. Mr. Schneider informed the council the club requested swift action for approval of the sidewalk and street light due to colder temperatures fast approaching and contractor availability; whereby he approved each and the city's share of expenses is approximately \$4,500 with the remaining expenses to be paid for by the club or donations. Mr. Schneider noted the addition of a street light and sidewalk will improve pedestrian safety to and from the clubhouse. Mr. Schneider also noted the club will own the street light and pay the monthly electric fees.

Councilor Al Amdahl, Planning Commission Liaison, informed the council the Park Board held a meeting on October 12th to discuss a proposed location of a pickleball court (64' x 120') in North Park. Mr. Amdahl noted the board recommended the construction of a new pickleball court that will consist of three courts, to be located east of the skateboard/basketball court. Mr. Amdahl noted there is enough funds to begin construction of the site and tree removal. After due discussion, and upon the recommendation of the Park Board, a motion was made by Al Amdahl and seconded by John R. Harlander to approve tree removal and site preparation for the construction of three (3) pickleball courts east of the skateboard/basketball court in North Park. All voted for the motion and it carried.

Mr. Schneider presented to the council a proposed part-time job description for the position of Administration Office Assistant and if approved, a notice for the job opening will be posted in the local newspaper, the city's website, and Facebook. After due discussion, a motion was made by Mayor Tom

Kasner and seconded by Keith Heitzman to approve the job description for the position of Administration Office Assistant and authorize the job posting. All voted for the motion and it carried.

Mr. Schneider informed the council no recommendation will be presented for a potential name of the east/west alley which lies between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street or directly north of Railroad Avenue. Mr. Schneider noted several names have been considered and hopes to present a final list of names at a future council meeting for approval.

Mayor Tom Kasner announced the next regular council meeting for 6:30 o'clock in the evening on Wednesday, November 2, 2022, and adjourned the meeting at 8:10 PM.

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Tom Schneider  
Clerk/Adm.

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# SEEKING ELECTRIC VEHICLE PUBLIC CHARGING HOSTS

INFORMATION SHEET  
MINNESOTA

## ENABLE EV CHARGING AT YOUR LOCATION THROUGH XCEL ENERGY OWNED FAST CHARGING



Xcel Energy goals for 2030 include powering 1.5 million electric vehicles in our service territory by replacing 20% of the vehicles driven with EVs. The first step toward reaching that goal is launching EV charging programs and offering charging options to help break down the barriers to EV adoption.

One way of doing this is by offering EV drivers additional charging options when they are away from home. Xcel Energy will work with communities and businesses we serve to build public confidence that charging options are abundant.

### Public Charging Hubs in Your Location

Xcel Energy will be installing 21 DC Fast Charging stations throughout our outstate service territory in Minnesota between 2022-2024. We would like to install these chargers at customer sites that are highly visible and located in communities that are currently underserved for EV charging. We are seeking site hosts to agree to the installation of the DC fast charger – ideally in places that have an identified gap in access to public fast charging stations. There will not be any costs incurred by site hosts.



### Steps for Interested Site Hosts

- Review site-host requirements and, if qualified, request an application from our Xcel Energy representative to be considered as a potential site host.
- Xcel Energy's EV program team will review the applications and award charging hosts based on scoring metrics such as alignment with the program goal of serving under-served locations, proximity to roadways, on-site amenities, distribution constraints and land availability, among other criteria.
- Customers who are chosen will be notified and can expect a site visit to identify system design needs and confirm site feasibility.
- Selected site hosts will be asked to sign required customer agreements, permits or easements, as needed.
- Construction will begin per the specifications outlined in the customer applications and following final agreements.

### Benefits to Being a Charging Station Host

- Xcel Energy installs, owns and maintains at no cost to site hosts.
- Fast charging attracts and retains visitors to your location.
- Builds goodwill with your business, your community, and Xcel Energy.
- Together, we're increasing EV adoption by reducing range anxiety.

### Site Host Requirements

- An Xcel Energy non-residential electric customer located in Minnesota.
- Owns or leases land for parking and DC fast charging station development.
- Chargers are well lit, located near a highway or interstate and inside or near an identified under-served community.

