

On Monday, January 14, 2013 a regular meeting of the Albert Lea City Council was called to order at 7:00 p.m. in the City Center Council Chambers by Mayor Vern Rasmussen, Jr.

PRESENT: Mayor Rasmussen, Councilors Schulte V, Baker, Marin, Olson, Anderson and Brooks. Also present was City Manager Chad Adams, City Clerk Shirley Slater-Schulte, City Engineer Steven Jahnke, and a representative of the Albert Lea Tribune.

CEREMONIAL

Mayor Rasmussen Jr. welcomed everyone to the meeting. Boy Scout Troop #7 was present and led the Council in the Pledge of Allegiance.

- A. Welcome to Newly and Recently Elected Officials – Mayor Rasmussen Jr. introduced newly elected officials as follows:

John Schulte V, Councilor Ward 1
George Marin, Councilor Ward 3
Larry Anderson, Councilor Ward 5
Vern Rasmussen Jr., Mayor

- B. Mayor's Appointments to 2013 Boards and Commissions as follows:

Mayor Pro-Tempore - Larry Baker

Council Representation:

Planning Commission – Larry Baker
Heritage Preservation Commission – Larry Baker
Library Board – John Schulte V
Parks Board – Reid Olson
HRA – John Schulte V
Human Rights Commission – George Marin
Airport – Larry Anderson
Port Authority – Al Brooks / Mayor Vern Rasmussen Jr.
Convention & Visitors Bureau – Al Brooks
Board of Appeals – Larry Baker

Appointments to Boards & Commissions:

Parks and Recreation - Ron Woitas, John Lang
Planning Commission - Thayne Nordland, David Gross, Carol Hassebroek
Airport - Steve Nesse, John Schulz, Reappoint Bruce Sauer
Library - Gladys Ehn, Reappoint Linda Johnson, Lynn Krueger
Board of Zoning Appeals - Reappoint Doug Conn, Dave Klatt
Housing and Redevelopment Authority - Reappoint Kris Gil, Don Hebert, Dick Sickels
Freeborn County Family Services Collaborative - Reappoint Patty Greibrok

Motion made by Councilor Baker, seconded by Councilor Brooks. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr. Mayor Rasmussen Jr. declared the motion passed.

CONSENT & APPROVAL OF AGENDA

- A. Approve Minutes Of The December 20, 2012 Special Council Meeting
- B. Licenses And Permits (See Attached List)
- C. Schedule Council/Staff Goal Setting Session For January 26, 2013 beginning at 8:a.m. at the Freeborn County Highway Department
- D. Resolution 13-01-Establishing 2013 Appointments And Designations
- E. Resolution 13-02-Naming Official Newspaper For 2013
- F. Resolution 13-03-Establishing Rules And Regulations For The City Council Of Albert Lea
- G. Resolution 13-04-Designating Depositories Of City Funds-Signatories-Wire Transfers
- H. Resolution 13-05-Completing First Two Conditions Of City Of Albert Lea \$1,000,000 Minnesota Public Facilities Authority (PFA) Grant
- I. Resolution 13-06-Approving Lawful Gambling Premises Permit For American Legion
- J. Table Vacation Of Roadway Easement until January 28, 2013 (Sykes Street and Westron Street)

MOTION: Move to accept the agenda as presented.

Motion made by Councilor Baker, seconded by Councilor Schulte V. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr.; Mayor Rasmussen Jr. declared the motion passed.

(See Secretary's Original Resolution 13-01-13-06
included with these minutes)

PUBLIC FORUM

PETITIONS-REQUESTS-COMMUNICATIONS

UNFINISHED BUSINESS

ORDINANCE 152,4d AND SUMMARY OF ORDINANCE REZONING HILLS GARDEN AREA AND UPDATING ZONING MAP (2ND READING)

City Manager Adams stated that the Council introduced the ordinance at its regular meeting of August 27, 2012. The Hills Garden annexation resulted in two amendments to the zoning map. The easterly portion has single family homes, farm land, and open space and is being zoned R-1 Single Family District. The westerly portion will primarily be commercial use and the zoning

map will be amended to show B-2 Community Business District. Staff recommends adoption of the ordinance.

Councilor Brooks moved the adoption of the 2nd reading, seconded by Councilor Marin. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr. Mayor Rasmussen Jr. declared the ordinance passed.

