

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, December 2, 2015, 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 November 18th
5. Open Forum/Public comment
6. Andrea Teal, Teals Market – present Off-Sale Liquor and Cigarette license application
7. Public Hearing for proposed 2016 Budget
-Tom Schneider, Clerk/Adm., Ozzie Carbajal, Police Chief, Joseph Mergen, Public Works Supervisor
8. Jeremy Mathiasen, City Engineer – project updates
-present Supplemental Agreement No. 5 (2013 Railroad Avenue (T.H. #238) Improvements)
-present pay application number one (Loren's Tree and Landscaping) for 2015 Capital Improvements
9. Joe Mergen, Public Works Supervisor – present list of unpaid water bills and recommendation to discontinue service pursuant to Ordinance 30
-present response received from MnDOT relating to proposed 2017 T.H. #238 Improvements (1st Street)
10. Laurie Dingmann, Park Board and Community Education Liaison
11. John R. Harlander, Street Department and Albany Township Liaison
12. Tom Kasner, Fire Department, EDA Board, and Equipment
13. Ozzie Carbajal, Police Chief – present Spit Hood Policy, an addition to the Police Department Policy and Procedure Manual
14. John Greer, Police Department and Planning Commission
15. Daron Gersch, Utility Department and Albany Golf Club (AGC)
16. Tom Schneider, Clerk/Adm.
-update Council regarding shelter reservations for weddings in North Park
17. Mayor's announcements and letters
18. Announce next meeting date and adjourn

Tom Schneider
Clerk/Adm.

Memo



Stantec

To: Tom Schneider & City Council members From: Jeremy Mathiasen

File: Railroad Avenue Improvements Date: November 27, 2015

Reference: Supplemental Agreement No. 5.

For your consideration at your 12/2/15 council meeting is Supplemental Agreement No. 5 for the Railroad Avenue Project. The SA includes payment for the portions of the corrective work involving State and City participation. The work that was covered by the Contractors is not included and is not added to the Contract amount. The total amount of Supplemental Agreement No. 5 is **\$45,737.20**. The City's portion of this cost includes \$10,000 towards the surface grinding and \$1,500 towards the sidewalk replacement agreed upon by the council.

At this time we are recommending approval of Supplemental Agreement No. 5 for RL Larson Excavating, Inc. Should you have any questions about the work completed to date feel free to contact me.

STANTEC CONSULTING SERVICES INC.

Jeremy Mathiasen
Senior Project Manager
Office: 320.529.4366
Jeremy.mathiasen@stantec.com

One Team. Infinite Solutions.

SUPPLEMENTAL AGREEMENT NO. 5

CONTRACTOR: RL Larson Excavating			FEDERAL PROJECT NO.			STATE PROJECT NO. 7323-10		
ADDRESS: 2255 12th Street SE St. Cloud, MN56301			LOCATION OF WORK: Railroad Ave. (TH 238), Albany, MN					
GROUP NO.	APPR.	AMOUNT	GROUP NO.	APPR.	AMOUNT	GROUP NO.	APPR.	AMOUNT
DATE ENCUMBERED				ORIGINAL ENCUMBRANCE:			SA TOTAL \$45,737.20	
BY: Individual signing certifies that funds have been encumbered as required by Minn. Stat. § 16A.15				\$ ENCUMBERED TO DATE:				

This Contract is between the State of Minnesota, acting through its Commissioner of Transportation, and Contractor as follows:

Whereas: The above mentioned project called for, among other things, grading, storm sewer, sanitary sewer, water main, concrete sidewalk, and concrete paving; and

Whereas: deficiencies were observed in various sections of the sidewalk, curb & gutter, and the concrete roadway pavement that were constructed as part of this contract; and

Whereas: The Engineer has determined that these installations needed to be repaired or replaced; and

Whereas: Due to several factors including late season installation and early use of roadway salts and deicers, the costs of the corrective work are be shared between the City, Contractors, and the State; and

WHEREAS: The Engineer has determined that the contract will be revised in accordance with MnDOT Standard Specification 1402.1

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

1. The Contractor has repaired or replaced concrete structures as approved by the Engineer. This work included surface grinding, curb and gutter removal / replacement, re-striping, traffic control, and sidewalk replacement.
2. The Contractor will be paid for those items that are actually incorporated and installed on the project. The additional costs to the project (not covered by the Contractor's share) are shown in Exhibit A and total \$45,737.20. The unit pricing used in this supplemental agreement is based either on existing project contract pricing or average unit pricing from MnDOT
3. This Supplemental Agreement does not change Contract Time.
4. This Supplemental Agreement covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Supplemental Agreement. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or Contract Time in accordance with Standard Spec. 1402.

EXHIBIT A

Items	Unit	Unit Price	Quantity	Total Cost Split		Total Cost
				State	Local	
CONCRETE SURFACE GRINDING	SQ YD	2.30	4,348.00		10,000.40	\$ 10,000.40
REMOVE CONCRETE WALK (P)	SQ YD	2.15	52.00		111.80	\$ 111.80
4" CONCRETE WALK	SQ FT	3.00	468.00		1,404.00	\$ 1,404.00
CONCRETE CURB & GUTTER DESIGN B624 (HAND POURED)	LIN FT	17.00	2,013.00	34,221.00		\$ 34,221.00
Total Supplemental Agreement No. 5						\$ 45,737.20

SUPPLEMENTAL AGREEMENT NO. 5

<hr/> <p>Project Engineer</p> <p>Dated: <u>11/27/15</u></p> <p>By: _____</p> <p>Contractor</p> <p>Dated: _____</p> <hr/> <p>Assistant District Engineer</p> <p>Dated: _____</p>	<p>Commissioner of Transportation:</p> <p>By: _____</p> <p>Pursuant to Delegation</p> <p>Dated: _____</p> <hr/> <p>Local Agency (if SA funded wholly or in part by Local Agency Funds)</p> <p>By: _____</p> <p>Dated: _____</p> <p>Consultant Contract Administrator (if Applicable)</p> <p>By: _____</p> <p>Recommend for Approval</p> <p>Dated: _____</p>	<p>Commissioner of Administration</p> <p>By: _____</p> <p>Commissioner of Administration or Pursuant to Delegation</p> <p>Dated: _____</p>
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CITY OF ALBANY - 2016
ALBANY, MINNESOTA

