

**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, February 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 January 19th
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Albany Area Jaycees – present application for a Large Gathering Permit to conduct the annual ice cup golf challenge to be held on February 26<sup>th</sup> on North Lake
7. Councilor John R. Harlander, Economic Development Authority (EDA) – recommendation by EDA to consider approval of a Commercial Rehabilitation Deferred Loan/grant for David Belford, Barbacoa American & Mexican Restaurant, 441 Railroad Avenue to assist in funding storefront improvements.
8. Jeremy Mathiasen, City Engineer
  - project updates
9. Reports of Boards and Department Heads
  - Matt Gannon, Sergeant Albany Police – present Wrap Restraint Device policy
  - Al Amdahl, Park Board Liaison – update council on board meeting held on January 25<sup>th</sup>, North Park concept improvement plan, and recommendation to authorize city engineer to prepare a feasibility study for a trail connection from North Park to 1<sup>st</sup> Street.
  - Tom Schneider, Clerk/Adm. – present the following:
    - MN Lawful Gambling LG220 exempt permit application request by the Albany Sportsman Club, Inc., to conduct a raffle (Resolution 2022-03)
    - Dannielle Zierden, Administration/Police Assistant – letter of resignation
10. Mayor's announcements and letters – recommendation to increase hourly pay for Sergeant Matt Gannon, Group IX Pay Range, \$2.00/hour.
11. Mayor to announce next regular Council meeting date (February 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, January 5, 2022, in the Council Room at 400 Railroad Avenue for the said City.

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

Other's present were: Tom Schneider, Clerk/Adm., Joe Mergen, Public Works Supervisor, Jeremy Mathiasen, City Engineer with Stantec, Inc., St. Cloud, MN, Sam Butler, Stantec, Inc. and Ellarry Prentice, Staff Writer the Star Post.

The council recited the Pledge of Allegiance.

The council took notice of approval of payment of bills. After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to authorize electronic payments (payroll), transfers, and the payment of the following bills: Check Numbers 71489 to 71535, 71571 to 71606. All voted for the motion and it carried. The checks out of sequence is due to a printing error.

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

Open forum/public comments: none

Mr. Mathiasen appeared before the council to present the plans and specifications and resolution to set a bid date for the proposed 2022 Midland Avenue Improvements. Mr. Mathiasen noted the improvements consist of new roadway, curb/gutter, watermain, sewer main, services, and storm sewer. Mr. Mathiasen noted the reconstruction improvements are similar as previous improvements. Mr. Mathiasen informed the council bids will be received until 11:00 AM on Wednesday, February 16<sup>th</sup>, then publicly opened, tabulated, and potentially awarded at the February 16<sup>th</sup> council meeting. After due discussion and upon the recommendation of the city engineer, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

RESOLUTION 2022-02  
RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS  
2022 CITY Roadway and Utility Improvements  
(Midland Avenue, 2<sup>nd</sup> Street, 3<sup>rd</sup> Street, 4<sup>th</sup> Street, 5<sup>th</sup> Street, and adjacent alleys)

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, 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 is on file at the office of the city Clerk/Administrator for public inspection during regular office hours. Mr. Mathiasen questioned if the council had any objection to receiving bid applications electronically (QuestCDN.com website via the VirtuBid) being this is becoming very common in the industry due to COVID-19 which should save the city \$500 to \$1,000 and spare contractors time and expense of driving to city hall. Mayor Tom Kasner, with the consensus of the council, had no objection.

Councilor Keith Heitzman, Albany Golf Club Liaison, informed the council the club is considering landscaping improvements near the front entrance of the clubhouse and improvements between the clubhouse and the top tracer facility should be completed in the spring. Mr. Schneider noted a proposed sidewalk on the south side of Church Avenue in front of the clubhouse may be constructed this spring which includes handicap parking spaces and a handicap entrance to the clubhouse. Mr. Schneider noted final design will be coordinated with the city engineer and Police Chief Carbajal.

Councilor Al Amdahl, Park Board Liaison, informed the council there will be a Park Board meeting on January 25<sup>th</sup> to discuss proposed North Park and North Lake improvements, redevelopment of the former hospital/clinic site adjacent to North Park, and funding options. Mr. Schneider noted the Albany Area School District is considering the redevelopment of the former hospital/clinic site for early childhood and pre-school students, but no final decision has been made until after a proposed referendum by the district in August.

Councilor John R. Harlander, EDA Board Liaison and member, informed the council there will be an EDA meeting on January 20<sup>th</sup> to discuss the proposed storefront improvements on a request for funding assistance by David Belford, owner of Barbacoa American and Mexican Food, 441 Railroad Avenue.

Mr. Schneider informed the council Mark Harren, owner of Mid-Mn Code Enforcement, the city's building official, sold his company to Inspectron, Inc., Rosemount, MN effective January 1<sup>st</sup>. Mr. Schneider noted Michael Friedrichs who had worked for Mr. Harren will be the new city building official. Mr. Schneider noted there will be no immediate increase in fees, but plans are to revise the building permit applications which will be made available online to provide a convenient way for individuals to view inspection results. Mayor Tom Kasner, with the consensus of the council, had no objection to the designation of Michael Friedrichs as the city's building official. Mr. Schneider also noted Inspectron, Inc. will do business as Mid-Mn Code Enforcement and has an office in Waite Park, MN.

Mr. Schneider also informed the council that Further, the city's Voluntary Employee Beneficiary Association (VEBA) services administrator, sold to Health Equity; whereas Health Equity does not want to purchase the VEBA administration services. Mr. Schneider noted the city was advised that the Minnesota Healthcare Consortium will find a new VEBA administrator on or before October 2022. Mr. Schneider also noted there will be no changes during this transition period.

The council took notice of a request by Stearns County Parks to approve a letter of support for them to seek grant funding from the Federal Recreational Trail Program for the Lake Wobegon Trail maintenance (from the city of Albany to the city of Holdingford). Mr. Schneider noted the proposed maintenance improvements are to seal cracks in the bituminous, and dura-patching to keep local users and tourists safe while using the said Trail. After due discussion, a motion was made by Al Amdahl and seconded by Keith Heitzman to direct Mayor Tom Kasner on behalf of the city to execute a letter of support for the Stearns County Park Department. All voted for the motion and it carried.

Mr. Schneider informed the council after recent snow events a few residents called city hall regarding alleged damage from snowplows to their mailbox. Mr. Schneider informed the council if a snowplow hits a mailbox, the city is probably liable and noted if wet snow is merely pushed from the snowplow into a mailbox the city liability is less likely and the city will not repair the mailbox. Mr. Mergen recommended property owners purchase steel frame posts and bolt the mailbox to the post similar to the mailbox cluster installations seen around the city for reconstruction improvements rather than a poorly designed wooden post and mailbox attachment. Mr. Schneider informed the council he will prepare a sketch of a steel frame post and mailbox which can be distributed to the public for consideration rather than using a wooden post.

