



AGENDA FOR THE WORK SESSION AND THE  
REGULAR MEETING OF THE  
ALBERT LEA CITY COUNCIL – MAY 27, 2025  
WORK SESSION – 5:30 PM – REGULAR MEETING – 7:00 PM

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**WORK SESSION – 5:30 PM**

- I. PRESENTATION ON ZONING AND ORDINANCE CHANGES
- II. PRESENTATION ON FEE SCHEDULE UPDATES
- III. REVIEW COUNCIL MEETING AGENDA OF MAY 27, 2025

**REGULAR MEETING – 7:00 PM**

I. **CALL TO ORDER AND ROLL CALL**

II. **PLEDGE OF ALLEGIANCE**

III. **CEREMONIAL ITEMS**

IV. **PUBLIC FORUM**

V. **CONSENT AND APPROVAL OF AGENDA**

- A. Approve Minutes of the May 12, 2025 Regular Council Meeting
- B. Approve Minutes of the May 12, 2025 Work Session
- C. License & Permits
- D. Appointment of Rosemary Bloomquist to Senior Center Advisory Board

VI. **PETITIONS, REQUESTS AND COMMUNICATIONS**

VII. **UNFINISHED BUSINESS**

- A. Ordinance 25-134 Amending Chapter 50, Article I, Section 50.0018 (2<sup>nd</sup> Reading)
- B. Ordinance 25-135 Amending Chapter 50, Article III, Division 8, Section 50.0402 (2<sup>nd</sup> Reading)
- C. Ordinance 25-136 Amending Chapter 50, Article IV, Section 50.0842 (2<sup>nd</sup> Reading)
- D. Ordinance 25-137 Amending Chapter 50, Article IV, Section 50.0843 (2<sup>nd</sup> Reading)
- E. Ordinance 25-138 Amending Chapter 50, Article IV, Section 50.0846 (2<sup>nd</sup> Reading)
- F. Ordinance 25-139 Amending Chapter 50, Article IV, Section 50.0847 (2<sup>nd</sup> Reading)



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- G. Ordinance 25-140 Amending Chapter 50, Article VI, Section 50.0938 (2<sup>nd</sup> Reading)
- H. Resolution Approving Publication Summary of Ordinances 25-134, 25-135, 25-136, 25-137, 25-138, 25-139, and 25-140
- I. Ordinance 25-141 Amending Chapter 5, Cannabis Products (2<sup>nd</sup> Reading)
- J. Resolution Approving Publication Summary of Ordinance 25-141

**VIII. NEW BUSINESS**

- A. Resolution Accepting Donations as Presented to the City of Albert Lea
- B. Resolution Amending Fee Schedule
- C. Resolution Authorizing a 2026 Capital Budget Request to the State of Minnesota for the Albert Lea Wastewater Treatment Facility Improvement Project
- D. Resolution Authorizing Funds Transfer

**IX. MAYOR AND COUNCIL REPORTS**

**X. CITY MANAGER REPORT**

**XI. APPROVAL OF CLAIMS**

- A. Resolution Approving Claims
  - (1). Presentation of Claims Over \$25,000

**XII. ADJOURNMENT**

**Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the City Council of the City of Albert Lea. This document does not claim to be complete and is subject to change**



City Manager Report to Council  
221 East Clark Street, Albert Lea, MN 56007  
(507) 377-4330 – [info@ci.albertlea.mn.us](mailto:info@ci.albertlea.mn.us)

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To: Mayor and City Council  
From: City Manager  
Date: May 27, 2025  
Re: May 27, 2025 City Council Meeting

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V. CONSENT AND APPROVAL OF AGENDA

C. Licenses & Permits –

**SIGN HANGER**

*M & M Sign, Inc. – Mankato, MN*

**TREE TRIMMER**

*Maple Island Solutions LLC dba Albert Lea Tree Service – Hollandale, MN*

*Attig Lawn Service – Glenville, MN*

*The Davey Tree Expert Company – Rochester, MN*

**MASSAGE THERAPIST**

*Sunshine Massage – Hongyan Wan*

*It's Worth It Massage & Wellness Studio – Lindsay Kramer*

**MOBILE VENDOR**

*Classic Kitchen – Austin, MN*

*Toño's Tacos*

*Kee Kafe, LLC DBA Bummys BBQ – Kiester, MN*

*Bruno's Enterprises LLC*

*Simply Sweet Cheesecake – Lakefield, MN*

*Carpenter Coffee Company LLC – Alden, MN*

**3.2% OFF-SALE LIQUOR**

*Harold's Bar*

*Hy-Vee Grocery*

*Kwik Trip Stores #804, #805, & #875*

**3.2% ON-SALE LIQUOR**

*China Restaurant*

**TAXICAB**

*Lea Taxi*

**REFUSE HAULER**

*Green RU, LLC – Blairsburg, IA*

**TOBACCO**

*Kwik Trip Stores #804, #805, & #875*

- D. Appointment of Rosemary Bloomquist to the Senior Center Board – Rosemary will serve the rest of Frank Trotter's term. Frank has moved out of the area and is unable to finish out his term.

VI. PETITIONS, REQUESTS AND COMMUNICATIONS - None

VII. UNFINISHED BUSINESS

- A. Ordinance 25-134 Amending Chapter 50, Article I, Section 50.0018 (2<sup>nd</sup> Reading) – *This amendment removes language about the “required” front yard setback versus the defined front yard as written in section 50.002. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- B. Ordinance 25-135 Amending Chapter 50, Article III, Division 8, Section 50.0402 (2<sup>nd</sup> Reading) – *This amendment will allow steel siding with exposed fasteners on buildings that are not substantially visible from a public street. Exposed fasteners will be limited to no more than 60% of the building face in order to preserve overall aesthetics. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- C. Ordinance 25-136 Amending Chapter 50, Article IV, Section 50.0842 (2<sup>nd</sup> Reading) – *This amendment adds a definition for real estate signs and clarifies how far a wall sign may extend beyond the building, eave, or parapet. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- D. Ordinance 25-137 Amending Chapter 50, Article IV, Section 50.0843 (2<sup>nd</sup> Reading) – *This amendment adds directional signs, window signs, and real estate signs to the list of signs that are exempt from requiring a permit. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- E. Ordinance 25-138 Amending Chapter 50, Article IV, Section 50.0846 (2<sup>nd</sup> Reading) – *This amendment decreases the number of flag or feather signs allowed per 100 feet of lot frontage while increasing the number of wall signs per site. Due to larger lots along the B-2 commercial corridor. This amendment also adds language regarding the size and height of real estate signs. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- F. Ordinance 25-139 Amending Chapter 50, Article IV, Section 50.0847 (2<sup>nd</sup> Reading) – *This amendment decreases the number of flag or feather signs allowed per site while increasing the number of wall signs allowed per site in industrial districts. It also adds language pertaining to the size and height of temporary real estate signs. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- G. Ordinance 25-140 Amending Chapter 50, Article VI, Section 50.0938 (2<sup>nd</sup> Reading) – *This amendment requires buildings in the B-2 community business district to have a minimum of 10% of the lineal ground floor of a building in windows. It will also allow windows or glass to be tinted or frosted. In addition, it will prohibit cannabis, hemp products, liquor, tobacco, or related paraphernalia from being visible through windows. Planning Commission recommends approval of this second reading.*

See attached ordinance.

- H. Resolution Approving Publication Summary of Ordinances 25-134, 25-135, 25-136, 25-137, 25-138, 25-139, and 25-140 - *Ordinance Summaries may be published if they reasonably inform the public of the effect and intent of the Ordinance. Summaries fulfill all legal requirements as if the entire summarized matter had been published, and also direct the public on how to obtain the complete Ordinance. Staff*

*recommends approval to publish an Ordinance Summary for Ordinances 25-134, 25-135, 25-136, 25-137, 25-138, 25-139, and 25-140.*

See attached resolution and publication summary.

- I. Ordinance 25-141 Amending Chapter 5, Cannabis Products (2<sup>nd</sup> Reading) - *This amendment is in response to recent information from the State of Minnesota Office of Cannabis Management on the process of retail license approvals, the City's role in such approvals, and the fee structure. Given the number of potential business owners, preliminarily approved licenses from the state, and the City's imposed limit, a process needs to be clear on revocation, selection, and other impactful decisions related to cannabis retail.*

See attached ordinance.

- J. Resolution Approving Publication Summary of Ordinance 25-141 - *Ordinance Summaries may be published if they reasonably inform the public of the effect and intent of the Ordinance. Summaries fulfill all legal requirements as if the entire summarized matter had been published, and also direct the public on how to obtain the complete Ordinance. Staff recommends approval to publish an Ordinance Summary for Ordinance 25-141.*

See attached resolution and publication summary.

## VIII. NEW BUSINESS

- A. Resolution Accepting Donations as Presented to the City of Albert Lea – *Chevron Renewable Energy Group out of Glenville is donating \$20,000 to Albert Lea Fire Rescue and the City of Albert Lea for the purchase of a LUCAS Device. A LUCAS Device is a mechanical chest compression device used to provide automated and consistent chest compressions to patients in cardiac arrest. This donation assists in supporting EMS response in the City of Albert Lea. Albert Lea Fire Rescue personnel are trained in its use but now will have the device on scene sooner to provide high quality CPR sooner.*

*In a separate donation the STARS Mentorship Program wishes to donate \$5000.00 for a 20' x 20' flower bed to the Inclusive Park Site. The goal is to create a beatified*

*garden space for the public to enjoy and for mentored youth to participate in community building projects.*

**Project Vision:**

Strategic plans to teach young people in the STARS program through therapeutic hands-on group events with results for long-term sustainable living, education, and civic engagement. The completed project is for all to enjoy and get to the heart of some of the young people within our community with a sense of belonging.

**Goals:**

- a) Build a 20X20 flowerbed to plant flowers and trees. All funds donated through STARS.
- b) Work with Dalton Hanson and his crew from Landscaping Solutions in Albert Lea to complete the project and source plants.
- c) Recruit community volunteers to work elbow-to-elbow with our mentors and mentees.
- d) Display a sign in appreciation of volunteers.
- e) Recruit media outlets to promote teamwork and sharing the joys of community.
- f) Expand each year as needed or if funds become available.

See attached resolution.

- B. Resolution Amending Fee Schedule – *The 2025 fee schedule reflects amendments recommended by staff, effective May 30, 2025, and are highlighted in red. These updates include the addition of an Aquatic Center season pass, for individuals ages 3-9 years (with the purchase of individual (16 and older) or Caretaker Pass), establishment of fees for Cannabis businesses and Cannabis events. Additionally, an investigation fee has been added for an individual employee affiliated with partnerships or corporate entities.*

See attached resolution and fee schedule.

- C. Resolution Authorizing a 2026 Capital Budget Request to the State of Minnesota for the Albert Lea Wastewater Treatment Facility Improvement Project - *The Albert Lea Wastewater Treatment Facility (WWTF) is a critical piece of infrastructure for ensuring the vitality and growth of the City of Albert Lea and its extensive food,*

*agricultural, and manufacturing businesses. New regulations have required the Minnesota Pollution Control Agency to include a phosphorus limit in the City of Albert Lea National Pollutant Discharge (NPDES) Permit for the protection of the environment.*

*The City of Albert Lea is committed to protecting and improving the natural resources in the State of Minnesota while concurrently encouraging a strong economy. This commitment will require significant upgrades and infrastructure updates at the Albert Lea Wastewater Treatment Facility. The original facility was constructed in 1983 and numerous facility components need rehabilitation or replacement to support community industries, meet new limits, protect the environment and provide sustainable wastewater treatment for area residents and businesses. Without significant funding assistance the cost associated with the improvements will have a significant negative economic impact on the residents, industries, and businesses that rely on the WWTF as well as the State of Minnesota and beyond that all benefit from the food that is developed and processed in the community.*

*The estimate cost to complete the facility upgrades in order to meet project goals and the new permit limits is approximately \$80 million. The City of Albert Lea supports and is requesting a state appropriation of \$40 million in total from Minnesota State bonding proceeds for the wastewater treatment facility improvements needed to support community industries and businesses, and address phosphorus treatment and facility upgrades needed to protect and improve the State's natural resources. The upgrades and improvements to the wastewater treatment facility is the City of Albert Lea's number one priority for state bonding funds.*

See attached resolution.

- D. Resolution Authorizing Funds Transfer - *The Economic Development Fund (balance of \$724,327 as of 12/31/2024) and the Housing Fund (balance of \$581,561 as of 12/31/2024) were established with transfers from the General Fund. These funds have not had the projects that were expected when the funds were established and the transfers were made. The Blight/Hazardous fund has had several projects and continues to address the properties in the City that need to be either torn down or repaired. The cash balance of the Blight/Hazardous Mitigation fund has a balance of*



*\$40,485 as of 12/31/2024 and will need additional funding to support the 2025 projects. This transfer of \$300,000 (\$225,000 from the Economic Development Fund and \$75,000 from the Housing Fund) will continue to support the projects that are planned in 2025 to address Blighted and Hazardous properties.*

See attached resolution.

XI. APPROVAL OF CLAIMS

- A. Resolution Approving Claims – The attached resolution directs the Mayor and City Treasurer to issue the payment of claims as presented in the Detail of Claims report.
  - (1). Large Claims Over \$25,000 – When applicable, staff will present and display any claims over \$25,000 for the public's viewing, transparency and education.

**REGULAR COUNCIL MEETING  
CITY COUNCIL CHAMBERS, CITY OF ALBERT LEA**

**May 12, 2025 – 7:00 P.M.**

**PRESENT:** Mayor Rich Murray, Councilors Rachel Christensen, Larry Baker, Jason Howland, Reid Olson, Keith Van Beek, Brian Anderson, City Manager Ian Rigg, Public Works Director Steven Jahnke, City Attorney Joel Holstad of Lakes National Law LLP, and City Clerk Daphney Maras.

**ADDITIONAL STAFF PRESENT:** Sergeant-at-Arms-Public Safety Director JD Carlson, and City Planner Megan Boeck.

**CALL TO ORDER AND ROLL CALL** - Mayor Murray called the meeting to order at 7:00 PM. City Clerk Maras administered roll call.

**PLEDGE OF ALLEGIANCE** - Mayor Murray asked all in attendance to stand and recite the Pledge of Allegiance.

**CEREMONIAL ITEMS**

- A. Proclamation Declaring May 11-17, 2025 as National Police Week
- B. Proclamation Declaring May 18-24, 2025 as National Public Works Week

Mayor Murray read aloud each proclamation. Several members of law enforcement were present to receive their proclamation.

**PUBLIC FORUM**

Robert Fjelbrotten – Spoke of flushing hydrants near his property and the issues it is causing on his property.

Brad Belcher Vice President of the Bayside Ski Team – Shared the latest updates on the Bayside Ski Team and the exciting events they've introduced to Albert Lea. He also spoke of the proposed modifications to the shoreline at the ski show site as noted on the council agenda.

Bruce Manwarren – Said he supports the lights on the wind towers.

