

Pursuant to due call and notice thereof a meeting of the Planning Commission in and for the City of Albany, Stearns County, Minnesota, was called to order by Acting Chairman Bill Scepaniak at 6:30 o'clock in the evening on Monday, January 23, 2023, at City Hall, 400 Railroad Avenue for the said City.

Other Planning Commission members present for the meeting were: Allison Dudek, Todd Horton, and Nathan Ronning. Joseph Wedel was absent. Councilor Adam Rushmeyer, Liaison, and Jeremy Mathiasen, the city engineer with the firm of Stantec, Inc., St. Cloud, MN, was present for the meeting.

Acting Chairman Bill Scepaniak welcomed and introduced Nathan Ronning, as a new Planning Commission member, who was appointed to the commission by the council at the November 16, 2022 council meeting. Mr. Schneider noted the position is for a five-year term.

Acting Chairman Bill Scepaniak welcomed and introduced Todd Horton, as a new Planning Commission member, who was appointed to the commission by the council at the December 7, 2022 council meeting. Mr. Schneider noted Mr. Horton is a former Planning Commission member and the position is for a one-year term.

Acting Chairman Bill Scepaniak called for nominations for the positions of Chairman and Acting Chairman of the Planning Commission for the year 2023. After due discussion, a motion was made by Nathan Ronning and seconded by Todd Horton to appoint Bill Scepaniak as Chairman. All voted for the motion and it carried. After due discussion, a motion was made by Todd Horton and seconded by Nathan Ronning to appoint Allison Dudek as the Acting Chairman. All voted for the motion and it carried.

Chairman Bill Scepaniak called for any additions or corrections to the minutes of September 29, 2022, and hearing none declared them approved.

Mr. Mathiasen presented to the commission proposed amendments to Ordinance 30 and 31 pertaining to water and sewer trunk charges paid to the city by a developer upon approval of a final plat or subdivision. Mr. Mathiasen informed the commission the current language requires developers to pay trunk fees on total acreage and does not take into account wetlands and public right-of-way which is not developable acreage. Mr. Mathiasen noted the purpose of each amendment is to calculate the charges based on total developable acreage less delineated wetlands and dedicated public right-of-way. Mr. Schneider recommended approval of the proposed ordinance amendments. Mr. Horton questioned if there has ever been a tiered structure for charging trunk fees for residential compared to commercial/industrial developments. Mr. Schneider informed the commission there has never been a tiered system of charges. Mr. Ronning questioned if our trunk fees are too low compared to other cities. Mr. Rushmeyer noted all fees charged by the city are reviewed annually, but no increases to the trunk fees have been considered for several years. After due discussion, a motion was made by Todd Horton to recommend to the council the following ordinance amendments be approved:

CITY OF ALBANY  
AMENDMENT TO ORDINANCE 30  
MUNICIPAL WATER SYSTEM

CITY OF ALBANY  
AMENDMENT TO ORDINANCE 31  
MUNICIPAL SEWER SYSTEM

The motion for the foregoing ordinance amendments was seconded by Allison Dudek and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Bill Scepaniak, Allison Dudek, Nathan Ronning, and Todd Horton, and none voted against the same; whereupon the said ordinance amendments was declared duly passed and adopted. The full text of the said ordinance amendments is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mr. Mathiasen informed the commission of the following updates:

- Bid opening for the proposed 2023 Forest Avenue Improvements is February 1<sup>st</sup>.
- Council approved a cost sharing partnership with Joseph Peternell, owner of a new office building at 1321 Shamrock Lane to construct a 5' wide concrete sidewalk on the north side of Shamrock Lane west of Shamrock Mobile Home Park ending northerly of 1321 Shamrock Lane at the Lake Wobegon Trail crossing on 13<sup>th</sup> Street. Approx. 1,400 lineal feet.
- Co. Rd. 54 between Albany and Avon will be resurfaced in 2023.
- Co. Rd. 157 between Albany and Freeport will be reconstructed in 2024 or 2025.
- Council and Park Board held a joint meeting on January 18<sup>th</sup> to gather public input related to a proposed pedestrian walk/bike trail along the eastern boundary of North Lake abutting State HWY238 (TH238) connecting North Park to an existing sidewalk on Lake Avenue. Local group of investors to pay for 100% construction expenses, but estimated maintenance costs in the future is a concern. Additional meetings to be held.

Mr. Schneider informed the commission of the following:

- RS Tooling, LLC, 499 Huskie Drive, is proposing to construct a new manufacturing building in the industrial park and has submitted a Business Subsidy application for Tax Increment Financing Assisting. A public hearing is scheduled for March 15<sup>th</sup> to establish Tax Increment Financing District No. 17 within Municipal Development District No. 1 and modification of Tax Increment Financing District No. 16. The Economic Development Authority (EDA) will review the application and proposed tax increment request at their February 15<sup>th</sup> meeting.
- 2022 Building Permit recap: 3-new single-family homes, 45-roof permits due hailstorm in May 2-new commercial buildings, estimated project value for all building permits issued was \$10,577,340, and 113 total building permits issued.
- Estimated vacant lots: 8-residential and 6-industrial.
- Comprehensive Plan Land Use Map reviewed. No corrections and/or additions.
- Capital Improvement Plan - future proposed reconstruction improvements and financing of public roadway and utility improvements.
- Xcel Energy is proposing the installation of two electric vehicle charging stations in the city hall parking lot at no cost to the city in 2023.
- Railroad Avenue proposed commercial storefront rehabilitation projects proposed 2023, January 16<sup>th</sup> roof collapse of commercial building at 201 Railroad Avenue, and future potential use of city owned vacant at 101 Railroad Avenue.
- August 2022 council approved an interim ordinance placing a one-year moratorium on the sale of hemp derived Tetrahydrocannabinol (THC) food and beverages within the city. July 2022 state law made it legal to sell certain edibles and beverages infused with THC, the cannabis ingredient extracted from hemp.

Chairman Bill Scepaniak adjourned the meeting at 7:30 PM.

Tom Schneider  
Clerk/Adm.