

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 2, 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., Kate Asfeld, Star Post Reporter, Dannielle Zierden, Police Administrative Assistant, Joe Mergen, Public Works Supervisor, Ozzie Carbajal, Police Chief, and Jeremy Mathiasen, the City Engineer with the firm of Stantec, Inc., St. Cloud, MN. Members from the public present were Steven Mader, Ron Zierden, Bruce Berghorst, Don Fischer, Jeff Bushman, and Jim Welle.

The Council recited the Pledge of Allegiance.

Mayor Tom Kasner announced the following addition to the agenda: 1) approve Tom Schneider/Dannielle Zierden to the Authorization Designation/business Account Card for six City accounts at the Central Mn Credit Union.

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 70567 to 70592, and 18108 to 18122. 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 November 18th and hearing none declared them approved.

Open forum/public comments: none

Mayor Tom Kasner announced the meeting was being streamed live on YouTube and instructed the public to address the Council at the designated table stating your name and address. Mayor Tom Kasner noted due to the increase in positive COVID-19 cases, members from the public will be able to participate in the Council meeting by clicking on a designated link to the meeting on the City's website.

Pursuant to due notice, at 6:33 P.M., Mayor Tom Kasner continued the public hearing for the proposed 2021 Capital Improvement Project. Mr. Mathiasen updated the Council and public on the proposed street and utility improvements, project locations, methodology to calculate individual assessments and noted the estimated cost of the improvements is nearly \$1.8 million dollars as described in the preliminary feasibility report prepared by Stantec Consulting Services, Inc. Mr. Mathiasen also noted there will be no sidewalks constructed for the said improvements. The following property owners appeared before the Council:

- Ron Zierden, 230 Church Avenue, Mother of Mercy Campus of Care, appeared before the Council to question if water will be turned off during construction, streets closed, access concerns by emergency personnel, and parking restrictions for employees. Mr. Mathiasen noted water would only be turned off for a very short period of time and notice would be given to the facility. Mr. Mathiasen also noted emergency personnel will have access at all times and employee parking would be impacted during construction.
- Bruce Berghorst, 320 3rd Street, appeared before the Council to inform the Council he poured a new concrete driveway this past summer and new water value (curb box). Mr. Berghorst questioned if there is a way not to damage the new concrete and water valve. Mr. Mathiasen noted each property will receive a new water service from the water main to the curb box at the edge of the right-of-way which typically includes removal of a section of driveway. Mr. Mathiasen informed Mr. Berghorst he will contact him to discuss his concerns in greater detail and work out a solution.

Mayor Tom Kasner thanked the property owners for attending the meeting and closed the public hearing at 6:53PM. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTOIN NO. 2020-33
ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF
PLANS AND SPECIFICATIONS
2021 Capital Improvements
(Street and Utility Reconstruction Improvements)

The motion for the foregoing Resolution was seconded by Adam Rushmeyer and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Adam Rushmeyer, John R. Harlander, Keith Heitzman, and Al Amdahl, and none voted against the same; whereupon the said Resolution was declared duly passed and adopted.

Pursuant to due notice, at 6:55 PM, Mayor Tom Kasner called the public hearing into session to consider approving the 2021 Budget and the amount of property taxes being proposed to be collected to pay for the costs of services the City will provide in 2021. Mr. Schneider noted a notice of the public hearing was published in the Star Post on November 18th and 25th. Mr. Schneider presented to the Council the proposed employee benefits, wage increase, revenues, capital equipment plan, and department operations (water, sewer, park, police, street, administration, library, election, fire, street). Mr. Schneider noted the 2020 levy was \$941,781 and the proposed 2021 levy is \$1,068,428, a 13.45% increase. Mr. Schneider noted the following budget highlights: 1) 25% debt service levy increase for the purpose of funding the 2021 Capital Improvements, 2) \$70,000+/- decrease in equipment purchases, and 3) projected \$100,000 decrease in local government aid (LGA) due to the State’s estimated budget shortfall related to COVID-19. Mr. Schneider informed the Council if the proposed 2021 levy is approved, the City’s 2021 tax capacity rate is estimated to be 44.66%, a slight increase from the previous year which was 42.603%. Don Fisher, 900 5th Street, appeared before the Council to question if he can purchase his water meter rather than paying \$5.00/month on his utility bill. Mr. Schneider noted the water meter is the property of the City and may not be purchased. Mr. Schneider noted the monthly fee is to replace the meter/software in the future and other operational costs in the water distribution system. Mr. Fischer questioned why his property taxes are increasing each year and if there are any programs available for property tax relief. Mr. Schneider presented to the Council the City’s portion of property taxes paid and market value of Mr. Fischer’s property the past five years. Mr. Schneider informed Mr. Fischer he can attend the Local Board of Appeal and Equalization meeting typically held in May to object or raise questions related to the market value on his home. Mr. Schneider also noted he may contact Deb Haus, the City Assessor for additional information or hire an independent appraiser to view his property. Mayor Tom Kasner closed the public hearing at 7:20 PM. Mr. Schneider informed the Council a resolution to approve the 2021 Budget and levy will be presented to the Council at the regular Council meeting held on Wednesday, December 16th.