**CONSENT AND APPROVAL OF AGENDA**

- A. Approve Minutes of the April 28, 2025 Regular Council Meeting
- B. Approve Minutes of the April 28, 2025 Work Session
- C. License & Permits
- D. Resolution Supporting the Shell Rock River Watershed District Lessard-Sams Outdoor Heritage Council (LSOHC) Funding Request
- E. Resolution Authorizing Bayside Ski Club to Rework Ski Landing Area Shoreline

#### F. Resolution Not Waiving Monetary Limits on Tort Liability

Motion made by Councilor Baker to approve the consent agenda as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Resolution 25-079 through 25-081  
Included with these minutes)

#### **PETITIONS, REQUESTS AND COMMUNICATIONS** - None

#### **UNFINISHED BUSINESS** – None

#### **NEW BUSINESS**

##### **A. Resolution 25-082 Accepting Bids and Awarding Contract for Freeborn Bank Parking Lot (Job 2504)**

City Manager Rigg said Engineering has reviewed the bids opened Tuesday, May 6, 2025, for the Freeborn Bank Parking Lot Paving Project.

The proposed project involves installing a bituminous surface to replace the existing gravel parking lot. A landscaped space approximately eight feet wide is proposed to be created along the north and west sides of the parking lot. This space could potentially be used for electric vehicle chargers in the future.

Engineering received two bids. Engineering is recommending the low bid of \$152,057.19 from Ulland Brothers Inc. of Albert Lea, Minnesota. The Engineer's estimate was \$153,167.00. The bid abstract is attached.

Motion made by Councilor Baker to approve as read, seconded by Councilor Van Beek. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Resolution 25-082  
Included with these minutes)

##### **B. Resolution 25-083 Accepting Bids and Awarding Contract for 2025 CIPP Rehabilitation Project (Job 2505)**

Engineering has reviewed the bids opened Tuesday, May 6, 2025 for the 2025 CIPP Rehabilitation Project. The project involves installing a cured in place pipe liner inside of the existing sanitary sewer mains in the following locations:

- St. Peter from Sheridan Street to Johnson Street
- Pillsbury Avenue from Main Street to Johnson Street
- Garfield Avenue from Main Street to Johnson Street
- Garfield Avenue from Johnson Street to Sheridan Street

Engineering received three bids. Insituform Technologies acknowledged the addendum, however they submitted their bid on the original proposal making their actual/correct bid \$184,691 not \$186,175 as submitted. The error in Insituform Technologies bid did not affect the low bid, the low bid was \$143,850.92 submitted by Municipal Pipe Tool Company.

Engineering is recommending the low bid of \$143,850.92 from Municipal Pipe Tool Company, LLC of Hudson, Iowa. The Engineer's Estimate was \$235,093.20. The bid abstract is attached.

Motion made by Councilor Baker to approve as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Resolution 25-083  
Included with these minutes)

### **C. Resolution 25-084 Revising the Municipal State Aid Street System**

Rigg said this resolution would revise the City's Municipal State Aid Street (MSAS) System to include Blake Avenue, from E. Main Street to SE Marshall Street. The City has been awarded Federal funding through the 2029 State Transportation Improvement Program (STIP), with work scheduled for completion in 2028. This funding will support a mill and overlay project, as well as the construction of a shared-use trail. To utilize this funding, the designated section of Blake Avenue must be added to the MSAS system.

One requirement for designating new roadway segments to the MSAS system is that they must connect at both ends to either another State Aid Street, a State or Trunk Highway, or a County Highway. To meet this connectivity requirement, Engineering is also proposing to add SE Marshall Street, from Prospect Avenue to Blake Avenue, to the MSAS system.

The total length of the proposed additions is 0.80 miles. However, the City currently has only 0.22 miles available for new designations. To account for the difference, the Engineering Department recommends removing several existing segments from the MSAS system. These segments are being considered for removal because they are low-volume and low-speed roadways, do not meet the connectivity criteria, or present challenges for reconstruction or resurfacing under current State Aid standards, such as street width and angle parking requirements.

#### **Segments proposed for removal:**

- **Madison Avenue** – Commercial Street to 3rd Street (0.20 miles)
- **Pearl Street** – Front Street to Broadway Avenue (TH-65) (0.30 miles)

- **3rd Street** – Broadway Avenue (TH-65) to Newton Avenue (0.07 miles)
- **College Str** - Washington Avenue to Broadway Avenue (TH-65) (0.05 miles)

Motion made by Councilor Christensen to approve as read, seconded by Councilor Baker. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Resolution 25-084  
Included with these minutes)

#### **D. Resolution 25-085 Authorizing Support of Greater Minnesota Housing Infrastructure Grant Program and Commitment of Matching Funds**

Minnesota Housing is now accepting applications for a Housing Infrastructure program, which will provide \$180,000 of capital costs associated with eligible workforce housing development projects. The city intends to apply for funding on behalf of Tapestry, which proposes to construct a 60-unit apartment complex at Blazing Star No. 2.

The grant program requires a commitment of 50% of the capital costs to be covered by sources other than grant proceeds and that these matching funds include nonstate resources.

The application deadline is Friday, June 12, 2025. Staff recommends approval.

- Eligible projects include construction of public roadways, bike lanes, sidewalks and trails, construction of publicly owned utilities, and geotechnical and environmental testing and site preparation.
- Qualifying housing developments include affordable, workforce, or both, as well as a mix of affordable, workforce, and market-rate.
- Qualifying housing developments may be in any state of planning, pre-development, or development.

Motion made by Councilor Anderson to approve as read, seconded by Councilor Howland. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Resolution 25-085  
Included with these minutes)

#### **E. Resolution 25-086 Accepting Donations as Presented to the City of Albert Lea**

The Friends of the Albert Lea Public Library raise non-profit funds for programs and equipment not covered by the general library budget. The Friends raise the funds through the Fountain Lake Bookstore, two book sales throughout the year, membership fees, and general donations. From January through May 2025, the Friends donated a total of \$1,754.18 to the library. The funds

were used for the programs as presented. Without the generous donations from the Friends, many of the library's programs would not be possible. In addition, Arcadian Bank has donated \$200 toward teen programming being held by the Recreation Department this summer.

Motion made by Councilor Christensen to approve as read, seconded by Councilor Baker. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Resolution 25-086  
Included with these minutes)

**F. Ordinance 25-134 Amending Chapter 50, Article I, Section 50.0018 (1<sup>st</sup> Reading)**

In part of our ongoing attempt to clarify and improve different zoning ordinances, staff presented several different amendments to the Planning Commission on Tuesday, May 6th. It's important to note that most of the proposed ordinance amendments will not increase or worsen the existing requirement; rather, they are meant to correct or clarify existing language.

This amendment removes language pertaining to the "required" front yard setback versus the defined front yard as written in section 50.002. Planning Commission recommends approval.

Motion made by Councilor Anderson to approve as read, seconded by Councilor Howland. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-134  
Included with these minutes)

**G. Ordinance 25-135 Amending Chapter 50, Article III, Division 8, Section 50.0402 (1<sup>st</sup> Reading)**

As a cost-saving measure, this amendment will allow steel siding with exposed fasteners on buildings that are not substantially visible from a public street. Exposed fasteners will be limited to no more than 60% of the building face to preserve overall aesthetics. Planning Commission recommends approval. Councilor Christensen commented that this particular amendment is applicant-driven reminding residents of the importance of bringing forth their concerns in order to be addressed. Councilor Anderson concurred with Christensen.

Motion made by Councilor Anderson to approve as read, seconded by Councilor Olson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-135  
Included with these minutes)

**H. Ordinance 25-136 Amending Chapter 50, Article IV, Section 50.0842 (1<sup>st</sup> Reading)**

This amendment adds a definition for real estate signs and clarifies how far a wall sign may extend beyond the building, eave, or parapet. Planning Commission recommends approval.

Motion made by Councilor Anderson to approve as read, seconded by Councilor Christensen. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-136  
Included with these minutes)

**I. Ordinance 25- 137 Amending Chapter 50, Article IV, Section 50.0843 (1<sup>st</sup> Reading)**

This amendment adds directional signs, window signs, and real estate signs to the list of signs that are exempt from requiring a permit. Planning Commission recommends approval.

Motion made by Councilor Baker to approve as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-137  
Included with these minutes)

**J. Ordinance 25-138 Amending Chapter 50, Article IV, Section 50.0846 (1<sup>st</sup> Reading)**

This amendment decreases the number of flag or feather signs allowed per 100 feet of lot frontage while increasing the number of wall signs per site. Due to larger lots along the B-2 commercial corridor. This amendment also adds language regarding the size and height of real estate signs. Planning Commission recommends approval.

Motion made by Councilor Baker to approve as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-138  
Included with these minutes)

**K. Ordinance 25-139 Amending Chapter 50, Article IV, Section 50.0847 (1<sup>st</sup> Reading)**

This amendment decreases the number of flag or feather signs allowed per site while increasing the number of wall signs allowed per site in industrial districts. It also adds language pertaining to the size and height of temporary real estate signs. Planning Commission recommends approval.

Motion made by Councilor Christensen to approve as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-139  
Included with these minutes)

**L. Ordinance 25-140 Amending Chapter 50, Article VI, Section 50.0938 (1<sup>st</sup> Reading)**

This amendment requires buildings in the B-2 community business district to have a minimum of 10% of the lineal ground floor of a building in windows. It will also allow windows or glass to be tinted or frosted. In addition, it will prohibit cannabis, hemp products, liquor, tobacco, or related paraphernalia from being visible through windows. Planning Commission recommends approval.

Councilor Christensen inquired whether the ordinance would grandfather in existing tobacco businesses. Rigg suggested deferring the question to the Building/Zoning Official, who was not present, and offered to provide the council with a response via email the following day.

Motion made by Councilor Baker to approve as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-140  
Included with these minutes)

**M. Ordinance 25-141 Amending Chapter 5, Cannabis Products (1<sup>st</sup> Reading)**

This amendment is in response to recent information from the State of Minnesota Office of Cannabis Management on the process of retail license approvals, the City's role in such approvals, and the fee structure. Given the number of potential business owners, preliminarily approved licenses from the state, and the City's imposed limit, a process needs to be clear on revocation, selection, and other impactful decisions related to cannabis retail.

Councilor Baker inquired about the timeline for issuing cannabis licenses. Rigg explained that, due to numerous variables, he is unable to provide a definitive answer at this point. Meanwhile, Councilor Van Beek requested further exploration into the possibility of permitting smoking and vaping at Cannabis Festivals.

Motion made by Councilor Baker to approve as read, seconded by Councilor Anderson. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

(See Secretary's Original Ordinance 25-141)



Included with these minutes)

## **MAYOR AND COUNCIL REPORTS**

First Ward, Councilor Christensen reported:

- Ward Items – None
- Committee Update – Blue Zones is seeking a summer coordinator. Meanwhile, a dedicated group continues to assess the programming and policies of the Senior Center, with the Board potentially requesting proposals for facility improvements or a new location. The Planning Commission remains focused on reviewing zoning ordinances, while the Watershed District's response is awaited regarding a potential public outreach campaign to urge the DNR to take action for Bancroft Bay's watershed health.

As warmer weather brings more people and wildlife outdoors, residents are urged to drive cautiously through town. The Chamber Foundation will host the next Business After-Hours event, inspired by Blue Zones. Additionally, Mayor Murray, who takes great pride in his service to the community, will serve as the Grand Marshal for this year's Fourth of July parade.

Second Ward, Councilor Baker reported:

- Ward Items – A ward item in progress
- Committee Update – None

Third Ward, Councilor Howland reported:

- Ward Items – Following up with a resident on a ward item.
- Committee Update – None

Fourth Ward, Councilor Olson reported:

- Ward Items – None. He highlighted how local youth sports serve as a significant economic driver for the community, noting that participants and visitors actively support and engage with local businesses.
- Committee Update – None

Fifth Ward, Councilor Van Beek reported:

- Ward Items – None. He, too, commented on the economic draw youth sports bring to Albert Lea.
- Committee Update – None

Sixth Ward, Councilor Anderson reported:

- Ward Items – One item in progress
- Committee Update - None

## **MAYOR REPORT:**

Attended the following meetings:

- Attended the City Arena groundbreaking on May 1<sup>st</sup>.
- The National Day of Prayer on May 1<sup>st</sup>.
- Friday, May 2<sup>nd</sup>, attended the Cinco de Mayo celebration.
- The May 5<sup>th</sup> Chamber of Commerce meeting received updates.
- Noted the Inspection Department was recognized for their work at the last council meeting.
- May 7<sup>th</sup> ALEDA Board meeting. Mentioned that a couple of announcements will be made soon.
- Thanked Councilor Van Beek for agreeing to the liaison of the Human Rights Commission Board.
- High School Awards Banquet. Commended the amazing young students.
- Halverson School hosted the all-school choir.
- Visited the St. John's facility last Friday
- Received updates on current Mayo care.

Mentioned the upcoming events and said they are also listed on the City's website.

### **CITY MANAGER REPORT**

- Thanked Councilor Christensen for volunteering to be part of the Strategic Team interview panel. Twelve proposals have been received, and the hope is to get it down to three or four.
- Thanked the Friends of the Library for all the hours and passion they put into raising funds.
- Recapped a conference he attended last week.

### **APPROVAL OF CLAIMS**

#### **A. Resolution 25-087 Approving Claims**

(1). Presentation of Claims Over \$25,000

The attached resolution directs the Mayor and City Treasurer to issue the payment of claims as presented in the Detail of Claims report. In addition, Maras displayed a list of claims over \$25,000 for the public's viewing, transparency, and education.

Motion made by Councilor Howland to approve the claims, seconded by Councilor Christensen. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

See Secretary's Original Resolution 25-087  
Included with these minutes)

Councilor Howland motioned for adjournment; Councilor Christensen seconded. That there being no further business, the Council meeting adjourns until the next regular meeting of the Albert Lea City Council at 7:00 p.m. on Monday, May 27, 2025. On a voice call vote, all councilors voted in favor of said motion.

Mayor Murray declared the motion passed and the meeting adjourned.

**ADJOURNMENT: 7:51 P.M.**

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Mayor Rich Murray

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Daphney Maras  
Secretary of the Council

**WORK SESSION MEETING  
CITY COUNCIL CHAMBERS, CITY OF ALBERT LEA  
May 12, 2025 - 5:30 P.M.**

**PRESENT:** Mayor Rich Murray, Councilors Rachel Christensen, Larry Baker, Jason Howland, Reid Olson, Keith Van Beek, Brian Anderson, City Manager Ian Rigg, Public Works Director Steven Jahnke, City Attorney Joel Holstad of Lakes National Law LLP, and City Clerk Daphney Maras.

**ADDITIONAL STAFF PRESENT:** Public Safety Director JD Carlson, City Planner Megan Boeck, Human Resource Director Mike Zelenak, Community Enrichment & Engagement Director Cathy Malakowsky.

**I. REVIEW COUNCIL MEETING AGENDA OF May 12, 2025**

Rigg examined each item on the council agenda, providing insights into the context behind them and offering input from the council.

