

NOTICE OF ALBANY CITY COUNCIL MEETING

There will be a 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, January 20, 2016, 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 6th
5. Open Forum/Public comment
6. Lt. Col. McDonald, Employer Support for Guard and Reserve - present award to City of Albany for supporting military personnel in employment.
7. Jeremy Mathiasen, City Engineer – project updates
 - present Resolution 2016-03 authorizing preparation of a Feasibility Study for the proposed 2017 State HWY #238 (1st St.) Improvements and.
 - present 2016 Rate Schedule
8. Joe Mergen, Public Works Supervisor –present Kraft-Heinz Wastewater Permit renewal
9. Laurie Dingmann, Park Board and Community Education Liaison
10. John R. Harlander, Street Department and Albany Township Liaison
11. Tom Kasner, Fire Department, EDA Board, and Equipment
12. Ozzie Carbajal, Police Chief –present 2015 Police Activity report
 - recommendation to appoint Matt Gannon as Police Sergeant
 - recommendation to accept new Job Description for Police Administration Assistant and revised position group as per the City's Pay Equity Program.
13. John Greer, Police Department and Planning Commission
14. Daron Gersch, Utility Department and Albany Golf Club (AGC)
15. Tom Schneider, Clerk/Adm. – present request to assign tax abatements to Mac's, Inc., as new owners of Albany Fleet Store
 - request for one-day Temporary "on-sale Liquor License to cater event at 421 Railroad Ave.
 - discuss computer backup services
16. Mayor's announcements and letters
17. Announce next meeting date and adjourn

Tom Schneider
Clerk/Adm.

**RESOLUTION 2016-03
CALLING FOR A PRELIMINARY
ENGINEERING REPORT
1st STREET UTILITY IMPROVEMENTS
(Railroad Avenue to 250' North of Lake Avenue)**

WHEREAS, it is proposed to undertake the following improvement: 1st Street Utility Improvements (the "Improvement") and to assess the benefited property for all or a portion of the cost of the Improvement pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed Improvement, is referred to Stantec, Inc., St. Cloud, MN, the consulting engineer for the City for study with instructions to report to the City Council with all convenient speed advising the City Council in a preliminary way as to whether the proposed Improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other Improvement; the estimated cost of the Improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the City Council this 20th day of January, 2016.

Daron Gersch, Mayor

Tom Schneider, Clerk/Adm.

(S E A L)



January 7, 2016
File: 193801690

Attention: Mr. Tom Schneider

400 Railroad Avenue
PO Box 370
Albany, MN 56307

Reference: 2016 Rate Schedule

Dear Tom,

Attached you'll find our proposed 2016 Rate Schedule as requested, comparing the new rates to the rates from 2015. The individual rates for the Stantec employees conducting work for the City of Albany fall within the ranges shown, and are based on years of service and experience.

We understand the challenges that you face in setting and maintaining the City budget, and want to do what we can to assist you in this endeavor. Our proposed 2016 Rate Schedule allows for a reasonable 3% increase in our rate structure.

2015 saw the completion of past projects and the start of some new infrastructure projects in Albany. We appreciate your trust in Stantec and for allowing us to help you deliver those important improvements. We take pride in the working relationships we've developed with you and your staff, and truly enjoy working with the members of the City Council.

As always, we welcome any feedback that you may have to better our service to the City, and if you have any questions regarding the 2016 rate schedule feel free to contact me at your convenience. Again, thank you for the opportunity to work with the City of Albany. We're looking forward to an exciting 2016!

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink that reads "Jeremy Mathiasen".

Jeremy Mathiasen, P.E.
Associate
Phone: (320) 529-4366
jeremy.mathiasen@stantec.com

Attachment: 2016 Rate Schedule

Design with community in mind

Albany
RATE SCHEDULE
(Municipal)

<u>Classification</u>	<u>2015</u>	<u>2016</u>
Senior Principal	\$ 140.00 - \$ 168.00	\$ 144.00 - \$ 173.00
Principal	\$ 135.00 - \$ 162.00	\$ 139.00 - \$ 167.00
Specialist	\$ 114.00 - \$ 173.00	\$ 117.00 - \$ 178.00
Project Manager	\$ 106.00 - \$ 142.00	\$ 109.00 - \$ 146.00
Senior Engineer Senior Scientist Architect Landscape Architect Planner	\$ 106.00 - \$ 130.00	\$ 109.00 - \$ 134.00
Architect Landscape Architect	\$ 106.00 - \$ 114.00	\$ 109.00 - \$ 117.00
Land Surveyor	\$ 106.00 - \$ 114.00	\$ 109.00 - \$ 117.00
Engineer Planner Geologist	\$ 72.00 - \$ 106.00	\$ 74.00 - \$ 109.00
Scientist Hygienist	\$ 94.00 - \$ 104.00	\$ 97.00 - \$ 107.00
Designer GIS Specialist Landscape Designer Senior Technician	\$ 76.00 - \$ 111.00	\$ 78.00 - \$ 114.00
Engineering Technician	\$ 60.00 - \$ 84.00	\$ 62.00 - \$ 87.00
Project Technician	\$ 43.00 - \$ 63.00	\$ 44.00 - \$ 65.00
Field Supervisor	\$ 68.00 - \$ 112.00	\$ 70.00 - \$ 115.00
Crew Chief	\$ 88.00 - \$ 111.00	\$ 91.00 - \$ 114.00
Inspector	\$ 49.00 - \$ 79.00	\$ 50.00 - \$ 81.00
Survey Technician	\$ 54.00 - \$ 64.00	\$ 56.00 - \$ 66.00

Rates for market experts, such as Principal Planners, Urban Designers, Market Analyst and Certified Industrial Hygienist will be quoted on a per project basis.