Mayor Tom Kasner informed the council he was approached by a member of the community about the idea of identifying on-street parking spaces within the business district. Mayor Tom Kasner noted painting parking lanes is expensive and enforcement difficult when common sense by motorist should solve confusion. Police Chief Carbajal informed the council he has not heard of any on-street parking issues within the business district and enforcement would be challenging. Mayor Tom Kasner also noted at one time a business owner at a council meeting questioned if designated handicap parking spaces would be considered within the business district near intersections on Railroad Avenue between 3<sup>rd</sup> Street and 7<sup>th</sup> Street. Mayor Tom Kasner with the consensus of the council, directed the city engineer to prepare a map of proposed designated handicap parking spaces within the business district on Railroad Avenue for review.

Mayor Tom Kasner informed the council he and Councilor Keith Heitzman, employee liaisons, met with Police Chief Carbajal and Tom Schneider, Administrator, to discuss a request to increase the maximum Pay Equity pay range for Groups X and XI, a \$2.00 per hour increase. Councilor John R. Harlander noted the pay ranges for each employee group will be reviewed mid-summer and retention of employees is important in today's business climate. Mayor Tom Kasner noted prior to retirements of long-term employees, the council has to have a plan in place to train new employees to make sure the transition goes smoothly. After due discussion, a motion was made by Mayor Tom Kasner and seconded by John R. Harlander to increase the maximum Pay Equity pay range for Groups X and XI, a \$2.00 per hour increase for each of the aforementioned positions. All voted for the motion and it carried.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, February 2, 2022, and adjourned the meeting at 7:20 PM.

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Tom Schneider  
Clerk/Adm.

Unofficial



# CITY OF ALBANY

## NORTH LAKE AND/OR NORTH PARK SPECIAL EVENT PERMIT

PERMIT IS HEREBY GRANTED TO

*ALBANY AREA JAYCEES*

**TO CONDUCT A SPECIAL EVENT ON NORTH  
LAKE AND/OR IN NORTH PARK IN THE CITY OF  
ALBANY, COUNTY OF STEARNS,  
STATE OF MINNESOTA, FOR THE PERIOD**

**Commencing on FEBRUARY 26, 2022, and  
Terminating at 12:00 MIDNIGHT, FEBRUARY 26, 2022.**

**Approved by the City of Albany  
on this 2nd day of February, 2022**

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

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

Pursuant to due call and notice thereof a meeting of the Economic Development Authority (EDA) in and for the City of Albany, Stearns County, Minnesota, was called to order by Chairman Mayor Tom Kasner at 6:30 o'clock in the evening on Thursday, January 20, 2022, in the Council Room at 400 Railroad Avenue for the said City.

Other EDA Board members present for the meeting were: Councilor John R. Harlander, Jon Stueve, and Bill Scepaniak. Paul Wellenstein was absent.

Mr. Schneider called for any nominations for the position of Chairman and Acting Chairman for the year 2022. After due discussion, a motion was made by John R. Harlander and seconded by Bill Scepaniak to appoint Tom Kasner as Chairman and Jon Stueve as Acting Chairman. All voted for the motion and it carried.

Chairman Mayor Tom Kasner called for any additions or corrections to the minutes of the meeting held on October 20, 2020 and hearing none declared them approved. Mr. Schneider noted there were no EDA meetings held in the year 2021.

Mr. Schneider informed the board the term of Councilor John R. Harlander will expire at the end of the year.

Mr. Schneider informed the board there is approximately \$44,000+/- available to business owners within the downtown or main street Railroad Avenue corridor for the Commercial Rehabilitation Deferred Loan/Grant (CRDL) program. Mr. Schneider also provided the board the names of the business owners who have participated in the program in the past and the end date of each loan/grant. Mr. Schneider noted at the end of the program benefit, the city will issue a satisfaction of mortgage to the business.

Mr. Mergen appeared before the board on behalf of David Belford, owner of Barbacoa American and Mexican Restaurant, the applicant, to present to the board a Business Assistance application for a Commercial Rehabilitation Deferred Loan/Grant (CRDL) to be reimbursed for the following building efficiency improvements: exterior and interior windows/doors/partitions (1<sup>st</sup> & 2<sup>nd</sup> floor), masonry brick, tuckpointing, rough-in carpentry, demo, painting, electrical, plumbing, exterior sign, etc. at an estimated cost of \$72,000+/- . Mr. Mergen noted the building's final exterior building improvements are shown as a sketch in the application which depict large window openings and new entry doors. Mr. Schneider provided the board with an overview of the building history and property. Mr. Harlander questioned if the chain link fence north of the sidewalk would be removed or any future plans for the grass area east of the building. Mr. Mergen noted the future plans are to remove the said fence and pour a concrete patio in this area for outside dining. Mr. Mergen noted a new sign will be erected and when a final design is considered, the sign will meet the city sign regulations. Mr. Stueve questioned if any interior improvements are considered for the 2<sup>nd</sup> floor. Mr. Mergen informed the board a mixed use of commercial and/or residential apartments is being considered at some point in the future. Mr. Mergen also noted that there may be some delays with purchasing and delivery of materials due to economic challenges, but is hoping to get the project started sometime in 2022. After due discussion, a motion was made by John R. Harlander and seconded by Jon Stueve to recommend to the Council the application for a Commercial Rehabilitation Deferred Loan/Grant (CRDL) submitted by David Belford, owner of Barbacoa American and Mexican Restaurant be approved as follows:

- The total of the improvements if \$72,000+/- or the EDA's share to be \$24,999, the maximum.
- Remove all pole barn steel on the front or south side of building.
- Owner shall comply with building code requirements consistent with the use of building.
- New improvements related to, but not limited to, increase tax base, entrance doors, 1<sup>st</sup> and 2<sup>nd</sup> floor windows as per the sketch provided in the application, HVAC, and electric.
- Upon completion, applicant to submit to City evidence of payment to contractor(s) and completion of eligible building improvements prior to the City releasing EDA funds.

- Improves efficiencies of building. A large capital investment on Railroad Avenue.
- The application meets the goals of the program which are to improve the useful life of a building and keep downtown vital.
- The request meets the City's 2014 Criteria for Business Subsidy.
- If the real estate is sold, transferred or otherwise conveyed within four (4) years of the final disbursement date, voluntarily or involuntarily, the full amount of the CRDLs must be repaid to the EDA. Thereafter, the amount of repayment is reduced by twenty-five percent (25%) for each year until the seventh (7<sup>th</sup>) anniversary of the final disbursement date. After the seventh (7<sup>th</sup>) anniversary, the deferred loan is entirely forgiven as outlined in the Deferred Loan Payment Agreement that will be executed between the EDA and Albany Hotel & Business Center, Inc.
- A 1099-C will be issued to the applicant and a satisfaction of mortgage upon completion of the said Agreement.
- Owner to complete and submit a Commercial Building Permit application for review and consideration of the aforesaid improvements.

Chairman Tom Kasner adjourned the meeting at 6:55 PM.

