

**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, October 18, 2023, 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 the regular council meeting minutes held on September 20th.
5. Open Forum/Public comment (3 to 5 minutes max.)
6. Mayor Tom Kasner –
 - Recommendation by hiring committee to consider conditional job offer to Gary Winkels for the position of City Administrator-Clerk-Treasurer.
 - Authorize interim City Administrator to negotiate compensation terms for the position of City Administrator-Clerk-Treasurer.
7. Jeremy Mathiasen, City Engineer – present the following:
 - Project updates.
8. Reports of Boards and Department Heads
 - Police Chief Ozzie Carbajal
 - Joseph Mergen, Public Works Supervisor – update on the following:
 - Update proposed 2024 street repair improvements – map
 - Technical Evaluation Panel (TEP) inspection North Park Improvements.
 - Grinder installation at Wastewater Treatment Plant main lift station
 - Tom Schneider, Interim City Administrator
9. Mayor Tom Kasner – announce the next regular council meeting date (November 1st) and adjourn.

Tom Schneider
Interim City Administrator

Pursuant to due call and notice thereof a regular meeting of the Council in and for the City of Albany, Stearns County, Minnesota, was called to order by Mayor Tom Kasner at 6:30 o'clock in the evening on Wednesday, October 4, 2023, in the Council Room at 400 Railroad Avenue for the said City.

Other Council members present were councilors Keith Heitzman, John R. Harlander, Al Amdahl, and Adam Rushmeyer. Other's present were Joseph Mergen, Supervisor, Public Works Department, Jeremy Mathiasen, city engineer with the firm Stantec, Inc., St. Cloud, Tim Hennagir, Staff Writer, the Star Post, Tom Schneider, Interim City Administrator, and the following residents: Berleen Hollenkamp, Bruce Winter. Albany Area High School students present were Tatum Findley, Alyssa Sand, Madison Ramler, Savanna Pelzer, Callie Holthaus, Carter Schwalbe, Caleb Abraham, and Andrew Olson.

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 Al Amdahl and seconded by Adam Rushmeyer to approve/authorize payroll (3853-3869), electronic payments, transfers, and the payment of the following bills: Check Numbers 73001-73029. 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 September 20th and hearing none declared them approved.

Open forum/public comments: none.

Molly Thompson, the City Auditor with the firm of Schlenner, Wenner and Company, St. Cloud, MN, appeared before the council to present the final 2022 Comprehensive Financial Audit for all department operations and enterprise funds that include the Albany Golf Club, Inc. Ms. Thompson presented to the council an abbreviated audit report and noted nothing unusual in terms of recorded transactions or accounting policies/treatments. Ms. Thompson noted the audit was delayed due to software conversions in fund accounting and utility systems. After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to approve the 2022 Comprehensive Financial Audit, authorize recommended transfers and specific funds be closed effective December 31, 2022. All voted for the motion and it carried. The complete audit is on file at the office of the City Clerk/Adm. for public inspection during normal office hours.

Jason Arnzen, St. Rosa Lumber, Inc., General Contractor, appeared before the council to inform the council Dustin Tomoson, Ringdahl Architects will be managing the bidding process for the Albany Golf Club, Inc., Clubhouse remodel improvements. Mr. Arnzen noted the advertisement or notice for bid will be published in the Star Post on October 11th and bids are to be opened at 2:00 PM on October 30th at the Albany Golf Club. Mr. Arnzen noted the bid documents have been prepared and are available for contractors to review. Mr. Schneider noted that if all bids received are in order and reviewed for completeness, the low bid may be accepted at the November 1st council meeting. After due discussion and careful consideration, a motion was made by Keith Heitzman and seconded by John R. Harlander to approve the construction plans, authorize the notice to bid be published in the Star Post on October 11th, and bids are to be opened at 2:00 PM on October 30th at the Albany Golf Club. All voted for the motion and it carried.

