

**REGULAR COUNCIL MEETING MINUTES
CITY COUNCIL CHAMBER, CITY OF ALBERT LEA
Tuesday, November 25, 2013, 7:00 P.M.**

PRESENT: Mayor Rasmussen Jr., Councilors John Schulte V, Reid Olson, Larry Anderson and Al Brooks. Also present was City Manager Chad Adams, City Engineer Steven Jahnke and City Clerk Shirley Slater-Schulte. Councilors Larry Baker and George Marin were absent.

CEREMONIAL

MAYORAL PROCLAMATION OF ‘SMALL BUSINESS SATURDAY’

Mayor Rasmussen Jr. proclaimed November 30, 2013 as “Small Business Saturday,” and encouraged everyone to support the small businesses throughout this season.

REVIEW CONSENT AGENDA OF NOVEMBER 25, 2013

- A. Approve Minutes Of The November 12, 2013 Regular Council Meeting
- B. Approve Minutes Of The November 7, 2013 Work Session
- C. Licenses And Permits (See Attached List)
- D. Resolution 13-244- Approving Edgewater Cottage Agreement
- E. Schedule Special Council Meeting for December 19, 2013 at 5:30 P.M. In City Hall Council Chambers
- F. Accepting Low Quotation For Adams Avenue Sanitary Sewer Slip lining
- G. Accepting Low Quotation For Newton Avenue And Clark Street Traffic Signal Evaluation And Removal Study
- H. Accepting Low Quotation For Plaza Street Wetland Delineation and Surveying
- I. Resolution 13-245-Authorizing Grant Agreement With Minnesota Department of Transportation For Airport Improvement Excluding Land Acquisition
- J. Resolution 13-246-Deferring Special Assessment For City Project 1351 Improvements Against Certain Property Based Upon Age Or Disability
- K. Resolution 13-247-Authorizing Grant Application To State Of Minnesota For Federal Funds For Help America Vote Act

Mayor Rasmussen noted the change to Section 11 of the Edgewater Cottage Agreement.

MOTION: I will move to approve the consent agenda as amended by moving Item H to New Business.

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, Olson, Anderson, Brooks and Mayor Rasmussen Jr. Mayor Rasmussen Jr. declared the motion passed.

PUBLIC FORUM

PETITIONS-REQUESTS-COMMUNICATIONS

Captain Jim Brickson, 302 Court Street, invited councilmembers and staff to attend the “Share a Meal” event on Wednesday, November 27, 2013 at the Freeborn County Building. This is a community meal sponsored by the Salvation Army and the public is invited to attend.

Mr. Harold Kamrath, 326 Glenn Road, inquired about the following items:

- Regarding the proposed Truth & Taxation Meeting
- Proposed Tax Levy
- Proposed employee increases for 2014
- Discussion regarding current projects that are scheduled for City Hall
- Questions regarding the purchase of a desk chair for the Assistant City Manager.

UNFINISHED BUSINESS

ORDINANCE 163 ,4D AMENDING CHAPTER 74 OF THE CITY CODE BY ADDING DCD-DIVERSIFIED CENTRAL DISTRICT AND DIMENSIONAL STANDARDS (2ND READING)

City Manager Adams stated that this is the second reading of the ordinance establishing the DCD-Diversified Central District in the downtown. The intent of the district is to allow additional residential and commercial development in the area and promote walkability. Since the approval of the first reading on May 28th, there has been discussion about the design standards proposed in the ordinance, therefore staff has prepared revisions to the original ordinance to provide more flexibility with regard to the design standards. Council should note that the attached staff report for this item also includes background for all of the second readings of the ordinances related to the DCC District. Staff recommends approval of this ordinance.

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

(See Secretary's Original Ordinance 163,4d
included with these minutes)

RESOLUTION 13-248 PERMITTING PUBLICATION OF SUMMARY ORDINANCE 163,4D BY TITLE AND SUMMARY – AMENDING CHAPTER 74 OF CITY CODE BY ADDING DCD - DIVERSIFIED CENTRAL DISTRICT AND DIMENSIONAL STANDARDS

City Manager Adams stated that the attached resolution would approve publication of a summary of this ordinance amending the City Code by adding the DCD-Diversified Central District and Dimensional Standards. Publishing the summary meets the publication guidelines, but must pass by a four-fifths vote of the council. Staff recommends approval of the resolution permitting publication of the summary.