Tom Schneider  
Clerk/Adm.

UNOFFICIAL

F.Y.I.

**NOTICE  
ECONOMIC DEVELOPMENT AUTHORITY MEETING**

There will be a public meeting of the Economic Development Authority (EDA) in and for the City of Albany, Stearns County, Minnesota at 6:30 o'clock in the evening on Thursday, January 20, 2022, in the Council Room at 400 Railroad Avenue for the said City.

**AGENDA**

1. Appoint Chairperson and Acting Chairperson.
2. Act on minutes of October 20, 2020
3. Tom Schneider, Clerk/Adm. – present the following:
  - review EDA Board terms
  - EDA Commercial Rehabilitation fund balance ending 2021
  - Outstanding Commercial Rehabilitation loans
4. David Belford, owner of Barbacoa American and Mexican Restaurant, 441 Railroad Avenue – present Commercial Rehabilitation application for storefront improvements

Tom Schneider  
Clerk/Adm.



## City of Albany, Minnesota

### Commercial Rehabilitation Application

Business Name: Albany Hotel & Business Center Business Address: 441 RailRoad Ave City: Abany State: MN Zip: 56307 Contact Person: David Belford Daytime Phone: 612 919 2820 Email: david@myglobaldata.com	<i>For office use only:</i> Application # <u>2022-01</u> Date Received <u>12-30-21</u> Time Received _____ Zoning _____ Application Fee Paid (\$150) _____
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**Project Start Date:** Spring 2022

**Completion Date:** Fall 2022 (Estimated)

Project Costs (please itemize)	Financing Sources (please itemize)
See Quote Sheet \$ _____	CRD Loan \$ 24,999
_____ \$ _____	Private \$ 47,000
_____ \$ _____	Bank \$ _____
_____ \$ _____	
<b>Total Costs</b> \$ _____	<b>Total Funds</b> \$ 72,965.00

Describe how this project will increase the value of the property:

1. The front of the building will be restored to its original beauty rather than looking like a pole shed.
2. The second-floor windows will be opened back up so we can begin restoration and use of second floor, doubling the usable square footage.
3. Front entrance to have original ceiling height and feel of original hotel lobby.

Describe how this project will impact the viability of your business and other businesses in the City of Albany:

1. Our dream is to make the original Albany Hotel alive and well with a combination of living suites and retail/restaurant space below.
2. Located right off the Wobegon trail, this could be a historic pit-stop for trail riders which brings customers to our business and the neighbor's.

### ATTACH PHOTOS AND DRAWINGS

**Please provide a brief description of the improvements proposed:**

We will restore the front the building to its original glory but use modern aluminum and glass finishes. Staying with a recessed door, we need to keep the existing layout and steps. Our phase 2 project brings in a handicap accessible entrance and patio off the side of the building. Upper windows will be replaced, and sheet metal removed. Inside, the floor will be restored, and ceilings brought back to original height to provide the original hotel lobby look.

