

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, June 17, 2020, in the Council Room at 400 Railroad Avenue for the said City.

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

Tom Schneider, Clerk/Adm., Kate Asfeld, Editor Star Post, JoAnn Bigler, Patrol Officer, and Jeremy Mathiasen, the City Engineer with the firm of Stantec, Inc., St. Cloud, MN, were present for the meeting.

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 Adam Rushmeyer to authorize electronic payments, transfers, and the payment of the following bills: Check Numbers 70084 to 70123, and 17906 to 17922. 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 June 3<sup>rd</sup> and hearing none declared the said minutes approved.

Open forum/public comments:

Joe Peternell, 131 8<sup>th</sup> Street, was present for the meeting.

Pursuant to due notice, at 6:33 PM, Mayor Tom Kasner called the public hearing into session to consider certain improvements consisting of new sidewalk construction along Shamrock Lane and 8<sup>th</sup> Street estimated construction cost to be \$29,760. A notice of the public hearing was published in the Star Post, the local newspaper, on May 27<sup>th</sup> and June 3<sup>rd</sup>. Mr. Mathiasen informed the public the sidewalk had been identified in the 2020 8<sup>th</sup> Street Reconstruction Improvements and City's Bicycle and Pedestrian Master Plan. Mr. Mathiasen noted each abutting property will be partially assessed for the new sidewalk similar to other public improvement projects. Mr. Schneider informed the Council Jeremy Glenz, owner of the A&W Restaurant, 121 8<sup>th</sup> Street, met with him to oppose the location of the sidewalk on his property if the City is going to require him to remove snow on the sidewalk. Mr. Schneider noted Mr. Glenz also informed him there is limited area on his property for on-site snow storage and the area of the proposed sidewalk is an area where snow is piled during the winter season. Mr. Schneider also noted the snowmobile trail is adjacent to the proposed sidewalk and would not think the sidewalk needed to be kept clear of snow during the winter months. Mr. Peternell noted he also uses the area east of his parking lot to pile snow due to limited on-site snow storage and would object to being required to keep the sidewalk clear of snow during the winter months. Mayor Tom Kasner noted the new sidewalk will be in conflict with the existing snowmobile trail west of 8<sup>th</sup> Street and will be difficult to keep the sidewalk clear of snow having a snowmobile trail adjacent to the sidewalk. Mr. Mathiasen noted the new sidewalk would be located outside the Minnesota Department of Transportation's (MnDOT) right-of-way (T.H. #238) or 8<sup>th</sup> Street; whereby permanent easements would be required from the abutting property owners. Mr. Peternell informed the Council his property at 911 Shamrock Lane extends beyond the curb on Shamrock Lane and would like the right-of-way be corrected on a survey at the time the new sidewalk is installed. Mr. Harlander recommended the lot lines and right- of-way on Shamrock Lane be corrected. Mr. Schneider noted a survey and quit claim deed would be required at an estimated cost of \$1,500+/- . Mayor Tom Kasner closed the public hearing at 6:45 PM. After due discussion, a motion was made by John Harlander who introduced the following Resolution and moved its adoption:

RESOLUTION 2020-20  
RESOLUTION DIRECTING PREPARATION OF FINAL PLANS AND  
SPECIFICATIONS  
2020 Capital Improvement Project

(8<sup>th</sup> Street & Shamrock Lane Sidewalk Improvements)

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 Adam Rushmeyer, John R. Harlander, Al Amdahl, 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 Council took notice of a resolution to declare the cost to be assessed, ordering preparation of proposed assessments, and calling for a public hearing for the 2020 Capital Improvements (8<sup>th</sup> St.). Mr. Mathiasen noted the public hearing has been delayed due to COVID-19 and recommended approval of a resolution to schedule a final public hearing. Mr. Mathiasen also noted the construction activities are continuing and on schedule. Mr. Schneider noted each property owner will be mailed a notice listing the total amount proposed to be assessed to their property. Mr. Mathiasen noted the property owners abutting the new sidewalk proposed on Shamrock Lane and the west side of 8<sup>th</sup> Street will be included in the mailing notice. After due discussion, a motion was made by Adam Rushmeyer who introduced the following resolution and moved its adoption:

