

**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 Thursday, January 2, 2020, in the Council Room at 400 Railroad Avenue for the said City.

**AGENDA**

1. Convene meeting
2. Mayor Tom Kasner – announce moment of silence for three Minnesota National Guard soldiers who died in a Black Hawk helicopter crash December 5th in Stearns County.
3. Pledge of Allegiance
4. Audit Bills
5. Act on regular Council minutes of the meeting held on December 18th
6. Open Forum/Public comment (3 to 5 minutes max.)
7. Jeremy Mathiasen, City Engineer – project updates
8. Reports of Boards, Commissions, City Engineer, and Department Heads
  - Joseph Mergen, Public Works Supervisor
  - Ozzie Carbajal, Police Chief
  - Tom Schneider, Clerk/Adm. – present the following:
    - Present employee 2020 salary range program.
    - Resolution 2020-01 approving the delegation of authority for paying claims presented to the City
    - Appointment of 2020 Election Judges
9. Mayor's announcements and letters
  - Present 2020 appointments
10. Mayor to announce next regular Council meeting date (January 15th) 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, December 18, 2019, in the Council Room at 400 Railroad Avenue for the said City.

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

Others present were: Jeremy Mathiasen, City Engineer, with Stantec, Inc., Ozzie Carbajal, Police Chief, Joe Mergen, Public Works Supervisor, Kate Asfeld, Editor, Albany Enterprise, Tom Schneider, Clerk/Adm. Sherri Thill and Chad Schmidt, owners of Rookies Sports Bar. Cameron Gaebel and Ezra Noska, Albany High School students.

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 Keith Heitzman and seconded by John R. Harlander to authorize electronic payments, transfers, and the payment of the following bills: Check Numbers 69553 to 69590 and 17660 to 17712. 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 December 4<sup>th</sup> and hearing none declared them approved.

Open forum/public comments: none.

Mayor Tom Kasner, Economic Development Authority (EDA) Liaison, informed the Council the EDA held a meeting on Thursday, December 5<sup>th</sup>, on a request by Rookies Sports Bar, 481 Railroad Avenue, that submitted a Business Assistance application for a Commercial Rehabilitation Deferred Loan/grant (CRDL) to be reimbursed for the following building improvements (\$63,852): 1) HVAC units, windows 1<sup>st</sup> and 2<sup>nd</sup> floor, 2) storefront awning, 3) remove cedar shakes and add black brake metal w/white trim around windows, and 4) new front entrance and apartment door. Mayor Tom Kasner noted the awning listed in the expenses was not eligible; whereby the total improvements are \$56,544. Ms. Thill informed the Council she may install an electronic sign west of her front entrance door on Railroad Avenue rather than having banners displaying special events. Mr. Schneider informed Ms. Thill the zoning ordinance be reviewed by a sign company prior to considering a purchase of an electronic sign in a Core Commercial (C1) Zone. After due discussion, and upon recommendation from the EDA, a motion was made by Mayor Tom Kasner and seconded by John R. Harlander, to approve the CRDL application submitted by Rookies Sports Bar as per the following:

- Improvements related to, but not limited to, increase tax base, new windows on 1<sup>st</sup> and 2<sup>nd</sup> floor, new front entrance door, front apartment entrance door, and new HVAC. All improves efficiencies of building. A large capital investment on Railroad Avenue.
- Window openings are not similar to the original exterior, but shakes to be removed around every window on 1<sup>st</sup> and 2<sup>nd</sup> floor and replaced with black brake metal with white trim to mimic the original window openings.
- Window above apartment door to be wrapped with new trim.
- Signs on each side and above front entrance door will be removed.
- On the west side of the building, three (3) beer signs in the windows will remain, but two (2) beer signs north of these windows will be removed.
- There will be no window replacement west of the front entrance door, but the wood will be replaced with similar material to look like brick or an electronic sign.
- Request meets the City's 2014 Criteria for Business Subsidy.
- The loan is a deferred loan that will be forgiven after seven years if the applicant maintains ownership of building. A Deferred Loan Payment Agreement will be executed between the EDA

and Jmr Properties of Albany, LLC, dba Rookies Sports Bar. A 1099 IRS form will be issued to the applicant upon completion of the DLP loan Agreement.

- Upon completion of the said improvements, evidence of payment to contractor(s) shall be submitted to the City prior to the City releasing \$24,999, the maximum EDA funds.