David Belford  
Signature, Owner

12/29/2021  
Date



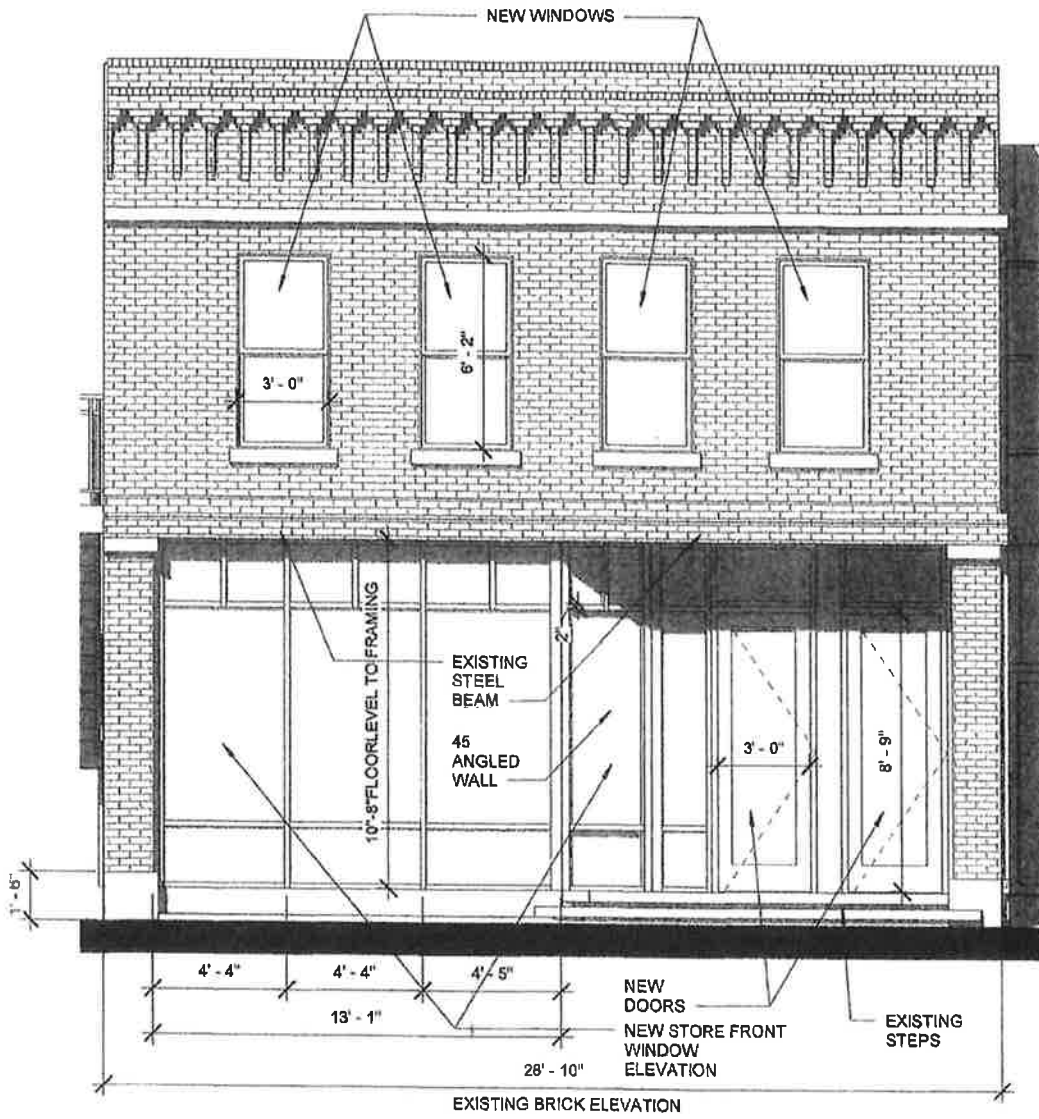
1.2.21

OWNER: RAND  
BELFORD

PROJECT: BARBARA COX RES. 431 RAILROAD AVE,  
ALBANY, NY

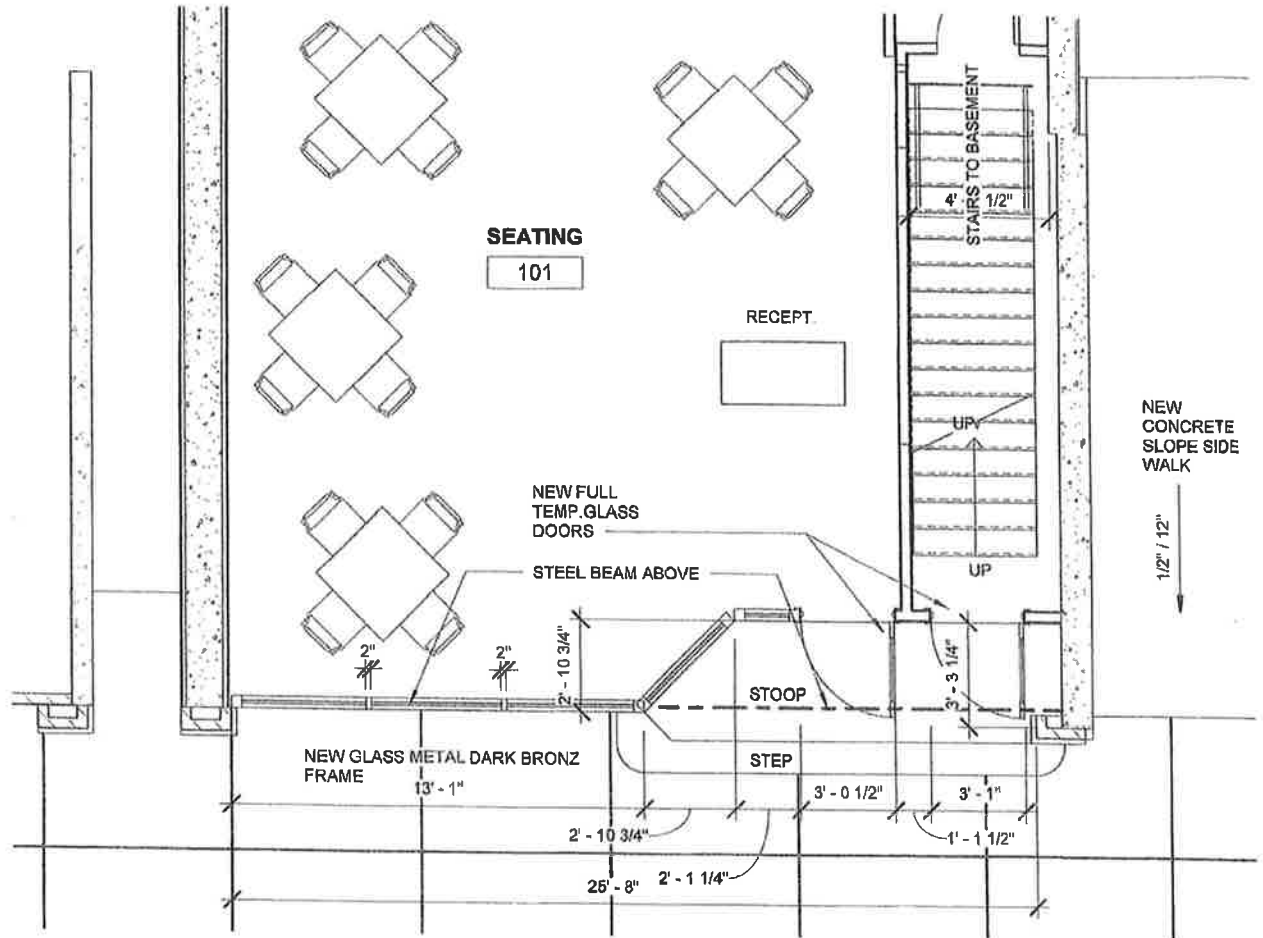
DESIGNED BY: STEPHEN RUMPLEY 1.6.21, 9/19, 2020  
920 295 9541

# EXISTING BUILDING



3

2



11.22.21

EXISTING WINDOW  
SILL STONE

EXISTING STONE  
TRIM

REMOVE EXISTING  
YELLOW AND ADD  
RED BRICK TO  
MATCH EXISTING  
BRICK FCADE

REMOVE EXISTING  
12"HT. x11" DEEP  
SILL BRICK  
PLANTER BOX

SIDE  
WALK

ADD NEW 1"x12" HT.  
GRANITE STONE  
FACE

EXISTING STEEL  
BEAM

10' - 8" WINDOW FRAMING HT.

EXISTING FL.  
JOIST

EXISTING  
FOUNDATION

SECOND FLOOR  
PLAN  
12' - 0"



FIN. FLOOR LEVEL  
0"



## BarBacoa Estimates

<u>Number</u>	<u>Construction Breakdown</u>	<u>Cost</u>
1	Electrical Rough-in (Outlets, Switches, Conduit, Labor & Material) T&M not to exceed	\$2,800.00
2	Electrical Fixture (Allowance)	\$1,500.00
3	Plumbing Rough-in (Includes Plumbing Fixtures & Labor) T&M install, drains, H. Wash Sink Gas Line	
4	Plumbing (Allowance) Stainless Steel Three Comp. Sink	
5	HVAC, Heating & Duct Work Hood w/ Fire Protection/Air to Air	
6	Demo /Rough-In Carpentry & Finish(Allowance)	\$1,500.00
7	Sheet Rock Installation (Mud & Tape) (Allowance)	\$3,500.00
8	Painting Labor & Material (Allowance)	\$1,800.00
9	Cabinetry Recept. Desk (Allowance)	
10	Appliances (Allowance)	
11	Construction Material (Rough-In Studs, Sheetrock & Finishing, Doors, Window, Casing & Base Bd., Ext. Jambs)(Allowance)	\$5,000.00
12	Staining of Finish Material (Allowance)	\$1,500.00
13	Dumpster	\$1,000.00
14	Builders Risk Insurance (By Owner)	\$0.00
15	Back splash FRP (Labor & Allowance)	
16	Sprinkler System	
17	Cleaning (By Owner)	
18	Kitchen Accessories Dishes /Pans/Utensils(Allowance)	
19	New Acoustical Tile Ceiling Installed (optional)	
20	New Carpet Tile Installed Material & Labor (Allowance) (\$5/sq.ft.) (24" sq. tiles) Ceramic Tile	
21	Crane/lift rental(Allowance)	\$1,200.00
22	Interior Glass windows doors, partitions	
23	Exterior&Interior Glass DOORS, WINDOWS & PARTITIONS	\$30,000.00
24	Concrete / Conc. Sidewalk patching	
25	Concrete/Masonry brick (Labor& Material)	\$10,665.00
26	Masonry /Tuckpointing(\$35.00 Per Sq. Cost. L&M	\$500.00
27	Exterior Sign(allowance)	\$3,500.00
28	Wood Floor (Allowance)	\$1,000.00
29	Steel Columns /Beams(Allowance)	\$1,500.00
30	Tables & Chairs (Allowance)	
31	Building Permit (1.2%)	
32		
33		
34		
35	Construction Management Fee	\$6,000.00
	<b>Subtotal</b>	<b>\$72,965.00</b>
	<b>TOTAL</b>	<b>\$72,965.00</b>

**Albany EDA  
Commercial Rehabilitation Program  
Business Subsidy**

Staff Review – Tom Schneider, Clerk/Adm.