These rates are adjusted annually in accordance with the normal review procedures of Stattec.

WASTEWATER DISCHARGE PERMIT

**CITY OF ALBANY
STEARNS COUNTY, MINNESOTA**

A. Permit Number: 2016-01

1. Date: _____
2. Company Name: KraftHeinz
3. Mailing Address: P. O. Box 300, Albany, MN, 56307
4. Contact Person: [REDACTED]
5. Telephone Number: [REDACTED]

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.

B. The Permittee shall submit to the City of Albany on an annual basis monitoring results for the following and shall not discharge wastewater containing in excess of:

- 0.1 mg/l arsenic
- 0.2 mg/l cadmium
- 2.0 mg/l copper
- 1.0 mg/l cyanide
- 1.0 mg/l lead
- 0.01 mg/l mercury
- 1.0 mg/l nickel
- 0.2 mg/l silver
- 0.5 total chromium
- 3.0 mg/l zinc

C. The Permittee shall not discharge any wastewater:

- a. having a temperature higher than 150 degrees F (65.5 degrees C);
- b. containing visible oil or grease of animal or vegetable origin which interferes with the wastewater treatment process;
- c. containing more than 100 mg/l of oil or grease of mineral or petroleum origin;
- d. having an instantaneous pH less than 5.2 or more than 12.8 with the following exception; the discharge may have a pH between 3.5 and 5.2 for a period lasting no longer than 10 minutes while flow during the period is no greater than 100 gallons per minute. This exception will be reviewed annually at the anniversary date of this permit and action will be considered based on the condition of the collector sewers and manholes. At no time may the pH be below 3.5. Permittee shall be responsible for providing pH and flow data to confirm compliance with this section.

- e. Containing in excess of 0.02 mg/l total identifiable chlorinated hydrocarbons which cannot be removed by the City's wastewater treatment process.
- f. 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.

D. Disposal of Unacceptable Waste. Waste not permitted to be discharged into the community sewer must be transported to a state approved disposal site.

E. Samples collected for monitoring the parameters set forth below shall be composite samples taken from discharge lines from the facility. Composite samples shall be weekly samples made up of individual samples of number and volume that are combined to create a single sample that represents the average discharge for the week. Weekly composite samples shall be monitored for:

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

Four (4) times per year, the permittee shall split a sample and deliver a split sample to the City for separate analysis.

F. Discharge Limits and penalties. Kraft's discharge to the City of Albany collection and treatment system shall be subject to the following effluent limitations:

Table 1: Kraft Discharge Limits		
Parameter	Maximum for any single Weekly composite sample	Maximum for monthly average
Flow, gal./day	200,000	140,000
BOD, lb./day	3,750	3,000
TSS, lb./day	2,000	1,600
Phosphorus, lb./day	90	65

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 1 of this permit.

- G. The Permittee shall allow the authorized City Personnel to enter upon the Permittee's premises to inspect the monitoring point.**
- H. 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.**
- I. 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.**
- J. 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, 2018.

Company: Kraft Heinz

Signature: _____

Print Name and Official Title: _____

City of Albany:

Daron Gersch, Mayor

Tom Schneider, Clerk/Adm.

Annual Report 2015



Albany Police Department

Prepared by
Oswaldo Carbajal
Chief of Police

Mission Statement

- The Albany Police Department strives to protect life and property and enhance the safety and quality of life in the community of Albany.

Vision Statement

- The Albany Police Department will be a vital community partner for ensuring safety, trust and respect for citizens and visitors.

Core Values

- **Teamwork - We respect and collaborate with fellow employees, other agencies and the community to identify and achieve common goals.**
- **Accountability – We will make certain our on and off duty conduct reflects both the highest standards of police service and personal responsibility.**
- **Professionalism – We will perform to our best ability at a high level of excellence, competence and character by investing in continuous training for staff development.**
- **Service - We will work in partnership with the people in our community and do our best, within the law, to solve community problems that effect public safety, while serving all with equal dedication.**

Full-Time Staff

- Dannielle Zierden(6600) – Administrative Support/Records
- Osvaldo Carbajal (6601) – Chief of Police, No Bully Instructor
- Matthew Gannon (6602) – School Resource Officer, Use of Force Instructor, Firearms Instructor, No Bully Instructor
- Anthony Milostan (6603) – Patrol Officer, Predatory Offender Compliance Officer, No Bully Instructor
- Andrew Gravdahl (6604) – Patrol Officer, TZD Coordinator, Taser Instructor, No Bully Instructor