**CEREMONIAL ITEMS**

- A. Proclamation Declaring May 11-17, 2025 as National Police Week
- B. Proclamation Declaring May 18-24, 2025 as National Public Works Week

**PUBLIC FORUM**

**CONSENT AND APPROVAL OF AGENDA**

- A. Approve Minutes of the April 28, 2025 Regular Council Meeting
- B. Approve Minutes of the April 28, 2025 Work Session
- C. License & Permits
- D. Resolution Supporting the Shell Rock River Watershed District Lessard-Sams Outdoor Heritage Council (LSOHC) Funding Request
- E. Resolution Authorizing Bayside Ski Club to Rework Ski Landing Area Shoreline

Jahnke described the state of the current pillows in place at the landing area that were put in place in 2010. The Bayside Ski Club will be hosting the 2025 Regional Tournament in July and is looking to make some improvements to the shoreline and beach area to accommodate the large teams that will be participating.

In 2005, a concrete pillow was placed, and in 2010, there was a revision to remove the middle portion of the pillow to accommodate a better beach area. The Bayside Ski Club requested permission to submit an application for revision to the DNR for the current permit to remove all of the remaining concrete pillows and replace them with beach, and received approval from the Department of Natural Resources and the Army Corps of Engineers.

The Bayside Ski Club will fully fund this project, with Dulas Excavating doing the work, which will also include dirt work, restoration of grass, and sediment control.

F. Resolution Not Waiving Monetary Limits on Tort Liability

**PETITIONS, REQUESTS AND COMMUNICATIONS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

A. Resolution Accepting Bids and Awarding Contract for Freeborn Bank Parking Lot (Job 2504)

In response to Councilor Christensen's question, Jahnke replied that before paving the parking lot, there were 25-26 parking spots. When the project is complete, there will be 32.

B. Resolution Accepting Bids and Awarding Contract for 2025 CIPP Rehabilitation Project (Job 2505)

Councilor Christensen asked why the Engineer's estimate was significantly higher than the received bids. In response, Jahnke explained that the discrepancy was due to a combination of better pricing and increased contractor availability. Christensen then inquired about the impact of these savings on the budget, to which Jahnke confirmed that the difference would remain in the sewer/water fund.

C. Resolution Revising the Municipal State Aid Street System

Councilor Baker inquired about the criteria for revising the state aid system, to which Jahnke responded by providing several examples from previous years.

To Councilor Van Beek's question, Jahnke explained that assessments would not be handled differently than any other street assessments.

D. Resolution Authorizing Support of Greater Minnesota Housing Infrastructure Grant Program and Commitment of Matching Funds

Rigg confirmed Howland's remark that the grant would fund road construction, including the curb, gutter, sidewalk, and roadway. Howland inquired whether the project's progress depended on securing the grant or if it served as supplemental funding, and asked about the likelihood of the city receiving it. Rigg explained that while there is significant interest and limited funding, it's uncertain whether the city will be awarded the grant. Although the project is not contingent on receiving the grant, securing it would provide valuable additional funding.

E. Resolution Accepting Donations as Presented to the City of Albert Lea

F. Ordinance Amending Chapter 50, Article I, Section 50.0018 (1<sup>st</sup> Reading)

- G. Ordinance Amending Chapter 50, Article III, Division 8, Section 50.0402 (1<sup>st</sup> Reading)
- H. Ordinance Amending Chapter 50, Article IV, Section 50.0842 (1<sup>st</sup> Reading)
- I. Ordinance Amending Chapter 50, Article IV, Section 50.0843 (1<sup>st</sup> Reading)
- J. Ordinance Amending Chapter 50, Article IV, Section 50.0846 (1<sup>st</sup> Reading)
- K. Ordinance Amending Chapter 50, Article IV, Section 50.0847 (1<sup>st</sup> Reading)
- L. Ordinance Amending Chapter 50, Article VI, Section 50.0938 (1<sup>st</sup> Reading)

Rigg deferred to City Planner Boeck, who presented a high-level overview of each amendment. Councilor Christensen highlighted the revision to Chapter 50, Article VI, Section 50.0938, emphasizing her intent to clarify safety concerns and encouraging ongoing discussion on the matter. Boeck emphasized that the Office of Cannabis Management will also be ensuring safety plans are in place for cannabis businesses.

- M. Ordinance Amending Chapter 5, Cannabis Products (1<sup>st</sup> Reading)

Councilor Van Beek questioned the prohibited use of vaping or smoking at Cannabis Festivals. Rigg cited the Clean Air Act as the basis for the restriction.

Councilor Anderson inquired about the progress of the Main St. construction project. Jahnke stated that if the weather remains dry on Wednesday and Thursday, the street is expected to open on Thursday.

Mayor Murray requested follow-up responses to several questions from the last meeting regarding stormwater utilities. Rigg explained that a team of staff members is assembling information, including plans for public outreach.

Discussion continued related to stormwater and utilities, including street reconstruction, bonding, assessments, and the money spent thus far on exploring the potential of implementing a stormwater utility. Jahnke responded that the total amount being spent is approximately \$63,000.

## **MAYOR AND COUNCIL REPORTS**

### **CITY MANAGER REPORT**

#### **APPROVAL OF CLAIMS**

- A. Resolution Approving Claims
  - (1). Presentation of Claims Over \$25,000

#### **ADJOURNMENT** – 6:25 p.m.

Dated this 12<sup>th</sup> day of May, 2025

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Daphney Maras  
Council Secretary

## **5C - Licenses and Permits**

*Council Approval 05-27-2025*

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**All Licenses Listed Are Located In Albert Lea Unless Otherwise Indicated**

### **SIGN HANGER**

*M & M Signs, Inc. - Mankato, MN*

### **TREE TRIMMER**

*Maple Island Solutions LLC dba Albert Lea Tree Service - Hollandale, MN*

*Attig Lawn Service - Glenville, MN*

*The Davey Tree Expert Company - Rochester, MN*

### **MASSAGE THERAPISTS**

*Sunshine Massage - Hongyan Wan*

*It's Worth It Massage & Wellness Studio - Lindsay Kramer*

### **MOBILE VENDOR**

*Classic Kitchen - Austin, MN*

*Toño's Tacos*

*Kee Kafe, LLC DBA Bummys BBQ - Kiester, MN*

*Bruno's Enterprises LLC*

*Simply Sweet Cheesecake - Lakefield, MN*

*Carpenter Coffee Company LLC - Alden, MN*

### **3.2% OFF-SALE**

*Harold's Bar*

*Hy-Vee Grocery*

*Kwik Trip Stores #804, #805, & #875*

### **3.2% ON-SALE**

*China Restaurant*

### **TAXICAB**

*Lea Taxi*

### **REFUSE HAULER**

*Green RU, LLC - Blairsburg, IA*

## **TOBACCO**

*Kwik Trip Stores #804, #805 & #875*



ORDINANCE 25-134

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE I, SECTION 50.0018**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50 – Zoning, Article I – In General, Section 50.0018 – Accessory buildings, fences and site appurtenances, of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0018. – Accessory buildings, fences and site appurtenances.**

(a) Fences and walls.

- (1) No fence or wall shall be permitted which materially impedes vision across the front yard as defined in section 50.0002.
- (2) In residential zones, no fence shall be more than six (6) feet in height in any side yard or rear yard or more than three (3) feet in height in any front yard. A four (4) foot fence in the front yard will be permitted if such fence is over ninety (90) percent see through such as a welded wire or chain-link fence.
- (3) In commercial and industrial districts, fences greater than seven (7) feet in height are required to have a building permit.
- (4) Retaining walls over four (4) feet in height require a building permit.
- (5) Fences shall be required to meet the visibility sight triangle requirement of section 50.0013 (e) but no additional setback requirements apply.
- (6) All walls and fences shall be durable and kept in a condition so as not to become a nuisance. Drywall, cardboard, plywood and particle panels shall not be used as fencing materials. Standard fence materials shall include cedar fence posts and boards, treated wood fence posts and boards, PVC or vinyl fence posts and panels designed and manufactured for use as fence sections, aluminum fence posts and panels, wrought iron fence panels, steel fence panels designed and manufactured for use as fencing, chain link fencing with wood or tubular steel posts and frames and other materials as approved by the zoning administrator.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

ORDINANCE 25-135

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE III, DIVISION 8, SECTION 50.0402**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50 – Zoning, Article III – Districts, Division 8 – B-2 Community Business District, Section 50.0402 Building design standards of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0402. – Building design standards.**

(a) *Intent and application.*

- (1) It is the intent of the community to establish a series of attractive entrances along the main thoroughfares within the city. The purpose of these design standards is to establish a quality first impression to travelers on these corridors and to ensure minimum building design standards in order to protect neighboring investments.
- (2) These design standards apply to all new construction and to the expansion of existing buildings that are being expanded by more than fifty (50) percent of the building's existing gross floor area.

(b) *Materials, orientation, windows, roofs, and accessory structures.*

- (1) *Materials on vertical surfaces or building fascia.* All building vertical surfaces, including front, side, and rear, shall have building finishes made of fire-resistant and low-maintenance construction materials that may include: Face brick, architectural or decorative block or concrete, stone, stucco, aluminum, engineered siding products, or steel with ~~no~~ limited exposed fasteners. Steel with exposed fasteners may be allowed on building faces not substantially visible from a public street. Exposed fasteners may be allowed for no more than sixty (60) percent of any individual remaining building face that is visible from a public street. The color of materials shall be part of the manufacturing and construction process.
- (2) *Orientation.* For purposes of this section, the term "front of a building" means the lineal and vertical surface facing a public street. The front of the building shall have a clearly defined entrance and shall incorporate required windows and doors. If the building abuts more than one (1) street, the zoning official will determine what is the front for purposes of window placement.
- (3) *Required windows.* The front of the building shall have a minimum of ten (10) percent, but not less than ten (10) feet, of the lineal ground floor in windows. The bottom of these windows shall not be more than forty-eight (48) inches above the surrounding ground or sidewalk level and the required glass area shall extend vertically a minimum of five (5) feet. Not more than fifty (50) percent of the window space may be covered

- with external or internal signs, including temporary signs as specified in Sec. 50.0846 (a) (2).
- (4) *Rooftop equipment.* The roof design shall provide screening of rooftop equipment as seen from any public street, alley or residential zoning district.
- (5) *Ground equipment.* The site design shall provide for screening of ground mounted equipment, exterior duct work and like equipment. Individual exterior units can be exempted if it meets the intent of the district design standards as determined by the Zoning Official.
- (6) *Trash.* Exterior trash enclosures are required and shall be designed with materials similar to materials used on the principal building. Trash enclosures shall be adequate in height to screen trash containers and materials but shall not be less than six (6) feet in height.
- (7) *Accessory buildings.* Accessory buildings shall be designed with materials similar to the materials used on the principal building.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

ORDINANCE 25-136

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0842**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50, Article IV – Signs, Section 50.0842, of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0842. – Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Abandoned sign* means any sign and/or its supporting sign structure which remains without a message or whole display surface remains blank for a period of one (1) year or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned.

*Alteration* means any change to a sign, excluding routine maintenance, painting, or change of copy of an existing sign.

*Area identification sign* means a sign which identifies a development, such as the name of a neighborhood, a residential subdivision, a multiple residential complex consisting of three (3) or more residential buildings, a shopping center consisting of three (3) or more separate business concerns, a singular freestanding commercial building fifty thousand (50,000) square feet or larger, an industrial building in excess of one hundred thousand (100,000) square feet, an industrial area, an office complex consisting of three (3) or more buildings or any combination of the above.

*Awning* means a roof-like cover, often of fabric, plastic, metal, or glass, designed and intended for protection from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk, or the like. Any part of an awning that also projects over a door shall be counted as an awning.

*Awning sign* means a building sign or graphic printed on or in some fashion attached directly to the awning material.

*Banner sign* means a temporary sign composed of lightweight material, ground-mounted or secured on a building or other structure.

*Billboard.* See definition for off-premise sign.

*Bench sign* means a sign affixed to or painted on a bench, such as at a public transit stop or a public park.

*Building façade* means that area of the exterior of a building extending from grade to the top of the exterior wall and the entire width of the building elevation.

*Cabinet sign* means any wall sign that is not of channel or individual mounted letter construction.

*Canopy/vehicular service* means a permanent roof-like structure, either attached or detached from a permitted building, designed to provide cover for off-street vehicle service areas (such as gasoline station pump islands, drive-in establishments, truck loading berths, etc.).

*Class I restaurant* means a traditional restaurant where food is served by a waitstaff or waited to a customer and consumed while seated at a counter or table. Food is usually served on non-disposable containers.

*Class II restaurant* means fast food restaurants in which a majority of the customers are served food at a counter and take it to a table to eat or may take food outside to consume in a vehicle or off the premises.

*Commercial speech* means advertising a business, profession, commodity or service.

*Directional sign* means a sign providing directional information about the use or uses within the site where the sign is located.

*Dissolve* means a mode of message transition on an electronic message sign accomplished by varying the light intensity or pattern, where the first message gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second message.

*Double-faced sign* means for the purpose of sign area, a double-faced sign shall be considered one (1) sign. If the sign copy is the same on both sides, the sign area shall be one (1) side. If the sign copy is different on both sides, each side will be calculated separately.

*Dynamic display off-premise sign* means an off-premise sign or a portion thereof that displays static or dynamic text, images, graphics, or pictures where the message change sequence is accomplished by any method other than physically or mechanically removing and replacing the sign face or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the billboard. This includes a display that incorporated a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes but is not limited to any display that incorporates light bulb, fiber optics, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of text, images or displays.

*Electronic messaging sign* means signs, displays, devices or portions thereof with lighted messages that change at intermittent intervals by electronic variable message center or display video sign. Only for on premise content use. Electronic message signs are not identified as flashing or motion signs.

*Elevation* means the view of the side, front or rear of a given structure.

*Event* means an organized function that serves to advertise and/or promote the individual business or business's property.

*Fade* means a mode or message transition on an electric message sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

*Flag or feather sign* means any fabric or similar lightweight material attached at one (1) end of the material usually to a staff or pole, as to allow movement of the material, usually mounted into the ground or staff holder.

*Flashing sign* means a directly or indirectly illuminated sign that exhibits rotating, flashing or intermittent lights, animation or exhibits noticeable changes in color, intensity, texture, shape pattern, or light intensity. A flashing sign shall not include an electronic message sign provided the sign complies with Sec. 50.0844.

*Freestanding sign* means any sign that has supporting framework that is placed on or anchored in the ground and that is independent from any building or other structure.

*Human sign* means a sign held by or attached to a person for the purpose of advertising or otherwise drawing attention to a business, commodity, service or product. This also includes a person dressed in a costume for the purpose of advertising or drawing attention to a business, commodity, service or product.

*Nameplate sign* means a sign bearing the name or address or both of the business or the occupant of the building on which it is located.

*Illuminated sign* means any sign designed to be and/or is lighted by an artificial light source either directed upon it or illuminated from an interior source. All illuminated signs shall have light sources shielded to confine direct illumination to the face area of the sign.

*Inflatable sign* means any object that enlarges or is inflated that floats, is tethered in the air, is activated by air or moving gas, or is located on the ground or on a building with or without copy or other graphics. These signs include large single displays or a display of smaller inflatable items, such as balloons, connected in some fashion to create a larger display for the purpose of attracting attention.