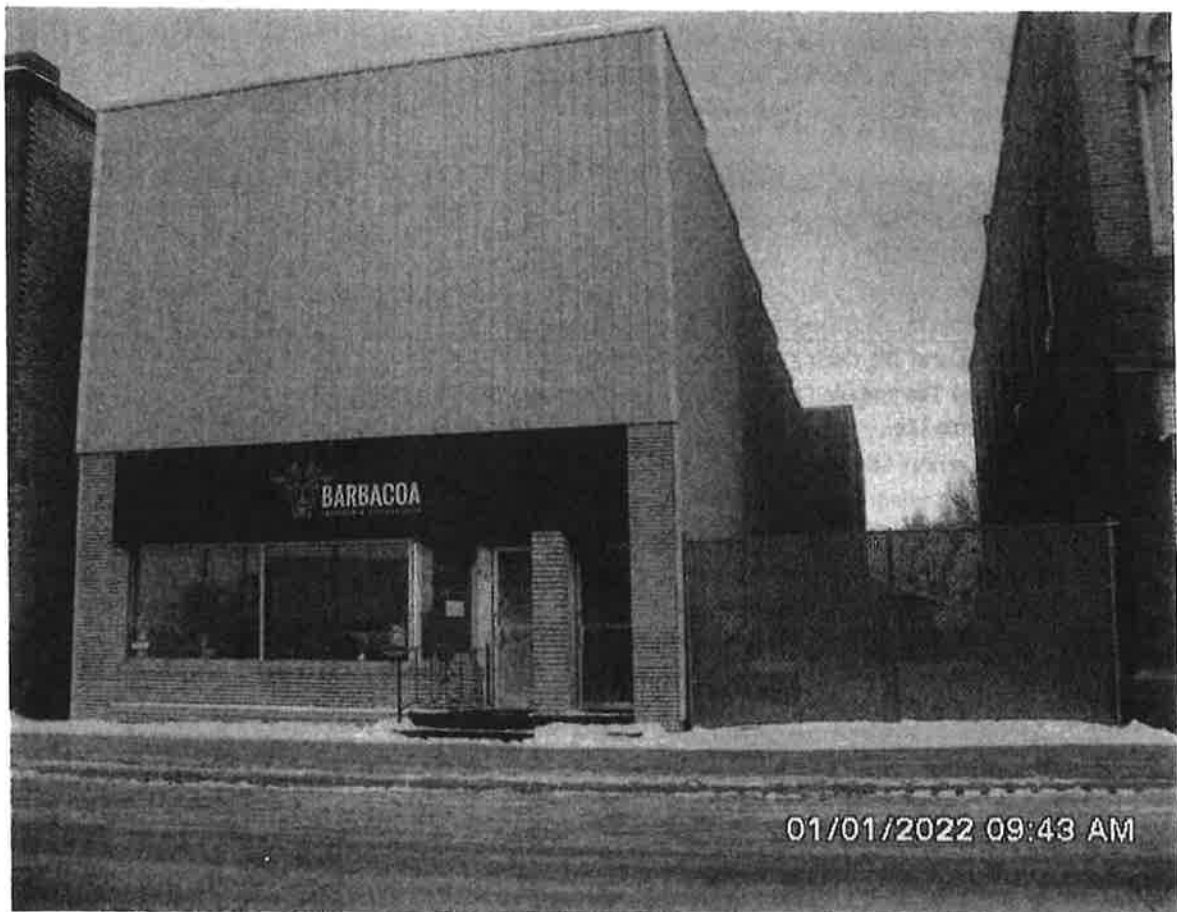
**PROJECT:** Albany Hotel & Business Center, Inc., 441 Railroad Avenue

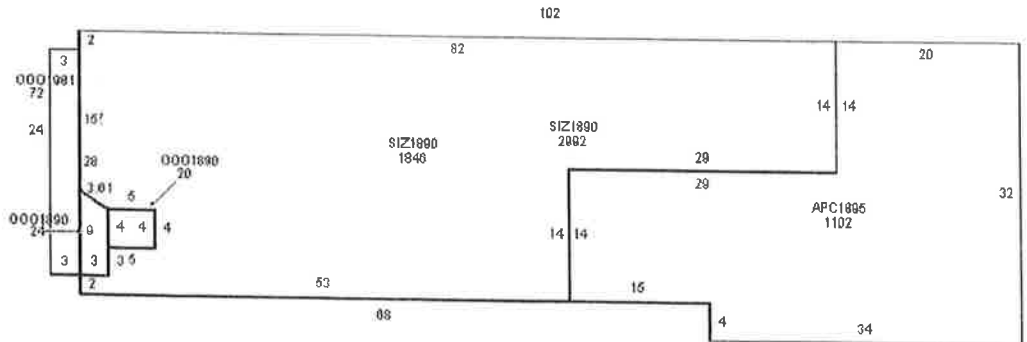
**Application submitted:** December 30, 2021.

**Property Information:** PID#40.25999.0000. The lot size is 50' x 140'. Lot 11 and 12, Block 19, Townsite of Albany. Owner of Property: David Belford dba Barbacoa American and Mexican Food