(See Secretary's Original Ordinance 152,4d
included with these minutes)

ORDINANCE 153,4d AND SUMMARY OF ORDINANCE REZONING 77893 209TH STREET AND UPDATING ZONING MAP (2ND READING)

City Manager Adams stated that the Council introduced the ordinance at its regular meeting of August 27, 2012. The property being rezoned is the Overhead Door Company located at 77893 209th Street. The property to the east is Pro-Trucking which is zoned I-2 Industrial. The Overhead Door property is business use and will be zoned as B-2 Community Business District. Staff recommends adoption of the ordinance.

Councilor Anderson moved the adoption of the 2nd reading, seconded by Councilor Olson. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr. Mayor Rasmussen Jr. declared the ordinance passed.

(See Secretary's Original Ordinance 153,4d
included with these minutes)

NEW BUSINESS

PUBLIC HEARING AND RESOLUTION 13-07 FOR ALLOCATION OF POLICE AND FIRE PENSION FUND INTEREST EARNINGS

City Manager Adams stated that a public hearing is held annually to receive input regarding the proposed allocation of police and fire pension interest earnings. Interest earnings are estimated at \$115,000 in 2012 from investments of the approximately ten million dollars in principal funds. Due to the economy, interest rates and earnings have declined due to the market in recent years. Intended use of the funds includes the fifth and final payment for the Government Center LEC lease, Fire Study and capital expenditures for the Police Department and Fire Department. Staff recommends approval.

Mayor Rasmussen Jr. opened the public hearing:

Harold Kamrath, 326 Glenn Road, inquired as to what the interest can be used for. Mayor Rasmussen stated it can be used for Police or Fire purchases. The final payment is being made to the Law Enforcement Center for Police space for 2012.

Mayor Rasmussen Jr. called three times and then closed the Public Hearing

Motion made by Councilor Brooks, seconded by Councilor Anderson. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr.; Mayor Rasmussen Jr. declared the motion passed.

(See Secretary's Original Resolution 13-07
included with these minutes)

RESOLUTION 13-08 APPROVING LICENSE AGREEMENT FOR SOCCER FIELDS

City Manager Adams stated that the Albert Lea Youth Soccer Association (ALYSA) seeks to partner with the City of Albert Lea in creating a soccer complex in the north Edgewater Park. A map of the area was displayed. The proposed agreement outlines the responsibilities of the parties. Youth Soccer will construct the fields with donations and in-kind labor. The City will approve final plans and specifications. The work will be completed by August 1, 2014 or the agreement will be null and void. The agreement will be for a twenty year period. The City will be paid ten dollars per player by Youth Soccer in the first year at the site to assist with City operating and maintenance costs for the fields. The agreement can be revisited by the parties annually and amendments made in writing. The City will, in due course, provide parking stalls for the fields, consistent with its Capital Improvement Plan. A few updates have been provided to the agreement in the packet including section 6b. related to definition of "the project" and in 6f related to making reservations for the fields. Public comment has been promoted for this agenda item. Staff recommends approval.

Greg Wilson, member of the Soccer Association Board, thanked staff and Council for allowing the agreement and looks forward to completing the project.

Sophie Ehrhardt, outgoing president of ALYSA thanked everyone who has been working on this project. Currently, there are over 100 boys and 100 girls in Youth Soccer and it is a growing sport. She commented that they are excited about holding soccer tournaments in Albert Lea.

David Stewart, 102 Martin Road, member of the Soccer Association Board, thanked everyone who worked on the project to make it a reality. Mr. Stewart noted that future plans for the development of the area will focus on beautification to bring seniors out to watch youth soccer. He also commented that he looks forward to working together for the future.

Councilor Baker had questions regarding the compaction of soil in the area, maintenance costs of \$7,000 for the first year, what the true costs of maintenance will be so other revenue sources can be found, and whether City Engineering will oversee the project.

Mayor Rasmussen Jr. thanked the Soccer Association Board for all of their time and effort in making Albert Lea a better place in which to live and play.

Motion made by Councilor Olson, seconded by Councilor Brooks. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr.; Mayor Rasmussen Jr. declared the motion passed.

(See Secretary's Original Resolution 13-08
included with these minutes)

MAYOR & CITY COUNCIL REPORTS

First Ward, Councilor Schulte V. reported:

- No Committee Updates
- No Ward Items

Second Ward, Councilor Baker reported:

- HPC Meeting updates, Election of officers
- No Ward Items

Third Ward, Councilor Marin reported:

- Committee Updates
- No Ward Items
- Thanked the voters of Ward 3 for electing him.

