

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, December 16, 2020, in the Council Room at 400 Railroad Avenue for the said City.

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

Tom Schneider, Clerk/Adm., Joe Mergen, Public Works Supervisor, Ozzie Carbajal, Police Chief, Jeremy Mathiasen, the City Engineer with the firm of Stantec, Inc., St. Cloud, MN, Bob Forster, Public Works Department Assistant, and Diane Jesh, Administration Assistant. Others present were: Craig Baggenstoss, Tom Jesh, and Steven Jesh.

The Council recited the Pledge of Allegiance.

The Council took notice of approval of payment of bills. After due discussion, a motion was made by Keith Heitzman and seconded by John R. Harlander to authorize electronic payments, transfers, and the payment of the following bills: Check Numbers 70593 to 70640, and 18123 to 18134. 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 December 2nd and hearing none declared them approved.

Open forum/public comments: none

Mayor Tom Kasner read aloud a resignation letter received from Diane Jesh, Administration Assistant, informing the Council she will be retiring on December 31, 2020 having had the opportunity of working for the City the past 30 years. Mayor Tom Kasner, on behalf of the Council, presented Ms. Jesh with a plaque consisting of the City department patches and thanked her for her unselfish dedication and commitment to the City in serving as the Administration Assistant for the past 30 years. Mr. Schneider also thanked Ms. Jesh for her years of dedicated service and assistance in the administration, public works, and police departments.

Mr. Schneider informed the Council he, Susan Dege, the City Attorney, Mayor Tom Kasner, Councilor John R. Harlander, Craig Baggenstoss, Albany Golf Club Board member, and Bryan Schiffler, Golf Course Driving Range Committee member, attended an informational meeting on December 14<sup>th</sup> to discuss the proposed building plans and specifications for a building to be constructed on the driving range. Mr. Schneider noted the plans and specifications will be forwarded to Mark Harren, the City's Building Official, for review and the City and golf board will approve said building plans including the bid documents. Mr. Schneider also noted two contractor bids are required if the building is constructed less than \$175,000. Mayor Tom Kasner noted several donations were received from businesses and individuals during the fall golf fundraising event held at the club which was coordinated by the fundraising committee; whereas said funds will be used for the improvement project. Mayor Tom Kasner noted the goal is to construct the building sometime in the year 2021.

Jason Murray, the City's Financial Consultant with the firm of David Drown Associates, appeared before the Council to inform the Council he identified the 2013A Bond (\$1,200,000) as a potential candidate for refunding. Mr. Murray noted the said bond financed the 2013 Railroad Avenue Improvements and remains outstanding with an average interest rate of 2.4%. Mr. Murray noted the current interest rates are 0.65% to 1.67% and the analysis shows a net present value savings of \$52,540+/- . Mr. Murray noted the City has the following two options: 1) Accept the proposal and lock in the savings, or 2) wait to refund this debt with a future debt issuance. Mayor Tom Kasner noted the City should consider the refund and not wait until the next bond issuance being the market may not be desirable at that time. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following resolution and moved its adoption:

RESOLUTION 2020-37  
RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY  
OF \$1,232,000 GENERAL OBLIGATION PERMANENT IMPROVEMENT  
REVOLVING FUND REFUNDING BONDS, SERIES 2021A

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 Adam Rushmeyer, John R. Harlander, Keith Heitzman, and Al Amdahl, and none voted against the same; whereupon the said Resolution was declared duly passed and adopted.

Mr. Murray also informed the Council Tax Increment Financing District 13, an economic development district, expires at the end of the year. Mr. Murray noted the only project approved in the said District was a pay-as-you-go agreement with Albany Manufacturing, Inc., 1550 Railroad Avenue, which has been satisfied. Mr. Murray noted the City is obligated to return to the Stearns County Auditor-Treasurer excess tax increments in the amount of \$41,039; whereby the County will return the City's share of the aforesaid increment in the amount of \$10,000+/- with the next property tax settlement to be placed in the City's General Fund. After due discussion, a motion was made by Al Amdahl and seconded by Adam Rushmeyer to authorize Mayor Tom Kasner to execute the confirmation certificate to decertify TIF District 13 and to forward \$41,039 to the Stearns County Auditor-Treasurer. All voted for the motion and it carried.

Mr. Mathiasen noted the feasibility report is underway to study the revised 1<sup>st</sup> Street and Railroad Avenue intersection layout and is hoping to present the said report to the Council at the January 20<sup>th</sup> Council meeting.

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 Al Amdahl to approve electronic payments, transfers, and the payment of the following: checks 39743-39754. Voting for the motion were Councilors John R. Harlander, Keith Heitzman, Adam Rushmeyer, and Al Amdahl, and none voted against. Mayor Tom Kasner abstained and the motion carried.