Pursuant to due notice, Mayor Tom Kasner called the public hearing into session at 7:00 o'clock in the evening to consider and possibly adopt the proposed assessment for unpaid refuse fees incurred in relation to Section 7, Subd. 7.2 the contract between West Central Sanitation and the City of Albany. The proposed assessment is as follows which includes administration fees:

<u>Property:</u>	<u>Amount:</u>
151 4 th Street	\$180.04
231 Lake Avenue	\$155.78
1101 Forest Avenue	\$108.09
101 10 th Street	\$233.19
701 Midland Avenue	\$233.19
240 7 th Street	\$233.19
130 2 nd Street	\$233.19
151 3 rd Street	\$233.19
571 12 th Street	\$233.19
731 Aliva Avenue	\$233.19
170 1 st Street	\$233.19
510 9 th Street	\$233.19

Mayor Tom Kasner informed the council the city received a letter from Nick Vankoevinger, 571 12th Street objecting to the proposed assessment. Mayor Tom Kasner noted pursuant to Ordinance 74, Refuse, the city may enter into an exclusive contract through either negotiation or bids, to collect and dispose of all refuse generated in single-family and two-family dwellings. Mayor Tom Kasner noted West Central Sanitation is the city's contracted refuse hauler and if residents wish to dispose of their refuse by some other means they may do so but must pay the minimum monthly refuse fee. Mr. Harlander noted it is in the best interest of the city to contract with one hauler with weekly pickup rather than having several traveling on streets. Mayor Tom Kasner closed the public hearing at 7:05 PM. After due discussion, a motion was made by Adam Rushmeyer and seconded by Al Amdahl to authorize Mr. Schneider to certify to the Stearns County Auditor the aforementioned unpaid refuse fees for collection in 2024. All voted for the motion and it carried.

Mr. Mathiasen presented to the council Payment Voucher No. 5 for the 2023 Capital Improvement Project. Mr. Mathiasen noted the payment voucher includes roadway and alley paving and site restoration. After due discussion and upon recommendation from the city engineer, a motion was made by Al Amdahl and seconded by John R. Harlander to approve Payment Voucher No. 5 to Breitbach Construction Company, Elrosa, MN, in the amount of \$234,443.26. All voted for the motion and it carried.

Mr. Mathiasen also presented to the council Payment Voucher No. 1 for the 2023 Shamrock Lane Sidewalk Improvement Project. Mr. Mathiasen noted the payment voucher includes the sidewalk installation utilizing the 80/20 cost split. After due discussion and upon recommendation from the city engineer, a motion was made by Al Amdahl and seconded by John R. Harlander to approve Payment Voucher No. 1 to Shamrock Lane Rentals, LLC, Albany, MN, in the amount of \$47,045.52. All voted for the motion and it carried.

Mr. Mathiasen also reminded the council that Stearns County Highway Department will conduct a public informational meeting for the proposed 2024 County Road 157 improvements from 4:30 PM to 6:30 PM to be held on October 17th at Albany City Hall.

Mr. Mathiasen informed the council the City of Albany and Lucky of Albany, LLC previously executed a Developers Agreement dated May 31, 2023, for the High-Pressure Park plat and improvements; whereby the developer requested an amendment to the said agreement to install the sanitary sewer and watermain as private utilities. Mr. Mathiasen noted the following:

- The City agrees to have the sanitary sewer and watermain be installed, owned, and maintained as private infrastructure under the condition that the Developer is responsible for all maintenance, repairs and replacement of the infrastructure when required, and that all platted lots and future subdivided lots will have individual sewer and water services. The Developer will own the sanitary sewer and watermain up to the physical connection points of the city mains.
- All properties within the plat (including subdivided lots in the future) will have individual sewer and water services, no sharing of service lines will be allowed. The revised overall utility plan, emailed to the city on October 2nd, and shown as Exhibit A, showing three individual sets of sanitary sewer and water service lines, will be followed by the Developer.
- The proposed utility easement covering the sewer and water mains within the final plat can be removed as the city will not need to access the private lines.
- All financial responsibilities of the Developer remain as stated in the Developers Agreement except for the Letter of Credit amount. Instead of requiring an amount equal to 125% of the proposed public infrastructure construction costs, the amount of the Letter of Credit shall be \$30,000 as assurance to the City in case damage is caused to the City sanitary sewer and water main during the connections.