Fourth Ward, Councilor Olson reported:

- Committee Updates
- No Ward Items
- Wished everyone a prosperous New Year.

Fifth Ward, Councilor Anderson:

- No Committee updates
- No Ward Items
- Suggested that Edgewater Park be open for winter activities.

Sixth Ward, Councilor Brooks reported:

- Committee updates
 - CVB meeting

- Jr. Gold Hockey Tournament January 18-20, 2013
- Girls Tournament – January 25-27, 2013
- Ice Fishing Contest – January 27, 2013
- Big Freeze – February 16, 2013
- Ward Items – Street Repair Project

Mayor Rasmussen Jr. reported:

- Updates from visit with U.S. Senator Amy Klobuchar included possible assistance with rules for Wastewater Treatment Plants, Compliments to the city on partnership and working with the Chamber of Commerce, ALEDA, and others.
- Attended the Greater Jobs Inc. meeting and met with Katie Clark Sieben from the Minnesota Department of Employment and Economic Department (DEED).
- Spoke with the Youth in Government Group who returned from the cities; the class is a great opportunity to be involved with the legislature.
- Interviewed by Clifton-Larson-Allen Auditors; they are completing a City audit.

2012 CITY MANAGER'S REVIEW

Mayor Rasmussen Jr. presented a summary of the City Manager's 2012 review and evaluation that was distributed to council members. Mayor Rasmussen Jr. reviewed the summary with the City Manager. Goals have been set-up for 2013 and a 1.75% cost of living adjustment and appropriate step increase was recommended. The City Manager's annual salary will be \$113,163.00.

Motion by Councilor Schulte V, seconded by Councilor Brooks. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr.; Mayor Rasmussen Jr. declared the motion passed.

CITY MANAGER'S REPORT:

City Manager Adams gave the following update:

- Retreat information will be available to Council in their mailboxes; there will be time to make changes or modifications as needed.
- The City Manager provided background and clarification on the Assistant City Manager's position which is being created. Mr. Adams noted it is not an added position; it is simply filling the vacancy of Community Development Director so is basically a restructuring within the Administration Department. The City Manager, other staff, and Port Authority will oversee some of the Community Development Director duties that the City has had in the past. Other staff will be doing some of the planning and zoning activities. The City has retained a Planning consultant to work on large land use applications as needed or other projects. It will be somewhat limited based on recent activities over the last couple of years.

The Assistant City Manager will not be a Department Head; the City Manager is still the Department Head over Administration and has the ability to restructure departments to ensure efficiency and operations. The City Manager has authority to appoint non-department head positions per the City Charter and City Code of Ordinances. One of the City Manager's goals for the next year is to become more active in the community and with its partners, so there will be a need for additional help at City Hall with some of the general day to day operations. The pay grade for the Assistant City Manager position will be the same as the unfilled vacancy. The city expects to see some savings in the starting salary of the position and over the first three months of 2013, the position will remain unfilled.

There are other changes in City administration as the full-time Accounting Technician will not be replaced. The City will not see full savings in the position in 2013 as there will be added staff time during the transition to the new Springbrook Software Conversion, along with a one-time service preparing some of the 2012 audit work.

The intent is to improve efficiency of operations and effectiveness in services at a reduced cost. There will be goals and expectations outlined in the position and moving forward will include the following:

- Improving internal and external communications
- Restoring trust and transparency in city government
- Improving citizen engagement
- Overseeing IT Services
- Improving Records Management

RESOLUTION 13-09 APPROVAL OF CLAIMS

Councilor Anderson moved that the resolution be approved for payment of claims in the amount of \$2,063,138.24, seconded by Councilor Baker. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Baker, Marin, Olson, Anderson, Brooks and Mayor Rasmussen Jr.; Mayor Rasmussen Jr. declared the motion passed.

(See Secretary's Original Resolution 13-09
included with these minutes)

ADJOURNMENT

Councilor Brooks moved and Councilor Baker seconded that there being no further business, the council meeting be adjourned at 7:33 p.m., until the next regular meeting of the Albert Lea City Council at 7:00 p.m. on Monday, January 28, 2013. On roll call vote, all councilors voted in favor of said motion. Mayor Rasmussen Jr. declared the motion passed and the meeting adjourned.

Mayor Vern Rasmussen, Jr.

Filed and attested January 15, 2013

Secretary to the Council