Mayor Tom Kasner informed the Council Mr. Mergen met with him to discuss the mechanical condition and/or replacing the 1999 Sterling snowplow. Mr. Mergen informed the Council Crysteel Truck Equipment, Fridley, MN, agreed to deliver to the City a demo model single-axle 2020 Mack plow truck. Mr. Mergen noted the estimated cost of a new plow truck is \$250,000+/- and the 2020 Mack plow truck may be purchased for \$210,000+/- . Mr. Mergen informed the Council the City has spent nearly \$24,000 in repairs over the past six years and it's time to replace the 1999 Sterling plow truck. Mr. Mergen also noted the equipment fund has an estimated balance of \$250,000 to be used to purchase a new plow truck and recommended the Council consider directing him to negotiate a trade and/or obtain the cost of a new plow truck. Mr. Harlander questioned if the sale price for the 2020 Mack plow truck is a state bid and noted he would not object to replacing the 1999 Sterling at this time. After due discussion, a motion was made by John R. Harlander and seconded by Mayor Tom Kasner to direct Mr. Mergen to negotiate with Crysteel Truck Equipment to trade-in the 1999 Sterling for the demo model 2020 Mack if the said plow truck has the appropriate equipment including state bid pricing. All voted for the motion and it carried. Mr. Mergen informed the Council he will have pricing for the Council to review at the next Council meeting.

Police Chief Carbajal appeared before the Council to recommend to the Council Brittany Stockman be hired as a part-time Patrol Officer if she successfully completes the employment requirements. After due discussion, a motion was made by Keith Heitzman and seconded by Adam Rushmeyer to hire Ms. Stockman as a part-time Patrol Officer contingent upon her successful completion of the employment requirements. All voted for the motion and it carried.

Councilor Al Amdahl, Park Board Liaison, informed the Council Scott Daninger, a member of the Park Board, submitted his letter of resignation due to other commitments. Mr. Amdahl noted Mr. Daninger was appointed to the board in July 2010. After due discussion, a motion was made by Al

Amdahl and seconded by John R. Harlander to accept the resignation of Scott Daninger as a Park Board member and to authorize a publication notice in the Star Post of the board opening for a 3-year term. All voted for the motion and it carried. Mayor Tom Kasner thanked Mr. Daninger for his dedication and unselfish commitment to the Park Board for the past 10 years.

Mr. Amdahl also reported the following: 1) The ice on North Lake is not safe for skating or equipment to be used to clean the skating area, and 2) He was appointed to the Great River Library Board of Trustees (District 5) for a three-year term beginning January 1<sup>st</sup> by the Stearns County Board of Commissioners.

Mr. Schneider presented to the Council the proposed 2010 levy, 2021 Budget, and the amount of property taxes the City proposes to collect to pay for the costs of services the City will provide in the year 2021. After due discussion and careful consideration, a motion was made by Al Amdahl who introduced the following Resolution and moved its adoption:

RESOLUTION 2020-35  
APPROVING THE 2020 TAX LEVY, COLLECTIBLE IN 2021  
Total Levy: \$1,068,428  
(General Government: \$656,428)  
(PIR Bonds debt service: \$347,000)  
(Tax Abatement: \$65,000)

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 Al Amdahl, John R. Harlander, Adam Rushmeyer, and Keith Heitzman, and none voted against the same whereupon the said Resolution declared duly passed and adopted. The full text of the said Resolution and 2021 Budget is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

The Council took notice of the proposed 2021 Employee Personnel Policy. Mr. Schneider informed the Council Susan Dege, the City Attorney, reviewed the said policy and made some minor changes. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Adam Rushmeyer to approve the 2021 Employee Personnel Policy. All voted for the motion and it carried.

Mr. Schneider presented to the Council a proposed lot split (10' x 125') for property at 440 Church Avenue to be purchased by the City of Albany for the purpose of constructing a building on the Albany Golf Course Driving Range. Mr. Schneider informed the Council the Planning Commission will hold a public hearing on December 29<sup>th</sup> on a request by the City on behalf of the golf club to consider a variance to construct the said building. Mr. Schneider also noted closing with the City Attorney's assistance is scheduled prior to the end of the year. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl to approve the said lot split as per Section 81.20, Subd. 3 of the Albany City Code. All voted for the motion and it carried.