**SEEKING ELECTRIC VEHICLE PUBLIC CHARGING HOSTS**

- Public charging available 24 hours a day, seven days a week.
- Provides at least two parking stalls for use of the charging station, with at least one parking space being ADA- accessible. Additional parking stalls for future expansion is preferred.
- Participates in program evaluation activities such as surveys and questionnaires.
- Allows Xcel Energy-branded signage to increase awareness and understanding of the benefits and opportunities for transportation electrification.

**Post Installation: What to Expect**

- Promotional signage at the charging hub location.
- Collaboration with site hosts to promote the EV chargers.
- Electricity costs associated with the charging that takes place at these stations covered by Xcel Energy.
- Site host will be responsible for maintaining 24-hour access to the charging stations.

**Questions?**

Ask your Xcel Energy representative or contact our EV team via email at [PublicCharging@xcelenergy.com](mailto:PublicCharging@xcelenergy.com) or call **800-895-4999** for answers.



**WASTEWATER DISCHARGE PERMIT  
CITY OF ALBANY, STEARNS COUNTY, MINNESOTA**

1. Permit Number: 2022-01
  - a. Date: January 1, 2022
  - b. Company Name: KraftHeinz
  - c. Mailing Address: P. O. Box 300, Albany, MN, 56307
  - d. Contact Person: Jeffrey Trout, Plant Manager
  - e. Telephone Number: (320) 227-3327 \_\_\_\_\_

This permit has been issued by the City Council for the City of Albany, Stearns County, Minnesota, 56307, for the above referenced facility and it supersedes any temporary or previous permit which may exist. This discharge of wastewater into the Albany Wastewater Treatment Facility is hereby allowed.

2. The Permittee shall not discharge any wastewater:
  - a. having a temperature higher than 150 degrees F (65.5 degrees C);
  - b. having an instantaneous pH less than 5.0 or more than 12.0;
  - c. containing visible oil or grease of animal or vegetable origin which interferes with the wastewater treatment process;
  - d. containing more than 100 mg/l of oil or grease of mineral or petroleum origin;
  - e. Containing more than 0.02 mg/l total identifiable chlorinated hydrocarbons which cannot be removed by the City's wastewater treatment process.

The Permittee shall submit to the City of Albany, on an annual basis, monitoring results for the aforementioned items a through e.

Upon request, permittee shall also be responsible for providing pH and flow data to confirm compliance with this section.

3. Disposal of Unacceptable Waste. Waste not permitted to be discharged into the community sewer must be transported to a state approved disposal site.
4. Samples collected for monitoring the parameters set forth below shall be flow-composite samples collected from Building #5. Samples must be representative of the total flow and loads discharged to the city's sanitary collection system.

Composite samples shall be collected three times per calendar week, each for 24 hours, as shown in Table 1 below.

Samples shall be monitored for:

- a. Carbonaceous Biochemical Oxygen Demand (cBOD)
- b. Total Suspended Solids (TSS)
- c. Total phosphorus



Collection, sampling, and analysis shall confirm to 40 CFR 136, Guidelines for Establishing Test Procedures for the Analysis of Pollutants.

Monthly the permittee shall split a sample and deliver the splitsample to the City for separate analysis.

<b>Parameter and Units</b>	<b>Frequency</b>	<b>Comment</b>
Flow, gal/day	Daily	Calculate and report average weekly and average monthly flows. The average is calculated as the sum of all daily flows divided by the number of days.
cBOD, lb/day	Three 24-hour flow composite samples per week.	One of the samples shall be collected Friday/Saturday. Days of collection will be changed if sampling is not representative. Samples cannot be frozen. They must be analyzed within 48 hours of the end of sampling. It is acceptable if the Friday/Saturday sample does not meet the 48-hour holding time for cBOD. Calculate and report average weekly and average monthly loads. Averages are calculated as the sum of sample daily loads divided by the number of sample daily loads.
TSS, lb/day		
Total Phosphorus, lb/day		
pH	Daily	No averaging. Report weekly and monthly maximum and minimum pH.

Submit documentation monthly to the City Public Works Director. Monthly flows and loads will be used to calculate the Permittee's sewer service charge.