After due discussion and upon the recommendation of the city engineer, a motion was made by John R. Harlander and seconded by Keith Heitzman to authorize Mayor Tom Kasner to execute the amendment to the Developer's Agreement on behalf of the city. All voted for the motion and it carried.

Mr. Mergen presented to the council the annual agreement for snow removal on State HWY #238 or Railroad Avenue (main street) between the Minnesota Department of Transportation (MnDOT) and the City of Albany for the 2023-2024 winter season. Mr. Mergen noted the agreement is executed on an annual basis; whereby MnDOT will reimburse the city for snow removal expenses from curb to curb on the said state highway or Railroad Avenue. Mr. Mergen noted the hourly costs associated with the use of the bi-directional snow blower, skid steer, and blade tractor for snow removal will the reimbursement by MnDOT as per the hourly rates noted in the city's contract for snow removal with Custom Waste Irrigation, Albany, MN. A motion was made by Al Amdahl and seconded by Adam Rushmeyer to authorize Mr. Mergen to execute on behalf of the city the said agreement. All voted for the motion and it carried.

Mayor Tom Kasner announced the next regular council meeting for 6:30 o'clock or as soon as thereafter on Wednesday, October 20th and adjourned the meeting at 7:25 PM.

Tom Schneider
Interim City Administrator



320.845.4244
P. O. Box 370
Albany, Minnesota 56307

HIRE TIME SCHEDULE – Subject to change!

(Adm/Clerk/Treasurer)

(Public Works Assistant)

October 18th Council meeting:

- Recommendation by **hiring committee** to consider conditional job offer to Gary Winkels for the position of City Administrator-Clerk-Treasurer. Authorize interim city administrator to negotiate compensation terms for the said position.

November 1st Council meeting:

- Council to consider final compensation terms for the position of City Administrator-Clerk-Treasurer. Authorize the city interim administrator to post a job notice for a Public Works Assistant and prepare hiring information related to the position.
- Mr. Winkels submits a letter of resignation, but will continue as Public Works Assistant until the position is filled.

November 8th: Job Notice published in Star Post, FACEBOOK, Website, and city hall for Public Works Assistant

November 23rd: Deadline to submit applications for Public Works Assistant

November 24th through 27th: Staff to review and score applications to consider potential candidates to interview.

December 4th and 5th: Conduct interviews this week.

December 6th or 20th Council meeting: Recommendation by hiring committee to consider a conditional job offer. Authorize interim city administrator to negotiate compensation terms for the position of Public Works Assistant. If accepted candidate to give his/her employer two-week notice.

January 2024: Gary Winkels begins position of Adm./Clerk/Treasurer and also a new Public Works Assistant!

To:	Tom Schneider, City Staff & Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	October 12, 2023

Reference: **Engineering Update for the 10/17/23 Council Meeting**

2022 Capital Improvement Project (Midland Avenue)

The Contractor expects to have the final paperwork together for the November 1st Council meeting and possible closeout.

2023 Capital Improvement Project (Forest Avenue)

Some remaining concrete work was completed this week along with the associated restoration work. The concrete subcontractor also applied the concrete sealant on the driveways as approved with the previous change order.

2024 Railroad Avenue / CR 157 Improvement project.

The County notified us that the City will be responsible for preparing design and construction documents for the City owned utility improvements within their project. As of now that is essentially one block of sanitary sewer and water main between 8th and 9th Streets. Additional utility work may be needed west of 9th Street, and we are working with the County's engineer to evaluate the location of the existing sewer and water in relation to the proposed new roadway and sidewalk. We will discuss the needed work more at the council meeting.