All voted for the motion and it carried.

Mr. Mathiasen informed the Council he would recommend accepting Request for Proposals (RFP) rather than bids for the Advanced Metering Infrastructure (AMI) System. Mr. Mathiasen noted the fixed network advanced metering infrastructure system is designed and implemented to work with an expected water meter accuracy of 99% or more. Mr. Mathiasen noted RFP's will be written as a professional services contract, i.e. relying upon the applicant to design a system for the City as part of the overall project and make a decision based on the full package. Mayor Tom Kasner, with the consensus of the Council, directed Mr. Mathiasen to proceed with preparation of an RFP for the new water meter AMI system and seek qualified vendors.

Mr. Mathiasen presented to the Council a engineering feasibility study for the following proposed 2020 8<sup>th</sup> Street Improvements Project: street and utility reconstruction of 8<sup>th</sup> Street (from Midland Avenue to Aliva Avenue), Midland Avenue (from 8<sup>th</sup> Street to 9<sup>th</sup> Street), Forest Avenue (from 7<sup>th</sup> Street to 9<sup>th</sup> Street), one-half block of Lake Avenue east of 8<sup>th</sup> Street, Albany Avenue, and to assess the benefitted property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429. Mr. Mathiasen noted the estimated project cost is \$2 million which includes Albany Avenue to be reconstructed. Mr. Mergen informed the Council, based on his experience with patching Albany Avenue over the years, the base material is very poor and recommended the street be reconstructed to include new base material. Mr. Schneider questioned if the engineering costs may be reduced being the street had been a township road prior to the adjacent properties annexed to the City; whereby a local contractor can easily reconstruct the street having experience with reconstructing other township roads near the City at reduced costs rather than the project being administered through a general contractor. Mr. Mathiasen noted engineering fees can be reduced being there is no work proposed in the adjacent ditches, no curb/gutter, and no increase in roadway width. Mr. Mathiasen also noted properties abutting Albany Avenue will be assessed if the street is reconstructed, but not if a mill and overlay is considered. Mr. Harlander recommended Albany Avenue be reconstructed and bid as an alternate. Mr. Harlander also recommended the two alleys within the project be bid as an alternate too. Mr. Rushmeyer noted soil borings be considered in the future for proposed street reconstruction projects to get a better idea of the soil conditions beneath a roadway. Mayor Tom Kasner, with the consensus of the Council, directed Mr. Mathiasen to bid Albany Avenue and the two alleys within the project area as alternates. After due discussion, a motion was made by Adam Rushmeyer who introduced the following Resolution and moved its adoption:

RESOLUTION 2019-29  
 RECEIVING PRELIMINARY ENGINEERING REPORT AND CALLING  
 PUBLIC HEARING ON A LOCAL  
 IMPROVEMENT PROJECT  
 (2020 Capital Improvements - \$1,997,072)

The motion for the foregoing Resolution was seconded by Al Amdahl and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Al Amdahl, Adam Rushmeyer, John R. Harlander, and Keith Heitzman and none voted against the same whereupon the said Resolution was 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. The public hearing will be scheduled at 6:30 o'clock in the evening or as soon as thereafter on Wednesday, January 15th at City Hall, to consider the aforesaid improvement project.

Mr. Mergen presented to the Council a proposed one-year Agreement between SafeAssure Consultants, Inc., Willmar, MN, and the City of Albany. Mr. Mergen informed the Council the safety consultants provide quarterly safety training and loss control practices including OSHA compliance review. Mr. Mergen noted the annual cost for the consulting services is \$3,735.17 and recommended approval. After due discussion, a motion was made by Al Amdahl and seconded by John R. Harlander to authorize Mayor Tom Kasner to execute the said Agreement on behalf of the City of Albany. All voted for the motion and it carried.

Mr. Mergen informed the Council the Warming House on North Lake will open on Friday, December 20<sup>th</sup>. Mr. Mergen noted the hours of operation will be posted in the Warming House and included on the City's website.

Councilor Keith Heitzman, Albany Golf Club Liaison, presented to the Council the Albany Golf Club's checkbook register. After due discussion, a motion was made by Keith Heitzman, and seconded by John R. Harlander, to approve electronic payments, transfers, and the payment of the following: checks 39441-39444. Voting for the motion were Councilors John R. Harlander, Adam Rushmeyer, Al Amdahl, and Keith Heitzman and none voted against. Mayor Tom Kasner abstained and the motion carried.