*Monument sign* means any sign supported by a base that is equal to or greater in width than the sign cabinet the base is intended to support/display. The base of the monument sign

shall be constructed using similar exterior materials as the building(s) to which the sign corresponds or an approved alternative high-quality material (e. g., stone veneer). Monument signs may also consist of painted text or channel letters mounted on a freestanding seating wall or retaining wall where the total height of the structure meets the limitation of this code.

*Motion sign* means any sign that revolves, rotates, has any moving parts or gives the illusion of motion, electronically or otherwise. A motion sign shall not include an electronic message sign provided the sign complies with sections 50.0843 and 50.0844.

*Multiple-tenant site* means any site which has more than one (1) tenant, and each tenant has a separate ground level exterior public entrance.

*Nonconforming sign* means a sign lawfully constructed prior to the time of the passage of the ordinance from which this section is derived, or amendment thereto, but which does not conform to the regulations of this chapter.

*Noncommercial speech* means the dissemination of messages not classified as commercial speech which include, but are not limited to, messaged concerning political, religious, social, ideological, public service, governmental and information topics.

*Off-premise sign* means a commercial speech sign which directs attention of the public to a business, activity conducted, or product sold or offered at a location not on the same lot on which such sign is located.

*Pennant* means attention-getting devices, such as streamers or stringers, constructed of paper, cloth plastic or similar materials (excluding banners and flags).

*Permanent sign* means any sign that is not a temporary sign.

*Portable sign* means a temporary sign and/or reader board so designed as to be movable from one (1) location to another which is not attached to the ground or any permanent structure.

*Projecting sign* means a sign, other than a wall sign, which is affixed to a building and which has sign faces extending perpendicular from the building wall.

*Reader board sign* means that a portion of a sign with changeable copy or a message not to exceed forty (40) percent of the allowable sign area except electronic message signs.

*Real estate sign* means a temporary sign located on a lot for the purpose of announcing a sale, lease, or rental of such lot or a building or structure located thereon.

*Roof sign* means any sign that is erected, constructed or attached wholly or in part upon or above the roof of a building.

*Rotating sign* means a sign revolving or rotating on its axis by mechanical means.



*Sandwich board* means a two-sided temporary sign constructed to form an “A” or tent-like shape.

*Search light* means an apparatus containing a source of light and a reflector that projects the light produced in a concentrated, far-reaching beam for the purpose of advertisement.

*Setback, front* means the minimum horizontal distance permitted between the public right-of-way and a structure on the premises. In instances in which a property fronts on more than one (1) street, front setbacks are required on all street frontages.

*Setback, rear* means the minimum horizontal distance permitted between the side lot line and a structure on the premises.

*Sign* means any structure, device, advertisement, or visual representation intended to advertise, identify, or communicate information, or attract the attention of the public for any purpose; and without prejudice to the generality of the foregoing includes: any symbols, letters, figures, illustrations, or wall graphics painted or otherwise affixed to a building, structure, vehicle, container, trailer, or landscape feature.

*Sign area* means the size of the sign face, or, where there is no sign face, the actual display of letters, symbols, insignias, figures or other media representing a message or communication, the area of which is determined by blocking the media area into a parallelogram and measuring the sides to calculate the square footage.

*Sign, maximum height of*, means the vertical distance measured from grade or other reference elevation as herein specified to the upper limit of a sign.

*Sign structure* means the base, supports, uprights, bracing and framework for a sign including the sign area.

*Street frontage* means the linear length in feet of the property line adjacent to public streets.

*Swinging sign* means any sign designed to be swayed, rocked, or so moved by wind or other natural phenomenon.

*Temporary sign* means a non-permanent sign that is located on private property.

*Traffic control sign* means any sign erected by a governmental unit for the purpose of directing or regulating vehicular and pedestrian traffic.

*Transition* means a visual effect used on an electronic message sign or dynamic sign to change from one (1) message to another.

*Unlawful sign (nonconforming sign)* means a sign existing prior to or after the passage of the ordinance from which this section is derived, or amendments thereto, which does not conform

with the regulations of this chapter and is not an existing legal sign, or is not a legal nonconforming sign, or is not a sign erected with a sign permit.

*Wall* means the building façade area that defines the front of the building. The front is a continuous line of a building that connects side wall to side wall and faces one (1) public right-of-way.

*Wall graphics* means a graphic design or a decorative mural not intended for identification or advertising purposes, which is painted directly on or affixed to an exterior wall surface.

*Wall sign* means a sign with permanent lettering that is affixed to the exterior wall of a building and has a sign face that is parallel to the building wall. A wall sign shall not project more than twelve (12) inches from the surface to which it is attached, nor shall it extend more than eighteen (18) inches beyond the top of the building, eave, or parapet.

*Window sign* means a temporary sign affixed to the interior of a window in view of the general public.

*Yard sign* means a small, often rectangular sign that is placed on a lawn. These signs are commonly made of corrugated plastic or cardstock and one (1) or two (2) wires or stakes to mount on the ground. They are typically placed in high-visibility locations such as along busy roads or at intersections, to attract the attention of passing drivers and pedestrians.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

ORDINANCE 25-137

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0843**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50, Article IV – Signs, Section 50.0843, of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0843. – Administration and enforcement.**

(a) *Permit requirements.* No sign shall be erected, altered or relocated without a permit issued by the city. The content of the message or speech displayed on the sign shall not be considered in determining whether to approve or deny a sign permit. Any sign involving electrical components shall bear an Underwriters Laboratories, Inc., seal of inspection.

(b) *Applications.*

(1) The permit application shall be signed by the applicant. When the applicant is any person other than the owner of the property, it shall also be signed by the owner of the property. The application shall contain the following information:

- a. The name, address and telephone number of the property, it shall also be signed by the owner of the property and sign hanger.
- b. The location of the sign or structure.
- c. A scaled drawing showing position of the sign or advertising structure in relation to the nearest building, structure, public streets, rights-of-way and property lines.
- d. Two (2) colored renderings of the plans and specifications and method of construction or attachment to the building or in the ground including all dimensions, showing all light sources, wattage, type and color of lights, and details of any light shields or shades.
- e. If required by the city, a copy of street sheets and calculations showing the structures as designed for dead load and wind velocity in the amount required by this chapter and all other ordinances of the city will be furnished.

(2) The city shall approve or deny the sign permit in an expedited manner or no more than thirty (30) days from the receipt of the completed application, including the applicable fee.

- (3) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six (6) months after the date of the permit. Such permit may be renewed and the renewal fee shall be set forth in the city fee schedule.
- (c) *Exemptions.* The following signs shall not require a permit. These exemptions shall not be construed as relieving the owner of the sign from responsibility of its erection and maintenance, and its compliance with the provisions of this ordinance.
- (1) In residential zones (R-1, R-2, R-3, R-P and PD and DCD with residential uses), one (1) yard sign, one (1) flag, or one (1) feather sign.
  - (2) Election signs. In an election year, all noncommercial signs of any size may be posted in any number from sixty (60) days prior to ten (10) days after any federal, state, or local election. These signs shall be confined within private property.
  - (3) Address signs.
  - (4) The changing of the advertising copy or message on an approved painted or printed sign and similar approved signs which are specifically designed for the use of replaceable copy does not require a new sign permit.
  - (5) Painting, repainting, cleaning or other normal maintenance and repair of a sign or a sign structure unless a structural change is made does not require a sign permit.
  - (6) Banner signs advertising products or services as regulated in this ordinance.
  - (7) Flag, feather, or yard signs as regulated in this ordinance.
  - (8) Directional signs less than six (6) square feet.
  - (9) Window signs.
  - (10) Real estate signs.
- (d) *Fees.*
- (1) All sign permit fees shall be established annually as set forth in the City of Albert Lea Adopted Fee Schedule.
- (e) *Licenses and bonds.*
- (1) No person, firm and corporation shall engage in the business of erecting, handing or installing signs under this chapter unless licensed to do so by the city. A sign hanger license may be granted after written application to the City Clerk accompanied by a license fee as set forth in the City of Albert Lea Adopted Fee Schedule. The license shall be granted for a calendar year and shall expire at the

conclusion of business on June 30<sup>th</sup> of the license year. The license fee shall not be prorated.

- (2) No license shall take effect until the licensee files with the City Clerk a certificate of public liability insurance for coverage concurrent with the license term and with the currently required limits. The city shall be named as an additional insured. Said certificate must state the city will be given a ten-day notice before cancellation of said insurance.

(f) *Violation and fines.*

- (1) If the city finds any sign in violation of the terms of this chapter, a written notice shall be issued to the owner, and/or possessor (tenant in possession, operator or manager of the premises on which the sign is located), specifying the violation and timing for removal of the violation.
- (2) After the expiration of the time period specified by written notice, if the violation is not corrected or discontinued, the owner and/or possessor of said property shall be guilty of a misdemeanor and each day of violation after the initial time period as specified by written notice shall constitute a separate offense.
- (3) Permanent signs constructed without first securing a city sign permit are subject to a misdemeanor violation as allowed by State Statute.
- (4) The city may cause any sign erected in the right-of-way not in conformance with this chapter to be removed summarily and without notice.

(g) *Abandoned signs.*

- (1) A sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business that it identifies is no longer conducted on the premises. If the owner or lessee fails to remove the sign within one year, the city shall remove it in accordance with this section.
- (2) These removal provisions shall not apply where succeeding owner or lessee conducts the same type of business and agrees to maintain the signs as provided in this chapter or changes copy on the signs to advertise the type of business being conducted on the premises and provided the signs comply with the other provisions of this chapter.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

ORDINANCE 25-138

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0846**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50 – Zoning, Article IV – Signs, Section 50.0846, of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0846 – Commercial Districts (B-1, B-2, B-3, IDD, PD and DCD with commercial uses).**

The following subsections concern signs in commercial districts, and said signs are regulated according to the requirements set forth below:

(a) General provisions for commercial districts.

- (1) Signs may not be located closer than fifteen (15) feet of any property line that abuts any residential district.
- (2) Nonilluminated and illuminated window signs placed within a building and not exceeding twenty-five (25) percent of the window in sign area shall be permitted. Coverage of up to an additional twenty-five (25) percent (fifty (50) percent total) shall be allowed if the additional twenty-five (25) percent is translucent or perforated to allow for light or vision in both directions.
- (3) An illuminated window sign must be limited to luminaires having a rated initial luminaire lumen output of five hundred twenty-five (525) lumens or less which do not allow light trespass past the boundaries of the property on which it is located.
- (4) A product identification sign may be integrated into a permitted monument or wall sign and shall be included as part of the maximum allowable sign area. Product identification sign shall not exceed fifteen (15) percent of the maximum allowable sign area.
- (5) Signs may be attached to a canopy or marquee, but the canopy or marquee shall not be considered as part of the wall area and this not warrant additional sign area.
- (6) A temporary banner sign or conventional sign structure pertaining to the lease or sale of a building or property shall be permitted. Such sign shall not be illuminated, shall not exceed thirty-two (32) square feet in area, or be more than eight (8) feet in height.

- (7) Vehicular service canopy signs shall be limited to a business logo and/or graphic design not to exceed fifteen (15) percent of each canopy face area or ten (10) square feet on each canopy face, whichever is smaller. Service station canopy signs shall be restricted to two (2) faces of the canopy and shall not be located above or below the canopy area.
- (8) Service stations may advertise gasoline prices on reader boards attached to a permitted freestanding sign and included in the total square footage of the allowable signage for an entire site.
- (9) Banner signs advertising products or services shall be limited to ten (10) percent of any building face and up to sixteen (16) square feet per banner. Banner sign square footage shall be included in the maximum wall signage allowed on any building face. In no case shall more than four (4) banner signs be placed on any one (1) building face. In B-3 and DCD districts banners are limited to two (2) per property. Banners shall be securely mounted and be free of damage or excessive weathering. Banner signs advertising special business events shall be limited to sixty (60) days per event and shall have a thirty-day period between banners for the same or like event. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
- (10) Wall or banner signs shall not be permitted on any building wall facing an abutting residential property or properties, unless separated by a city street or highway right-of-way.
- (11) One (1) sandwich board sign is permitted per site or per tenant for multitenant sites and will not require permitting but are subject to the following:
  - a. Sandwich board signs may be no larger than three (3) feet in width and four (4) feet in height and no materials, including but not limited to, balloons, streamers, and windsocks, may be added to the sign to increase its height or width. Sandwich board signs may not contain electrical components or be lit.
  - b. Sandwich board signs must be placed on private property within twenty (20) feet of the main entrance to the business being advertised.
  - c. Sandwich board signs shall be located as to maintain a minimum four (4) foot pedestrian walkway and so as not to obstruct vehicular traffic.
  - d. Sandwich board signs may be used only during the hours when the business is open to the public.
  - e. Sandwich board signs may only be placed on sidewalks that have been cleared of snow and/or other debris.



- (12) Each lot may fly a maximum of three (3) noncommercial speech flags and one (1) commercial speech flag on flag poles. Flag poles that are permanently mounted in the ground or mounted on a building may not exceed seventy-five (75) feet in height.
- Exception: B-3 and DCD are limited to twenty-five (25) feet if space is available within the property boundary. There shall be a maximum height limitation one thousand four hundred (1,400) feet MSL in any district.
- (13) One (1) freestanding sign, no more than two hundred (200) square feet in area and fifty (50) feet in height may be allowed on each site and be a minimum of one hundred (100) feet from any other freestanding or monument sign.
- a. Freestanding signs are prohibited in the B-3 district.
  - b. In B-1 and DCD districts, freestanding signs are limited to fifty (50) square feet in area and twenty-five (25) feet in height.
- (b) *B-1, B-2, B-4, IDD, and PD with Commercial Uses.* Each individual lot may have two (2) individual flag, feather, or yard signs as defined in Sec. 50.0842. One (1) more additional can be added for each additional one hundred (100) feet lot frontage over one hundred (100) feet of width. In no case shall there be more than five (5) flag, feather, or yard signs per individual or adjacent properties under common ownership. Signs shall not be within public right of way. Maximum height of eight (8) feet of flag or feather, and not more than eleven (11) feet from ground to uppermost point of material or structure. Yard signs limited to maximum of six (6) square feet and three (3) feet in height above ground.
- (c) *Single-tenant commercial sites.* On commercial property used exclusively for one (1) tenant, only signs stipulated below or in Sec. 50.0846 may be erected.
- (1) Buildings less than fifty thousand (50,000) square feet:
- a. One (1) monument sign not exceeding twenty (20) feet in height and eighty (80) square feet in area with a minimum ten-foot setback.
    - 1. The sign shall not contain an electronic message sign.
  - b. One (1) freestanding sign not exceeding fifty (50) feet in height and two hundred (200) square feet in area may be allowed on each site and be a minimum of one hundred (100) feet from any monument sign on the same site.
  - c. Two (2) wall signs per public street frontage not to exceed three (3) wall signs (should two public street frontages exist). Wall signs shall not exceed fifteen (15) percent of the front building wall façade and five (5) percent of any other façade to which it is attached. In no case shall a wall sign exceed one hundred (100) square feet in area. Single wall area is

based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.