Part-Time Staff

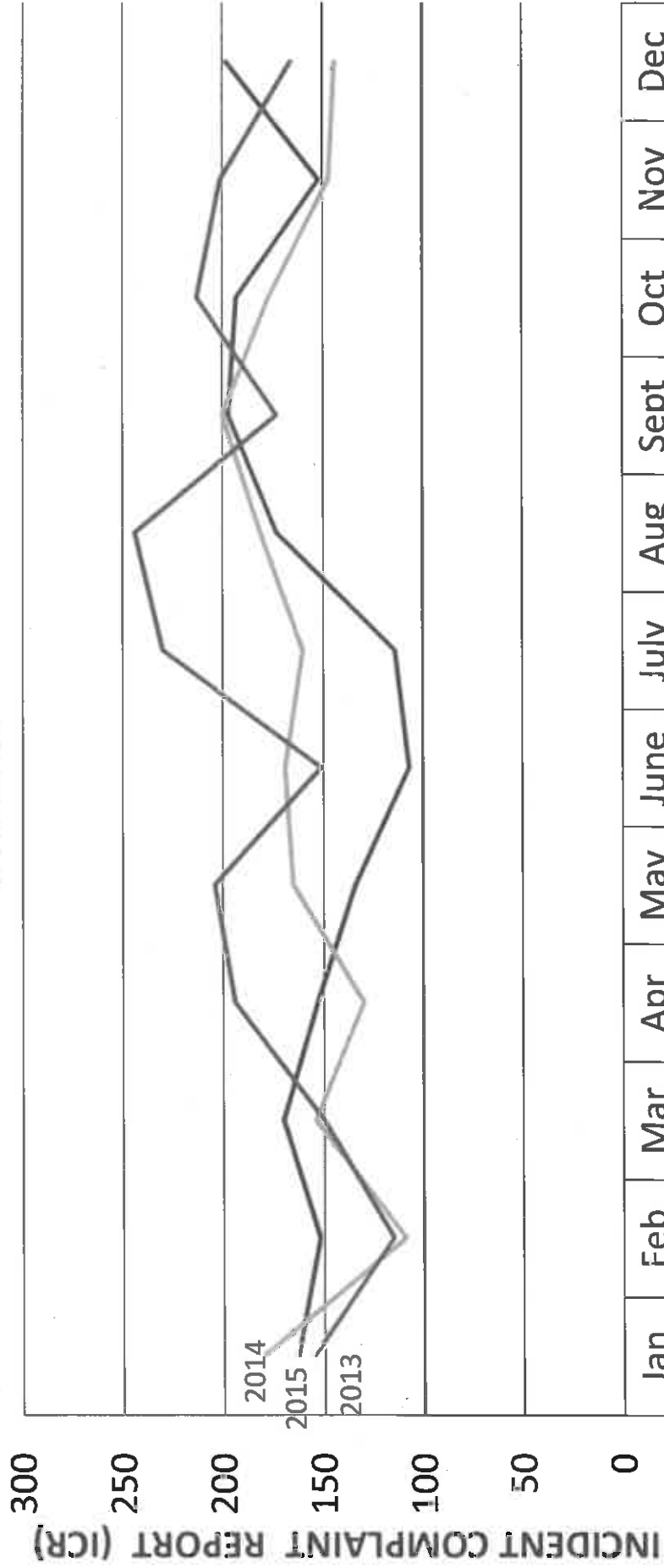
- Matt Bigler (6605) – Patrol Officer
- Joanna Bigler (6606) – Patrol Officer
- Eric Grabmeier (6607) – Patrol Officer
- Jason Luethmers (6608) – Patrol Officer
- Derrick Bjork (6609) – Patrol Officer