Mr. Heitzman also updated the Council on the following club activities in 2020: golf tournaments, scorecard advertising, course equipment, and restaurant services. Mr. Heitzman noted at the December 16<sup>th</sup> golf board meeting, the board requested the City approve a 5-year Promissory Note in the amount of \$16,000+/- to allow the club to purchase a new grounds master mower. Mr. Amdahl questioned if the City has issued promissory notes in the past. Mr. Heitzman informed the Council one promissory note issued in 2015 for course improvements will expire in October 2020 and a second note issued in 2017 for new golf carts will expire in October 2021. Mr. Schneider noted the equipment at the course is always purchased by the City and are assets of the City. After due discussion, a motion was made by Keith Heitzman and seconded by John R Harlander to authorize the issuance of a 5-year Promissory Note to the club at one-percent (1%) interest for the purchase of a grounds master mower in the amount of \$16,000+/- . Voting for the motion were Councilors Keith Heitzman, John R. Harlander, Adam Rushmeyer, and Al Amdahl, and none voted against. Mayor Tom Kasner abstained and the motion carried.

Councilor Al Amdahl, AHS Community Education Liaison, informed the Council the winter brochure outlining many adult and children activities has been prepared and distributed to the public. Mr. Amdahl noted the functions held at the Blattner Energy and Arts Theatre have been very well attended.

Mr. Schneider also presented to the Council the proposed 2019 levy, 2020 Budget, and the amount of property taxes the City proposes to collect to pay for the costs of services the City will provide in the year 2020. After due discussion, a motion was made by Adam Rushmeyer who introduced the following Resolution and moved its adoption:

RESOLUTION 2019-28  
APPROVING THE 2019 TAX LEVY, COLLECTIBLE IN 2020  
Total Levy: \$941,781  
(General Government: \$598,681)  
(PIR Bonds debt service: \$278,100)  
(Tax Abatement: \$65,000)

The motion for the foregoing Resolution was seconded by Al Amdahl and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Al Amdahl, John R. Harlander, Adam Rushmeyer, and Keith Heitzman, and none voted against the same whereupon the said Resolution declared duly passed and adopted. The full text of the said Resolution and 2020 Budget is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

The Council took notice of a LG220 Minnesota Lawful Gambling Off-site application submitted by the Albany Women of Today to conduct a bingo and raffle on February 1<sup>st</sup> at Shady's Hometown

Tavern and Events Center, Albany, MN. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following Resolution and moved its adoption:

RESOLUTION 2019-30  
APPROVING MINNESOTA  
LAWFUL GAMBLING LG240B APPLICATION  
(Albany Women of Today)

The motion for the foregoing Resolution was seconded by John R. Harlander 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, Keith Heitzman, Adam Rushmeyer, and John R. Harlander, and none voted against the same whereupon the said Resolution was 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. Schneider informed the Council of the following advisory board terms expiring at the end of the year:

- Sonya Hoffarth, three-year term Park Board
- Allison Dudek, five-year term Planning Commission
- Paul Wellenstein, five-year term Economic Development Authority

Mr. Schneider noted he contacted each person about their board term expiring; whereby each informed him they would serve again if reappointed by the Council. After due discussion, a motion was made by Keith Heitzman and seconded by Adam Rushmeyer to approve the reappointment of the aforesaid individuals to their respective boards. All voted for the motion and it carried.

The Council took notice of a proposed 2020 Agreement between Tri-County Action Program, Inc. and the City for transportation services in the year 2020. Mr. Schneider informed the Council the service is available to all residents each week on Tuesdays during the hours of 9:30 a.m. to 1:00 p.m. Mr. Schneider noted that 550+/- residents use the service and the cost to the City is \$850 per year. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl to authorize Mayor Tom Kasner to execute the said Agreement on behalf of the City. All voted for the motion and it carried.