RESOLUTION 2020-19  
DECLARING COST TO BE ASSESSED; ORDERING PREPARATION  
OF PROPOSED ASSESSMENT; AND CALLING FOR PUBLIC  
HEARING ON ASSESSMENTS  
2020 Capital Improvement Project  
(Public Hearing: 6:30 PM or as soon as thereafter, Wednesday, July 15th, at City Hall)

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 Adam Rushmeyer, John R. Harlander, Keith Heitzman, and Al Amdahl, 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.

Councilor Al Amdahl, informed the Council youth summer activities at the school are moving forward with COVID-19 precautions in place to assure the safety of the participants. Mr. Amdahl also noted sixty-six (66%) percent of Albany residents responded to the initial 2020 Census survey and will continue to work with local census representatives to encourage residents to complete the survey upon receipt.

Councilor John R. Harlander, Police Department Liaison, informed the Council he met with Ozzie Carbajal, Police Chief, to discuss proposed “STOP” sign installation on Midland Avenue knowing there have been several vehicle accidents over the past few years. Mr. Harlander noted the signs be considered in the north/south direction at the intersection of 2<sup>nd</sup> Street and Midland Avenue and east/west direction at the intersection of 3<sup>rd</sup> Street and Midland Avenue. Mr. Amdahl questioned if signs should be installed at the intersection of 5<sup>th</sup> Street and Midland Avenue. Mayor Tom Kasner noted he would support the installation of signs on Midland Avenue to improve vehicle and pedestrian safety being only a block north of main street or the business district. After due and careful consideration, a motion was made by John R. Harlander and seconded by Al Amdahl to approve and authorize the installation of “STOP” signs at the following intersections:

- 2<sup>nd</sup> Street and Midland Avenue north/south traffic “STOP”
- 3<sup>rd</sup> Street and Midland Avenue east/west traffic “STOP”
- 5<sup>th</sup> Street and Midland Avenue east/west traffic “STOP”

All voted for the motion and it carried.

Councilor John R. Harlander informed the Council he would like to thank the members of the Police Department for serving the residents and business community.

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 39535-39568. 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 informed the Council the course has been very busy and the driving range improvements are progressing as planned.

Mr. Schneider presented to the Council a COVID-19 Preparedness Plan and Policies for the City. Mr. Schneider noted the plan outlines a safe and healthy workplace for all City employees and customers. Mr. Schneider also noted the said plan must be approved on or before June 29<sup>th</sup> as per the Governor's Emergency Executive Order 20-74. After due discussion, a motion was made by Al Amdahl and seconded by Adam Rushmeyer to approve the COVID-19 Preparedness Plan and Policies for the City. All voted for the motion and it carried.

Mayor Tom Kasner noted all businesses must develop and implement a COVID-19 Preparedness Plan for their employees and customers. Mayor Tom Kasner noted local businesses shall continue to adhere to the mitigation strategies outlined by the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH). Mayor Tom Kasner, with the consensus of the Council, directed Mr. Schneider to forward to the Chamber of Commerce a letter encouraging businesses to continue to following social distance guidelines at their place of business.

Mr. Schneider presented to the Council a request by the Stearns County Housing and Redevelopment Authority for the City to submit a letter of support for the rehabilitation of the authority's six (6) rental units (3-twin homes) located on ~~Highlands~~ Highview Drive. Mr. Schneider noted the authority is submitting a tax credit application to Minnesota Housing for the rehabilitation of the dwellings and recommended approval. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Keith Heitzman to submit a letter of support for the rehabilitation of the authority's six (6) rental units (3-twin homes) located on ~~Highlands~~ Highview Drive. All voted for the motion and it carried.