Preliminary **12/02/15**

Y.T.D
30-Jun

ADMINISTRATION	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Full-time Employees regular	\$95,000	\$89,796	\$97,850	\$41,600	\$99,000	\$1,150
Sick Pay	\$1,500	\$840	\$1,500	\$1,120	\$1,500	\$0
Vacation Pay	\$8,800	\$9,275	\$10,000	\$7,089	\$10,000	\$0
Holiday Pay	\$5,100	\$5,029	\$5,100	\$2,705	\$5,100	\$0
PERA	\$8,800	\$7,675	\$8,800	\$3,985	\$8,800	\$0
FICA	\$9,100	\$9,389	\$9,500	\$3,960	\$9,600	\$100
Employer Paid Health	\$18,000	\$15,769	\$18,000	\$8,218	\$18,000	\$0
Employer Paid H.S.A.	\$3,700	\$2,564	\$3,700	\$3,969	\$5,700	\$2,000
Workers Compensation	\$1,000	\$559	\$1,000	\$0	\$1,000	\$0
Office Supplies	\$5,000	\$2,062	\$4,500	\$1,436	\$9,500	\$5,000
Other Professional Services	\$1,500	\$1,915	\$1,500	\$0	\$1,500	\$0
Auditing and Acct'g Service	\$24,500	\$22,935	\$24,500	\$2,440	\$24,500	\$0
Engineering fees	\$1,500	\$1,328	\$1,500	\$2,089	\$1,500	\$0
Legal Fees	\$10,000	\$11,853	\$14,000	\$4,914	\$14,000	\$0
Assessor Fees	\$14,000	\$14,030	\$14,750	\$0	\$14,750	\$0
Planning Commission	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0
Telephone	\$5,500	\$3,873	\$5,500	\$2,050	\$5,500	\$0
General Notices and Pub. Inf.	\$5,000	\$4,253	\$5,000	\$1,650	\$5,000	\$0
General Liability Insurance	\$4,000	\$3,902	\$4,000	\$0	\$4,000	\$0
Electric Utilities	\$3,300	\$4,820	\$3,700	\$1,368	\$3,700	\$0
Gas Utilities	\$1,000	\$1,039	\$1,100	\$476	\$1,100	\$0
Repairs/Maint Buildings	\$4,500	\$3,164	\$4,500	\$895	\$4,500	\$0
Repairs/Maint Machinery/Equip	\$1,000	\$716	\$1,000	\$325	\$1,000	\$0
Dues and Subscriptions	\$10,000	\$8,942	\$10,000	\$0	\$8,500	(\$1,500)
Transfers to Reserve Fund	\$9,500	\$9,500	\$0	\$0	\$0	\$0

ADMINISTRATION TOTAL	\$252,300	\$235,228	\$252,000	\$90,289	\$258,750	\$6,750
						2.68%

COUNCIL	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Wages	\$13,000	\$13,227	\$14,000	\$0	\$14,000	\$0
COUNCIL TOTAL	\$13,000	\$13,227	\$14,000	\$0	\$14,000	\$0

ELECTIONS	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Temporary employees	\$2,500	\$3,580	\$0.00	\$0	\$2,500	\$2,500
Training and Instruction	\$900	\$0	\$0.00	\$0	\$900	\$900
Repairs/Maint Machinery/Equip	\$2,000	\$1,450	\$0.00	\$0	\$2,000	\$2,000
ELECTIONS TOTAL	\$5,400	\$5,030	\$0	\$0	\$5,400	\$5,400

POLICE DEPARTMENT	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Full time employees regular	\$198,345	\$195,128	\$197,505	\$117,432	\$205,000	\$7,495
Part time employees	\$15,500	\$21,111	\$15,500	\$8,767	\$15,500	\$0
Sick pay	\$5,500	\$7,715	\$4,800	\$2,476	\$4,800	\$0
vacation pay	\$9,600	\$6,002	\$8,500	\$2,065	\$8,500	\$0
Holiday pay	\$12,750	\$9,560	\$12,500	\$4,981	\$12,500	\$0
PERA	\$31,500	\$31,283	\$31,500	\$17,923	\$31,500	\$0
FICA	\$5,600	\$8,588	\$5,600	\$3,472	\$5,600	\$0
Health Insurance	\$38,000	\$26,177	\$35,000	\$9,078	\$27,000	(\$8,000)
Employer Paid H.S.A.	\$6,500	\$4,234	\$6,500	\$1,635	\$7,500	\$1,000
Workers Compensation Ins.	\$7,000	\$12,308	\$7,000	\$2,411	\$7,000	\$0
Uniform Allowance	\$3,500	\$4,012	\$3,500	\$1,196	\$3,500	\$0
Office Supplies	\$4,500	\$4,673	\$4,500	\$3,009	\$9,300	\$4,800
Training and Instruction	\$7,000	\$6,766	\$7,000	\$4,196	\$8,000	\$1,000
Motor Fuels	\$14,000	\$9,605	\$14,000	\$2,644	\$12,000	(\$2,000)
Legal Fees	\$15,000	\$19,146	\$15,000	\$10,983	\$15,000	\$0
Telephone	\$3,000	\$2,271	\$3,000	\$1,214	\$3,000	\$0
General Liability Insurance	\$3,500	\$4,588	\$3,500	\$0	\$3,500	\$0
Electric Utilities	\$2,200	\$2,088	\$2,200	\$938	\$2,200	\$0
Gas Utilities	\$1,000	\$621	\$1,000	\$324	\$1,000	\$0
Repairs/Maint. Buildings	\$2,000	\$3,229	\$2,000	\$1,261	\$2,000	\$0
Repairs/Maint. Machinery/Equip	\$7,500	\$18,458	\$7,500	\$4,149	\$7,500	\$0
Computer O/M	\$6,000	\$6,365	\$6,000	\$2,160	\$6,000	\$0
Dues and subscriptions	\$1,500	\$10,659	\$1,500	\$8,623	\$2,500	\$1,000
Other Misc.	\$0	\$30	\$0	\$0	\$0	\$0
Animal Dog Misc.	\$250	\$233	\$250	\$456	\$250	\$0
Capital Outlay	\$31,575	\$34,710	\$21,820	\$4,740	\$23,820	\$2,000
xxxx	\$0	\$0	\$0	\$0	\$0	\$0
POLICE TOTAL	\$432,820	\$449,560	\$417,175	\$216,133	\$424,470	\$7,295