- (2) Buildings between fifty thousand (50,000) square feet and one hundred thousand (100,000) square feet:
- a. One (1) monument sign not exceeding twenty (20) feet in height and one hundred (100) square feet with a minimum ten-foot setback. Must be a minimum of one hundred (100) feet from any other freestanding or monument sign. The sign shall not contain an electronic message sign.
  - b. One (1) freestanding sign not exceeding fifty (50) feet in height and two hundred fifty (250) square feet may be allowed on each site and be a minimum of one hundred (100) feet from any monument sign on the same site.
  - c. Two (2) wall signs per public street frontage not to exceed three (3) wall signs (should two public street frontages exist). Wall signs shall not exceed fifteen (15) percent of the front building wall façade and five (5) percent of any other façade to which it is attached. In no case shall a wall sign exceed one hundred (100) square feet in area. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
- (d) *Multitenant commercial sites*. On multitenant commercial sites, only signs as stipulated below or in Sec. 50.0844 may be erected.

(1) Buildings less than fifty thousand (50,000) square feet:

- a. An area identification sign stating the name of the center and major tenants shall be allowed. The maximum allowable sign area for monument signs shall be as follows:
  - 1. One (1) monument sign not exceeding twenty (20) feet in height and eighty (80) square feet in area.
  - 2. If the center has frontage on more than one (1) arterial road, business district road or higher land use classifications, one (1) monument sign is allowed at each frontage. Total aggregate area of secondary frontage monument signage shall not exceed ten (10) square feet.
- b. One (1) freestanding sign not exceeding fifty (50) feet in height and two hundred (200) square feet may be allowed on each tenant site and be a minimum of one hundred (100) feet from any other freestanding or monument signs.

- c. End-cap tenants may have wall signs on three (3) building elevations. No wall signs shall be attached to building elevations adjacent to residential property. Wall signs shall not exceed fifteen (15) percent of the front façade and five (5) percent of any other façade to which it is attached. In no case shall a wall sign exceed eighty (80) square feet. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
- d. Internal tenants may have wall signs on two (2) building elevations. Wall signs shall not be attached to building elevations adjacent to residential property. Wall signs shall not exceed fifteen (15) percent of the front façade and five (5) percent of any other façade to which it is attached. In no case shall a wall sign exceed one hundred (100) square feet. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
  - 1. The wall signs shall be designed and arranged in accordance with a comprehensive sign plan for the entire multitenant commercial building which has been prepared and submitted to the city by the owner and which has been approved by the city.

(2) Buildings greater than fifty thousand (50,000) square feet:

- a. An area identification sign stating the name of the center and major tenants shall be allowed. The maximum allowable sign area for monument signs shall be as follows:
  - 1. One (1) monument sign not exceeding twenty (20) feet in height and one hundred (100) square feet in area.
  - 2. If the center has frontage on more than one (1) arterial road, business district road or higher land use classifications, one (1) monument sign may be allowed and erected at each frontage. Total aggregate area of monument signage shall not exceed two hundred (200) square feet in area.
- b. One (1) freestanding sign not exceeding fifty (50) feet in height and two hundred fifty (250) square feet may be allowed on each site and be a minimum of one hundred (100) feet from any other freestanding or monument sign.
- c. End-cap tenants may have wall signs on three (3) building elevations. No wall signs shall be attached to building elevations adjacent to residential property. Wall signs shall not exceed fifteen (15) percent of the front façade and five (5) percent of any other façade to which it is attached. In no case shall a wall sign exceed one hundred (100) square feet. Single

wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.

- d. Internal tenants may have wall signs two building elevations. Wall signs shall not be attached to building elevations adjacent to residential property. Wall signs shall not exceed fifteen (15) percent of the front façade and five (5) percent of any other façade to which it is attached. In no case shall a wall sign exceed one hundred (100) square feet. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.

- 1. The wall signs shall be designed and arranged in accordance with a comprehensive sign plan for the entire multitenant commercial building which has been prepared and submitted to the city by the owner and which has been approved by the city.

(e) *Awning, canopy and projecting signs allowed in B-2, B-4, I-1, I-2, I-3, IDD and PD with commercial or industrial uses.*

(1) Maximum sign area.

- a. Single-story buildings. The maximum total aggregate sign area, including wall signs, for each building face shall not exceed twenty (20) percent.
- b. Multistory buildings. The maximum total wall sign area for each building face shall not exceed twenty (20) percent of the first-floor level building face.
- c. Aggregate sign area includes both faces of double-sided signage.

(2) Maximum height.

- a. Shall not extend above the roof.

(3) Special provisions.

- a. Permitted for each building face abutting on or facing a public street, alley, or public parking area.
- b. Multistory buildings may also have one (1) identification sign for each wall facing or abutting on a public street or parking area.
- c. Shall not extend into the public right-of-way or over a property line.

- d. Projecting signs shall not project more than four (4) feet from the building façade. These signs shall be at least eight (8) feet above the grade. Maximum allowed projecting sign size is twenty (20) square feet.

(f) *Awning, canopy and projecting signs allowed in B-3 and DCD.*

(1) Maximum sign area.

- a. Twelve (12) square feet total area per sign face (unless otherwise stated herein or approved through Certificate of Appropriateness in the historic district and a variance)

(2) Maximum height.

- a. Second story of building (unless otherwise stated herein)

(3) Special provisions.

- a. No more than fifteen (15) percent of any single wall of the building may be covered by signs of any type including awning, canopy, projecting or wall signs. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
- b. A projecting sign may have two (2) faces and must project at right angles from the building façade or, if projecting from a corner, at one hundred thirty-five (135) degrees from each face of the building. A corner shall be considered the corner of a building on an intersection of two (2) public rights-of-way. The sign shall not be more than four (4) feet long from the bottom to the top (unless located on a corner of a building, then it may be up to six (6) feet long).
- c. A corner projecting sign up to eighteen (18) square feet is permitted.
- d. Awning, canopy and projecting signs shall not project more than four (4) feet from the building façade. These signs shall be at least eight (8) feet above the grade.
- e. Vacant buildings in the Historical Preservation District may have one hundred (100) percent coverage on the interior of windows. Acceptable signage is City approved artwork, public service announcements and events, and advertising from other Historical Preservation District businesses.
- f. All signs must be installed in accordance with the International Building Code and, if located in the National Commercial Historic District, obtain

a Certificate of Appropriateness from the Historic Preservation Commission or appropriate staff prior to submittal for a sign permit.

- (g) Any state of Minnesota licensed cannabis business of any type is limited to two (2) signs total on the property. Signs may consist of one (1) wall sign and one (1) freestanding sign, or both may be wall signs. No other types of signs are allowed. Each individual sign face is limited to twenty-four (24) square feet. Total square footage of all sign faces shall not exceed thirty-two (32) square feet. Freestanding signs shall not exceed twenty (20) feet in height. Signs may be lighted by downcast, night sky compliant lights. No internally lighted signs shall be allowed. (Minn. Stats. § 342.64 subd. 2)

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

ORDINANCE 25-139

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0847**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50 – Zoning, Article IV – Signs, Section 50.0847, of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0847. – Industrial Districts (I-1, I-2, I-3, and PD with industrial uses).**

The following subsections concern signs in the I-1 and I-2 Industrial Districts and industrial designed land in planned unit developments. Said signs are regulated according to the requirements set forth below:

*(a) General provisions for industrial districts.*

- (1) Signs shall not be located within ten (10) feet of a side or rear property line.
- (2) A product identification sign may be integrated into a permitted monument or wall sign and shall be included as part of the maximum allowable sign area. Product identification sign are shall not exceed fifteen (15) percent of a maximum allowable sign area.
- (3) A temporary banner or conventional sign structure pertaining to the lease or sale of a building or property. Such sign shall not be illuminated, ~~and~~ shall not exceed thirty-two (32) square feet in area, or be no more than eight (8) feet in height.
- (4) A double-faced sign shall be considered one (1) sign.
- (5) One (1) freestanding sign not exceeding fifty (50) feet in height and two hundred (200) square feet in area may be allowed on each site and be a minimum of one hundred (100) feet from any monument sign on the same site.
- (6) One (1) monument sign not exceeding twenty (20) feet in height and one hundred (100) square feet in area and be a minimum of one hundred (100) feet from any other freestanding or monument sign.
- (7) Each individual lot may have two (2) individual flag, feather, or yard signs as defined in Sec. 50.0842. One (1) additional may be added for each additional one hundred (100) feet of lot frontage over one hundred (100) feet of width. In no case shall there be more than five (5) per individual or adjacent properties under common ownership.

- (8) Signs shall not be within public right of way, maximum height of eight (8) feet of flag or feather, and not more than eleven (11) feet from ground to uppermost point of material or structure. Yard signs are limited to a maximum of six (6) square feet and three (3) feet in height above ground.
- (9) Banner signs advertising products or services shall be limited to ten (10) percent of any building face and to sixteen (16) square feet per banner. Banner sign square footage shall be included in the maximum wall signage allowed on any building face. In no case shall more than four (4) banner signs be placed on any one (1) building face. Banners shall be securely mounted and be free of damage or excessive weathering. Banner signs advertising special business events shall be limited to sixty (60) days per event and shall have a thirty-day period between banners for the same or like event. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
- (10) Each lot may fly a maximum of three (3) noncommercial speech flags and one (1) commercial speech flag. Flagpoles that are permanently mounted in the ground or mounted on a building may not exceed seventy-five (75) feet in height. There shall be a maximum height limitation of one thousand four hundred (1,400) feet MSL in any district.

(b) Allowable signage.

- (1) *Single-tenant building.* On industrial property used exclusively for one (1) tenant only, signs as stipulated below or in Sec. 50.0844 may be erected.
  - a. One (1) monument sign not exceeding fifteen (15) feet in height and eighty (80) square feet in area may be allowed on each site and be a minimum of one hundred (100) feet from any other freestanding or monument sign.
  - b. Two (2) wall signs attached to only one (1) wall not to exceed fifteen (15) percent of the building façade or one hundred (100) square feet for each sign, whichever is less. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
  - c. One (1) freestanding sign not to exceed fifty (50) feet in height and two hundred (200) square feet in area may be allowed on each site and be a minimum of one hundred (100) feet from any other freestanding for monument sign.
- (2) *Multitenant building.* On industrial property used for multitenant, only signs as stipulated below or in Sec. 50.0844 may be erected.



- a. One (1) monument sign twenty (20) feet in height and one hundred (100) square feet in area.
- b. Individual tenants may have wall signs provided they are designed and arranged in accordance with the comprehensive sign plan for the entire multitenant building which has been prepared and submitted to the city by the owner and which has been approved by the city; further, the aggregate area of such signs shall not exceed fifteen (15) percent of the area of the wall to which they are attached or eighty (80) square feet, whichever is less. Single wall area is based on first floor square footage only. Second floor area is not used to calculate any signage allowable area.
- c. One (1) freestanding sign not to exceed fifty (50) feet in height and two hundred (200) square feet in area may be allowed on each tenant site and be a minimum of one hundred (100) feet from any other freestanding for monument sign.

(c) Projecting signs.

(1) *Single-story buildings.*

- a. The maximum total aggregate sign area, including wall signs, for each building face shall not exceed twenty (20) percent.

(2) *Multistory buildings.*

- a. The maximum total wall sign area for each building face shall not exceed fifteen (15) percent of the first-floor level building face.
- b. Aggregate sign area includes both faces of double-sided signage.
- c. Maximum height: Sign shall not extend above the roof.

(3) *Special provisions.*

- a. Permitted for each building face abutting on or facing a public street, alley, or public parking area.
- b. A minimum distance of eight (8) feet between sidewalk and the bottom of the sign is required.
- c. Multistory buildings may also have one (1) identification sign for each wall facing or abutting on a public street or parking area.
- d. Shall not extend into the public right-of-way or over a property line.

e. Projecting signs limited to a maximum of twenty (20) square feet.

(d) Any state of Minnesota licensed cannabis business of any type is limited to two (2) signs total on the property. Signs may consist of one (1) wall sign and one (1) freestanding sign, or both may be wall signs. No other types of signs are allowed. Each individual sign face is limited to twenty-four (24) square feet. Total square footage of all sign faces shall not exceed thirty-two (32) square feet. Freestanding signs shall not exceed twenty (20) feet in height. Signs may be lighted by downcast, night sky compliant lights. No internally lighted signs shall be allowed. (Minn. Stats. § 342.64 subd. 2)

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

ORDINANCE 25-140

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 50, ARTICLE VI, SECTION 50.0938**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

SECTION 1. Chapter 50 – Zoning, Article VI – Performance, locational and site development standards, Section 50.0938, of the Code of Ordinance of the City of Albert Lea, Minnesota is hereby amended to read as follows:

**Sec. 50.0938 – Zoning design standards for specific zones and uses for cannabis, cannabis related businesses, liquor stores, sexually oriented businesses, and predominantly tobacco and tobacco paraphernalia retail and processing related occupancies.**

(a) Intent and application.

- (1) It is the intent of the community to set restrictions limiting the visibility of cannabis from the exterior of cannabis establishments meant to ensure minors are not enticed by cannabis, hemp, and their accessories, tobacco and tobacco paraphernalia, or sexually oriented businesses. The purpose of these design standards is to establish a quality impression and to ensure minimum building design standards in order to protect neighboring investment.
- (2) These design standards apply to all new construction, conversion of existing structures to these uses, and to any expansion of existing buildings.
- (3) Exception: Conversions of existing structures to the above uses shall be exempt from subsection (b) (1).

(b) Materials, orientation, windows, roofs, and accessory structures.

- (1) Materials on vertical surfaces or building fascia. All building vertical surfaces, including front, side, and rear, shall have building finishes made of fire-resistant and low maintenance construction materials that may include: face brick, architectural or decorative block or concrete, stone, stucco, aluminum, or steel without exposed fasteners, and other materials that enrich the impression and appearance of the community. The color of materials shall be part of the manufacturing and construction process.
- (2) Orientation. For purposes of this section, the term “front of a building” means the lineal and vertical surface facing a public street. The front of the building shall have a clearly defined entrance and shall incorporate required windows and doors. If the building abuts more than one (1) street, the zoning official will determine what is the front for purposes of window placement.