Police Chief Carbajal appeared before the Council to inform the Council he will recommend that the City hire a new part-time patrol officer and noted he authorized a \$1.00/hour increase to officers who work as Field Training Officers (FTO) for new employees. Mayor Tom Kasner, with the consensus of the Council, directed Mr. Carbajal to proceed to hire another part-time officer and had no objection to paying the FTO officers an additional \$1.00/hour.

Mr. Schneider presented to the Council the proposed 2021 Albany Schedule of Fees and Charges, “Appendix A” beginning January 1, 2021. Mr. Schneider noted there are minimal fee increases, but questioned if the Council would consider approving a water access flat fee (\$17.22/month) for inactive accounts. Mr. Schneider noted there are seven inactive accounts that do not receive a water bill because the property is either vacant or has no water meter, but a building does exist on the property. Mr. Schneider noted Ordinance 30, Section 30.19, Subd. 5 authorizes the City to charge a water access flat fee to inactive accounts without regard to usage. Mr. Rushmeyer noted if the ordinance requires a fee, then a fee should

be charged. After due discussion, a motion was made by John R. Harlander who introduced the following Ordinance and moved its adoption:

ORDINANCE 2020-01
APPENDIX "A"
ALBANY SCHEDULE OF FEES AND CHARGES

IT IS HEREBY ORDAINED, that Appendix "A", Albany Schedule of Fees and Charges 2020, is hereby revoked, and that Appendix "A", Albany Schedule of Fees and Charges 2021, attached hereto and incorporated herein as Exhibit A is hereby enacted in its place.

This Ordinance shall become effective on January 1, 2021, following adoption and publication.

This Ordinance was approved by the majority of the City Council of Albany on this 2nd day of December, 2020.

Tom Kasner, Mayor

Tom Schneider, Clerk/Administrator

(S E A L)

The motion for the foregoing Ordinance 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 Al Amdahl, John R. Harlander, Adam Rushmeyer, and Keith Heitzman, and none voted against the same whereupon the said Ordinance declared duly passed and adopted. The full text of the said Appendix "A", Albany Schedule of Fees and Charges 2021, is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mr. Schneider informed the Council a public notice was published in the Star Post on November 11th requesting bids for surplus property, eight office chairs with arms and fifty-one armless cloth stackable chairs. Mr. Schneider noted no bids were received on or before November 25th, but the Albany Pioneer Club requested the Council consider fifty-dollars (\$50) for the said chairs. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to accept the fifty-dollar (\$50) bid from the Albany Pioneer Club. All voted for the motion and it carried.

The Council took notice of a petition received from Jodi Tamm-Rajkowski, 116 Par Drive, to vacate a five (5') foot drainage and utility easement in the Albany Golf Vistas plat for the purpose of constructing a new home on two lots. Mr. Schneider noted a public hearing notice will be published in the Star Post and all utility companies notified of the said request.

Mr. Schneider presented to the Council a proposed revised job description for the position of Administrative Assistant which combines the Police and Administration department Administrative Assistant job duties. Mr. Schneider noted Ms. Diane Jesh, an employee for the past 30 years, will be retiring at the end of the year and has been training Dannielle Zierden, the Police Administrative Assistant, the past month. Mr. Schneider noted the revised job description is assigned as 252 points, Group VII, as per the State Job Match System and City's Pay Equity Program. Mr. Schneider also noted the position would receive an hourly pay increase; whereby Ms. Zierden and the Police Chief reviewed the proposed job description and pay equity information and had no further additions or corrections. A motion was made by Al Amdahl and seconded by Adam Rushmeyer to approve the revised job description for the position of Administrative Assistant, Group VII, points 252, and six-month probationary period beginning January 1, 2021. All voted for the motion and it carried.

Mr. Schneider recommended the Council approve Ms. Dannielle Zierden and himself as the Authorization Designation/Business Account Card for the City's six accounts at the Central MN Credit Union. Mr. Schneider also noted a letter was mailed to Steans Bank, N.A., Albany, directing them to update their records for the City's accounts to include Ms. Zierden's name as an authorized representative

of the City. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to approve the aforementioned actions required by the Central MN Credit Union and Stearns Bank, N.A., Albany. All voted for the motion and it carried.

Mayor Tom Kasner also informed the Council Governor Tim Walz new Emergency Executive Order 20-99 closed bars, restaurants, gyms, and other businesses identified in the said Order from Friday, November 20th at 11:59 PM through Friday, December 18th, at 11:50 PM. Mayor Tom Kasner also noted the Peacetime Emergency for COVID-19 is extended to December 14th.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, December 16, 2020, and adjourned the meeting at 7:40 PM.

Tom Schneider
Clerk/Adm.