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

(See Secretary's Original Resolution 13-248
included with these minutes)

ORDINANCE 164,4D AMENDING OFFICIAL ZONING MAP TO REZONE CERTAIN PARCELS TO DCD- DIVERSIFIED CENTRAL DISTRICT (2ND READING)

City Manager Adams stated that at the meeting of May 28, 2013, Council approved the first reading of this ordinance that rezones certain parcels from their current zoning classification to the DCD-Diversified Central District. A map of affected parcels is included in the packet for Council review. Staff recommends adoption of the final ordinance.

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

(See Secretary's Original Ordinance 164,4d
included with these minutes)

RESOLUTION 13-249 PERMITTING PUBLICATION OF SUMMARY ORDINANCE 164,4D BY TITLE AND SUMMARY - AMENDING OFFICIAL ZONING MAP TO REZONE CERTAIN PARCELS TO DCD-DIVERSIFIED CENTRAL DISTRICT

City Manager Adams stated that the attached resolution would approve publication of a summary of this ordinance to amend the official zoning map to rezone parcels to the Diversified Central District. Publishing the summary meets the publication guidelines again must pass by a four-fifths vote of the council. Staff recommends approval of the resolution permitting publication of the summary.

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

(See Secretary's Original Resolution 13-249
included with these minutes)

ORDINANCE 176,4D AMENDING CHAPTER 74 OF THE CITY CODE – SIGN STANDARDS BY ZONING DISTRICT (2ndREADING)

City Manager Adams stated that this is the second reading of a sign ordinance amendment that was prepared for the purpose of adding signage regulations in the Diversified Central District (DCD). Council approved the first reading of this ordinance at the October 28th meeting. However, since that time, the ordinance has been modified to allow dynamic signs in the DCD as well as B-3 districts with some certain restrictions and guidelines. Staff recommends adoption of the final ordinance.

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

(See Secretary's Original Ordinance 176,4d
included with these minutes)

**RESOLUTION 13-250 PERMITTING PUBLICATION OF SUMMARY ORDINANCE 176,4D
BY TITLE AND SUMMARY - AMENDING CHAPTER 74 OF THE CITY CODE - SIGN
STANDARDS BY ZONING DISTRICT AND DEFINITIONS OF THE CITY CODE**

City Manager Adams stated that the attached resolution would approve publication by title and summary and we need a four-fifths vote of the council. Staff recommends approval of the resolution permitting publication of the summary.

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

(See Secretary's Original Resolution 13-250
included with these minutes)

NEW BUSINESS

APPROVE FACILITIES MASTER PLAN REQUEST FOR PROPOSALS

City Manager Adams stated that the Facilities Master Plan was included in the 2013 Capital Improvement Plan and essentially is going to be rolled over in terms of an expense in 2014 and also included as part of the two-year work plan that was established in January 2013 for completion. The Facilities Plan will outline the needs, locations, and costs of the various City facilities for both short-term and long-term needs. The Facilities Master Plan will review a new fire station, the need for a new or remodeled public works facility, and space needs in City Center not only for current operations but if Fire relocates, what would be done with that space. The plan would also include a new FBO and arrival/departure building at the airport, as well as

determining the useful life of the City Arena. An additional paragraph will be added to include the history and scope of the current Law Enforcement Center Facility in regards to the emergency operation center. This would be a limited review, as it is generally recognized that the City prefers the long-term occupancy of the Police Department remain in the Law Enforcement Center. However, it should be reviewed to make sure that the City is moving forward in the right direction for the long term. Staff recommends approval of the RFP.