The Council took notice of a LG220 Minnesota Lawful Gambling Off-site application submitted by the CHI Health at Home to conduct a raffle on April 26, 2020. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following Resolution and moved its adoption:

RESOLUTION 2019-31  
APPROVING MINNESOTA  
LAWFUL GAMBLING LG240B APPLICATION  
(CHI Health at Home)

The motion for the foregoing Resolution was seconded by Keith Heitzman 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, Keith Heitzman, Adam Rushmeyer, and John R. Harlander, and none voted against the same whereupon the said Resolution was 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. Schneider informed the Council the Minnesota Department of Transportation (MnDOT) scheduled a public meeting at 5 o'clock in the afternoon, on Tuesday, January 28<sup>th</sup>, at the Albany City Hall, 400 Railroad Avenue, for the disposition of railbank property in Albany Township, Stearns County, MN. Mr. Schneider noted the property is approximately 11,526 sq.ft. and would create an opportunity for economic development to the City. Mr. Schneider noted the property is adjacent to the former Gas Service property, 21825 County Road 54, now owned by Bryan D. Schiffler, Albany, MN. Mr. Schneider also

noted MnDOT will sell the property to the City and the City will quit claim the same to Mr. Schiffler who will annex to the City the entire site.

Mr. Schneider also informed the Council the City's Emergency Management Director, Public Works Employees and himself will attend a three-day disaster exercise in October at Camp Ripley, Little Falls, MN. Mr. Schneider noted Stearns County Emergency Management and the Minnesota All Hazard Incident Management team will cover such topics as, but not limited to recovery-housing, damage assessment, and debris management. Mayor Tom Kasner, with the consensus of the Council, had no objection for the individuals attending the three-day exercise.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Thursday, January 2, 2020 and adjourned the meeting at 7:40 PM.

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Tom Schneider  
Clerk/Adm.

UNOFFICIAL

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To:	Mr. Tom Schneider and Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	December 26, 2019

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**Reference:    Engineering Update for the 1/2/20 Council Meeting**

**2020 Capital Improvement Project**

The notices are being sent out for the January 15<sup>th</sup> Public Improvement Hearing. We will be preparing a short presentation for the hearing, like the feasibility presentation at the last meeting.

**City Water Meter Replacement**

The water meter RFP approach that we discussed at the last meeting has been approved by the City Attorney, and the advertising will begin early in January.

Hope everyone had a great Christmas with family and friends. See you after the New Year's holiday. Feel free to let me know if you have any questions between now and then.

[Jeremy.mathiasen@stantec.com](mailto:Jeremy.mathiasen@stantec.com)    320.529.4366



Stantec Consulting Services Inc.  
3717 23rd Street South, St. Cloud MN 56301-5094

December 26, 2019  
File: 193801690

**Attention: Mr. Tom Schneider**  
400 Railroad Avenue  
PO Box 370  
Albany, MN 56307

**Reference: 2020 Rate Schedule**

Dear Tom,

2019 was another productive year for the City of Albany. The 7<sup>th</sup> Street and connecting streets utility and roadway reconstruction was another big step towards completing downtown area Capital Improvement Plan upgrades. Replacing original underground utilities and depleted roadways reduce maintenance costs and helps to minimize water main breaks, sewer back-ups, and other costly repairs. Our team was also happy to assist with new decorative lighting along Railroad Avenue, the 2019 Sealcoating improvements, Sewer and Water Capital Improvement Planning, and miscellaneous survey work and private development reviews. Stantec is very fortunate to be a partner to the City of Albany and we truly enjoy working with your staff, the community members and the dedicated City Council.

As we transition into 2020, we would like to provide you with our proposed rate schedule for our professional services which include: civil engineering, land surveying, GIS, planning, and construction services. The hard work that you and the other department heads put into your City budgets, to be efficient with your spending while keeping Albany a thriving, safe, and clean city for residents and business owners, does not go unnoticed. We are excited to continue our working relationship with the City and we are committed to helping you achieve your goals!

To best serve the City, Stantec is committed to employing good people and team members that know the City and have worked on many of the City's improvement projects. The individual rates for the Stantec employees conducting most of the work for the City of Albany are shown in the table below and are based on years of service and experience.

<u>Albany Team Member</u>	<u>Team Role</u>	<u>Current 2019 Rate</u>	<u>Proposed 2020 Rate</u>
Jeremy Mathiasen, P.E.	City Engineer / Project Manager	\$145	\$150
Ron LaFond, P.E.	Wastewater Treatment	141	146
Chuck Boser, P.E.	Project Engineer	109	114
Linda Brown, PLS	Land Survey / Right of Way and Easement Acquisition	161	166
Jeff Rasmussen	GIS / Mapping	113	118
Tim Brawthen	Field Supervisor	140	145
Jarred Stenzel	Construction Services	113	118



Reference: 2020 Rate Schedule

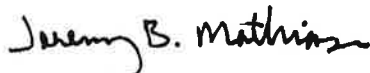
Steve Jones	Engineer / CAD Design	149	154
Mike Klever	CAD Design & Drafting	97	102
Matt Meldaus	Senior Survey Crew Chief	109	114
Alison McReynolds	Administrative Support	72	77
Ryan Capelle, P.E.	Water Treatment	151	156
One Person Survey Crew*	Construction Staking and Survey	146	151
Two-Person Survey Crew*	Construction Staking and Survey	203	208

\* Survey crew rates include equipment, staking materials, and mileage.

