

**PRESENT:** Mayor Pro Tem Larry Baker, Councilors John Schulte V, George Marin, Reid Olson, Larry Anderson and Al Brooks. Also present was City Manager Chad Adams, City Clerk Shirley Slater-Schulte, City Engineer Steven Jahnke and Representative from the Albert Lea Tribune. Absent: Mayor Vern Rasmussen Jr.

## **CEREMONIAL ITEMS**

### **PROCLAMATION OF NATIONAL SERVICE RECOGNITION DAY**

Mayor Pro Tem Baker read the proclamation and declared April 1, 2014 as National Service Recognition Day. Mayor Pro Tem Baker presented the proclamation to Annette Peterson; volunteers from Senior Resources Ride Services were also present.

### **PRESENTATION OF HUMAN RIGHTS COMMISSION ESSAY CONTEST WINNERS**

Michael Zelenak, representing the Albert Lea Human Rights Commission presented the awards for the National Human Rights Essay Contest. The theme was "How Prejudice and Stereotypes Affect Society and Human Rights." Entries came from Diane Maze's class at Southwest Middle School. These students will read their essays during the upcoming Taste of Heritage Festival at the Northbridge Mall on April 5th: Alejandro Lino received 3rd Place; Kaysie Benner received 2nd Place, and 1st Place went to Dane Brownlow, whose essay will be entered into the State Competition.

**PUBLIC FORUM** – No one appeared for comment.

## **CONSENT AGENDA**

- A. Approve minutes of the March 10, 2014 Regular Council Meeting
- B. Approve minutes of the March 6, 2014 Work Session
- C. Licenses and Permits (See Attached List)
- D. Resolution 14-52-Approving Administrative Lot Survey for Property Located at 401 Pilot Street

**MOTION:** I will move to approve the consent agenda as amended, removal of 5E, 5F and 8A and adding items 8E and 8F.

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

(See Secretary's Original Resolutions 14-52  
included with these minutes)

## **PETITIONS-REQUESTS-COMMUNICATIONS**

### **Presentation of 2014 Achievements and Goals – Director of Public Safety Dwaine Winkels**

#### Police 2013 Goals

- Redefine and refresh community policing
- Effective and efficient staffing
- Redefine leadership roles and expectations
- Communication is an ongoing goal we will continuously focus on improving
- Reviewed police highlights
- Calls for Service highlights
- Adult and Juvenile arrests
- Class I and II Crimes
- Review 2014 Goals
- Police priorities identified

#### Fire and Inspection 2013 Goals

- Redefine inspection roles and responsibilities
- Archive old data and implement greater Laserfiche usage
- Enhance Inter-agency Communication

### **Presentation of 2014 Achievements and Goals – Finance Director Terry Berg**

- New Springbrook Finance System
- Accomplishments
- Springbrook
- New Chart of Accounts
- Successful audit
- Receipt of GFOA Award for Excellence CAFR
- Transition Port Authority Accounting
- Department staff changes
- Two bond ratings
- Two bond sales
- Request for Proposal – Financial Advisor
- Request for Proposal – Auditing Services
- Educating and Cross- training of staff
- Continue converting paper records into electronic using Laserfiche
- Neighborhood Picnic participation by all staff

#### Goals for 2014

- Conversion to Springbrook

- Remaining modules include Inventory, Licenses and Permits, Human Resources, Project/Grant Accounting, Special Assessment, Fixed Assets
- Continue with City-wide training
- Work with Human Resources on refining Employee Self Service and Online Open Enrollment
- Budget – Refine Calendar and online
- Expand Customer Service Features – Electronic Payments and Debits
- Policy Development
- Financial Analysis
- Request for Proposal for Banking Services

**Presentation of 2014 Achievements and Goals – Library Director Peggy Havener**

- Reviewed Regional Circulation Comparison
- 425 Children’s Program
- 48 Adults Programs
- Reviewed the Inter-Library Loan Service and Collection Size
- 65,000 visits to our website
- Reviewed the level of staffing and programs
- Remain a Net Lender
- Continue to promote our programs and services
- Provide the community with access to technology insuring a level playing field for everyone
- Thanked the “Friends of the Library” for their support