Other Police Personnel

- Appointed Police Liaison John Greer
- Police Chaplain Chuck Pelkey

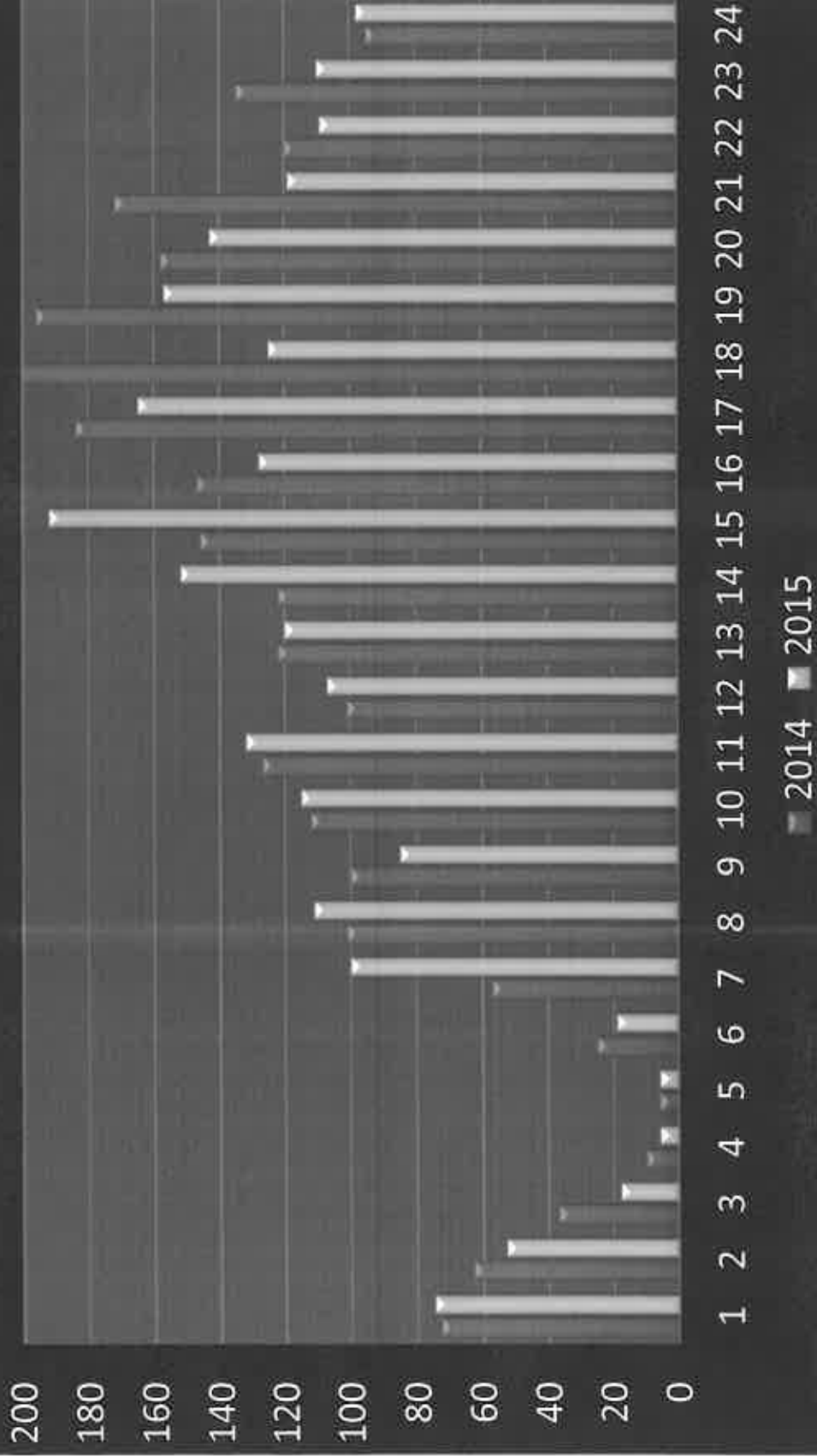
Year End Totals

MONTH



Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015	163	152	170	153	134	107	114	173	197	193	152	198
2014	180	109	154	130	165	169	160	181	200	177	147	144
2013	155	115	150	194	204	151	230	244	173	213	201	166