The open house for the project is scheduled for 4:30-6:30 this coming Tuesday, the 17th.

Miscellaneous

- We are currently working with multiple private projects in Albany, providing plan reviews for upcoming and proposed work.

If you have any questions on any of the ongoing projects or anything else, please feel free to call or email me at any time.

Jeremy Mathiasen

320.266.5232

Thank you for the continued opportunity to serve the City of Albany. A summary of the project invoicing is shown below for your use. Please feel free to contact me if you have any questions or if you would like further description of the work performed.



For project time for July and August 2023

<u>Project</u>	<u>Project #</u>	<u>Previously Billed</u>	<u>Current Billing</u>	<u>Pre-Project Est. Budget</u>	<u>% Used</u>	<u>Construction Cost</u>	<u>Comments</u>
2023 Albany General	193801690	\$ 12,917.74	\$ 2,866.50			NA	Kerry wastewater reports and billing, PFAAS sample results review; Shamrock Lane Sidewalk Improvements
2022 Albany CIP	193805394	353,011.10	\$3,934.24	344,356.00	103.7%	2,008,700	Final wear course paving and preparations
2023 Forest Avenue Improvements	193805671	232,191.89	\$ 80,883.57	378,167.00	82.8%	2,528,586	July & August construction admin, observation and construction staking.
Future CIP - Feasibility & Survey	193806349	\$ 10,811.00	\$ 33,627.50				Completing field survey work, manhole builds and TBD report / exhibit preparation
	Total		\$ 121,311.81				



INVOICE

Invoice Number 2143085
Invoice Date October 12, 2023
Customer Number 92375
Project Number 193805394

Bill To

City of Albany, MN
Tom Schneider
PO Box 370
400 Railroad Avenue
Albany MN 56307
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Albany 2022 Capital Improvements

Stantec Project Manager: Mathiasen, Jeremy B
Current Invoice Due: \$3,934.24
For Period Ending: September 1, 2023

Net Due in 30 Days or in accordance with terms of the contract

INVOICE

Invoice Number

2143085

Project Number

193805394

Usage - Vehicle

2023-07-27

27.50

2023-07-31

42.74

2023-08-01

27.50

Usages Subtotal

97.74

Low Task 500.03 Subtotal

3,680.74

Top Task 500 Total

3,934.24

Total Fees & Disbursements

\$3,934.24

INVOICE TOTAL (USD)

\$3,934.24



INVOICE

Invoice Number 2143089
Invoice Date October 12, 2023
Customer Number 92375
Project Number 193805671

Bill To

City of Albany, MN
Tom Schneider
PO Box 370
400 Railroad Avenue
Albany MN 56307
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Forest Avenue Capital Improvement Project

Stantec Project Manager: Mathiasen, Jeremy B
Current Invoice Due: \$80,883.57
For Period Ending: September 1, 2023

INVOICE

Invoice Number
Project Number

2143089
193805671

2023-07-18	28.75
2023-07-19	27.50
2023-07-20	42.12
2023-07-24	27.50
2023-07-25	30.00
2023-07-26	28.13
2023-07-27	27.50
2023-07-28	27.50
2023-08-01	27.50
2023-08-02	27.50
2023-08-03	30.00
2023-08-04	34.38
2023-08-08	30.63
2023-08-10	15.24
2023-08-11	42.74
2023-08-14	27.50
2023-08-15	27.50
2023-08-17	32.75
2023-08-18	27.51
2023-08-21	31.44
2023-08-22	27.51
2023-08-23	28.17
2023-08-28	27.50
2023-08-29	31.44
2023-08-30	31.44

INVOICE

Invoice Number
Project Number

2143089
193805671

Top Task 9909 Total

33.55

Total Fees & Disbursements

\$80,883.57

INVOICE TOTAL (USD)