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**PUBLIC HEARING AND RESOLUTION 14-53 ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR 2014 STATE AID NEIGHBORHOOD IMPROVEMENT PROJECT (JOB 1451)**

City Manager Adams explained that a public hearing is being held for public input on the proposed improvement. The proposed project consists of the following improvements:

**State Aid Street Mill & Overlay and Miscellaneous Curb & Gutter**

This project involves the bituminous mill and overlay and miscellaneous curb and gutter replacement for the following streets:

- YH Hanson Avenue – Hammer Road to Sykes Street
- Hershey Street – Bridge Avenue to YH Hanson Avenue
- Sykes Street – Bridge Avenue to approximately 700’ west of YH Hanson Avenue

### **Proposed Mill & Overlay Work**

It is proposed that a 6-foot width of the existing bituminous will be milled along each concrete gutter line so the new bituminous layer will match the level of the concrete gutter. A 2-inch layer of new bituminous will be laid over the entire width of the street. Work will also include replacing damaged or settled sections of curb and gutter in order to improve the street drainage.

### **Proposed Bituminous Surface Replacement**

The bituminous surface of Sykes Street from YH Hanson Avenue to approximately 700' west is deteriorated past the point where an overlay would be an effective means of pavement preservation. It is proposed with this project to completely remove and replace the aggregate base and bituminous surface.

Proposed funding for the project includes Municipal State Aid funds and tax-exempt bonds to include assessments against benefiting properties. A neighborhood meeting was held on March 11, 2014 to discuss the project with the affected property owners. A 4/5 vote is required by the City Council to order the project, as required by State Statute.

City Engineer Jahnke reviewed the proposed project and explained the details as to what is being proposed in this project. City Engineer reviewed estimated cost, assessments and time table. Goal is to bid this project on May 6, 2014 and possible start date of June 1, 2014 and the completion date for this project to be August 25, 2014.

Mayor Pro Tem Baker opened the public hearing; no one spoke to this issue, called three times and then closed the Public Hearing.

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

(See Secretary's Original Resolution 14-53  
included with these minutes)

### **RESOLUTION 14-54 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT OF BIDS FOR DOWNTOWN ALLEY SANITARY SEWER SLIPLINING PROJECT (JOB 1452)**

City Manager Adams explained that the plans and specifications have been completed and have been presented to the Council for approval and authorization of bidding. The bid opening would be scheduled for May 6, 2014. Staff recommends approving the plans and specifications and authorization to bid the project.

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, Marin, Olson, Anderson, Brooks and Mayor Pro Tem Baker. Mayor Pro Tem Baker declared the motion passed.

(See Secretary's Original Resolution 14-54  
included with these minutes)

**RESOLUTION 14-55 APPROVING “NO PARKING” SIGNS ON SYKES STREET FROM  
Y.H. HANSON AVENUE TO 1300 FEET WEST**

City Manager Adams explained that in order to complete the proposed mill and overlay, curb and gutter and bituminous reconstruction work proposed on Sykes Street under Job No. 1451, using Municipal State Aid funding, Sykes Street from YH Hanson Avenue to approximately 1,300 feet to the west must be designated “No Parking” on one side to meet the street width requirements under Minnesota State Aid Rules Chapters 8820.9936 and 8820.9946. It is proposed to designate the south side of this section of Sykes Street as “No Parking.” Staff recommends approval.

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, Marin, Olson, Anderson, Brooks and Mayor Pro Tem Baker. Mayor Pro Tem Baker declared the motion passed.

(See Secretary's Original Resolution 14-55  
included with these minutes)

**RESOLUTION 14-56 RESCINDING RESOLUTION 14-23 ORDERING PREPARATION OF  
FEASIBILITY REPORT ON JOB NO. 1450 – 2014 NEIGHBORHOOD IMPROVEMENT  
PROJECT**

City Manager Adams explained that some discrepancy was found in Resolution 14-23 and some other prior resolutions which ordered the preparation of a feasibility report on Job No. 1450 – 2014 Neighborhood Improvement Project. The attached resolution corrects this discrepancy and orders the preparation of a feasibility report and staff recommends approval of this resolution.