1.75%

FIRE DEPARTMENT	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Wages/trng/meetings/WC	\$70,000	\$80,060	\$80,500	\$16,779	\$55,500	(\$25,000)
workers compensation begin 2016	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Fire Pension Contribution	\$42,250	\$48,534	\$44,150	\$0	\$44,150	\$0
Supplies	\$1,000	\$585	\$1,150	\$431	\$1,150	\$0
Legal Fees	\$150	\$81	\$200	\$0	\$200	\$0
Telephone	\$2,300	\$2,064	\$2,300	\$962	\$2,300	\$0
Legal Notices Pub/dues/Subscription	\$2,400	\$849	\$2,800	\$1,307	\$2,800	\$0
General Liability Insurance	\$10,000	\$9,607	\$10,000	\$0	\$10,000	\$0
Electric Utilities	\$2,500	\$2,342	\$2,900	\$1,245	\$2,900	\$0
Gas Utilities	\$3,600	\$3,369	\$3,600	\$1,814	\$3,600	\$0
Repairs/Maint Buildings	\$1,500	\$3,219	\$3,000	\$2,411	\$3,000	\$0
Repairs/Maint Machinery/Equip	\$16,000	\$14,150	\$20,800	\$33,969	\$20,800	\$0
Capital Outlay	\$25,000	\$25,000	\$25,000	\$25,000	\$25,750	\$750
Other Equip. DNR/New	\$2,000	\$0	\$2,000	\$0	\$2,000	\$0
xxx	\$0	\$0	\$0	\$0	\$0	\$0
FIRE TOTAL	\$178,700	\$189,860	\$198,400	\$83,918	\$204,150	\$5,750

2.90%

HWYS STREETS & ROADS	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Full time employees regular	\$60,000	\$64,634	\$60,000	\$31,217	\$68,000	\$8,000
Sick Pay	\$1,000	\$594	\$1,000	\$519	\$1,000	\$0
Vacation Pay	\$3,000	\$2,349	\$3,000	\$1,320	\$3,000	\$0
Holiday Pay	\$1,700	\$1,558	\$1,700	\$803	\$1,700	\$0
PERA	\$4,500	\$4,998	\$5,200	\$2,539	\$5,300	\$100
FICA	\$4,900	\$6,102	\$5,500	\$2,405	\$5,500	\$0
Health Insurance	\$13,000	\$10,734	\$13,000	\$6,215	\$12,000	(\$1,000)
Employer Paid H.S.A.	\$3,000	\$1,690	\$3,000	\$1,097	\$2,750	(\$250)
Workers Compensation	\$3,200	\$2,570	\$3,900	\$0	\$3,800	(\$100)
Office Supplies	\$1,300	\$660	\$1,300	\$400	\$4,300	\$3,000
Training/Instruction/dues/fees/clothing	\$4,000	\$1,853	\$4,000	\$2,529	\$3,000	(\$1,000)
Motor Fuels	\$0	\$0	\$0	\$0	\$0	\$0
Street Maintenance Materials	\$40,000	\$107,058	\$65,000	\$15,442	\$70,000	\$5,000
Engineering fees	\$5,000	\$3,614	\$5,000	\$500	\$5,000	\$0
Telephone	\$1,700	\$1,199	\$1,500	\$638	\$1,500	\$0
General Notices and Publication	\$200	\$583	\$200	\$0	\$200	\$0
General Liability Insurance	\$7,300	\$7,846	\$7,500	\$500	\$8,000	\$500
Electric Utilities	\$50,000	\$45,724	\$50,000	\$23,183	\$50,000	\$0
Gas Utilities	\$3,500	\$5,932	\$5,000	\$3,022	\$6,200	\$1,200
Repairs/Maint Buildings	\$3,000	\$1,841	\$3,000	\$434	\$3,000	\$0
Repairs/Maint Machinery/Equip	\$25,000	\$30,782	\$25,000	\$7,166	\$25,000	\$0
Machinery Rentals/Hire/Engineering	\$15,000	\$30,715	\$25,000	\$4,188	\$35,000	\$10,000
Capital Outlay	\$53,000	\$0	\$62,000	\$23,441	\$75,500	\$13,500
STREET TOTAL	\$303,300	\$333,036	\$350,800	\$127,558	\$389,750	\$38,950

11.10%

PARK DEPARTMENT	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Full time employees regular	\$14,000	\$11,604	\$13,000	\$5,209	\$13,000	\$0
Part Time employees	\$10,000	\$10,616	\$10,000	\$5,537	\$11,500	\$1,500
Temporary employees regular (Board)	\$500	\$0	\$0	\$0	\$500	\$500
Sick Pay	\$800	\$568	\$800	\$562	\$800	\$0
Vacation Pay	\$2,500	\$2,308	\$2,500	\$1,320	\$2,500	\$0
Holiday Pay	\$1,600	\$1,558	\$1,500	\$846	\$1,800	\$300
PERA	\$1,500	\$1,163	\$1,500	\$595	\$1,500	\$0
FICA	\$2,300	\$2,453	\$2,300	\$993	\$2,600	\$300
Health Insurance	\$4,000	\$2,539	\$4,000	\$1,277	\$3,500	(\$500)
Employer Paid H.S.A.	\$500	\$389	\$500	\$220	\$500	\$0
Workers Comp Insurance	\$1,000	\$565	\$1,000	\$0	\$1,000	\$0
Operating Supplies	\$5,500	\$1,549	\$5,500	\$1,984	\$5,500	\$0
Telephone	\$500	\$421	\$500	\$214	\$500	\$0
General Notices and Publication	\$0	\$108	\$0	\$0	\$0	\$0
General Liability Insurance	\$3,600	\$4,789	\$4,600	\$0	\$5,000	\$400
Electric Utilities	\$2,700	\$2,422	\$2,300	\$1,207	\$2,600	\$300
Gas Utilities	\$750	\$474	\$750	\$269	\$750	\$0
Repairs/Maintenance Building	\$2,000	\$1,671	\$1,500	\$703	\$2,000	\$500
Repairs/Maint Machinery/Equip	\$6,500	\$9,414	\$6,500	\$3,216	\$8,000	\$1,500
Machinery Rentals/Hire	\$6,000	\$1,496	\$5,000	\$577	\$2,000	(\$3,000)
Summer Recreation	\$1,000	\$830	\$1,000	\$0	\$1,000	\$0
Capital OUTLAY Equipment	\$29,500	\$29,500	\$9,500	\$0	\$12,000	\$2,500
Dues/subscriptions/legal fees	\$1,000	\$5,067	\$2,000	\$377	\$2,000	\$0
xxxx	\$0	\$0	\$0	\$0	\$0	\$0
PARK TOTAL	\$97,750	\$91,504	\$76,250	\$25,106	\$80,550	\$4,300
						5.64%