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

ACCEPTING LOW QUOTATION FOR PLAZA STREET WETLAND DELINEATION AND SURVEYING

City Manager Adams stated that the Engineering department has received proposals for the preparation of wetland delineation, a wetland replacement plan, and a topographical survey for the Plaza Street realignment project near Hy-Vee Gas off of Bridge Avenue. This is scheduled for a 2014 completion. The work is required for Engineering to complete further review and planning to determine if realigning Plaza Street is feasible and to develop a preliminary cost estimate for the construction work. The City received four proposals. After review, Engineering recommends approval of the proposal submitted by Jones, Haugh & Smith, Inc. of Albert Lea, Minnesota in the amount of \$3,750.00.

MOTION: I will move to accept the low quotation for Plaza Street as submitted by Jones, Haugh & Smith, Inc. in the amount of \$3,750.00.

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

MAYOR & CITY COUNCIL REPORTS

First Ward, Councilor Schulte V. reported:

- Ward Items - None
- Committee updates - HRA and Library Board Meeting updates

Second Ward, Councilor Baker was absent due to surgery.

Third Ward, Councilor Marin was absent due to illness.

Fourth Ward, Councilor Olson reported:

- Ward Items - None
- Committee updates - Park and Recreation Board Meeting updates

Fifth Ward, Councilor Anderson reported:

- Ward Items - None
- Committee updates - Airport Meeting updates
- Alliant Energy thanked the City for all of their help in removal of trees.
- Albert Lea is fortunate in having the Albert Lea/Austin Mayo Health System.
- Stay off the lake, ice is not safe.

Sixth Ward, Councilor Brooks reported:

- Ward Items - none
- Committee updates -.none

Mayor Rasmussen Jr. reported the following:

- Employee Terry Walraven passed away, please keep family in your thoughts and prayers.
- Congratulations to “Employee of the Quarter,” Gail Rasmussen from the Library.
- Participated at the Riverland Leadership Class
- Currently there are openings on City Boards and Commissions; encouraged residents to apply at City Hall.
- Congratulated the Girls Swim Team for their great showing at the State Meet.

CITY MANAGER REPORT

- Meeting set for this Wednesday, with the Senior Citizens Board, to discuss the Task Force recommendations made a year ago, as well as to have dialogue about the transition. One of the things to be addressed is the rumor that the City is cutting the Senior Center services by 100% and all staffing on January 1. There has been no such conversation. There will be discussions about long term operations and collaborations.
- Meetings are being held with Downtown property owners, primarily on Broadway, for next steps beyond the Streetscape, such as maintenance, Tax Credits, Broadway Ridge Grant Program, etc.
- Edgewater Cottage Project, with the Agreement that the city will be signing, it is a great asset and benefit to see private sector step up and donate towards the project. Once this project is completed by the volunteers, the cottage will be turned back to the city and the city will be operating and maintaining it for a number of years.
- The Freeborn Bank and Jacobson Building Request for Proposal has received a fair amount of interest; there is a direct link on the City’s website, and includes the Executive Summary from the Focus Group meetings and Public Forum. Interested parties should

contact City Manager Adams by the December 6, 2013 deadline with their statement of interest.

- Meeting with Civic Groups and talking about the proposed 2014 budget
- Staff was involved with Riverland Leadership Program

APPROVAL OF CLAIMS

RESOLUTION 13-251 APPROVING CLAIMS

City Manager Adams noted in the Staff report that the attached resolution directs the Mayor and City Clerk to issue the payment of claims as presented in the Detail of Claims report.

Motion made by Councilor Anderson to approve payment of claims as presented for checks #50827 through #50993 in the amount of \$955,458.11; seconded by Councilor Olson. On roll call vote, the following councilors voted in favor of said motion: Councilors Schulte V, Olson, Anderson, Brooks and Mayor Rasmussen Jr. Mayor Rasmussen Jr. declared the motion passed.

(See Secretary's Original Resolution 13-251
included with these minutes)

ADJOURNMENT 7:34 P.M.

Councilor Olson moved and Councilor Brooks seconded that there being no further business, the council meeting be adjourned at 7:34 p.m., until the next regular meeting of the Albert Lea City Council at 7:00 p.m., on Monday, December 9th, 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 this 25th day of November, 2013

Secretary to the Council