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

(See Secretary's Original Resolution 14-56  
included with these minutes)

**RESOLUTION 14-57 RESCINDING RESOLUTION 14-35 RECEIVING FEASIBILITY REPORT  
AND CALLING PUBLIC HEARING ON 2014 NEIGHBORHOOD IMPROVEMENT PROJECT  
(Job 1450)**

City Manager Adams explained that this proposed resolution rescinds 14-35 and accepts revised feasibility report, calls for a public improvement hearing for April 14, 2014 for Job 1450. Plainview Lane was omitted from the original resolution and as part of the recent evaluation; Bel-Aire Drive has been removed from the project. The proposed project includes the bituminous overlay and miscellaneous curb replacement of residential streets in the SW part of the city as follows:

Canary Drive – W. 9 <sup>th</sup> Street to Swanhill Drive	Regency Lane – W. 9 <sup>th</sup> Street to Gateway Drive
Spartan Avenue – W. 9 <sup>th</sup> Street to the cul-de-sac	Penn Avenue – W. 9 <sup>th</sup> Street to Gateway Drive
Gateway Drive – TH 69 to Swanhill Drive	Southview Lane – TH 69 to 4 <sup>th</sup> Avenue
Skylark Lane – Southview Lane to TH 69	Swanhill Drive – W. 9 <sup>th</sup> Street to Plainview Lane
Pinehill Drive – Southview Lane to Plainview Lane	Rosehill Drive – Southview Lane to Plainview Lane
Maplehill Drive–Southview Lane to Plainview Lane	Birch Hill Drive – Southview Lane to Plainview Lane
Elmhill Drive – Birch Hill Drive to Plainview Lane	Plainview Lane – Skylark Lane to 4 <sup>th</sup> Avenue

The project will involve milling the existing bituminous street surfacing for a 6-foot width along each concrete gutter line so the new bituminous layer will match with the level of the concrete gutter. A 2-inch thick layer of bituminous would be laid over the entire width of the street. The project would also involve replacing sections of curb and gutter that have settled and are causing drainage issues. Regency Lane is constructed as a dish shaped street, with the water running to the center of this street and then carried to a storm sewer and located along the center line of the street. In order to maintain drainage along Regency Lane, this street will be milled 2 inches deep for the full-width of the street, prior to placement of new overlay. As part of the project the installation of an under-drain will be evaluated for the roadway.

The city costs are for side credits, work in the intersection and work along city owned properties. The sanitary sewer fund costs are for repairs to manholes that will be completed as part of the project and done prior to the placement of the overlay. The average age of these streets is about 45 years old and approximately two-thirds of the streets have been overlaid in the past. The average age of the overlays are 23 years with the last one replaced in 1994. Engineering has tried to extend the life of the roadways by performing an overlay between 20 and 30 years, and every 15 to 20 years thereafter. The goal is to extend the life of the roadway to an approximate 75 year life. This is the estimated life of the underground utilities. There are 329 properties to be assessed as part of this project. The assessments depend on the width of the roadway and range from a low of \$14.56 per foot to a high of \$21.438 per foot and following the assessment policy, the assessments will be over 5 years. The interest rate will be based on bonding in 2014 and the estimated project cost is \$1,129,634.36 and will be paid with assessments, city funds and sanitary sewer funds. Staff recommends approval of the resolution.