- (3) Windows. In the B-2 Community Business District, the front of the building shall have a minimum of ten (10) percent, but no less than ten (10) feet, of the lineal ground floor in windows. The bottom of these windows shall not be more than forty-eight (48) inches above the surrounding ground or sidewalk level and the required glass area shall extend vertically a minimum of five (5) feet. Window or glass space shall not be used for signage. Window or glass space may be tinted or frosted. Cannabis or hemp products, liquor, tobacco or related paraphernalia shall not be visible through such windows or glass space.
- (4) Windows. In districts other than B-2 Community Business District, the front of the building shall have a maximum of ten (10) percent of the lineal ground floor in see-through windows. Window or glass space shall not be used for signage, but may be tinted or frosted. Cannabis or hemp products, liquor, tobacco, or related paraphernalia shall not be visible through such windows or glass space.
- Exception: Sexually oriented businesses shall be no see-through windows; all windows shall be one hundred (100) percent frosted or tinted and not allowed to be used for signage.
- (5) Rooftop equipment. The roof design shall provide screening of rooftop equipment as seen from any public street, alley, or residential zoning district.
- (6) Ground equipment. The site design shall provide for screening of ground mounted equipment, exterior ductwork, and like equipment. Individual exterior units can be exempted if it meets the intent of the district design standards as determined by the zoning official.
- (7) Trash. Exterior trash enclosures are required and shall be designed with materials similar to materials used on the principal building. Trash enclosures shall be adequate in height to screen trash containers and materials but shall not be less than six (6) feet in height.
- (8) Given the noxious smells and potential dangers related to the storage, cultivation, processing, and consumption of cannabis, no cannabis business shall:
- a. Share the same air space with other occupancies.
  - b. Have residential occupancy in the same building.
  - c. Must have secure storage facility.
  - d. Must be solely a cannabis related business.
- (9) All design standards noted in specific zone standards shall also apply.
- (10) Night sky compliant structures and general exterior site lighting. All sites may be lighted to provide safety, utility, security, productivity, and enjoyment of a property after dark. Any such lighting shall minimize adverse offsite impacts such as light trespass, obtrusive glare, and effects of light pollution. All lights shall be directed toward the site and away from the public right-of-way, adjacent properties, and

residential districts with fully shielded cut off luminaires. Transparent or translucent structures shall not be interiorly lit during nighttime conditions.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And, the following voted against the same: None.

Introduced and read the first time this 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

RESOLUTION 25

Introduced by Councilor

**RESOLUTION PERMITTING PUBLICATION OF AN ORDINANCE SUMMARY AMENDING  
CHAPTER 50 – ZONING**

WHEREAS, on May 27, 2025 the Albert Lea City Council held a regular city council meeting and approved several ordinances amending Chapter 50 – Zoning.

WHEREAS, the entire ordinances are lengthy, and a summary of the ordinances shall be drafted, which will reasonably inform the public of the intent and effect of the amended ordinances.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

Sec. 1. That the City Clerk is directed to publish a summary of the Ordinances as drafted.

Sec. 2. The summary will reasonably inform the public of the intent and effect of Ordinance 25-134, 25-135, 25-136, 25-137, 25-138, 25-139 and 25-140.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor, and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray.

And, the following voted against the same: None.

Introduced and passed the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested the 28<sup>th</sup> day of May, 2025

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Secretary of the Council

## ORDINANCE (SUMMARY)

### ZONING ORDINANCES 25-134, 25-135, 25-136, 25-137, 25-138, 25-139, AND 25-140

**ORDINANCE 25-134 AMENDING CHAPTER 50, ARTICLE I, SECTION 50.0018,  
ORDINANCE 25-135 AMENDING CHAPTER 50, ARTICLE III, SECTION 50.0402,  
ORDINANCE 25-136 AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0842,  
ORDINANCE 25-137 AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0843  
ORDINANCE 25-138 AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0846  
ORDINANCE 25-139 AMENDING CHAPTER 50, ARTICLE IV, SECTION 50.0847  
ORDINANCE 25-140 CHAPTER 50, ARTICLE VI, SECTION 50.0938**

#### **THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:**

On May 27, 2025 the Albert Lea City Council held a regular city council meeting and approved amendments to several sections in Chapter 50 of the code of ordinances related to zoning.

Ordinance 25-134 Amending Chapter 50, Article I, Section 50.0018 –This amendment removes language about the “required” front yard setback versus the defined front yard as written in section 50.002.

Ordinance 25-135 Amending Chapter 50, Article III, Division 8, Section 50.0402. This amendment will allow steel siding with exposed fasteners on buildings that are not substantially visible from a public street. Exposed fasteners will be limited to no more than 60% of the building face in order to preserve overall aesthetics.

Ordinance 25-136 Amending Chapter 50, Article IV, Section 50.0842. This amendment adds a definition for real estate signs and clarifies how far a wall sign may extend beyond the building, eave, or parapet.

Ordinance 25-137 Amending Chapter 50, Article IV, Section 50.0843. This amendment adds directional signs, window signs, and real estate signs to the list of signs that are exempt from requiring a permit.

Ordinance 25-138 Amending Chapter 50, Article IV, Section 50.0846. This amendment decreases the number of flag or feather signs allowed per 100 feet of lot frontage while increasing the number of wall signs per site. Due to larger lots along the B-2 commercial corridor. This amendment also adds language regarding the size and height of real estate signs.

Ordinance 25-139 Amending Chapter 50, Article IV, Section 50.0847. This amendment decreases the number of flag or feather signs allowed per site while increasing the number of wall signs allowed per site in industrial districts. It also adds language pertaining to the size and height of temporary real estate signs.

Ordinance 25-140 Amending Chapter 50, Article VI, Section 50.0938. This amendment requires buildings in the B-2 community business district to have a minimum of 10% of the lineal ground floor of a building in windows. It will also allow windows or glass to be tinted or frosted. In addition, it will prohibit cannabis, hemp products, liquor, tobacco, or related paraphernalia from being visible through windows.

These amendments were adopted by the City Council of the City of Albert Lea the 27<sup>th</sup> day of May, 2025.

A complete copy of these Ordinances are available for inspection and copying during regular business hours at the Albert Lea City Hall located at 221 East Clark Street, Albert Lea, MN 56007; or for a mailed or emailed copy call the City Clerk at (507) 377-4335.

/s/ Daphney Maras, City Clerk



ORDINANCE 25-141

Introduced by Councilor

**AN ORDINANCE AMENDING CHAPTER 5 CANNABIS PRODUCTS  
ARTICLE I. ADMINISTRATION**

THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:

Chapter 5 Cannabis Products, Article I. Administration is hereby amended to read as follows:

**Sec. 5.001. Findings and purpose.**

The City of Albert Lea makes the following legislative findings:

The purpose of this chapter is to implement the provisions of Minn. Stats. §342, which authorizes the city to protect the public health, safety, and welfare of the city residents by regulating cannabis businesses within the legal jurisdiction of the city.

The city finds and concludes that the proposed provisions are appropriate and lawful regulations for the city. The proposed amendments will promote the community's interest in reasonable stability in cannabis administration, and the proposed provisions are in the public interest and for the public good.

**Sec. 5.002. Authority and jurisdiction.**

The city has the authority to adopt this chapter pursuant to:

- (1) Minn. Stats. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business, provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- (2) Minn. Stats. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- (3) Minn. Stats. § 152.0263, subd. 5, regarding the use of cannabis in public places.
- (4) Minn. Stats. § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal jurisdiction of the City of Albert Lea.

**Sec. 5.003. Severability.**

If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

**Sec. 5.004. Enforcement.**

The city is responsible for the administration and enforcement of this chapter. Any violation of the provisions of this chapter or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this chapter can occur regardless of whether or not a permit is required for a regulated activity listed in this chapter.

#### **Sec. 5.005. Zoning and land use.**

Refer to chapter 50 within the municipal code for all zoning requirements for licensed cannabis related businesses and services. Qualification on meeting setback requirements shall be determined as of date of original application submittal to the State.

#### **Sec. 5.006. Definitions.**

Unless otherwise noted in this section, words and phrases contained in Minn. Stats. § 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this chapter.

*Cannabis cultivation* means a cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

*Cannabis event organizer* means a person, cooperative, or business holding a cannabis event organizer license with the Office of Cannabis Management (OCM) or the "office".

*Cannabis retail businesses* means a retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.

*Cannabis retailer* means any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis products to a consumer and not for the purpose of resale in any form.

*Daycare* means a location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a twenty-four (24) hour day.

*Intoxicating cannabinoid* means a cannabinoid, including an artificially derived cannabinoid, that when introduced into the human body impairs the central nervous system or impairs the human auditory, visual, or mental processes. Intoxicating cannabinoids include, but are not limited to, any tetrahydrocannabinol.

*Lower-potency hemp edible* shall mean as defined under Minn. Stats. § 342.01 subd. 50.

*Office of cannabis management* means the Minnesota Office of Cannabis Management, referred to as "OCM" in this section.

*Place of public accommodation* means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

*Preliminary license approval* means OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stats. § 342.17.

*Public place* means a public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

*Residential treatment facility* shall mean as defined under Minn. Stats. § 245.462 subd. 23.

*Retail registration* means an approved registration issued by the city to a state-licensed cannabis retail business.

*School* means a public school as defined under Minn. Stats. § 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stats. § 120A.24.

*State license* means an approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

**Secs. 5.007—50.020. Reserved.**

## **ARTICLE II. REGISTRATION OF ALL CANNABIS BUSINESSES**

### **Sec. 5.021. Consent to registering of cannabis businesses.**

- (a) No individual or entity may operate a state-licensed cannabis business within the City of Albert Lea without first registering with the City of Albert Lea.
- (b) Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to two thousand dollars (\$2,000.00) for each violation.

(Ord. No. 24-129, 10-28-2024)

### **Sec. 5.022. Compliance checks prior to retail registration.**

- (a) Prior to issuance of a cannabis retail business registration, the City of Albert Lea shall conduct a preliminary compliance check to ensure compliance with local ordinances and state laws.
- (b) Pursuant to Minn. Stats. §342, within thirty (30) days of receiving a copy of a state license application from OCM, the City of Albert Lea shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

**Sec. 5.023. Registration and application procedure.**

**(a) Fees.**

- (1) The City of Albert Lea shall not charge an application fee.
- (2) A registration fee, as established in the City of Albert Lea's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
- (3) Initial registration fees shall not exceed the permitted amount of an initial state license fee under Minn. Stats. § 342.11. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
- (4) Any renewal retail registration fee imposed by the City of Albert Lea shall be charged at the time of the second renewal and each subsequent renewal thereafter.
- (5) Renewal registration fees shall not exceed the permitted amount of a renewal state license fee under Minn. Stats. § 342.11, whichever is less.

**(b) Application submittal.** The city shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stats. § 342.22.

- (1) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
  - a. Full name of the property owner and business owner (applicant), and business manager;
  - b. Address, email address, and telephone number of the owner, applicant, and manager;
  - c. The address and parcel ID for the property for which the retail registration is sought;
  - d. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stats. § 342.13; and
  - e. Acknowledgement that the applicant is aware of zoning and design requirements for their business and has access to such requirements online or shall be given a printed copy upon request.
- (2) The applicant shall include with the form:
  - a. The application and fee as required in this section;
  - b. A copy of a valid state license or official notice from the OCM that the license is preapproved; and
  - c. Proof of state-required insurance.
- (3) Once an application is considered complete, the city shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.
- (4) Prior to applicant submittal, both applicant and property owner of applicants' place of business must be current on all state, county and local taxes and assessments.

- (5) The application fee shall be non-refundable once received.
  - (6) The complete application shall be submitted 10 calendar days before the next Council meeting. If later than 10 days prior, the application shall be held over to the following Council meeting.
- (c) *Application approval.*
- (1) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under section 5.026.
  - (2) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this chapter.
- (d) *Annual compliance checks.*
- (1) The City of Albert Lea shall complete at a minimum one (1) compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stats. § 342.22, subd. 4(b) and Minn. Stats. § 342.24] and this/these [chapter/section/ordinances].
  - (2) The city shall conduct at a minimum one (1) unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least seventeen (17) years of age but under the age of twenty-one (21) who, with the prior written consent of a parent or guardian if the person is under the age of eighteen (18), attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.
  - (3) Any failures under this section shall be reported to the Office of Cannabis Management.
- (e) *Location change.* A state-licensed cannabis retail business shall be required to submit a new application for registration under this section if it seeks to move to a new location still within the legal boundaries of the City of Albert Lea.

**Sec. 5.024. Renewal of registration.**

- (a) The City of Albert Lea shall renew an annual registration of a state-licensed cannabis retail business substantially concurrent with OCM renewal of the cannabis retail business's license.
- (b) A state-licensed cannabis retail business shall apply to renew registration on a form established by the city.  
A cannabis retail registration issued under this section shall not be transferred.
- (c) **Renewal fees.** The city may charge a renewal fee for the registration starting at the second renewal, as established in the City of Albert Lea's fee schedule.

- (d) **Renewal application.** The application for renewal of a retail registration shall include, but is not limited to:
  - (1) Items required under section 5.043 of this chapter.
  - (2) Listing any prior violations of local ordinances in the past two (2) years with a brief explanation.

**Sec. 5.025. Suspension of registration.**

- (a) *When suspension is warranted.* The city may suspend a cannabis retail business's registration if it violates the ordinance of the city or poses an immediate threat to the health or safety of the public. The city shall immediately notify the cannabis retail business in writing the grounds for the suspension.
- (b) *Notification to OCM.* The city shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven (7) calendar days and perform any necessary inspections within thirty (30) calendar days.
- (c) *Length of suspension.* The suspension of a cannabis retail business registration may be for up to thirty (30) calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if its registration is suspended.

The city may reinstate a registration if it determines that the violations have been resolved.

- (d) *Civil penalties.* Subject to Minn. Stats. § 342.22, subd. 5(e) the city may impose a civil penalty, as specified in the city's fee schedule, for registration violations.

**Sec. 5.026. Limiting registrations.**

The city shall limit the number of cannabis retailer businesses:

- (1) The City of Albert Lea shall limit the number of cannabis retail businesses to no fewer than one (1) registration for every twelve thousand five hundred (12,500) residents within the City of Albert Lea.
- (2) If the city has one (1) active cannabis retail business registration for every twelve thousand five hundred (12,500) residents, the city shall not be required to register additional state-licensed cannabis retail businesses.
- (3) The City of Albert Lea shall limit the number of cannabis retail businesses to two (2).
- (4) Approval of license registration for the relocation of an existing retail cannabis business within city boundaries shall not be counted as long as neither location is operational at the same time.

**Sec. 5.027. Hours of operation.**

No cannabis retail business may operate outside the hours of:

- (1) 10:00 a.m. to 9:00 p.m. on Sundays;

- (2) 8:00 a.m. to 10:00 p.m. on Monday through Saturday;

And shall be closed:

- (1) All day Thanksgiving Day;
- (2) After 8:00 p.m. on Christmas Eve, December 24;
- (3) All day Christmas Day, December 25.

#### **Sec. 5.028. Rejection or Amendment of Application.**

The city may reject, return, or inquire for clarification on an application if it appears incomplete or inconsistent. In the event the application is rejected, returned, or held for correction and clarification, the application will not be considered officially submitted.

#### **Sec. 5.029. Denial and Revocation of Registration**

The City may deny or revoke registration if:

- (1) The application violates local limitations on registrations.
- (2) The applicant is not operational 365 days after Council approval
- (3) The applicant has violated local ordinances or state laws related to cannabis business operations.
- (4) The applicant is past due on property taxes, assessments, or municipal utilities.
- (5) The applicant has successfully relocated their cannabis business, rendering the previous license non-compliant with registration restrictions.