LIBRARY DEPARTMENT	2014	2014 ACTUAL	2015	2015	2016	CHANGE
General Liability Insurance	\$4,900	\$3,633	\$4,900	\$0	\$4,900	\$0
Electric Utilities	\$3,700	\$3,739	\$3,700	\$1,792	\$3,700	\$0
Gas Utilities	\$750	\$1,024	\$750	\$549	\$750	\$0
Repairs/Maint Buildings	\$7,000	\$6,717	\$7,000	\$4,145	\$7,000	\$0
LIBRARY TOTAL	\$16,350	\$15,113	\$16,350	\$6,486	\$16,350	\$0
						0.00%

MISC	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Building Official/state surcharge fees	\$30,000	\$23,360	\$30,000	\$0	\$30,000	\$0
xxxx	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Management Dir./siren	\$3,000	\$2,996	\$3,000	\$2,054	\$3,000	\$0
MISC TOTAL	\$33,000	\$26,356	\$33,000	\$2,054	\$33,000	\$0

ESTIMATED INCOME	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Licenses and Permits	\$11,000	\$11,695	\$11,200	\$11,136	\$11,700	\$500
Apartment License fee	\$1,000	\$0	\$1,000	\$1,214	\$1,000	\$0
Building Permits	\$15,000	\$26,357	\$15,000	\$11,709	\$18,000	\$3,000
Animal License	\$2,900	\$3,750	\$2,900	\$2,600	\$3,000	\$100
Fire Insurance Refund	\$500	\$4,234	\$1,500	\$0	\$1,500	\$0
Police Other Grants/donations/SafeSob	\$4,000	\$26,102	\$0	\$3,446	\$25,000	\$25,000
Fire State Aid	\$15,000	\$24,284	\$20,000	\$0	\$25,000	\$5,000
Local Government Aid	\$688,867	\$688,867	\$697,366	\$348,683	\$699,794	\$2,428
Snow Rem. HWY 238/gas refund	\$5,000	\$16,846	\$10,000	\$2,283	\$10,000	\$0
Police Training Refund (PERA)-Aid	\$16,000	\$26,683	\$16,000	\$0	\$20,000	\$4,000
Zoning and Subdivision fees	\$2,000	\$6,270	\$2,750	\$3,723	\$3,000	\$250
Assessment Search Fees	\$750	\$645	\$750	\$435	\$750	\$0
Fire Protection Services, CIP	\$65,000	\$69,827	\$65,000	\$71,363	\$73,000	\$8,000
Police Accident Reports/ins refund	\$2,000	\$984	\$2,000	\$16,892	\$2,000	\$0
Fire Calls, Grants, Trng. Refund	\$20,000	\$61,340	\$20,000	\$20,800	\$20,000	\$0
Highways and Street Charge	\$4,500	\$3,572	\$5,000	\$853	\$4,500	(\$500)
Golf Fees (Cart License)	\$750	\$1,180	\$750	\$1,017	\$750	\$0
Park Fees	\$3,000	\$3,976	\$2,500	\$1,800	\$3,000	\$500
Fines and Forfeits	\$16,000	\$20,099	\$16,000	\$7,101	\$17,750	\$1,750
LMCIT Dividend/refund	\$2,500	\$2,536	\$2,500	\$0	\$2,500	\$0
Interest Earnings	\$12,000	\$8,937	\$12,000	\$1,119	\$9,000	(\$3,000)
Cable TV Revenues	\$26,000	\$31,025	\$28,000	\$30,060	\$30,000	\$2,000
One time multiple revenues	\$0	\$0	\$0	\$376,900	\$0	\$0
misc. revenues	\$1,500	\$1,890	\$1,500	\$1,540	\$1,500	\$0
SUB-TOTAL INCOME	\$915,267	\$1,041,099	\$933,716	\$914,674	\$982,744	\$49,028
PROPERTY TAX	\$417,353		\$424,259		\$443,676	\$19,417
TOTAL INCOME	\$1,332,620		\$1,357,975		\$1,426,420	\$68,445

ESTIMATED OUTLAY	2014	2014 ACTUAL	2015	2015	2016	CHANGE
Administration	\$252,300	\$235,228	\$252,000	\$90,289	\$258,750	\$6,750
Council	\$13,000	\$13,227	\$14,000	\$0	\$14,000	\$0
Elections	\$5,400	\$5,030	\$0	\$0	\$5,400	\$5,400
Police	\$432,820	\$449,560	\$417,175	\$216,133	\$424,470	\$7,295
Fire	\$178,700	\$189,860	\$198,400	\$83,918	\$204,150	\$5,750
HWYS, Streets & Roadway	\$303,300	\$333,036	\$350,800	\$127,558	\$389,750	\$38,950
Park	\$97,750	\$91,504	\$76,250	\$25,106	\$80,550	\$4,300
Library	\$16,350	\$15,113	\$16,350	\$6,486	\$16,350	\$0
Misc.	\$33,000	\$26,356	\$33,000	\$2,054	\$33,000	\$0
TOTAL ESTIMATED OUTLAY	\$1,332,620	\$1,358,914	\$1,357,975	\$551,544	\$1,426,420	\$68,445