Calls By Hour Of Day

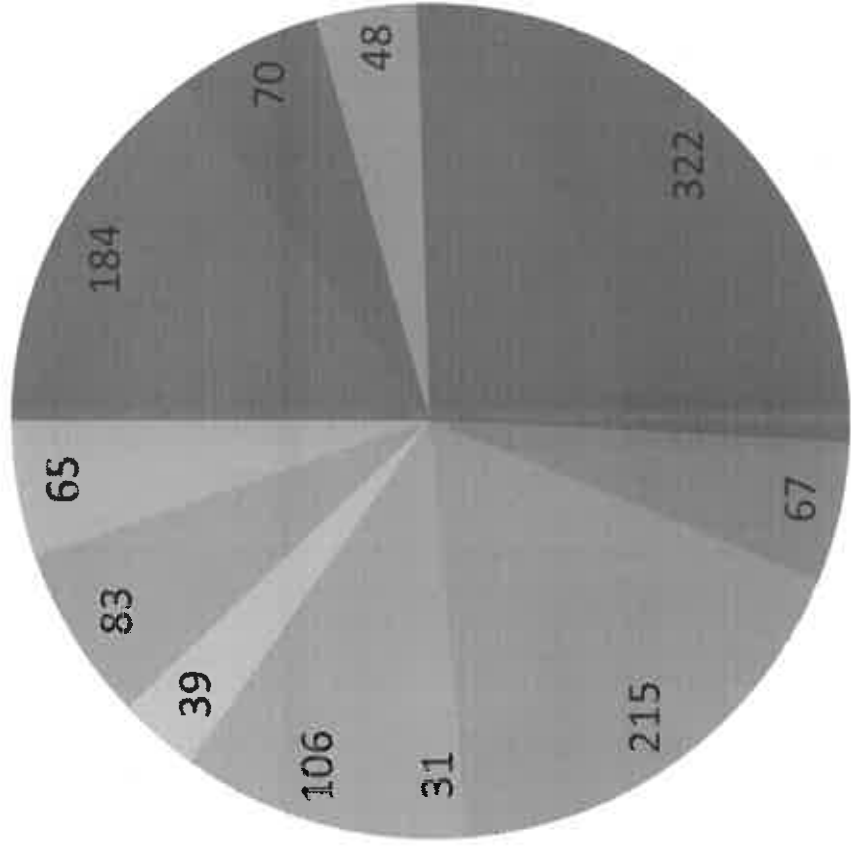


Calls By Day Of Week



2015 Year End Call Totals

ICR



■ Assists

■ Alarms

■ Animal Complaints

■ Citizen Contacts

■ Medical & Fire Calls

■ Miscellaneous - Other

■ Motor Vehicle Crashes

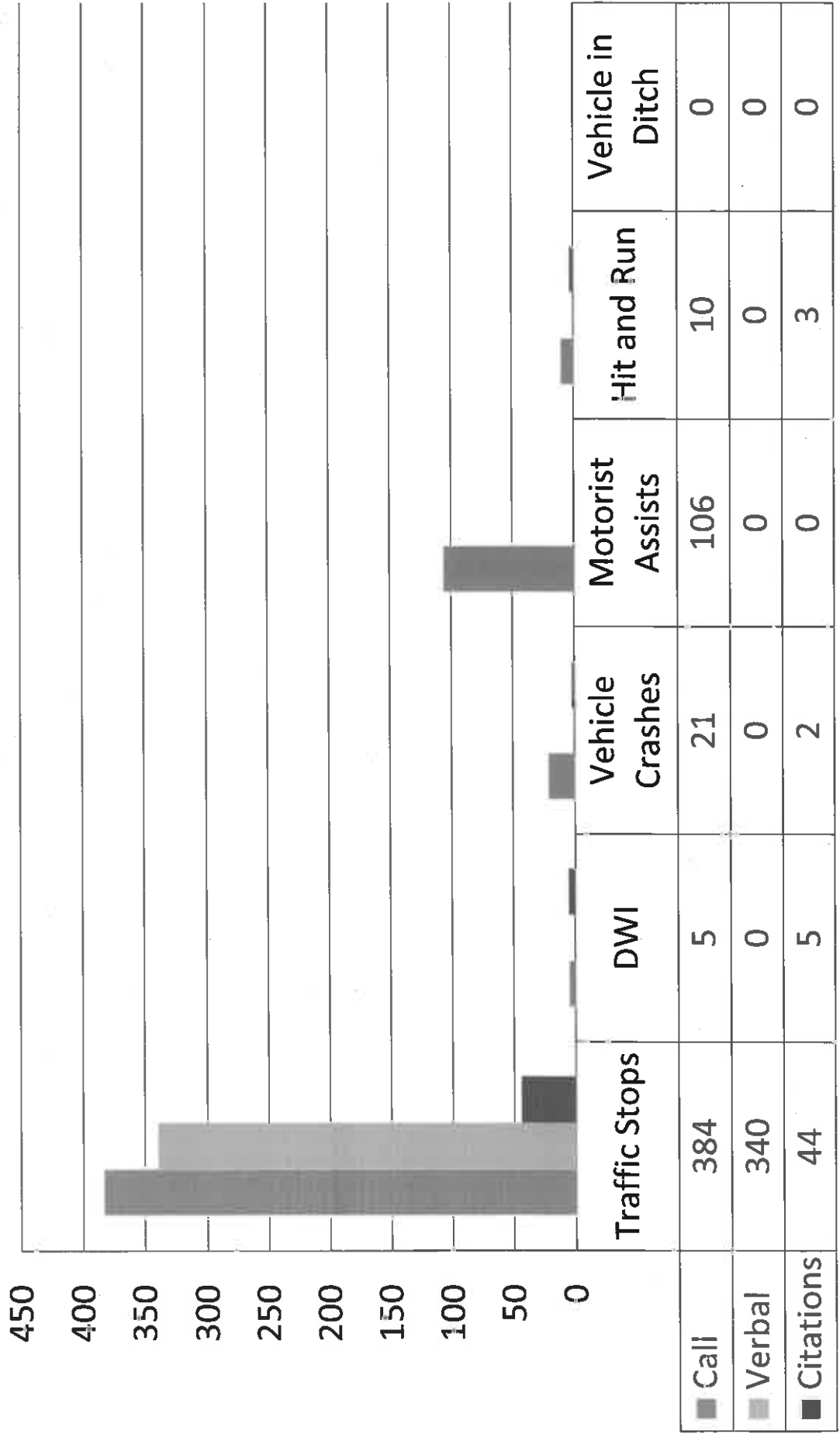
■ Motorist Assists

■ Person Crimes

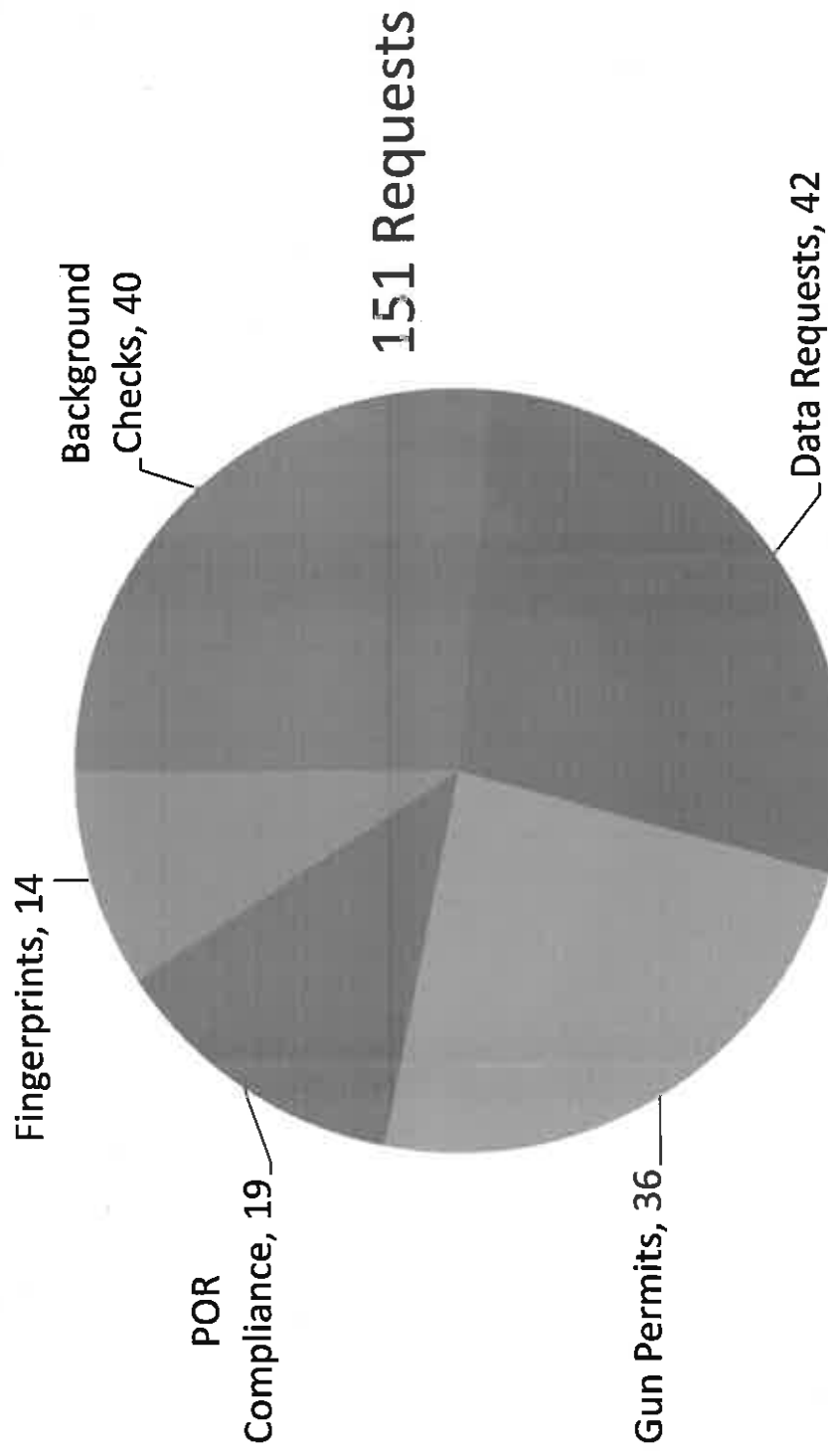
■ Property Crimes

■ Suspicious Activity

Traffic Related



Administrative Requests



Equipment

- Capital Improvement Plan (CIP) - \$23,820.00
- 2013 Dodge Charger
- 2015 Dodge Durango
- E-Citation DL Readers and Printers (State Matching Grant)
- No large equipment purchases scheduled for 2016