\$80,883.57



INVOICE

Invoice Number 2143088
Invoice Date October 12, 2023
Customer Number 92375
Project Number 193801690

Bill To

City of Albany, MN
Tom Schneider
PO Box 370
400 Railroad Avenue
Albany MN 56307
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Albany General

Stantec Project Manager: Mathiasen, Jeremy B
Current Invoice Due: \$2,866.50
For Period Ending: September 1, 2023

INVOICE

Invoice Number

2143088

Project Number

193801690

Reviewing Kerry bill for May - June; PFAS sampling data review and correspondence with Public Works.

Professional Services

Billing Level

Engineer

Hours

Rate

**Current
Amount**

2.50

148.00

370.00

2.50

370.00

Professional Services Subtotal

2.50

370.00

Top Task 350 Total

370.00

Total Fees & Disbursements

\$2,866.50

INVOICE TOTAL (USD)

\$2,866.50



INVOICE

Invoice Number 2143090
Invoice Date October 12, 2023
Customer Number 92375
Project Number 193806349

Bill To

City of Albany, MN
Tom Schneider
PO Box 370
400 Railroad Avenue
Albany MN 56307
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Albany 2025 Capital Improvement Project

Stantec Project Manager: Mathiasen, Jeremy B
Current Invoice Due: \$33,627.50
For Period Ending: September 1, 2023

Net Due in 30 Days or in accordance with terms of the contract

INVOICE

Invoice Number

2143090

Project Number

193806349

2023-07-07	720.00
2023-07-14	1,800.00
2023-07-17	1,680.00
2023-07-25	240.00
2023-07-26	1,680.00
2023-07-27	1,920.00
2023-08-02	1,320.00
2023-08-03	720.00
2023-08-07	720.00
2023-08-11	960.00
2023-08-15	0.00
2023-08-16	1,920.00