Mr. Schneider informed the Council the five-year term of Todd Horton on the Planning Commission and Economic Development Commission will end on December 31<sup>st</sup>; whereby Mr. Horton noted he would like to be reappointed. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Adam Rushmeyer to reappoint Mr. Horton to a five-year term on the Planning Commission and Economic Development Commission beginning on January 1<sup>st</sup>. All voted for the motion and it carried.

The Council took notice of a proposed 2021 Agreement between Tri-County Action Program, Inc. and the City for transportation services in the year 2021. Mr. Schneider informed the Council the service is available to all residents each week on Tuesday during the hours of 9:30 AM to 1:00 PM. Mr. Schneider noted the number of users for the service is down 33% due to COVID-19. Mr. Schneider also noted annual cost to the City is \$850 per year. After due discussion, a motion was made by Keith Heitzman and

seconded by Al Amdahl to authorize Mayor Tom Kasner to execute the said Agreement on behalf of the City. All voted for the motion and it carried.

The Council took notice of a resolution to certify the location of the election polling place for the year 2021 as required by Mn State Statute. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption:

RESOLUTION 2020-36  
A RESOLUTION TO DESIGNATE THE POLLING  
PLACE FOR 2021: Albany City Hall  
400 Railroad Avenue, Albany, MN 56307

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 Al Amdahl, Keith Heitzman, Adam Rushmeyer, and John R. Harlander, 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. Schneider presented to the Council a proposed one-year Agreement between SafeAssure Consultants, Inc., Willmar, MN, and the City of Albany. Mr. Schneider informed the Council the safety consultants provide quarterly safety training and loss control practices including OSHA compliance review. Mr. Schneider also noted the annual cost for the consulting services is \$3,810 and recommended approval. After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to authorize Mayor Tom Kasner to execute the said Agreement on behalf of the City of Albany. All voted for the motion and it carried.

Mayor Tom Kasner presented the following proposed 2021 appointments:

Acting Mayor	John R. Harlander
Animal Warden	Police Dept.
Weed Inspector	Mayor Tom Kasner
Assistant Weed Inspector	Joseph Mergen
Auditor	Schlenner Wenner Co.
City Attorney	Jovanovich, Dege & Athmann, PA
Emergency Management Director	Ozzie Carbajal, Police Chief
Assistant Emergency Management Directors	Gary Winkels
Community Education Liaison	Al Amdahl
EDA Board members	John R. Harlander, Mayor Tom Kasner
Equipment Commissioner	Mayor Tom Kasner
Fire Department Liaison	Mayor Tom Kasner
Albany Golf Board Liaison	Keith Heitzman
Health Officer	Stearns County Public Health
Labor Commissioners	Keith Heitzman, Mayor Tom Kasner
Official Depositors	Stearns Bank, Central Mn Credit Union
Official Publication	Star Post
Park Board Liaison	Al Amdahl
Planning Commission Liaison	Adam Rushmeyer
Police Commissioner	John R. Harlander
Street Commissioner	John R. Harlander
Utility Commissioner	Keith Heitzman
Township Liaison	John R. Harlander
Fire Department Relief Association Ex-Officio	Mayor Tom Kasner, Tom Schneider

After due discussion, a motion was made by Mayor Tom Kasner and seconded by Al Amdahl to approve the aforementioned 2021 Mayor Appointments. All voted for the motion and it carried.

Mayor Tom Kasner reported the following:

- COVID-19 vaccine arrived in MN and is being distributed to healthcare workers and others and Peacetime Emergency extended to January 13th
- Indoor Bars and restaurants to remain closed through January 10<sup>th</sup>, but outdoor service is allowed with several restrictions which can be viewed at <https://staysafemn.gov>
- Gyms, fitness centers may open on December 19<sup>th</sup> with several restrictions.
- Unemployment benefits extended 13 more weeks ending April 10, 2021.
- Governor Tim Walz *Emergency Executive Order 20-103* provides all the details restricting or limiting interaction of individuals. Go to <https://staysafemn.gov> for more details.
- City Hall access to the public is limited. The public is encouraged to view the City website or call City Hall for information.

**House and Senate pass \$216 million relief package that awaits Governor's signature.**

- \$114.8 million for counties to make grants to eligible struggling businesses and nonprofits. Each county would receive the greater of \$200,000 or a per capita amount based on its 2019 population;
- \$88 million to businesses that have seen at least a 30 percent decline and that provide on-site food and beverages; including bars, restaurants, breweries and wineries; bowling alleys; and fitness or sports recreation centers. Payments would be \$10,000-\$45,000 based on the number of employees; and
- \$14 million for movie theaters and multipurpose convention centers with a capacity of at least 1,500 people.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, January 6, 2021, and adjourned the meeting at 7:30 PM.

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Tom Schneider  
Clerk/Adm.