Training

- Firearms Qualification
- Taser Recertification
- Use of Force Refresher
- EVOC – Driving School
- In-Service training (Stearns County Attorney)
- PATROL Online Training
- Standardized Field Sobriety Testing (SFST)
- Drugs that Impair Driving (DTID)
- Active Shooter
- CLEO and Command
- 1st Responder
- Predatory Offender (POR) Compliance
- Report Writing
- Supervision and Management Program

Special Events/Assignments

- Heritage Day
- Albany High School (AHS) Athletic Events
- House watch
- Career day – speaking events
- In-class presentations
- No Bullying Program (Elementary School)
- School Resource Officer

CLEAN

City of Albany Job Description

POSITION: Police Sergeant
DEPARTMENT: Police
EMPLOYMENT STATUS: Hourly
REPORTS TO: Police Chief

SUMMARY

Assists the Police Chief with administering and overseeing the operations of the Police Department including, but not limited to patrolling, all aspects of Department training, responding to calls, taking reports, investigations, developing and maintaining a good relationship between the Department and the community and enforcing laws, traffic codes and City ordinances.

ESSENTIAL FUNCTIONS OF THE POSITION

- a) Patrols, responds to calls, issues citations, makes arrests, takes reports and backs up Patrol Officer as necessary. Assists County and State Law Enforcement agencies as necessary. Supervises, conducts and reviews investigations and reports. (40%)
- b) Coordinates and keeps accurate records of Department personnel training. Responsible to ensure that Department personnel have completed required local, state and federal training timely. Maintains and keeps accurate Department policies and procedures. Educates Department personnel on new laws, practices and procedures. (20%)
- c) Supervises Patrol Officers, Police Reserves, Police Secretary and Part-time Officers. Ensures that all applicable directives, policies and procedures are adhered to. Reviews Patrol Officer's reports to ensure accuracy, completeness and clarity. Determines schedule and apportions work among part time officers. Appraises performance of part time officers, makes recommendations to the Chief on hiring, firing, rewarding and disciplining department employees, addresses complaints and resolves problems. (25%)
- d) Participates in community activities, public and civic organizations and/or to promote strong relationship with the Department and the Community. (5%)
- e) Assumes Police Chief's responsibilities and duties in his or her absence. Assists Police Chief on matters including personnel and budgeting. (10%)

- f) Performs all other duties as apparent or assigned.

KEY SKILLS AND REQUIREMENTS

- a) **Self Development & Supervisory** - Ability to work independently without any supervision or guidance and able to take direction from the Police Chief with follow-up. Self motivated with the ability to supervise and manage good working relationships among and with other Employees.
- b) **Communications** - Proficient in speaking to the public in all situations. Ability to communicate effectively in both written and oral form. Ability to prepare effective and complete reports as required and to educate patrol officers in effective report writing. Ability to read and understand City, State and Federal laws and ordinances, State and department forms and policies.
- c) **Management Skills** - Strong ability to work efficiently with a variety of different people and personalities. The ability to lead and direct Employees to better understand and to ultimately strive for the achievement of Department goals and objectives.
- d) **Decision Making** - Improve the speed and direction of decisions by clarifying and setting goals and action steps.
- e) **Organization** - Demonstrate strong ability to proactively prioritize tasks and efficiently manage time and Department resources.
- f) **Planning** - Skilled in determining whether tasks should be attempted, identifying the most effective way of completing the task and preparing how to overcome unexpected difficulties.
- g) **Delegation** - Assign tasks using such techniques as individual skills assessment, objective setting and communication.
- h) **Computer** - Efficient in the use of computer hardware and software including, but not limited to Microsoft Word, Excel, Outlook and PowerPoint.
- i) **Budgeting & Financial Reporting** - Moderate experience and understanding of the budgeting process from development to implementation.
- j) **Cost Control** - Ability to recommend, oversee and implement cost control measures and methods that are Department and City.

EDUCATION and/or EXPERIENCE

Associate's Degree (A.A.) or equivalent from a two-year college or technical school in law enforcement and a minimum of three years of progressive experience as a Patrol Officer.

REQUIRED CERTIFICATES/LICENSES/REGISTRATIONS

Valid Minnesota Police Officer License or eligibility to be licensed; Valid Minnesota Class C Driver's License; Advanced First Aid and CPR Certifications

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of City ordinances, local, state and federal laws including traffic rules and regulations

Knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties

Ability to operate a motor vehicle in all conditions

Proficiency in the use of firearms

Skilled in the operation of radar equipment, camera equipment, fingerprinting equipment, multi-channel radio, range equipment and other law enforcement related equipment

Ability and willing to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions furnished in written, oral, diagram, mathematical or schedule form

Ability to deal with several abstract and concrete variables and to exercise independent judgment along with quickly processing information and making decisions

Ability to have outgoing and positive interaction with general public.

Ability to perform duties within scheduled time lines

Ability to work independently with little supervision

Ability to cooperate and support others

Assists and performs other duties as requested/required

Ability to respond to the Albany City limits within 30 minutes of home residence

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration. The employee may occasionally be exposed to blood and airborne pathogens. The noise level in the work environment is usually moderate.

This job description does not include all duties performed by the Employee. The Employee will be required to perform additional duties as directed by their Supervisor. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

I hereby acknowledge receipt of the City of Albany's Police Sergeant Job description. I have read the job description thoroughly and know and understand its content.

