

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, September 21, 2022, in the Council Room at 400 Railroad Avenue for the said City.

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

Other's present were: Tom Schneider, Clerk/Adm., Jeremy Mathiasen, City Engineer with Stantec, Inc., St. Cloud, MN, Molly Thompson, CPA, the city Auditor with the firm of Schlenner Wenner, Co., St. Cloud, MN, Police Chief Ozzie Carbajal, and Tim Hennagir, Staff Writer, the Star Post. The following high school students were present for the meeting: Maggie Seiler, Cecilia Hudock, Izaak Hutchinson, Carmen Eiyneck, Sophia Schiffler, Nic Buschman, Mason Bierbaum, Tyson Gerads, Carter Voss, Tayte Lecy, Tanny Reis, and Sam Duff.

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 approve/authorize payroll (3381-3394), electronic payments (900036-900041), transfers, and the payment of the following bills: Check Numbers 72122 to 72164. 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 7th and hearing none declared them approved.

Open forum/public comments: Sharry Thompson, 131 ½ 2nd Street, appeared before the council to request the council consider assigning a name to the alley where she and her neighbor (130 ½ 3rd St.) reside, a duplex, to resolve issues with the current 911 addresses being confusing to delivery companies, election registration, emergency responders, social media, and general applications of all kinds. Mayor Tom Kasner thanked Ms. Thompson for attending the meeting and directed Mr. Schneider to contact Stearns County to determine how to change the 911 address for both properties.

Molly Thompson, the City Auditor with the firm of Schlenner, Wenner and Company, St. Cloud, MN, appeared before the council to present the final 2021 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 city staff turnover and software conversions in fund accounting and utility systems. Ms. Thompson recommended the council consider adding additional administrative staff to assist with utility billing and other secretarial duties being the city has grown in population and having combined the administrative assistant position to include the police department. Ms. Thompson noted the city has enjoyed the ability to rely on long-term employees and monetary savings over the years having limited administrative staff. After due discussion, a motion was made by John R. Harlander and seconded by Keith Heitzman to approve the 2021 Comprehensive Financial Audit, authorize recommended transfers and specific funds be closed effective December 31, 2021. 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.

Mr. Mathiasen presented to the council an engineering feasibility study for the following proposed capital improvements on Forest Avenue between 1st Street and 6th Street, and to 2nd Street between Midland Avenue and Lake Avenue, and to 3rd St., 4th St., and 5th Streets between Midland Avenue and Forest Avenue including adjacent alleys within this project area. Mr. Mathiasen noted the reconstruction improvements would consist of new roadway, curb/gutter, water main, sewer main, services, and storm sewer at an estimated cost of \$2.8+/- million. Mr. Mathiasen noted the improvement project would include assessments to benefitted properties for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429. After due discussion, a motion was made by Al Amdahl who introduced the following resolution and moved its adoption:

**RESOLUTION 2022-33
RECEIVING PRELIMINARY ENGINEERING REPORT AND CALLING
PUBLIC HEARING ON A LOCAL
IMPROVEMENT PROJECT
(Public Hearing: October 19, 2022 @ 6:30 PM)**

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 Adam Rushmeyer, Al Amdahl, Keith Heitzman, 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. The public hearing will be scheduled at 6:30 o'clock in the evening or as soon as thereafter on Wednesday, October 19th at City Hall, to consider the aforesaid improvement project.

Mr. Mathiasen presented to the council Payment Voucher No. 3 for the 1st Street (TH238) and 8th Street (TH238) Sidewalk Improvements. Mr. Mathiasen noted the payment voucher includes seeding, signage, and pavement striping work. After due discussion and upon recommendation from the city engineer, a motion was made by Al Amdahl and seconded by Keith Heitzman to approve Payment Voucher No. 3 to Craig Bardson Excavating, Albany, MN, in the amount of \$49,801.97. All voted for the motion and it carried.

Mr. Schneider presented to the council the preliminary 2023 Budget which included the following departments: Administration, Police, Fire, Street, Park, Library, Elections, Water, and Sewer. Mr. Schneider informed the council the 2022 property tax levy was increased to 16.92%, an increase of 2.06% from the previous council meeting having added funding to hire a part-time administration office assistant and outsourcing payroll; whereby the additions had little effect to the city tax capacity rate. Mr. Schneider also noted the Economic Development Authority's (EDA) Railroad Avenue Storefront Rehabilitation Improvement Program will be underfunded in 2023 if any applications are received unless the council considers adding funding in the proposed budget. Mr. Harlander recommended an additional \$42,000 be included in the proposed budget for the said Program knowing there may be three requests in 2023. Mr. Schneider noted the proposed 2022 levy would be \$1,320,424, a 20.76% levy increase and the estimated city 2023 tax capacity rate would be 45.17% compared to 43.35% in 2022. Mr. Schneider noted the city may reduce the levy amount at the December Truth and Taxation public hearing, but not increase the amount. Mr. Schneider also noted that the preliminary 2022 property tax levy for payable 2023 is due on or before September 30th to the Stearns County Auditor's Office. After due discussion, a motion was made by John R. Harlander and seconded by Al Amdahl to direct the City Clerk/Administrator to forward to the Stearns County Auditor the proposed property tax levy of \$1,320,424 and to set the initial meeting at 6:30 PM, or as soon as thereafter on Wednesday, December 7th, and the final adoption meeting of the said levy at 6:30 PM, or as soon as thereafter, on Wednesday, December 21st at 400 Railroad Avenue, the City Administration Building. All voted for the motion and it carried.

Mr. Schneider informed the council the city will have to consider ordering a 2023 pickup for the Public Works Department having been told the manufacturer is no longer receiving orders to built 2022 models. Mr. Schneider noted the cost of a 2023 pickup is approximately \$58,000, an increase of \$9,000. Mr. Harlander noted a decision can be made at a later date whether to order a new or purchase a used pickup.

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 Adam Rushmeyer to approve electronic payments, transfers, and the payment of the following: checks 40264-40313. Voting for the motion were Councilors Keith Heitzman, Al Amdahl, John R. Harlander, and Adam Rushmeyer, and none voted against. Mayor Tom Kasner abstained and the motion carried. Mr. Heitzman informed the council the board interviewed candidates to fill the position of Events Coordinator and will begin landscaping improvements to the west side of the clubhouse or north of number one tee.

Councilor Al Amdahl, Albany Area Schools Community Education Liaison, informed the council programs and participation is going well for the courses offered by community ed. Mr. Amdahl also noted several entertainment acts will begin in October at the Blattner Energy Arts Theatre (BEAT).

The Council took notice of a MN Lawful Gambling LG220 Exempt Permit application (raffle) and an application for a 1 to 4 day Temporary On-sale Liquor License submitted by Holy Family School, 160 2nd Street South, for an event to be held on January 14, 2023. After due discussion, a motion was made by Mayor Tom Kasner who introduced the following resolution and moved its adoption including the Temporary 1-4 day On-sale Liquor License:

RESOLUTION 2022-34
APPROVING MINNESOTA
LAWFUL GAMBLING EXEMPT PERMIT APPLICATION

The motion for the foregoing resolution and Temporary 1-4 day On-sale Liquor License was seconded by Adam Rushmeyer 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 and said license was declared duly passed and adopted. The full text of the said resolution and license is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mayor Tom Kasner announced the next regular council meeting for 6:30 o'clock in the evening on Wednesday, October 5, 2022, and adjourned the meeting at 7:45 PM.

Tom Schneider
Clerk/Adm.