5%

DEBT SERVICE	2014	2015	2016	CHANGE
xxxx	\$0	\$0	\$0	\$0
xxxx	\$0	\$0	\$0	\$0
GO & PIR BONDS (ALL) Per DDA	\$250,000	\$260,000	\$260,000	\$0
DEBT SERVICE TOTAL	\$250,000	\$260,000	\$260,000	\$0

0%

TAX ABATEMENT	2014	2015	2016	CHANGE
Albany Fleet Store	\$8,500	\$8,500	\$8,500	\$0
*Wells Concrete	\$0	\$0	\$0	\$0
TAX ABATEMENT TOTAL	\$8,500	\$8,500	\$8,500	\$0

TOTAL LEVY	2014	2015	2016	CHANGE
TOTAL LEVY	\$675,853	\$692,759	\$712,176	\$19,417

* Wells Concrete: JOBZ ends Dec. 31, 2015, but continues for payable 2016. Since JOBZ is still reducing taxes in 2016, the first abatement payment is not due until 2017. The new taxes paid by Wells Concrete will generate that taxes to pay for the abatement payment in 2017. The abatement payment will be added to the 2016 levy!

Proposed 2015
% inc./dec.
3%

CITY OF ALBANY (90)

	NON-JZ NET TAX CAPACITY	JZ/NET TAX CAPACITY	TOTAL NET TAX CAPACITY
STEARNS COUNTY	\$1,781,752	\$135,890	\$1,917,642
LESS: TAX INCREMENT	(\$290,798)		(\$290,798)
TOTAL	\$1,490,954	\$135,890	\$1,626,844

FUND	CERTIFIED LEVY ON TAXABLE VALUE	LGA REDUCTIONS	HACA	EQUALIZATION AID	NET LEVY ON TAXABLE VALUE	INITIAL TAX RATE
REVENUE	\$443,676				\$443,676	29.758%
BONDS	\$260,000				\$260,000	15.982%
ABATEMENT	\$8,500				\$8,500	0.570%
TOTALS	\$712,176				\$712,176	48.310%

This is a copy of the computation of your initial tax rate for taxes payable in 2016. If you notice any error in your levy, please contact the Auditor's Office immediately.

2016 Proposed

Copy sent _____

10/7/2015 9:40

Rec'd 10/7/15

PROPERTY TAX EXAMPLES PAY 2015

	Property - Albany City	
	A	B
Estimated Market Value	<u>\$72,500</u>	<u>\$124,700</u>
<u>Homestead Market Value Exclusion</u>		
40% of the first \$76,000 of market value	\$29,000	\$30,400
\$76,000 (or less) x 40% = \$30,400		
Less: 9% of the market value over \$76,000 (EMV-\$76,000 x 9%)	\$0	(\$4,383)
Homestead Market Value Exclusion	<u>\$29,000</u>	<u>\$26,017</u>
<u>Taxable market Value</u>		
Estimated Market Value	\$72,500	\$124,700
Less: Homestead Market Value Exclusion	(\$29,000)	(\$26,017)
Taxable Market Value	<u>\$43,500</u>	<u>\$98,683</u>
<u>Taxable Tax Capacity and Property Taxes</u>		
Taxable market Value	\$43,500	\$98,683
1% of the first \$500,000 of market value	\$435	\$987
1.25% of market value in excess of \$500,000	\$0	\$0
Taxable Tax Capacity	\$435	\$987
2015 Tax Capacity Rate (City)	46.18%	46.18%
City Property Taxes	<u>\$200.87</u>	<u>\$455.72</u>

PAY 2016

2016 proposed Tax Capacity Rate (City)	46.31%	46.31%
City property Taxes	\$201.45	\$457.00
2016 increase:	\$0.58	\$1.28

*Assume no increase in EMV and new construction



Randy R. Schreifels
 Stearns County Auditor-Treasurer
 Administration Center Rm. 136 PO Box 728
 St. Cloud, MN 56302-0728
 Phone #: 320-656-3870
 Website: www.co.stearns.mn.us

Number:

Owner Names:

A

ALBANY MN 56307

Property Tax Statement 2015

VALUES AND CLASSIFICATION Sent in March 2014			
Step	Taxes Payable Year	2014	2015
1	Estimated Market Value:	\$73,400.00	\$72,500.00
	Improvements Excluded:		
	Homesite Exclusion:	\$29,400.00	\$29,000.00
	Taxable Market Value:	\$44,000.00	\$43,500.00
	New Improvements/ Expired Exclusions:		
	Property Classification:	Res Hstd	Res Hstd
PROPOSED TAX Sent in November 2014			
2	Proposed Tax:		\$682.00
PROPERTY TAX STATEMENT			
3	First-half Taxes due 5/15/2015		\$347.00
	Second-half Taxes due 10/15/2015		\$347.00
	Total Taxes Due in 2015		\$694.00

REFUNDS? \$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

2015 PROPERTY TAX STATEMENT

Pin Number:
40 25531 0000

Property Address:
241 3RD ST
ALBANY MN 56307

Property Description:
LT 2 LESS S6 OF BLK 13 Block 013 Lot 002
SubdivisionCd 40622 SubdivisionName TOWNSITE OF
ALBANY Section 15 Township 125 Range 031

Special Assessment Breakdown

2015 SOLID WASTE FEE \$10.00

Special Assessment Total \$10.00

Taxes Payable Year	2014	2015
1 Use this amount on Form M1PR to see if you are eligible for a property tax refund File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.		\$684.00
2 Use the amounts on Form M1PR to see if you are eligible for a special refund.	\$328.00	
Tax and Credits		
3 Your Property taxes before credits	\$628.00	\$684.00
4 Credits that reduce your property taxes		
A Agricultural market value credits	\$0.00	\$0.00
B Other credits	\$0.00	\$0.00
5. Property taxes after credits	\$628.00	\$684.00
Property Tax by Jurisdiction		
6 County STEARNS COUNTY	\$311.72	\$322.29
7 City or Town ALBANY CID	\$192.65	\$200.87
8 State General Tax	\$0.00	\$0.00
9 School District ISO 0745 ALBANY		
A Voter Approved Levies	\$65.10	\$66.61
B Other Local Levies	\$114.74	\$131.80
10. Special Taxing Districts		
A HRA	\$1.98	\$1.88
B Regional Ref Authority	\$0.81	\$0.77
11. Non-school voter approved referenda levies	\$0.00	\$0.00
12. Total property tax before special assessments	\$628.00	\$684.00
13. Special Assessments on Your Property		
See Left for Breakdown of Special Assessments		
Special Assessment Totals		
Principal \$10.00	\$10.00	\$10.00
14 YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS	\$638.00	\$694.00