Employee Signature

Date

Police Chief

Date

Approved by the City Council of the City of Albany: January 20, 2016.

CITY OF ALBANY JOB DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT PROPOSED
DEPARTMENT: POLICE DEPARTMENT
REPORTS TO: CHIEF OF POLICE

SUMMARY

- Performs intermediate skilled technical work assisting with a variety of office management and administrative tasks including coordinating, overseeing, and participating in department clerical duties, preparing, coordinating and maintaining files, records and statistics, and related work as required. Work is performed under the moderate supervision of the Police Chief.

ESSENTIAL FUNCTIONS OF THE JOB

Provides clerical and administrative support for the Department, including typing letters, specifications, supplementary reports, grants, schedules, search warrants, taped statements, memos and other documents from written and/or dictation form.

Ensures accurate and timely entry of information into Criminal Justice Reporting System (CJRS).

Performs data entry and process reports, citations, and records.

Transcribes statements.

Collect, organize, and maintain accurate records for dissemination to County and City Attorney.

Distributes and routes correspondence and maintains appropriate files.

Maintain all records and files including Criminal History files, and Master Name Index.

Dispatches for Department.

Receive and route incoming calls and visitors to the Department. Answer questions and explain procedures for the Department. Takes complaints and composes ICR'S.

Order and maintains inventory of supplies and forms.

Coordinates and administers various specialized software, programs, and websites within the department.

Maintains record of monthly and yearly balances for miscellaneous fees for services and reports.

Responsible for maintaining files and ensuring compliance with State reporting for all matters related to vehicle forfeitures or other forfeited assets.

Assists with maintaining quality control with established protocols for records data entry and writing reports.

Processes all legal discovery requests and maintains initial complaint reports and arrest files through filing system and/or appropriate law enforcement computer systems; retrieves records for review by officers, legal counsel, and privileged government agency.

Classifies and enters statistical criminal information into the system for reported crimes, stolen and recovered property, etc.

Processes permits to purchase handguns and submits permits for approval.

Maintains and takes appropriate action on suspense files.

Assists with tracking budget expenses, codes invoices for billing, monthly account review, and annual budgeting.

Assists and receives visitors at the front window.

Adds, prepares, files, and maintains data in various State record systems, maintains required certifications for each system, passes tests/certifications in order to maintain activity, and able to read and interpret data.

Operates, accesses, and queries criminal justice information systems and conducts record checks.

Assists in securing evidence and maintains records of items placed into evidence.

Notary public.

Pilot and prepare for electronic cases, including but not limited to e-charging, e-citations, e-referrals, laserfische.

Assist patrol officers with criminal cases and investigations as requested; including, but not limited to:

Run license plates and license reports

Investigate suspect's backgrounds/arrest records/criminal history/etc.

Assist in incident report creation and form completion for legal process.

Other activities as requested by officer.

Receive complaints and dispatch officers to scene of incident.

Fingerprinting

Assist with procurement, use, and maintenance of police department equipment and software such as computers/laptops.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Minimum of one year office experience. Post high school secretarial training is preferred.

LANGUAGE SKILLS

- Ability to prepare reports and correspondence from dictation and/or written correspondence.
- Ability to communicate with the public, other law enforcement agencies, court system, attorney's, insurance companies, etc. in person or by telephone.

- Ability to read and interpret documents from court system, procedural manuals for the Police Department, City Ordinances, Minnesota State Statues, and CJRA manual.

MATHEMATICAL SKILLS

- Ability to make arithmetic computations, using whole numbers, fractions and decimals.

REASONING ABILITY

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of word processing software and specialized Police Department software.
- Knowledge of Department procedures and polices.
- Ability to operate computer and printer, multi-line telephone system, fax machine, copy machine, and police radios.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Adopted by City Council this ____ day of January, 2016.

**City of Albany, Minnesota
Business Assistance Application**

Business Name: MAC'S BE Albany LLC
 Business Address: 1241 County Road 10
 City: Albany State: MN Zip: 56307
 Contact Person: Niketa Kuster
 Daytime Phone: 28-233-4600 Evening Phone: _____
 Fax Number: 28-233-363 Web Site: _____
 Email Address: niketa.kuster@macshardware.com

For office use only.

Application # _____
 Date Received _____
 Development District _____
 Finance District _____
 Application Fee Paid _____
 Notes _____

Type of assistance requested:

Tax Increment Tax Abatement JOBZ Other (please specify)

Amount of assistance requested: \$ _____

Projected start date: _____ Projected completion date: _____

Project Information

*Please attach a description of the proposed project.
Please attach a description of why the assistance is needed, be specific.*

Estimated Costs (please itemize)		Financing Sources (please itemize)	
Acquisition	\$ _____	_____	\$ _____
Demolition	\$ _____	_____	\$ _____
Excavation/Site Imprv.	\$ _____	_____	\$ _____
Machinery & Equipment	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total Costs	\$ _____	Total Funds	\$ _____

N/A

Project Site:

Parcel #'s and legal see attached

If long, please attach a legal description of the property.

If ag property, has property claimed "Green Acre" benefits within the last 5 years? N/A Yes _____ No _____

Provide a sketch plan and/or site plan for the project.

If the assistance is for a building project:

Estimated value after project completion: N/A \$ _____

Size of Building _____ sq. ft. Building Type _____

Function of Building: _____

What benefits will the City and its residents gain if assistance is provided?