**Building Information:** Two story building constructed in 1900. There is a detached garage 24' x 24'.

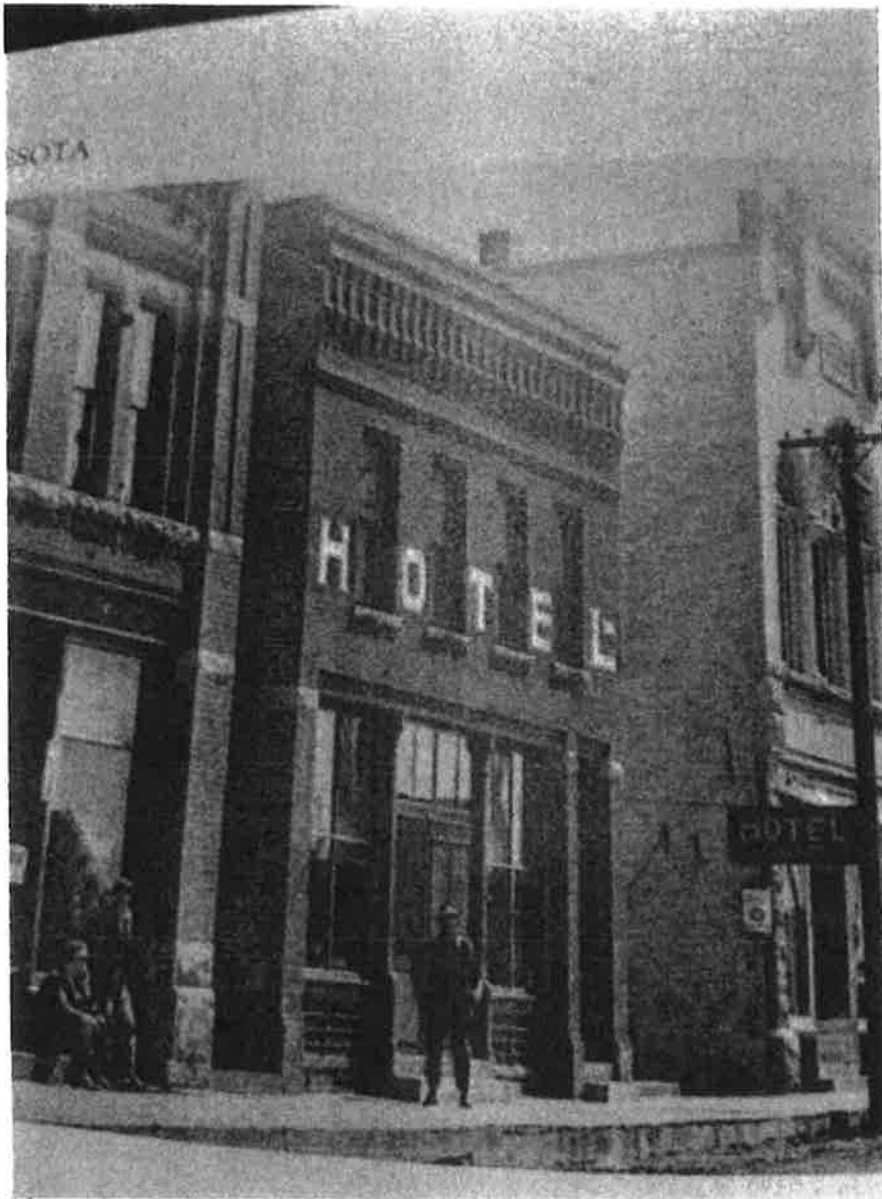
Below is the south façade of the building facing Railroad Avenue or main street.





Sketch by Apex I/V™





**Staff Comments/Recommendations:**

- The estimated total of the "proposed" improvements is \$72,965. See attached.
- Minimum eligible improvements shall be \$49,999. The EDA's share to be up to \$24,999, or the maximum.
- Improvements related to, but not limited to, increase tax base, new double hung windows (4) on 2<sup>nd</sup> floor installed within old large window opening, new entrance doors and windows installed below existing beam, miscellaneous HVAC, electrical, yellow brick below beam to be replaced with red brick, new exterior sign. Improves efficiencies of building.
- The new sign shall comply with the sign regulations.
- Will there be an awning?
- Will the fence be removed during construction to allow building materials/dumpster along the east side of the building? Will the fence be reinstalled after construction?
- Will the existing beam be covered with new red brick?
- Upon completion of improvements, evidence of payment to contractor(s) shall be submitted to the city prior to the city releasing EDA funds.

- Request meets the city's 2014 Criteria for Business Subsidy.
  - This is a large capital investment on Railroad Avenue (main street).
  - If the real estate is sold, transferred or otherwise conveyed within four (4) years of the final disbursement date, voluntarily or involuntarily, the full amount of the CRDLs must be repaid to the EDA. Thereafter, the amount of repayment is reduced by twenty-five percent (25%) for each year until the seventh (7<sup>th</sup>) anniversary of the final disbursement date. After the seventh (7<sup>th</sup>) anniversary, the deferred loan is entirely forgiven as outlined in the Deferred Loan Payment Agreement that will be executed between the EDA and Albany Hotel & Business Center, Inc.
  - A 1099 will be issued by the city to the applicant upon the termination of the DLP loan Agreement.
  - Owner to complete and submit a Commercial Building Permit application for review and consideration of the aforesaid improvements.
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- EDA additions/comments:

**EDA Action:** The EDA Board acted upon the above application at a meeting held on January 20, 2022 and approved/denied the project.

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To:	Mr. Tom Schneider and Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	January 28, 2022

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

**2021 Capital Improvement Project**

Construction work is on hold until the spring of 2022. Project record plan work is continuing.

**Golfview Lift Station Improvements**

Materials and equipment have been ordered. The Work will begin in early Spring.

**2022 Capital Improvement Project**

The 2022 project is currently being advertised and a bid date is set for February 16<sup>th</sup>.

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

We received partial comments back from the State, but still waiting for the comments from their traffic team. Once we have the comments back from them, we will be able to finalize the bidding schedule.

**Miscellaneous**

- We worked with staff to help prepare an exhibit for what type of facilities and improvements could be considered at North Park. We attended the Parks Commission meeting this week and there was a good discussion on those items that are obviously tied to the School's potential purchase of the Hospital property.
- There was also discussion about completed a pedestrian trail along the east side of North Lake, connecting existing trails and sidewalks. The Park Board Commission is recommending a feasibility study to determine the options for the project and the potential prices. We will be spending time talking with the DNR and MNDOT to be able to better scope the feasibility report and ultimately prepare a proposal for the City Council to review.

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

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

### 33: USE OF WRAP RESTRAINT DEVICE

#### Section 33.01 WRAP

The WRAP provides a safe and quick method of controlling and immobilizing a violent or potentially violent or combative subject who has been detained or taken into custody. The WRAP, manufactured by Safe Restraints Inc, was designed as a temporary restraining device. The WRAP can be used prior to or after a violent or potentially violent/combative subject is controlled using approved office methods.

#### Section 33.02 APPLICATION

Once applied, THE SUBJECT SHOULD NOT BE LEFT UNMONITORED. Once the subject is properly restrained in the WRAP they can be placed on their side or in a sitting position. This will increase the oxygen recovery rate and reduce the incidence of respiratory fatigue.

#### Section 33.03 PRECAUTIONS

- A. If the restrained subject complains of or shows signs of breathing distress (shortness of breath, sudden calmness, a change in facial color, etc.), medical attention should be provided immediately.
- B. The subject SHOULD NEVER BE LEFT UNMONITORED.
- C. Subjects should be placed in an upright sitting position or on their side as a soon as possible to allow for respiratory recover.
- D. The WRAP is to be used by "trained personnel only."

Pursuant to due call and notice thereof, a meeting of the Park Board in and for the City of Albany, Stearns County, Minnesota, was called to order by Chairman Ross Voit at 6:30 o'clock in the evening on Tuesday, January 25, 2022, at 400 Railroad Avenue, for the said City.

Other Board members present: Sonya Hoffarth and Grant Johnson. None were absent. Others present were Councilor Al Amdahl, Park Board Liaison, Tom Schneider, Clerk/Adm., Greg Johnson, Superintendent Albany Area Schools, Jeremy Mathiasen, the city engineer with the firm of Stantec, Inc., St. Cloud, MN, and Bryan Schiffler, business owner.