We sincerely appreciate our continued working relationship and are proud to be your engineer. If you have any questions regarding the rates listed above or if you have any suggestions how we can improve our service, please let me know at any point. We value your opinions and your feedback.

Regards,

Stantec Consulting Services Inc.



Jeremy Mathiasen PE  
Associate  
Phone: 320 529 4366  
Jeremy.Mathiasen@stantec.com

Attachment: none



**City of Albany, Minnesota  
Resolution 2020-01**

**RESOLUTION APPROVING THE DELEGATION OF  
AUTHORITY FOR PAYING CLAIMS PRESENTED TO THE CITY OF ALBANY**

**WHEREAS**, Minnesota State Statute 412.271 Subd. 7 and Subd. 8 authorizes the City to delegate authority to pay certain claims against the City by the City Administrative Official;

**WHEREAS**, the City Administrator is a City Administrative Official;

**WHEREAS**, the City of Albany desires to authorize the City Administrator to pay claims not exceeding \$5,000.00 that the City Administrator deems just and correct and valid for the 2020 Calendar Year.

**WHEREAS**, all checks drawn for payment of claims must be signed by the City Administrator and the Mayor;

**WHEREAS**, the City Administrator will present to the City Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF ALBANY,  
MINNESOTA:**

That the City Administrator of the City of Albany is authorized to pay claims not exceeding \$5,000.00 for the 2020 Calendar Year presented to the City if in the City Administrator's discretion, the claims are just, correct and valid.

**I CERTIFY THAT** the above resolution was adopted by the City Council of Albany, Stearns County, Minnesota this 2nd day of January, 2020.

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

ATTEST:

\_\_\_\_\_  
Tom Schneider, City Administrator

# “2020”

## CITY OF ALBANY ELECTION JUDGES

<b>PRES. NOM. PRIMARY</b> <b>March 3rd</b>	<b>PRIMARY ELECTION</b> <b>August 11th</b>	<b>GENERAL ELECTION</b> <b>Nov. 3rd</b>
<b>Polls open and close at:</b>	<b>7AM to 8PM</b>	<b>7AM to 8PM</b>

<u>NAME</u>	<u>ADDRESS</u>
Rita Stenlund (Head Judge)	P.O. Box 400
Pam Rypkema	P.O. Box 513
Carol Tembruell	200 12 <sup>th</sup> Street
Tom Schneider	105 Whispering Oaks Ln.
Frank Haynes	741 Forest Ave.
Mary Kay Grabmeier	721 5 <sup>th</sup> Street
Lucy Thomas	P.O. Box 678
Christopher Ramseyer	231 2 <sup>nd</sup> Street

## 2019 Mayor Appointments

Acting Mayor	John R. Harlander
Animal Warden	Police Dept.
Weed Inspector	Tom Kasner
Assistant Weed Inspector	Joseph Mergen
Auditor	Schlenner Wenner Co.
City Attorney	Jovanovich, Kadlec & Athmann, PA
Emergency Management Director	Steve Blenker
Assistant Emergency Management Directors	Gary Winkels
Community Education Liaison	Al Amdahl
EDA Board members	John R. Harlander, Tom Kasner
Equipment Commissioner	Tom Kasner
Fire Department Liaison	Tom Kasner
Albany Golf Board Liaison	Keith Heitzman
Health Officer	Dr. Daron Gersch , MD
Labor Commissioners	Keith Heitzman, Tom Kasner
Official Depositors	Stearns Bank, Albany Credit Union
Official Publication	Albany Enterprise
Park Board Liaison	Al Amdahl
Planning Commission Liaison	Adam Rushmeyer
Police Commissioner	John R. Harlander
Street Commissioner	John R. Harlander
Utility Commissioner	Keith Heitzman
Township Liaison	John R. Harlander
Fire Department Relief Association Ex-Officio	Tom Kasner, Tom Schneider