Job Creation
 Job Retention
 Job Training
 Land Clean Up
 Tax Base
 Removal of Blight
 Redevelopment
 Other (please list)

If job creation is part of your proposal please list:

of full-time (FT) jobs created _____ N/A # of part-time jobs created _____

FT Hourly wage/hourly benefits \$ _____ / _____ Part-time hourly wage \$ _____

Name of Bank: _____ Contact Name: _____

Address: _____ Phone Number: _____

Type (corporation, etc): LLC Fed Tax I.D. [REDACTED] State Tax ID _____

Owner(s) name(s): MAC'S Inc. Owner address: 5970 50th Ave S, Mound, MN 56570

Owner phone: 218-293-4600 Owner SSN: _____

If there is a parent company, please describe the relationship in detail.

Has the business, owners or parent company ever declared bankruptcy? No Yes _____

If yes is checked, you must include information about the bankruptcy.

Has your business or parent company received a business subsidy (governmental financial assistance) for this or any other project from another Minnesota unit of government during the past 5 years?

Yes _____ No:

If yes is checked, please attach a description of the subsidy and by whom it was provided.

Project Description: Please attach a narrative description of your project AND a separate letter from the principal(s) indicating why business subsidy assistance is needed in order to accomplish the proposed project.

See attached letter on tax abatement and additional project description

Financial Statements: Please attach current financial statements, or submit them to our financial agent, David Drown Associates, 5122 Irving Avenue South, Mpls, MN 55419. email: david@daviddrown.com. This information will be kept confidential unless disclosure is required pursuant to the Minnesota Government Data Practices Act.

This application must be accompanied by a non-refundable deposit of \$300. Upon preliminary review, an application fee of \$3,500 for JOBZ and/or a fee of up to \$7,800 for TIE will be required. You agree to cover administration and consulting expenses which exceed your fee. Unused funds will be returned upon completion of this process. The applicant agrees to provide additional information if requested by the City.

Clayton [Signature] *Chairman* *1/7/16*
Signature Title Date



MAC'S inc.
5970 50th Ave. S, Moorhead, MN 56560
Ph. 218.233.4600 Fx. 218.233.3363

01/08/2016

City of Albany
PO Box 370
Albany, MN 56307

RE: MAC'S RE Albany LLC Business Assistance Application, project description

Dear Mr. Schneider,

MAC'S RE Albany LLC owns real estate for which a MAC'S Inc. store will be operating in Albany. Please also see the attached letter regarding the tax abatement for further details on the project.

We look forward to hearing from the City of Albany after the January 20th Council meeting.

Yours truly,

MAC'S Inc.

By: 
Charles McWethy, Chairman



MAC'S Inc.
5970 50th Ave. S, Moorhead, MN 56580
Ph. 218.233.4600 Fx. 218.233.3363

Date 12/31/2015

City of Albany
PO BOX 370
Albany, MN 56307

Re: Tax Abatement and Forgiveness of Sewer Water Fees Granted to Albany Fleet Supply, LLC

MAC'S Inc. is please to inform the City of Albany that it intends to bring its unique hardware store to the City of Albany.

In detemining whether it would acquire the assets of Albany Fleet Supply LLC one of the considerations was whether the tax abatement that had been granted to Albany Fleet Supply would continue in effect and the forgiveness of sewer and water fees also remaining unchanged.

MAC'S contract arangement with Albany Fleet Supply provides that the benefit of these agreements will go to MAC'S.

Had it not been for the Tax Abatement and the forgiveness going to MAC'S, MAC'S may not have decided to acquire the operations of Albany Fleet Supply and become a presence in Albany. MAC'S likes being located in agricultural areas. The problem is with the size of the population available who will use the store. Albany and surrounding communities are very nice communities. The population and buying patterns of residents are important to MAC'S.

Having this support from the City of Albany is also important to MAC'S. We are very hopeful we will be allowed to continue with the program commenced with Albany Fleet Supply. We have the cooperation of John Petemell and Albany Fleet Supply In doing this.

If you are in need of any further information please let us know.

Yours truly,

MAC'S Inc.

By: 
Charles McWethy, Chairman

December 29, 2015

CITY OF ALBANY
TOM SCHNEIDER
PO BOX 370
ALBANY MN 56307

Re: Albany Fleet Supply, LLC/MAC'S RE Albany, LLC
Our File No. 22059-001

Dear Mr. Schneider:

Per your letter dated December 21, 2015, we are making the following formal request regarding the assignment of the tax abatement agreement involving the real estate located at 1241 County Road 10, Albany, Minnesota (Tax Parcel No. 40.25037.0100), all pursuant to Section 6.2 of said agreement:

We respectfully request that the City complete transfer of the abatement agreement to MAC'S RE Albany, LLC, a Minnesota limited liability company, and request that all future tax abatement payments be forwarded directly to MAC'S RE Albany, LLC through the remaining term of said agreement.

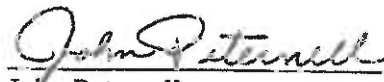
If any additional information or forms are needed from the undersigned, please advise at your earliest convenience.

Respectfully yours,



John Peternell, Individually

ALBANY FLEET SUPPLY LLC

By: 
John Peternell
Its: Chief Manager

\$15.00

No. 2016-01

1 DAY TEMPORARY "ON-SALE" LIQUOR

LICENSE IS HEREBY GRANTED TO:

Shady's Inc.

To sell at retail
ON-SALE

FOR CONSUMPTION ON THE PREMISES LOCATED AT

421 Railroad Ave.

IN THE CITY OF ALBANY,
COUNTY OF STEARNS,
STATE OF MINNESOTA,

**For the period commencing
February 5, 2016, and terminating on
February 6, 2016 at 1:00 A.M.**

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the State and of the Federal Government pertaining to such sale, and is revocable for the violation thereof. Not transferable.

**WITNESS THE GOVERNING BODY
of the City of Albany
and the seal thereof this 20th day of January, 2016.**

**The City Council
Of the City of Albany**

By _____
Daron Gersch, Mayor

Attest: _____
Tom Schneider, Clerk/Adm.

(S E A L)