Usages Subtotal

19,950.00

Low Task 100.200 Subtotal

19,950.00

Top Task 100.200 Total

19,950.00

Top Task 101.100 Feasibility Report

Low Task 101.100 Feasibility Report




Professional Services

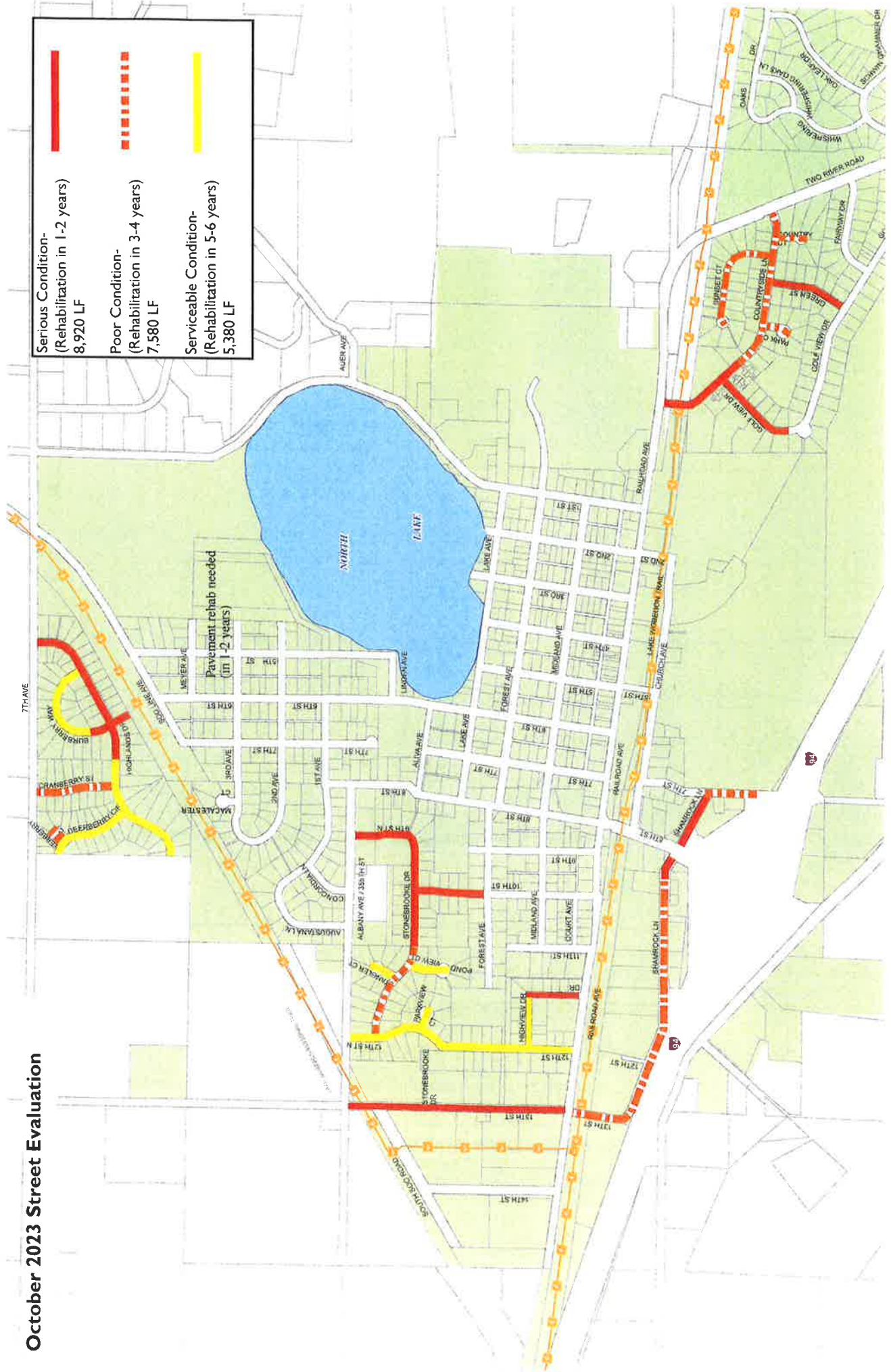
Street width, utility and existing condition exhibits, quantity calculations and estimating costs.

Billing Level

	Hours	Rate	Current Amount
Level 07	54.50	116.00	6,322.00
	54.50		6,322.00
CAD - Design	39.00	153.00	5,967.00
	39.00		5,967.00

October 2023 Street Evaluation

	Serious Condition- (Rehabilitation in 1-2 years) 8,920 LF
	Poor Condition- (Rehabilitation in 3-4 years) 7,580 LF
	Serviceable Condition- (Rehabilitation in 5-6 years) 5,380 LF



Albany Street Evaluation

10/6/2023

Areas Evaluated: Highlands, Hall's Highview, Sterling Heights, Stonebrooke, Country Estates, & Shamrock Lane

Roadways given a score between 1-5 (1 = poorest condition) See attached map

Roadway Ratings	Footage	Est. Unit Cost (M&O)*	Est. Cost
1- 2 years	8,920	\$75	669,000
3-4 years	7,580	\$80	606,400
5-6 years	5,380	\$85	457,300

Total Footage Reviewed 21,880 LF

* includes edge milling of roadway and 2" overlay of full roadway (no curb improvements)



COUNTY OF STEARNS

Environmental Services Department

Stearns County Service Center • 3301 County Road 138 • Waite Park, MN 56387

320-656-3613

Fax 320-656-6484 • 1-800-450-0852

The following items will be discussed at the **October 11, 2023** Stearns County Wetland **Technical Evaluation Panel** meeting. The meeting will start at **9:15 AM** in room 2112, located in the Stearns County Environmental Services Department, 3301 County Road 138, Waite Park, MN 56387. There may also be a virtual option, via Microsoft Teams.