5. Discharge Limits and Penalties. KraftHeinz discharge to the City of Albany collection and treatment system shall be subject to the following effluent limitations:

<b>Parameter</b>	<b>Maximum for weekly average</b>	<b>Maximum for monthly average</b>
Flow, gal/day	200,000	140,000
cBOD, lb/day	3,750	3,000
TSS, lb/day	2,000	1,600
Total Phosphorus, lb/day	90	65
pH	Min 5.0 Max 12.0	Min 5.0 Max 12.0

The City of Albany shall regard as a violation of this permit any measured wastewater flow or loading that exceeds either the weekly or monthly limits established in Table 2 of this permit.

Should the pH be greater than or equal to 12.5, the wastewater will be characterized as a Characteristic Hazardous Waste and the industry must follow the notification requirements in Minnesota Rule 7049.0210.

For violations of the limits in Table 2, the following enforcement actions and penalties will be imposed.

Violations will typically be handled in the following manner:

- a. Verbal warnings for the first violation.
- b. Written warning for the second violation.
- c. Penalty for the third violation.

Violations of this industrial wastewater permit that result in upsets, operational problems, or violations at the City's wastewater treatment facility may proceed directly to a penalty.

The City may elect to impose a monetary penalty of up \$1,000 per calendar day for each violation, until the violation is corrected. For each violation during a period of multiple violations, the City may impose a separate fine in this range for each violation.

Until the Permittee is deemed to be back in compliance with this permit, the City may impose additional sampling and testing. The Permittee will keep the City informed during this period.

In addition, should the City receive a fine or other monetary penalty from MPCA for a violation of its NPDES permit, stipulation agreement, or any other MPCA-imposed regulation, the City reserves the right to fine the Permittee an amount equal to the fine plus City expenses to resolve the violation, if the City violation is demonstrated to be related to the Permittee's non-compliance with this permit.

6. The Permittee shall allow authorized City Personnel to enter upon the Permittee's premises to inspect the monitoring point.
7. This Permit may be modified, revoked, and reissued, or terminated in accordance with the City of Albany Sewer Use and Service Charge Ordinance. This Permit is nontransferable to any person except after a 30-day notice and written approval from the City of Albany, which approval shall not be unreasonably withheld.
8. In addition, the permittee shall not discharge wastes into the Albany Wastewater Treatment Facility which cause:
  - a. A fire or explosion.
  - b. An obstruction of flow or injury to the treatment works.
  - c. Danger to life or safety of personnel.

- d. A strong offensive odor or prevention of the effective maintenance or operation of the treatment works.
  - e. Air pollution by the release of toxic or malodorous gas-producing substances.
  - f. Interference with the wastewater treatment process.
  - g. The City's effluent or any other product of the treatment process, residues, sludge, or scum, to be unsuitable for reclamation and reuse or to interfere with the reclamation process.
  - h. A detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the City of Albany.
  - i. Discoloration or any other condition in the quality of the City's treatment works effluent such that receiving water quality requirements established by law cannot be met.
  - j. Directly or indirectly a violation of the City's NPDES permit.
  - k. Overloading or excessive costs in the City collection or treatment system.
9. The Permittee does hereby agree to the conditions of the said Permit and the Sewer Use and Service Charge Ordinance of the City of Albany, Stearns County, Minnesota.


This permit expires on December 31, 2024.

Company: KraftHeinz

Signature: 

Name and Official Title: Jeff Trout Plant Manager

City of Albany:

  
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Tom Kasner, Mayor

  
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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:	October 28, 2022

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**Reference: Engineering Update for the 11/2/22 Council Meeting**

**2022 Capital Improvement Project**

All the bituminous paving work has now been completed for the project. Final topsoil grading along the alleys and dormant seeding will be happening before the meeting as well. The concrete subcontractor has tentatively planned to be on site this coming week to complete the remaining concrete step work. Breitbach was on site yesterday to start pulling catch basin protection devices. A few of the devices will remain in place for a little longer, where there is potential for topsoil to wash into the system. They will be removed before the winter weather arrives.