Randy R. Schreifels

Stearns County Auditor-Treasurer
 Administration Center Rm. 136 PO Box 728
 St. Cloud, MN 56302-0728
 Phone #: 320-656-3870
 Website: www.co.stearns.mn.us

Number:

Owner Names:

"B"

PO BOX 542
 ALBANY MN 56307

Property Tax Statement 2015

VALUES AND CLASSIFICATION Sent in March 2014			
Step	Taxes Payable Year	2014	2015
1	Estimated Market Value:	\$124,400.00	\$124,700.00
	Improvements Excluded:		
	Homestead Exclusion:	\$26,000.00	\$26,000.00
	Taxable Market Value:	\$98,400.00	\$98,700.00
	New Improvements/ Expired Exclusions:		
	Property Classification:	Res Held	Res Hstd

PROPOSED TAX Sent in November 2014			
Step	Taxes Payable Year	2014	2015
2	Proposed Tax:		\$1,490.00

PROPERTY TAX STATEMENT			
Step	Taxes Payable Year	2014	2015
3	First-half Taxes due 5/15/2015		\$751.00
	Second-half Taxes due 10/15/2015		\$751.00
	Total Taxes Due in 2015		\$1,502.00

REFUNDS?

\$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

2015 PROPERTY TAX STATEMENT

Pin Number:
40 25111 0000

Property Address:
230 8TH ST
ALBANY MN 56307

Property Description:
THAT PART OF LOT 3 E OF & ADJ TO LOT 2-3 BLK 4 THEISEN 2ND ADD & LOTS 2 & 3 BLK 1 BOCK'S ADD SubdivisionName BOCK'S ADD Lot 002 Block 001 SubdivisionCd 40004 Section 16 Township 125 Range 031

Special Assessment Breakdown

2015 SOLID WASTE FEE	\$10.00
----------------------	---------

Special Assessment Total \$10.00

Taxes Payable Year	2014	2015
1 Use this amount on Form M1PR to see if you are eligible for a property tax refund File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.		\$1,492.00
2 Use these amounts on Form M1PR to see if you are eligible for a special refund.	\$1,378.00	
3 Your Property taxes before credits	\$1,378.00	\$1,492.00
4 Credits that reduce your property taxes		
A Agricultural market value credits	\$0.00	\$0.00
B Other credits	\$0.00	\$0.00
5 Property taxes after credits	\$1,378.00	\$1,492.00
6 County STEARNS COUNTY	\$539.20	\$525.59
7 City or Town ALBANY CITY	\$446.59	\$452.76
8 State General Tax	\$0.00	\$0.00
9 School District ISD-0745 ALBANY		
A Voter Approved Levies	\$154.54	\$151.13
B Other Local Levies	\$231.51	\$253.37
10 Special Taxing Districts		
A HRA	\$4.40	\$4.21
B Regional Rat Authority	\$1.60	\$1.74
11 Non-school voter approved referenda levies	\$0.00	\$0.00
12 Total property tax before special assessments	\$1,378.00	\$1,492.00
13 Special Assessments on Your Property		
See Left for Breakdown of Special Assessments		
Special Assessment Totals	Principal \$10.00	\$10.00
14 YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS	\$1,388.00	\$1,502.00

2015 CITY PROPERTY TAXES

Market Value 2015	Homestead Market Value Exclusion 2015	Tax Capacity 2015	City Local Tax Capacity Rate Pay 2015	City Property Taxes 2015
\$80,000	(\$30,040)	\$500	46.18%	\$230.72
\$90,000	(\$29,140)	\$609	46.18%	\$281.05
\$100,000	(\$28,240)	\$718	46.18%	\$331.39
\$110,000	(\$27,340)	\$827	46.18%	\$381.72
\$120,000	(\$26,440)	\$936	46.18%	\$432.06
\$130,000	(\$25,540)	\$1,045	46.18%	\$482.40
\$140,000	(\$24,640)	\$1,154	46.18%	\$532.73
\$150,000	(\$23,740)	\$1,263	46.18%	\$583.07
\$160,000	(\$22,840)	\$1,372	46.18%	\$633.40
\$170,000	(\$21,940)	\$1,481	46.18%	\$683.74
\$180,000	(\$21,040)	\$1,590	46.18%	\$734.08
\$190,000	(\$20,140)	\$1,699	46.18%	\$784.41
\$200,000	(\$19,240)	\$1,808	46.18%	\$834.75
\$210,000	(\$18,340)	\$1,917	46.18%	\$885.09

2016 CITY PROPERTY TAXES (No market value change)

Market Value 2016 No change!	Homestead Market Value Exclusion 2016	Tax Capacity 2016	City Local Tax Capacity Rate 2016	City Property Taxes 2016	Property Tax Increase (Decrease)
\$80,000	(\$30,040)	\$500	46.31%	\$231.36	\$0.65
\$90,000	(\$29,140)	\$609	46.31%	\$281.84	\$0.79
\$100,000	(\$28,240)	\$718	46.31%	\$332.32	\$0.93
\$110,000	(\$27,340)	\$827	46.31%	\$382.80	\$1.07
\$120,000	(\$26,440)	\$936	46.31%	\$433.28	\$1.22
\$130,000	(\$25,540)	\$1,045	46.31%	\$483.75	\$1.36
\$140,000	(\$24,640)	\$1,154	46.31%	\$534.23	\$1.50
\$150,000	(\$23,740)	\$1,263	46.31%	\$584.71	\$1.64
\$160,000	(\$22,840)	\$1,372	46.31%	\$635.19	\$1.78
\$170,000	(\$21,940)	\$1,481	46.31%	\$685.67	\$1.92
\$180,000	(\$21,040)	\$1,590	46.31%	\$736.14	\$2.07
\$190,000	(\$20,140)	\$1,699	46.31%	\$786.62	\$2.21
\$200,000	(\$19,240)	\$1,808	46.31%	\$837.10	\$2.35
\$210,000	(\$18,340)	\$1,917	46.31%	\$887.58	\$2.49