#### **(6) Sec. 5.030. Selection Criteria**

- (1) The City of Albert Lea will register Cannabis businesses on a first-come, first-served basis, which will be based solely on a time-stamped State of MN, OCM issued license.
- (2) The applicant must not have a history in the last 24 months of being past due on property taxes, development agreements, local development loans, assessment, or municipal utilities.
- (3) The applicant is not in current violation of local ordinances or state laws

#### **Secs. 5.031—5.040. Reserved.**

### ***ARTICLE III. LOWER-POTENCY HEMP PRODUCTS***

#### **Sec. 5.041. Low-potency hemp retail.**

The sale of low-potency products, as regulated by state statute and licensed by the Office of Cannabis Management, requires a state license and a local retail registration

1. A state-licensed low-potency hemp retail business shall apply to renew registration on a form established by the city.

2. A low-potency retail registration issued under this section shall not be transferred.
3. The city may charge a fee for the registration, as established in the City of Albert Lea's fee schedule.

**Sec. 5.042. Zoning and land use.**

Retail sales of low potency cannabis products cannot exceed more than five (5) percent of the retail products available as measured by existing utilized shelf or display space, to not be classified as cannabis retail for zoning purposes only. Refer to chapter 50 within the municipal code for all zoning requirements for licensed cannabis cultivation, retail, wholesale, manufacturing or services.

**Sec. 5.043. Additional standards.**

- (a) *Sales within liquor store.* The sale of low-potency edibles and hemp beverages are permitted in off-sale liquor stores.
- (b) *Age requirements.* The sale of low-potency edibles and hemp beverages is permitted without internal display restrictions in places that admit only persons twenty-one (21) years of age or older.
- (c) *Under twenty-one (21) beverage display.* In permitted locations without age restrictions, low-potency hemp beverages shall be sold from cases and displays designated as twenty-one (21) years and older.
- (d) *Under twenty-one (21) edible display.* In permitted locations without age restrictions, low-potency edibles shall be sold behind a counter and stored in a locked case at non cannabis retail licensed establishments.

**Secs. 5.044—5.060. Reserved.**

**ARTICLE IV. TEMPORARY CANNABIS EVENTS**

**Sec. 5.061. State license required.**

- (a) A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four (4) days. Before obtaining a local license and events permit, a license holder must show proof of a current state license as a cannabis event organizer.
- (b) A license or permit is required to be issued and approved by the city before holding a temporary cannabis event that will sell or allow intoxicating cannabinoid products.

**Sec. 5.062. Registration and application procedure.**

All events require a minimum a thirty (30) days' notice to review event plans for compliance with Minn. Stats. § 342.40. Any application less than thirty (30) days' notice shall be automatically rejected. Each event shall have a fee charged to the cannabis event organizer only. The rate shall be established in the city's fee schedule.



Applicants shall provide, but may not be limited to provide the following:

- (1) Plans for security to general public safety, security for cannabis workers, security of intoxicating cannabinoid product displays, and storage security of intoxicating cannabinoid products.
- (2) Plans on how to restrict access to intoxicating products to minors and verify age at the time of sale.
- (3) Plans on how waste will be disposed of properly.
- (4) Details on how sales take place in an established retail space and how sales are recorded for tax collection.
- (5) Full list of all vendors with a brief explanation of what they are providing/selling, and their license number/information.

**Sec. 5.063. Application submittal and review.**

The city shall require an application for temporary cannabis events.

- (1) An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
  - a. Full name of the property owner and business owner (applicant), and business manager; and
  - b. Address, email address, and telephone number of the owner, applicant, and manager.
- (2) The applicant shall include with the form:
  - a. The application fee as required in section 5.062;
  - b. A copy of the OCM cannabis event license;
  - c. Copies of plans, vendor lists, and other documents meeting the standards in section 5.062; and
  - d. Proof of state-required insurance.

The application shall be submitted to the city designee for review no less than thirty (30) days before the event. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with a notice of deficiencies.

- (3) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.
- (4) The application fee shall be non-refundable once processed.
- (5) A temporary cannabis event shall meet the following standards:
  - a. Prohibition of smoking at any event.
  - b. Prohibition of vaping at any event.

- c. Organizer shall not allow the serving of intoxicating cannabis products to impaired or intoxicated individuals.
  - d. Organizer shall not allow excessive intoxicated behavior of any group or individual, and may be held liable for any damages.
  - e. Organizer and vendors must be current on all state, county, and local taxes, including but not limited to sales tax.
  - f. Organizer and vendors shall not have any prior violations of this chapter or the sale of intoxicating cannabinoid, tobacco, alcohol, or sexually oriented products to a minor.
- (5) A request for a temporary cannabis event that does not meet the requirements of this section shall be denied. If a vendor has a history of not complying with the standards of this chapter, that vendor may be denied participation without full denial of the event. The city shall notify the applicant of the standards not met and the basis for denial.
- (6) Temporary cannabis events may only be held at:
- a. Convention centers;
  - b. Fairgrounds;
  - c. Non-residential private property that meets setback and zoning requirements;
  - d. Locations of registered cannabis businesses; and
  - e. All other locations must have pre-approved city council approval.
- (7) Temporary cannabis events shall only be held between the hours of:
- a. 10:00 a.m. to 9:00 p.m. on Sundays;
  - b. 8:00 a.m. to 10:00 p.m. on Monday through Saturday;
- (8) Temporary cannabis events shall not be held the following days:
- a. January 1<sup>st</sup>.
  - b. July 3<sup>rd</sup>.
  - c. July 4<sup>th</sup>.
  - d. Thanksgiving Day.
  - e. December 24<sup>th</sup>.
  - f. December 25<sup>th</sup>.
  - g. December 31<sup>st</sup>.

**Secs. 5.064—5.080. Reserved.**

That the motion for the adoption of the foregoing ordinance was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And the following voted against the same: None. Mayor Murray declared the ordinance passed.

Introduced and read the first time on the 12<sup>th</sup> day of May, 2025

Introduced and read the second time on the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

RESOLUTION 25-

Introduced by Councilor

**RESOLUTION PERMITTING PUBLICATION OF AN ORDINANCE SUMMARY AMENDING  
CHAPTER 5 – CANNABIS PRODUCTS**

WHEREAS, on May 27, 2025 the Albert Lea City Council held a regular city council meeting and approved amendments to Chapter 5 – Cannabis Products.

WHEREAS, the entire ordinance is lengthy, and a summary of the ordinance shall be drafted, which will reasonably inform the public of the intent and effect of the amended ordinance.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

Sec. 1. That the City Clerk is directed to publish a summary of the Ordinance as drafted.

Sec. 2. The summary will reasonably inform the public of the intent and effect of Ordinance 25-141.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor, and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray.

And, the following voted against the same: None.

Introduced and passed the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested the 28<sup>th</sup> day of May, 2025

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Secretary of the Council

## ORDINANCE 25-141 (SUMMARY)

### **THE CITY COUNCIL OF ALBERT LEA, MINNESOTA ORDAINS:**

On May 27, 2025 the Albert Lea City Council held a regular city council meeting and amended Chapter 5 – Cannabis Products.

This amendment is in response to recent information from the State of Minnesota Office of Cannabis Management on the process of retail license approvals, the City's role in such approvals, and the fee structure. Given the number of potential business owners, preliminarily approved licenses from the state, and the City's imposed limit, a process needs to be clear on revocation, selection, and other impactful decisions related to cannabis retail.

The ordinance was adopted by the City Council of the City of Albert Lea the 27<sup>th</sup> day of May, 2025

A complete copy of this Ordinance is available for inspection and copying during regular business hours at the Albert Lea City Hall located at 221 East Clark Street, Albert Lea, MN 56007; or for a mailed or emailed copy call the City Clerk at (507) 377-4335.

/s/ Daphney Maras, City Clerk

RESOLUTION 25-

Introduced by Councilor

RESOLUTION ACCEPTING DONATIONS AS PRESENTED  
TO THE CITY OF ALBERT LEA

WHEREAS, The City of Albert Lea is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and

WHEREAS, individual persons and/or entities have offered to contribute donation(s) as set forth below to the city:

<u>Donation/Donors</u>	<u>Amount or Item</u>
Chevron Renewable Energy Group	\$20,000 – To purchase LUCAS Device
Stars Mentoring Program	\$5,000 for Flower Bed for Inclusive Playground

WHEREAS, The City Council finds that it is appropriate to accept the donation(s) offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

Sec. 1. That the donations described are accepted and

Sec. 2. The City of Albert Lea is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donation.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor ,and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray.

And, the following voted against the same: None. Mayor Murray declared the resolution passed.

Introduced and passed the 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested the 28<sup>th</sup> day of May, 2025

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Secretary of the Council

RESOLUTION 25-

Introduced by Councilor

RESOLUTION AMENDING FEE SCHEDULE

WHEREAS, the Albert Lea City Code of Ordinances requires the City of Albert Lea to establish fees by resolution; and

WHEREAS, Resolution 24-221 last established fees as authorized in the City of Albert Lea Code of Ordinances.

WHEREAS, this resolution will amend the Fee Schedule.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

Sec. 1. That the fees and charges listed in Exhibit A shall be amended and effective beginning May 30, 2025.

Sec. 2. That whenever any provision of this resolution is in conflict with the City of Albert Lea Code, it is the intent of the City Council that the Code shall prevail.

Sec. 3. That this resolution shall supersede Resolution 24-221 or any previous measures of the City Council that sets, establishes or fixes a specific amount for such fees, licenses or charges.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And the following voted against the same: None. Mayor Murray declared the resolution passed.

Introduced and passed this 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

## CITY OF ALBERT LEA - 2025 FEE SCHEDULE

Last Updated 5/27/2025 Resolution 25-

	2025 Fees
<b>AIRPORT</b>	
T-Hangar Units - month	\$120/month
Hangar #3 or Hangar #4	\$170/month
Hangar #5	\$30/month
Hangar #7 or Hangar #8	\$2,400/year
Conference Room Rental	\$15/hour
Land Lease	\$110/year
<b>ANIMALS</b>	
License - Spayed/Neutered Dogs & Cats	\$10/3 years
License - Non-Spayed/Neutered Dogs & Cats	\$75/3 years
License - Dangerous Dogs	\$250/year
Duplicate License	\$3
Livestock and Small Animals Permit	\$100/2 years
Prescribed Grazing	\$100/project
Investigation Fee - No Permit Issued	Permit Fee Doubles
Potentially Dangerous Dog Appeal	\$100
Dangerous Dog Appeal	\$250
<b>ANNEXATION REQUEST</b>	\$600
<b>AQUATIC CENTER</b>	
Day Admission	Includes sales tax
General Admission (3 years and older)	\$5
Infant (2 years and younger)	No Fee
Individuals Age 55 and older	\$3
Daily Evening Admission	
General Admission (3 years and older)	\$3
Infant (2 years and younger)	\$0
Individuals Age 55 and older	\$3
Season Pass	
Individual (age 16 and older)	\$75 (includes tax)
Individual Ages 3-9 years (with purchase of Individual (16 and older) or Caretaker pass)	\$45 (includes tax)
Individual Ages 10 - 15 years	\$45 (includes tax)
Caretaker	\$45 (includes tax)
Family - 4 persons in same household	\$135 (includes tax)
Additional Family Members in same household	\$25 (includes tax)
Swimming Lessons per session	
Resident	\$45
Group reservations during public swim	\$1 discount per admission
Group reservations during non-public swim	\$200/hour with minimum of 2 hours
Special Requests/Swim Team Practice	Per Contract
<b>ARENA</b>	
Daily Admission	Includes sale tax
Weekday (includes skate rental)	\$4.00 onsite only
Weekend	\$5.00 onsite or \$4.00 pre-registration
Special event (Includes skate rental)	\$5.00 onsite and pre-registration
Weekday stick and puck	\$4
Freestyle figure skating or open hockey	\$8.00 onsite or \$6.00 pre-registration
Captain's Practice	Contracted Fee
Skate Rental	\$2
Skate Sharpening	\$7
Non-Ice Space Rental (8:00 AM - MIDNIGHT plus one hour of clean-up)	\$1,000/day, \$650/day non-profits
Non-Ice Additional Space Set Up ( max 4 hours - day before)	\$50/hour
High School Tournaments, Special Events, Schools, College	Contracted Fee
On Ice - Prime Time	\$190/hour
On Ice - Non-prime Time 8:00 AM - 3:00 PM (when school is in session)	\$155/hour
On Ice - Non-prime Time (April 1 - August 31)	\$150/hour
Kennel Club Room	Per Contract
Conference Rooms 1 and 2 (public non-contracted group)	
Normal Operating Hours	\$25/hour with minimum of 2 hours
Outside Normal Operating Hours	\$50/hour with minimum of 2 hours
Contracted User Groups	Per Contract
Batting Cage	\$5/person/hour; \$20/hour group of 4-12
<b>ASSESSMENT SEARCHES</b>	
Certified Division w/PID	\$20/parcel
Rush	\$30/parcel
<b>BOAT DOCKS</b>	
Annual Fee - Resident	\$175



CITY OF ALBERT LEA - 2025 FEE SCHEDULE	
Last Updated 5/27/2025 Resolution 25-	
	2025 Fees
Annual Fee - Non-resident	\$225
<b>BOAT DOCKS (CONTINUED)</b>	
Removal	\$175 minimum
Floating Dock Slip	\$1,250
Floating Dock Slip (prorated after Aug 1)	\$625
<b>BUILDING PERMITS</b>	
Roofing and Siding Permit (Residential Only)	\$90
Window Permit (Residential Only)	\$75
Temporary Accessory Structure (6-month)	\$100
Minnesota Surcharge	\$1
Valuation	
\$1 - \$500	\$20
\$501 to \$2,000	\$20 for first \$500 plus \$2.40 for each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$56 for first \$2,000 plus \$10.80 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$304.40 for the first \$25,000 plus \$7.80 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$499.40 for the first \$50,000 plus \$5.40 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$769.40 for the first \$100,000 plus \$4.20 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$2,449.40 for the first \$500,000 plus \$3.60 for each additional \$1,000 or fraction thereof
\$1,000,001 and up	\$4,246.80 for the first \$1,000,000 plus \$2.40 for each additional \$1,000 or fraction thereof
Surcharge	
\$1,000,000 or less	\$.0005 x valuation
\$1,000,001 to \$2,000,000	\$500 plus \$.004 x valuation over \$1,000,000
\$2,000,001 to \$3,000,000	\$900 plus \$.003 x valuation over \$2,000,000
\$3,000,001 to \$4,000,000	\$1,200 plus \$.002 x valuation over \$3,000,000
\$4,000,001 to \$5,000,000	\$1,400 plus \$.001 x valuation over \$4,000,000
\$5,000,001 and up	\$1,500 plus \$.0005 x valuation over \$5,000,000
Other Inspections	
Inspection Outside Normal Business Hours	\$40/hour w/ minimum 2 hours
Each Re-inspection or missed inspection	\$50/inspection
Additional Plan Review Due to Changes	\$40/hour w/ minimum 1/2 hour
Investigation Fee - No Permit Issued	Permit Fee Doubles
Plan Review (Charged on all new residential, commercial and industrial construction. Applies to pre-built structures)	65% of Building Permit Fee
<b>BURN PERMIT</b>	\$30/Fire
<b>BURN PERMIT, APPEAL PROCESS</b>	\$200
<b>CANNABIS</b>	
<del>All Retail - Initial License</del>	<del>\$1,250</del>
<del>All Retail - Licenses Renewal</del>	<del>\$2,500</del>
Event Permit (Per event)	\$375
<u>LICENSE - NEW</u>	<u>LICENSE - RENEWAL</u>
Microbusiness \$0	Microbusiness \$1,000
Mezzobusiness \$500	Mezzobusiness \$1,000
Cannabis Retailer \$500	Cannabis Retailer \$1,000
Medical Cannabis Combination \$500	Medical Cannabis Combination \$1,000
Low Potency Retailer \$125	Low Potency Retailer \$125
<b>CANDIDATE FILING FEE</b>	\$25
<b>CERTIFIED COPIES</b>	\$1/page plus sales tax
<b>CIGARETTES/TOBACCO LICENSE</b>	\$200/year
<b>CITY CENTER &amp; BUILDING RENTALS</b>	
Room 109	\$20/hour
City Council Chambers	\$25/hour
All other City Properties not referenced in the fee schedule	Negotiable
City Center & Building Rentals to Governmental Agencies	Negotiable
<b>CODE OF ORDINANCES</b>	
Per Page	\$.50 plus sales tax
Full Copy with Binder	\$500 plus sales tax
<b>CONDITIONAL USE PERMIT APPLICATION FEE</b>	\$600
<b>DEALERS IN SECONDHAND GOLD, SILVER, JEWELRY</b>	\$500
<b>DONATIONS</b>	