Mr. Schneider called for any nominations for the position of Chairman and Vice Chairman on the Park Board for the year 2022. Ms. Hoffarth nominated Ross Voit as Chairman. Mr. Johnson nominated Sonya Hoffarth as Vice Chairman. Mr. Voit hearing no other nominations closed the nominations from the floor for the said positions. After due discussion, a motion was made by Sonya Hoffarth and seconded by Grant Johnson to appoint Ross Voit as Chairman and Sonya Hoffarth as Vice Chairman of the Park Board. All voted for the motion and it carried.

Chairman Ross Voit called for any additions or corrections to the minutes of June 30, 2021 and hearing none declared the said minutes approved as written.

The board took notice of a proposed pedestrian walk/bike bituminous path along the eastern boundary of North Lake abutting State Hwy 238 connecting North Park to an existing sidewalk on 1<sup>st</sup> Street. Mr. Schneider noted the trail connection was discussed in the city's 2017 Master Bicycle and Pedestrian Plan as a proposed future shared use path, but due to limited right of way, elevation challenges, and North Lake designated as a public water, no further action was taken. Mr. Voit questioned why the board is considering the trail connection being there is no funding for construction and/or future maintenance. Mr. Schiffler appeared before the board to request the board support the trail connection to improve safety for pedestrians walking/biking because the present conditions is not safe. Ms. Hoffarth noted the lake is a nice feature and if the school were to occupy the former hospital/clinic site at 300 3<sup>rd</sup> Avenue, a trail connection would be beneficial. Mr. Voit noted there may be a school referendum in August for the purpose of funding the renovation of the former hospital/clinic site for pre-kindergarten and early childhood; whereby if successful, the trail connection can be discussed at that time. Mr. Johnson informed the board the school is seriously looking at renovating the former hospital/clinic building and noted if the referendum is successful, the school may apply for Safe Routes to School funding for the trail connection. Mr. Voit recommended the board forward a letter of support to the school board for the referendum to allow the school to purchase and renovate the former hospital/clinic site. After due discussion, a motion was made by Ross Voit and seconded by Sonya Hoffarth to direct the Mr. Schneider to prepare and forward to the school board a letter of support for the referendum to purchase and renovate the former hospital/clinic site for pre-kindergarten and early childhood. All voted for the motion and it carried.

Mr. Schneider presented to the board cost estimates and a site sketch to refurbish the existing tennis courts in North Park to include pickleball courts. Mr. Schneider noted the Albany Lions donated \$15,000 and the city's 2022 budget included \$30,000 to construct new pickleball courts. Mr. Schneider noted the cost to resurface the concrete, repair cracks, striping, painting, and fencing is approximately \$38,000 and questioned if it would just make sense to construct four new pickleball courts east of the existing tennis courts. Ms. Hoffarth noted if one existing tennis courts remained and pickleball courts added adjacent to the remaining tennis court, tennis balls will be in conflict with users of the pickleball courts. Chairman Ross Voit, with the consensus of the board, directed Mr. Schneider to prepare final cost estimates for the following: 1) resurface, crack repair, paint existing tennis courts, and 2) construct four new pickleball courts east of the existing tennis courts. Ms. Hoffarth informed the board she will contact the Home Owners Association (HOA) in the Whispering Oaks at Two River subdivision regarding the future use of the park fee collected years ago from the developer when the subdivision was platted in 2005 being its unlikely the funds would be used to construct a park when there is no land available in this subdivision.

The board took notice of a concept drawing of future park improvements in North Park (58+/- acres) such as, but not limited to, picnic areas, youth baseball fields, soccer fields, bmx bicycle track, splash pad, dog park, green house, lake learning platform, restrooms, etc. Mr. Schneider noted a roadway is shown on the concept drawing from State Hwy 238 to the former hospital/clinic parking lot; whereby the roadway and other proposed improvements are required to be approved by the state being the park property was purchased with federal (Land & Water Conservation Fund -LAWCON), state, and local funds in 1969. Ms. Hoffarth recommended the roadway begin from Soo Line Avenue adjacent to the future soccer fields connecting to the former hospital/clinic parking lot and not adjacent to playground equipment. Mr. Schneider also noted the city can apply to the state outdoor recreation grant program for proposed improvements if a concept plan can be approved. Mr. Mathiasen informed the board an open house should be scheduled in the future to allow the public to comment and provide input on a concept drawing. Chairman Ross Voit directed Mr. Schneider to contact the state to discuss the concept plan and future proposed improvements.

Mr. Schneider informed the board the city received a quote from Hanson Paving, Sauk Rapids, MN, to skim patch and overlay approximately 2,000 lineal feet of the walk/bike path adjacent to State Hwy 238 beginning south of Soo Line Avenue and ending near the Jaycee Shelter in North Park. Mr. Schneider noted the project should end near the driveway access to the Jaycee Shelter parking lot rather than near the said shelter being in the future the parking lot may be expanded and the trail would need to be relocated. Chairman Ross Voit directed Mr. Schneider to discuss the matter with Joe Mergen, the Public Works Supervisor, to see where it be best to end the new bituminous.

Mr. Schneider presented to the board the following park fund balances:

- Albany Jaycees: \$20,000
  - Albany Lions: \$16,000
  - Annexation fee: \$500
  - 2022 Budget: \$30,000
  - Total: \$66,500
- 
- North Park walk/path resurface: \$50,420
  - North Lake improvements: \$20,000
  - Certificate of Deposit (CD): \$38,751+/- Park fee (2005)

Mr. Schiffler questioned if the board was going to take any action to move forward with constructing the pedestrian bituminous walk/bike path along the eastern boundary of North Lake. Mr. Voit noted there is no funding for the improvement and would prefer any action to occur after the school referendum. Mr. Schiffler recommended the board consider authorizing the city engineer prepare a study to determine if the walk/bike path is feasible; whereby donated funds may be used to pay for the engineering costs. Mr. Mathiasen informed the board a feasibility study would outline all the costs associated with project such as, but not limited to, design, permitting, soil borings, estimated costs, and other challenges. After due discussion, a motion was made by Sonya Hoffarth and seconded by Grant Johnson to authorize the city engineer to prepare a feasibility study for the walk/bike path along the eastern boundary of North Lake. All voted for the motion and it carried.

Mr. Schiffler also questioned if the board should consider a comprehensive review of all city park amenities to avoid conflicts with proposed future new improvements. Mr. Schiffler noted the purpose of the board is to determine the best utilization of North Park and future opportunities for the public. Mr. Voit informed Mr. Schiffler the board always considers improvements to parks based on funding opportunities, public needs, and annual budgets. Mr. Schiffler noted he is only providing ideas and recommendations for improvements for the board to consider. Ms. Hoffarth noted the proposed concept drawing of improvements in North Park is a great start for future development of outdoor activities and appreciated the ideas and input provided to the board.