2016 CITY PROPERTY TAXES (5% increase market value change)

Market Value 2016 5% Increase	Homestead Market Value Exclusion 2016	Tax Capacity 2016	City Local Tax Capacity Rate 2016	City Property Taxes 2016	City Property Taxes 2015	Property Tax Increase (Decrease)
\$84,000	(\$29,680)	\$543	46.31%	\$251.56	\$230.72	\$20.84
\$94,500	(\$28,735)	\$658	46.31%	\$304.56	\$281.05	\$23.51
\$105,000	(\$27,790)	\$772	46.31%	\$357.56	\$331.39	\$26.17
\$115,500	(\$26,845)	\$887	46.31%	\$410.56	\$381.72	\$28.84
\$126,000	(\$25,900)	\$1,001	46.31%	\$463.56	\$432.06	\$31.50
\$136,500	(\$24,955)	\$1,115	46.31%	\$516.56	\$482.40	\$34.16
\$147,000	(\$24,010)	\$1,230	46.31%	\$569.57	\$532.73	\$36.84
\$157,500	(\$23,065)	\$1,344	46.31%	\$622.57	\$583.07	\$39.50
\$168,000	(\$22,120)	\$1,459	46.31%	\$675.57	\$633.40	\$42.17
\$178,500	(\$21,175)	\$1,573	46.31%	\$728.57	\$683.74	\$44.83
\$189,000	(\$20,230)	\$1,688	46.31%	\$781.57	\$734.08	\$47.49
\$199,500	(\$19,285)	\$1,802	46.31%	\$834.58	\$784.41	\$50.17
\$210,000	(\$18,340)	\$1,917	46.31%	\$887.58	\$834.75	\$52.83
\$220,500	(\$17,395)	\$2,031	46.31%	\$940.58	\$885.09	\$55.49

To:	Mr. Tom Schneider and Albany City Council City of Albany	From:	Jeremy Mathiasen St. Cloud Office
File:	193801690	Date:	November 25, 2015

Reference: Engineering Update for 12/2/15 Council Meeting

Railroad Avenue Improvements

We are working on the final project paperwork with MnDOT staff to get the project closed out. For your consideration at Wednesday's meeting will be Supplemental Agreement No. 5 which includes the Contract increases for the City's share of the roadway grinding and sidewalk repairs along the side of the Hanauer building that were previously discussed. It also includes MnDOT's share of the curb and gutter replacement costs.

2015 Capital Improvements

The utility work is completed on the project with the exception of the sewer televising that will occur over the winter months. The remaining fill / grading / final restoration will take place in the coming spring.

5th Street Roadway and Utility Improvements

A letter was sent to the adjacent property owners regarding the feasibility study and some of the related work that will be taking place. The letter also describes the process in which they will be invited to a public information hearing following the study completion. If you receive questions or comments from the residents you can feel free to direct them to me. Our survey crew will be out on site this coming week conducting a field survey and tying in existing utilities, elevations, and other features.

If anyone has any project related or general questions feel free to contact me before the meeting or anytime.

Jeremy - 529.4366 - Jeremy.mathiasen@stantec.com

Memo



Stantec

To: Tom Schneider & City Council members From: Jeremy Mathiasen

File: 2015 Capital Improvements Date: November 25, 2015

Reference: Restoration Payment Voucher #1 for Loren's Tree & Lawn Service.

For your consideration at your 12/2/15 council meeting is the Restoration Payment Voucher No.1 for the 2015 Capital Improvements.

Restoration Payment Voucher No. 1 has been prepared for your review and includes the costs for the seeding, fertilizer and mulch in the storm sewer sections of the project and the temporary mulching for the golf course work area and the residential services approved in Change Order No. 1. The amount due as a result of **Restoration Payment Voucher No. 1 is \$9,336.60.**

At this time we are recommending approval of Restoration Payment Voucher No. 1 for Loren's Tree and Lawn Service. Should you have any questions about the work completed to date feel free to contact me.

STANTEC CONSULTING SERVICES INC.

Jeremy B. Mathiasen

Jeremy Mathiasen
Senior Project Manager
Office: 320.529.4366

One Team. Infinite Solutions.

**PARTIAL PAYMENT
CONTRACT VOUCHER NO. 1
2015 CAPITAL IMPROVEMENTS - SITE RESTORATION**

TO: Loren's Tree & Lawn Service
35694 County Road 10
Albany, MN 56307

OWNER: City of Albany, MN
400 Railroad Avenue
Albany, MN 56307

Contract for: 2015 Capital Improvements - Site Restoration
Contract Approval Date: September 16, 2015

Completion Dates:
Substantial: November 13, 2015
Final: June 30, 2016

For Period Ending: November 13, 2015

ORIGINAL CONTRACT AMOUNT	\$ 27,091.00	TOTAL AMOUNT TO DATE:	\$ 9,828.00
NET CHANGE ORDERS (thru No.)		LESS AMOUNT RETAINED (5%)	\$ 491.40
NET SUPPLEMENTAL AGREEMENTS (thru No.)	\$ -	AMOUNT DUE TO DATE:	\$ 9,336.60
NET WORK ORDERS (thru No.)	\$ -	LESS PREVIOUS PAYMENTS:	\$ -
CURRENT CONTRACT AMOUNT	\$ 27,091.00	NET AMOUNT DUE:	\$ 9,336.60

Owner's Approval:

I hereby approve payment of this voucher.

Dated: _____

Signature: _____
City of Albany

Engineer's Recommendation:

This Partial Payment Voucher meets the requirements of the Contract Documents and payment of the above NET AMOUNT DUE is recommended.