**1<sup>st</sup> Street (TH 238) Intersection Improvements**

The last light pole has now been installed on the north side of the intersection. The Contractor is working on a few remaining punch list items, and we are anticipating to have the next payment application at your 11/16 council meeting.

**Golfview Lift Station Improvements**

The new panel is up and running and the old pumps have been replaced. The last remaining piece of the project is the delivery and placement of the generator and the corresponding new gas service. The most recent update from the vendor is that the generator will arrive in mid-November.

**2023 Capital Improvement Project (Forest Avenue)**

Final design is underway for the improvements. The comment and feedback from the public hearing is being incorporated into the work.

**Miscellaneous**

- We helped solicit quotes for the sidewalk improvements along Shamrock Lane. The Contractors will be working to get a portion of the sidewalk installed this fall and work is beginning shortly as directed by the council.

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

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

DATE: October 27, 2022

TO: Mayor and council

FROM: Will Seiler

RE: Planning Commission

I would like to inform you I have to respectfully resign my position as a Planning Commission member due to conflicts with my current job which has prevented me from attending meetings on a regular basis.

I have enjoyed my time on the Planning Commission and thank you for the opportunity.

A handwritten signature in black ink, appearing to read 'Will Seiler', is written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.


10-25-2022

Dear Planning Commission, EDA, and City of Albany:

I want to thank you for allowing me to serve on the planning commission and EDA over the past 7 years. My goal and commitment to the City of Albany was to bring experience and leadership to the table while participating in our meetings. I feel a planning commission and EDA board are very important roles when it comes to decision making in a city. It is also important to the tax payers that the proper decision gets made and I felt that my 17+ years of public works experience helped make the best decisions possible.

I am writing this letter to inform you that I am resigning as chairman of the planning commission and as a member of the EDA. My wife and I recently purchased a property on the west side of town that is out of city limits and will no longer allow me to participate in the meetings. Who knows what the future holds for me, maybe a spot on the Albany Township board, we shall see. Thank you so much for allowing me to be apart of a great team of board members, and keep up the good work moving forward with the City of Albany.

Sincerely,



Jon Stueve

**NOTICE  
CITY OF ALBANY  
PLANNING COMMISSION VACANCY**

The City of Albany is accepting applications for appointment on the city's Planning Commission to fill the following vacancies on the board: One (1) year term ending December 31, 2023 and a (4) year term ending December 31, 2026. Meetings are held in the evenings on an "at needed basis". Applicants must reside within the corporate City limits and be 21 years of age or older. Interested residents shall complete an application for Planning Commission form which can be obtained on the City's website at [www.ci.albany.mn.us](http://www.ci.albany.mn.us) or by contacting the City at 845-4244. Upon completion of the application, please submit to the City of Albany, P.O. Box 370, Albany, MN 56307 no later than 3:00 PM on Monday, November 14, 2022. For additional information, please contact Tom Schneider, Clerk/Adm. at 845-4244.

Tom Schneider  
Clerk/Adm.

Published in the Star Post this 2nd day of November, 2022.

NOTICE JOB OPENING  
CITY OF ALBANY  
ADMINISTRATION OFFICE ASSISTANT POSITION

The City of Albany is seeking an individual who is self-motivated, energetic, and confident for a part-time (20 hours/week) Administration Office Assistant position in the Administration Department. The position would begin January 2023. Provides clerical, administrative and other support to the Administrator/Clerk and Administrative Assistant. The successful candidate will perform a variety of duties including, but not limited to, answering telephones, preparing utility billing, filing, clerical support, park shelter reservations, and other related duties as assigned. Work is performed independently with guidance and direction from the City Administrator and/or Administrative Assistant. Individual regularly required to sit, stand, walk, and occasionally required to lift and/or move up to 10 pounds. Wage range per hour is \$17.00 - \$20.00. No employee benefits. The deadline for submitting an employment application is 1:00 p.m. on Wednesday, November 9, 2022. Applications are available at the Albany Administration Building, 400 Railroad Avenue or the City's web site at [www.ci.albany.mn.us](http://www.ci.albany.mn.us).

Tom Schneider  
Clerk/Adm.

Published in the Star Post this 26<sup>th</sup> day of October, 2022.