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

(See Secretary's Original Resolution 14-57  
included with these minutes)

### **MAYOR & CITY COUNCIL REPORTS**

First Ward, Councilor Schulte V. reported:

- Ward Items – Stated that the City of Albert Lea has a very efficient Library, Peggy is doing exactly what the council has asked, doing more with less, would like to increase more hours, additional \$25,000 per year, currently, staff is working 10 hour days.
- Committee Updates – none

Third Ward, Councilor Marin reported:

- Ward Items - None
- Committee Updates – HRA is sponsoring a movie at the Marion Ross Performing Arts Center
- Received a lot of complaints of mill and overlay project, cracks on the streets in the 3<sup>rd</sup> Ward area, and the streets are not even a year old. Contractors should be held liable for these projects. Very upsetting to the taxpayer.

Fourth Ward, Councilor Olson reported:

- Ward Items – none
- Committee Updates – none
- Received an email thanking snowplowing crews for the wonderful job they have done this year with all of the snow, etc.

Fifth Ward, Councilor Anderson reported:

- Ward Items – Thank you for the filling of the potholes this year
- Committee Updates – Airport updates

Sixth Ward, Councilor Brooks reported:

- Ward Items – None
- Committee Updates – None

### **REPORT OF THE MAYOR**

- Updates on the Heritage Preservation Commission meeting
- Attended meeting with Downtown Merchants regarding Special Services District

- Attended meeting in St. Paul to lobby for the Fountain Lake Restoration Project
- Met with Dennis Dieser at the Y and with youth attending “Youth in Government” classes, students are excited to learn more about community, state and local government. Students will be attending some future council meetings.

#### **REPORT OF THE CITY MANAGER**

- Attended the meeting at the Capitol on March 13, 2014
- Met with a number of representatives and spoke with House Speaker Thissen regarding the City’s Fountain Lake Restoration; Rep. Thissen was comfortable with the press reporting his support on the bonding request.
- Sarah Stultz from the Albert Lea Tribune did a good job reporting on this item.
- There may be challenges on the Senate side, but believes the City has good support; the Governor’s office stated that Southern Minnesota has not been represented in the bonding bill in the past.
- Stated that Southern Minnesota may get an opportunity to have this project included in the bonding bill.

#### **RESOLUTION 14-58 APPROVING CONTRACT WITH COUNCILMEMBER SCHULTE V**

City Manager Adams stated that the attached resolution directs the Mayor and City Clerk to make payment in the amount of \$2,849.78 on behalf of the City for a claim from Jones, Haugh & Smith, Inc. and to issue payment for filing the affidavit of official interest by the interested official.

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

(See Secretary's Original Resolution 14-58  
included with these minutes)

#### **RESOLUTION 14-59 APPROVAL OF CLAIMS**

Councilor Anderson moved that the resolution be approved for payment of claims as presented for checks #51962 through #52131 in the amount of \$379,992.60, seconded by Councilor Brooks. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Marin, Olson, Anderson, Brooks, and Mayor Pro Tem Baker. Mayor Pro Tem Baker declared the motion passed.

(See Secretary's Original Resolution 14-59  
included with these minutes)

**CLOSED SESSION – LAND ACQUISITION**

City Manager Adams noted that State law allows the council to go into executive closed session where the council will be discussing the sale or acquisition of property. The city has an interested party who would like to acquire some land from the city, which is essentially an area of about 5 acres, just south of the City Arena.

MOTION: I will move that the city council goes into Closed Session.

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

City Manager Adams noted that the council came back into Open Session at 8:52 p.m.

MOTION: I will direct the City Manager to enter into negotiations on approximately 5 acres of the subject property, for the purpose of Market Rate Rental Housing.

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

City Manager Adams stated that public hearings on the land sale, any subdivision, or rezoning, etc. would be needed prior to any Council action on this property.

**ADJOURNMENT**

Councilor Olson moved and Councilor Marin seconded that there being no further business, the council meeting be adjourned at 8:55 p.m., until the next regular meeting of the Albert Lea City Council at 7:00 p.m. on Monday, April 14, 2014. On roll call vote, all councilors voted in favor of said motion. Mayor Pro Tem Baker declared the motion passed and the meeting adjourned.

---

Mayor Pro Tem Larry Baker

Filed and attested this 24<sup>th</sup> day of March, 2014

---

Secretary to the Council