Dated: 11/25/2015

Signature: Jeremy B. Mathias
Stantec Consulting

CERTIFICATE FOR PARTIAL PAYMENTS

Contractor's Certification:

This is to certify that, to the best of my knowledge, information and belief, the quantities and values of work performed as stated herein is a fair approximate estimate of the work performed and the materials furnished for the period covered by this voucher.

Dated: _____

Signature: _____
Loren's Tree & Lawn Service

**2015 Capital Improvements - Site Restoration
PARTIAL PAYMENT
CONTRACT VOUCHER NO. 1
2015 CAPITAL IMPROVEMENTS - SITE RESTORATION**

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2015 Capital Improvements									
ALTERNATE No. 1									
63	SELECT TOPSOIL BORROW (LV)	CY	\$ 22.50	450.00	\$ 10,125.00		\$ -	-	\$ -
64	SEEDING, INCL SEED AND FERTILIZER	SY	1.50	6,776.00	\$ 10,164.00	1,132.00	1,698.00	1,132.00	1,698.00
65	HYDRAULIC SOIL STABILIZER TYPE 5	SY	1.00	6,800.00	\$ 6,800.00	8,130.00	8,130.00	8,130.00	8,130.00
TOTAL BASED BID					\$ 27,089.00				
TOTALS				\$	27,089.00	\$	9,828.00	\$	9,828.00

ALBANY POLICE DEPARTMENT
POLICY AND PROCEDURES MANUAL

34: SPIT SOCK HOOD

Section 34.01 DEFINITION

Spit Sock Hood – A transparent mesh hood which prohibits spitting while allowing a person to breathe freely. The hood is slid over the person's head and held in place by an elastic band which does not restrict the person's airway. Each marked Albany Police patrol vehicle is equipped with a Spit Sock Hood.

Section 34.02 USE

A Spit Sock Hood may be used when a person spits or signals an intention to spit either at the officer(s) or other bystanders. May also be used at the discretion of the officer for personal safety or safety of others when needed.

- A. When possible, two or more Department personnel should be present to safely deploy the Spit Sock Hood on the intended person.
- B. To avoid injury or escape, a person should not be removed from the secured passenger compartment of the patrol vehicle for the sole purpose of deploying the Spit Sock Hood unless the officer(s) feel it is safe to do so.
- C. Officers deploying a Spit Sock Hood on a person will note in their report that a spit sock hood was used and the reason for the use.
- D. The Spit Sock Hood will not be removed once deployed until the person has been processed at a detention facility, obtains medical treatment, or other circumstances arise that the removal of the Spit Sock Hood is warranted.
- E. After the person has been processed the Spit Sock Hood will be disposed of properly.
- F. Every officer will be trained on how to properly deploy the Spit Sock Hood in conjunction with yearly use of force training.

Approved by the City Council this 2nd day of December, 2015.

Daron Gersch, Mayor

Tom Schneider, Clerk/Adm.



Minnesota Department of Transportation

District 3
3725 12th Street North
Saint Cloud, MN 56303

November 19, 2015

Tom Schneider
Albany City Administrator
P.O. Box 370
Albany, MN 56307

Re: SP 7323-11 (TH 238)

Dear Tom:

I received your letter dated November 10th, and have discussed your questions with the appropriate district staff. Please see the italicized responses below:

1) There is concern that reclaiming the existing roadway and overlaying that material with a new bituminous pavement section will result in a finish profile that is higher than the existing profile and will lead to steeper ditch in-slopes and grade changes to existing driveways abutting the project. Can you confirm if the project's finish profile will be at or below the existing pavement both in the rural section and the curbed section of the project?

Our materials engineer has not yet completed the final materials recommendation. The plan is to match or be slightly above the existing finish profile in the rural section, with a maximum difference of only 1" to 1.5". This slight increase will not cause steeper inslopes. In town, the finish profile will match the existing.

2. Secondly, the preliminary plans call for certain sections of curb and sidewalk replacement south of Station 65. The concern is that the final product will be checkered between brand new concrete and old concrete. The council is wondering if MnDOT will utilize a certain threshold where it makes more sense to simply replace all of the curb and sidewalk to create a more uniform look and to avoid having to repair/replace individual sections sporadically in the coming years. Can you provide some clarification?

The department tries to be respectful of taxpayer dollars, and intended to only remove and replace sidewalk and curb & gutter as necessary to meet standards. Subsequent field reviews revealed a higher amount of replacement than originally thought. The current plan is to replace all curb & gutter and sidewalk north of Forest Avenue on both sides of TH 238. South of Forest Avenue all sidewalk will be replaced on the east side of TH 238 as well as spots of curb and gutter associated with driveway work. South of Forest Avenue on the west side of TH 238, most of the curb & gutter and sidewalk is in good condition, so only spot replacements will be included in the plan.

3. The City of Albany tries to deter residents from planting trees in the boulevard areas. This project proposes to remove a number of those existing boulevard trees with only a few remaining. If it is decided to replace all of the sidewalk, the Council discussed the idea of reconstructing the sidewalk directly behind the curb, which would allow residents to replant trees closer to the property line and away from the roadway. Would this be something MnDOT would be open to?

Keeping the grass boulevard between the curb and the sidewalk allows us to better match into the existing grade and helps with transitions to driveways and residential sidewalks, and helps with our ADA ramp design. The boulevard also provides snow storage during the winter. Trees planted close to the sidewalk still present the same problem of roots damaging the sidewalk panels.

Finally, the four catch basins in the intersection of Forest Avenue and TH 238 are showing significant deterioration and are in need of replacement. With the adjacent curb and gutter being replaced it would seem to be a good opportunity to make the corrections needed. Please advise if this work can be included in the project?

We will be assessing the condition of the catch basins, and will determine an appropriate fix to be included with the project.

If our responses didn't adequately address the city's concerns, or if there are additional questions, please feel free to call me at 320-223-6530 or send an email to Claudia.dumont@state.mn.us.

Sincerely,

Claudia Dumont
MnDOT Project Manager St. Cloud

Cc: Todd Grater – Baxter Design

An Equal Opportunity Employer