Mr. Schneider presented to the Council the renewal of the School Resource Officer (SRO) Agreement between the Albany Police Department and Albany Area Schools. Mr. Schneider noted the City and School have been partners for SRO services for a few years and the new agreement will require the school to pay the City \$30,000 annually going forward. Mr. Schneider also noted the school board already approved the said agreement. After due discussion and upon the recommendation by Ozzie Carbajal, the Police Chief, 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.

Mr. Schneider also presented to the Council a request by Mark Schultz, 903 and 905 1<sup>st</sup> Avenue, two vacant lots, to waive the City's lawn mowing fee of \$500. Mr. Schneider noted a letter was mailed to Mr. Schultz on April 27<sup>th</sup> instructing him to mow the weeds/grass on each lot as per Ordinance 77. Mr. Schneider noted Mr. Schultz stated he has owned the two lots for approximately three years; whereby he's never been in violation of the ordinance. Mr. Schneider informed the Council the two lots were mowed by a local lawn mowing service hired by the City on May 29<sup>th</sup> and the weeds/grass exceeded twelve (12) inches in height. Mayor Tom Kasner, with the consensus of the Council, took no action on Mr. Schultz's request to waive the City lawn mowing fee.

The Council took notice of a letter the City received from Kristi Imdieke, President, Albany Chamber of Commerce, regarding proposed modifications to the activities held on Heritage Day, the annual community celebration, held the first Saturday in August. Mayor Tom Kasner noted nearly all community events in the area have already been cancelled due to COVID-19. Mayor Tom Kasner also

noted the City issues the Large Gathering Permit for the event, but due the Governor’s Emergency Executive Orders limiting the number of attendees for outside gatherings, the City is unable at this time to consider a permit and will consider the proposed modifications at a future Council meeting.

Mr. Schneider informed the Council the City contracted with Dakota Supply Group (DSG) and their water meter installer, Midwest Testing Company, to replace and furnish new water meters beginning July 6<sup>th</sup> for all residential, commercial, and industrial customers at no cost to the property owner. Mr. Schneider noted the installers will have a photo ID, wear uniforms, travel in marked vehicles and have completed a background check. Mr. Schneider also noted Midwest Testing has adopted the CDC guidelines for their employees and City utility customers. Mr. Schneider informed the Council letters will be mailed to property owners beginning June 22<sup>nd</sup> and June 29<sup>th</sup>; whereby Dannielle Zierden, the Administrative Assistant with the Police Department, will be assisting in preparation of future water bills, payroll, and fund accounting procedures for the Administration Department. Mr. Schneider noted in the absence of Diane Jesh, the Administrative Assistant, Ms. Zierden would be able to step in and continue administrative services. Mr. Schneider also noted in the future both Administration Assistant positions may be combined into one that would serve both the Administration and Police Departments. Mayor Tom Kasner, with the consensus of the Council, had no objection to combining both administrative assistant positions in the future if in the interim the arrangement works well.

Mayor Tom Kasner informed the Council the Governor’s Emergency Executive Order 20-75 extended the Peacetime Emergency through July 13th due to COVID-19 Pandemic. Mayor Tom Kasner noted several businesses are beginning to reopen and Minnesotans returning to more indoor and outdoor activities. Mayor Tom Kasner noted the City will be eligible to receive funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Federal stimulus relief funds, for expenses incurred related to COVID-19.

Mayor Tom Kasner noted some local businesses have been allowed to re-open with COVID-19 requirements to ensure employee and public safety. Mr. Schneider informed the Council the library only provides curb-side pickup and will not be open to the public until the library staff can safely accommodate patrons within the confines of the square footage of the library. Mr. Schneider also noted the Jaycee shelter in North Park is open for family picnics.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o’clock in the evening on Wednesday, July 1, 2020 and adjourned the meeting at 7:30 PM.

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Tom Schneider  
Clerk/Adm.