Mr. Schneider informed the board the new bike shelter has not been constructed adjacent to Countryside Lane or east of the CentraCare clinic. Mr. Schneider noted CentraCare had informed him the shelter was going to be constructed in 2020, but due to COVID-19, the construction was put on hold. Mr. Schneider questioned if the shelter will ever be constructed due to ongoing COVID-19 issues and if the board were to consider a shelter in this location it may be a local project.

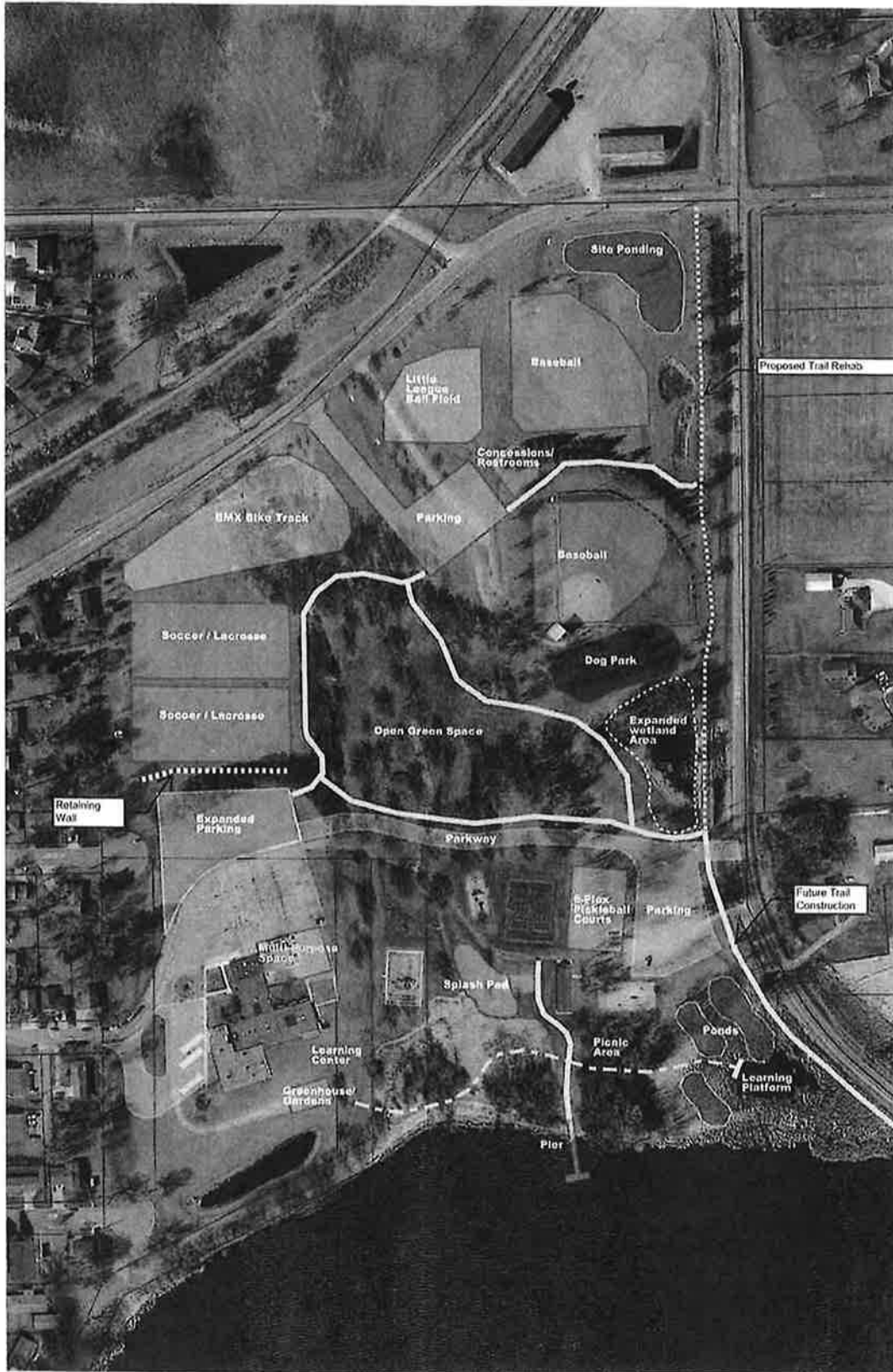
Mr. Schneider informed the council the public works department has been working very hard to prepare the ice for winter skating on North Lake. Mr. Schneider noted due to an unusual rainfall event in late December and recent snow events, there was slush or water trapped beneath the snow causing extremely poor ice conditions. Mr. Schneider noted the Warming House is open from noon to 9 p.m. and there is no building supervisor similar to last season operations.

Mr. Schneider also informed the board the cross-country ski trail is open and being groomed on a regular basis on the golf course. Mr. Schneider noted vehicle parking is near the golf cart sheds on 7<sup>th</sup> Street and encouraged members to enjoy the course and spread the word the trails are open.

Mr. Schneider also informed the board the Stearns County Soil and Water Conservation District is looking to see if any local governments in Stearns County are interested in partnering to help protect pollinators (bees, butterflies, dragonflies, etc.) on publicly owned land. Mr. Schneider noted the project (75% Grant/25% City) is similar to the 2009 Shoreline Native Planting Improvements along the western shoreline adjacent to the warming house on North Lake. Mr. Schneider noted the city would be responsible for future maintenance of the area, replanting, and mowing. Mr. Schneider also noted the public works department informed him they are not interested in the aforesaid request having had limited success controlling the annual weed growth and cost of replanting native plants from the previous 2009 project. Chairman Ross Voit, with the consensus of the board, informed Mr. Schneider the board will not partner with the county to create an area in the park for pollinators.

Chairman Ross Voit adjourned the meeting at 7:55 PM.

Tom Schneider  
Clerk/Adm.







NORTH PARK

Connection to existing bituminous trail in North Park

Approximately 2,900 LF of 8-foot wide Bituminous Trail

NORTH LAKE

Connection to existing 6' concrete walk, north of Lake Avenue.

Preliminary - TH 238 Bituminous Trail Connection  
1/10/22

100 ft

**CITY OF**



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

**RESOLUTION 2022-03  
APPROVING MINNESOTA  
LAWFUL GAMBLING EXEMPT PERMIT APPLICATION**

WHEREAS, the Albany Sportsmen's Club, Inc. has filed a Minnesota Lawful Gambling LG 220 application for an Exempt Permit to conduct a raffle at Shady's Hometown Tavern and Events Center, 451 Railroad Avenue, Albany, MN: 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 waive the 30-day waiting period and approves the LG220 application for Exempt Permit Application at Shady's Hometown Tavern and Event Center, 451 Railroad Avenue, Albany, MN for the Albany Sportsmen's Club, Inc. to be held on January 5, 2023.

Adopted by the City Council this 2<sup>nd</sup> day of February, 2022.

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

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

( S E A L )