1. **9:15 – 9:45 AM – The LGU requests the TEP discuss the Alexander Schmidt wetland fill violation. W-003577, 31.20889.0000 (Shelby)**
2. **10:00 – 10:15 AM – drive time to Mick delineation site visit, 2375 Graniteview Road, Waite Park.**
3. **10:15 – 12:30 The LGU and consultant request the TEP field review the wetland delineation that was submitted for the Gregory A Mick Rev Trust property. W-003624, 98.60575.0100 and 98.60574.0120 (Jen K)**
4. **12:30 – 1:00 PM – Lunch Break**
5. **1:00 – 1:30 PM – drive time to North Park site visit. Just west of 35704 State Hwy 238, Albany.**
6. **1:30- 3:00 PM – The LGU requests the TEP conduct a site visit at North Park in Albany to review the work done for compliance with WCA. W-003478, 40.25003.0505 (Jen K)**

Proposed 2023 meeting dates (2nd Wednesday of each month):

Wednesday, November 8

Wednesday, December 13

In-person meetings will be held in room 2112 in the Stearns County Environmental Services Office, 3301 County Road 138, Waite Park, MN 56387-2046, unless otherwise noted. A virtual option may be available via Microsoft Teams.

Meeting time is 9:00 AM to 3:00 PM unless otherwise noted.



2024 Price Sheet

ALL PRICES INCLUDE TAX

Memberships **MUST** be paid **IN FULL** by date in order to receive discount!!! If not in full, you will be charged full price.

Payments will **NO LONGER** be accepted before the 1st of the year.

Returning member discount is only valid if paid in January or February.

Membership (age as of 1/1)	5 % OFF If PAID IN FULL between 1/1/2024 – 2/28/2024	FULL PRICE If paid 3/1/2024 or later
FAMILY (H.S. students and younger)	\$1380.00	\$1,450.00
Couple (36-64)	\$1,150.00	\$1,215.00
Sr. Couple (65+)	\$1,000.00	\$1,050.00
Young Adult Couple (graduate - 29)	\$1,000.00	\$1,050.00
Individual (30-64)	\$850.00	\$900.00
Sr. Individual (65+)	\$760.00	\$800.00
Young Adult Individual (graduate - 29)	\$760.00	\$800.00
Student (full-term college)	\$515.00	\$540.00
Student (High School, 6-12)	\$285.00	\$300.00

Personal Cart (storage and trail fee)				
	Gas		Electric	
Cart Storage	\$300.00		\$340.00	
Trail Fee (use of your OWN cart) *Per Cart*	\$285.00		\$285.00	
Daily Trail Fee (personal cart without a yearly pass)	\$12.00/day			
Handicaps (cash or check only)	Men's	Women's	Junior	Non-Member
MGA Handicap	\$40.00	\$40.00	\$20.00	\$50.00

New Member Discounts

(not a member past 2 seasons)

Family Membership - \$250 off, Couple Membership - \$200 off, Individual Membership (non-student) - \$150 off

Membership Benefits

- 10% off restaurant meals
- 10% off pro shop purchases
- Free warm-up range balls (before a booked tee time)
- Rental cart discounts
 - o Individuals get \$2 off for 9 holes and \$3 off 18 holes
 - o Couples pay single occupancy (full-price)

Membership must to be **PAID IN FULL** by 1st Play

Cart storage fees due by May 1st

Type of Membership: _____

Names and information of members included in membership:

Name (First and Last)	Phone #	e-mail

Dependents (family memberships only, HS and younger):

Name (First and Last)/Age	Phone #	e-mail

Membership \$ _____ New Member Discount (please check) _____

Trail Fee \$ _____

Cart Storage \$ _____ Circle one: Gas Electric

MGA Handicap \$ _____

Total Payment \$ _____

All credit card transactions will have a 3% fee added to the final total (not included on price sheet)

Credit Card Type: _____ Exp. Date: _____

Credit Card Number: _____

Signature: _____