CITY OF ALBERT LEA - 2025 FEE SCHEDULE	
Last Updated 5/27/2025 Resolution 25-	
	2025 Fees
Bench - Polysteel with plaque	\$2,400
Bench - Midwest Playscapes Steel Bench with plaque	\$3,000
Tree with Installation	\$300
Picnic Table	\$700
<b>ELECTRIC VEHICLE CHARGE</b>	\$2/hour
<b>ENGINEERING FEES</b>	
429 Assessable Projects Engineered and Construction Oversight by Engineering	
Engineering, Construction Oversight and Administration	8%
<b>ENGINEERING FEES (CONTINUED)</b>	
Misc Items ( <i>i.e. soil borings, advertising, outside engineering</i> )	Actual Cost up to 8%
Construction Projects - Designed by Outside Consultant and Construction Oversight by Outside Consultant	
Engineering, Oversight and Administration	Actual Cost
Construction Projects - Designed by Outside Consultant and Construction Oversight by City	
Engineering	Actual Cost
Construction Oversight and Administration	5%
Subdivisions - Design and Construction by Others	3% plus Development Agreement
<b>ENVIRONMENTAL STUDY BY INSPECTION</b>	\$40
<b>EXHIBITIONS, SHOWS (i.e. carnivals, circus)</b>	\$550
<b>FALSE ALARMS (to include Fire)</b>	
1st Offense and 2nd Offense	No Penalty
3rd Offense	\$50
4th Offense	\$100
5 or more Offenses	\$150
Alarm Company Non-compliance Penalty	\$100/violation
<b>FIRE CODE TANK INSTALLATION OR REMOVAL</b>	\$100/tank
<b>FIRE INSPECTION, COMMERCIAL</b>	
Initial Inspection and Follow Up Inspection	\$0
2nd Follow Up Inspection	\$100
Each Inspection After 2nd	Fee Doubles from Previous
Sprinkler Pressure Test	\$50.00
Fire Alarm Inspection	
1 - 10 Devices	\$50
11 - 20 Devices	\$75
21 - 40 Devices	\$100
41 - 100 Devices	\$150
> 100 Devices	\$200
<b>FIRE INSPECTION, SINGLE UNIT AND DUPLEX</b>	
Initial Inspection and Re-Inspection	\$0
2nd Re-inspection	\$20
3rd Re-inspection	\$40
4th Re-inspection	\$80
Any Additional Re-inspection	\$160
<b>FIRE INSPECTION , THREE OR MORE UNITS</b>	
Initial Inspection and Re-Inspection	\$0
2nd Re-inspection	\$40/hour with 1/2 hour minimum
3rd Re-inspection	\$80/hour with 1/2 hour minimum
4th Re-inspection	\$160/hour with 1/2 hour minimum
Any Additional Re-inspection	\$320/hour with 1/2 hour minimum
<b>FIRE SAFETY INSPECTION, DEPARTMENT OF HUMAN SERVICES DAYCARE/FOSTER CARE</b>	
Initial Inspection	\$50
Follow-up Inspection	\$50/inspection
<b>FIRE PROTECTION</b>	
Personnel	\$100/hour per person (2 hour minimum)
Equipment	Per FEMA schedule of equipment rates
<b>FIRE STATION ROOM RENTAL</b>	
Training Room	\$37.50/hour
Conference Room	\$20/hour
<b>FIREWORKS</b>	
Sales within Stores	\$100/year
Sales within Tents	\$250/year
Pyrotechnic Display	Private \$500/Public Negotiable
<b>FLOODPLAIN MAP CHECK FEE</b>	\$25
<b>GARDENS</b>	
Resident - Brookside, Margaretha or Sparks Avenue	\$20
Non-Resident - Brookside, Margaretha or Sparks Avenue	\$25
<b>HOTEL/MOTEL INSPECTION (1 inspection conducted in 3 year period - includes one follow up inspection)</b>	

**CITY OF ALBERT LEA - 2025 FEE SCHEDULE**

**Last Updated 5/27/2025 Resolution 25-**

	<b>2025 Fees</b>
1-34 Units	No Inspection Fee
35 Units or More \$435 base fee plus per unit charge as follows:	
Units 1-18 - \$5/unit	
Units 19-35 - \$6/unit	
Units 36-100 - \$7/unit	
Units 101 or more - \$8/unit	
Each Re-inspection After One	\$225
<b>INTERIM USE PERMIT</b>	\$600
<b>INVESTIGATION FEE</b>	
Individual Ownership	\$100 plus \$25 for each individual employee
Partnership Ownership	\$125 plus \$25 for each individual employee
Corporate Ownership	\$175 plus \$25 for each individual employee
<b>LIBRARY</b>	
Non-resident Fees (outside Minnesota Reciprocal Plan)	\$40/year/family
Photocopies and Printouts	\$.10/page Black and White - \$.25/page Color
Third Replacement Card w/in 12 months	\$3
<b>LIQUOR LICENSE, Intoxicating</b>	
Club, On-Sale	\$200/year
Wine On-Sale	\$400/year
Consumption & Display	\$200/year & State License Fee
Off-Sale	\$450/year
On-Sale	\$2,000/year
Investigation Fee for New Applications	
— Individual Ownership	\$100
— Partnership Ownership	\$125
— Corporation Ownership	\$175
Sunday On-Sale	\$200/year
Temporary Off-Premises On-Sale	\$50/day
2:00 AM Closing	\$500/year and State License Fee
<b>LIQUOR LICENSE, 3.2 Percent</b>	
Club On-Sale	\$150/year
Off-Sale	\$200/year
On-Sale	\$200/year
Seasonal 6 months - only issued with consumption and display permit	\$100
<b>MAIN CORRIDOR URBAN RENEWAL GRANT APPLICATION FEE</b>	\$75
<b>MAPS</b>	
City - Small (includes sales tax)	\$5
Computer Generated Bond - 24" x 36" (includes sales tax)	\$21.40
<b>MASSAGE THERAPIST LICENSE</b>	\$100/year
<b>MECHANICAL PERMITS</b>	
Permit	\$35
Minnesota Surcharge	\$1
Forced Air Furnace	
Through 100,000 BTU	\$9
Over 100,000 BTU	\$11
Vented Infrared Gas Heating System	\$9
Hot Water or Steam Boiler	
Through 100,000 BTU or through 3 HP	\$9
Through 500,000 BTU or 15 HP	\$11.50
Through 1,000,000 BTU or 30 HP	\$22.50
Through 1,750,000 BTU or 50 HP	\$33.50
Over 1,750,000 BTU or 50 HP	\$56
Air Conditioner	
1 HP to 3 Tons	\$9
15 HP to 15 Tons	\$16.50
15 Tons to 30 Tons	\$22.50
Over 30 Tons	\$33.50
Unit Heater, Recessed Wall or Floor Mounted	\$9
Bath Exhaust Fan or Range Hood	\$9
Commercial Exhaust Fans	\$9
Air Handling Units	\$9
Gas Piping	\$6.50
Other Inspections	
Inspections Outside Normal Business Hours	\$40
Each Re-inspection or missed inspection	\$50/inspection
Additional Plan Review Due to Changes	\$40

CITY OF ALBERT LEA - 2025 FEE SCHEDULE	
Last Updated 5/27/2025 Resolution 25-	
	<b>2025 Fees</b>
Investigation Fee - No Permit Issued	Permit Fee Doubles
<b>MOBILE CARTS AND MOBILE VEHICLES</b>	
Annual Permit	\$75.00
804 E Main Street - Reservation Required (includes electrical)	\$10.00/Day
Electrical Connection - all accessible locations	\$10.00/Day
<b>MANUFACTURED HOME INSTALLATION</b>	
Permit - Summer or Normal	\$150
Permit - Winter or Incomplete	\$175
State Surcharge	\$1
Inspections Outside Normal Business Hours	\$40
Each Re-inspection or missed inspection	\$50/inspection
Investigation Fee - No Permit Issued	Permit Fee Doubles
<b>NATURAL GAS LINE BREAKS, Standby</b>	\$150/hour
<b>NSF CHECK</b>	\$30
<b>NUISANCE VIOLATIONS (INCLUDING PARKS)</b>	
Weed/Grass Mowing - Contracted Service	Actual Costs per Annual Contract
Weed/Grass Mowing - City Staff/Equipment	\$100/hour - 1 hour minimum
Refuse	Actual Costs
Snow Removal	\$100/hour
Snow Removal w/ front end loader	\$120/hour
Tree Trimming	Varies - See PW Rate
Junk Vehicles	Actual Costs of Towing & Disposal
Administrative Fee for Enforcement - per calendar year	
First Enforcement	\$125
Additional Enforcements	\$250/enforcement
Nuisance Violation Appeal	\$200
<b>PARK FACILITY</b>	
J.M. Snyder Softball Fields and Play Park Fields (contracted groups)	
Fields, Prepped for Game	\$25/field/game
Tournament - Includes 8hours/day City Staff	\$250/day
Additional Staff Time	\$30/hour
Hayek Regulation Baseball Field	
Field, Prepped for Game	\$50/game
Additional Staff Time	\$15/hour
Park Facility Rentals to Governmental Agencies	Negotiable
<b>PARK FACILITY RESERVATION RENTALS</b>	
Bandshell/Gazebo (4 hour block rental only)	\$60 - Non-resident \$65
Pavilion (North and South)	\$25/hour - Non-resident \$30/hour
Bancroft Bay Park Shelter	NA
Cottage	\$30/hour - Non-resident \$35/hour
Cottage - Key Deposit	\$100
Cottage - Cleaning Deposit	\$200
Edgewater Bay Pavilion	\$60.00/hour - Non-resident \$65.00/hour
Edgewater Bay Pavilion - All Day (8:00 AM - 12:00 AM)	\$850/day
Edgewater Bay Pavilion - Key Deposit	\$100
Edgewater Bay Pavilion - Cleaning Deposit	\$200
Pioneer Park Pavilion w/ kitchenette	\$20/hour - Non Resident \$25/hour
Pioneer Park Pavilion w/out kitchenette	\$15/hour - Non-resident \$20/hour
Pioneer Park - Key Deposit	\$100
Pioneer Park - Cleaning Deposit	\$200
Park Reservation Rentals - Non-profits Monday - Thursday	50% Discount
Play Park Buildings (approved organizations)	\$30 for up to 4 hours
Non CVB/Main Street Event Electrical Connection	\$10.00/Day
All Other Properties	Negotiable
<b>PARKING AND PARKING VIOLATIONS - These fines do not include State Charges - See Code of Ordinance for Specifics</b>	
Parking Violations	\$13
Physically Handicapped Parking Violations	\$200
<b>PARKLAND DEDICATION FEE - Fair Market Value of 1 acre of land</b>	\$6,500/acre
<b>PAWNSHOP/PAWN BROKER LICENSE</b>	\$500/year
<b>PHOTOCOPY</b>	\$.25/page plus sales tax
<b>PLANNED DEVELOPMENT REVIEW/ APPLICATION FEE</b>	\$600
<b>INTERSTATE DEVELOPMENT DISTRICT REVIEW-REVIEW/APPLICATION FEE</b>	\$600
<b>PLANNING AND ZONING CERTIFICATIONS</b>	No Charge
<b>PLATS</b>	
Preliminary and Final	\$1,000

CITY OF ALBERT LEA - 2025 FEE SCHEDULE	
Last Updated 5/27/2025 Resolution 25-	
	2025 Fees
Administrative Plat/Survey Minor	\$150
<b>PLUMBING</b>	
Surcharge	\$1
Investigation Fee - No Permit Issued	Fees Doubled
Piping Permit	\$35
Each Fixture	\$3
Each Re-inspection or missed inspection	\$5
Inspections Outside Normal Business Hours	\$30
Each Re-inspection or missed inspection	\$50/inspection
Inspection for Which No Fee is Specified	\$30
Additional Plan Review Due to Changes	\$30
<b>POLICE PROTECTION</b>	
Standard	\$125/hour (2 hour minimum)
<b>POLICE PROTECTION (CONTINUED)</b>	
Holidays	\$155/hour (2 hour minimum)
Non-Jurisdictional Support	\$175/hour (2 hour minimum)
<b>PRE-TREATMENT PERMIT (5 year term)</b>	\$1,000
<b>PROTECTION PLAN FOR HOME SERVICE LINES</b>	\$5.50 per month w/opt out option
<b>PUBLIC WORKS RATES</b>	
Labor/Locator	\$65/hour
Pickup 3/4 ton and smaller	\$25/hour
Street Sweeper (includes labor)	\$187.50/hr - 2 hour minimum
Sewer Inspection Camera Trailer/ Pickup Commercial Use (includes labor)	\$380/2 hour minimum
1 ton and larger (including F550), Out-Front Bower Blower, Chipper	\$75/hour
Vac Truck (includes labor)	\$300/hr - 2 hour minimum
Steel Drum/Rubber Tire Roller/Mini Excavator	\$65/hour
Compact Tractor/Skid Steer	\$85/hour
Single Axle Dump Truck	\$85/hour
Tandem Axle, Aerial Bucket, Flusher, Dozer, Backhoe, Flail Mower	\$120/hour
Sewer Inspection Camera Trailer	\$75/hour
Wheel Loader - 2 yd and smaller	\$85/hour
Street Sign Replacement	\$120/hour
Portable Generator - 75KW or larger	\$80/hour
Wheel Loader - larger than 2 yd, Street Sweeper	\$120/hour
Motor grader	\$120/hour
Street Sign Post Replacement	\$30/post
3" Pump	\$150/day
4" Pump	\$250/day
6" Pump	\$300/day
<b>RECREATION PROGRAMS</b>	
Learn to Skate	\$50
Mites Hockey	\$70 plus equipment fee
Reduced fees for youth	Per Published Criteria
<b>REFUSE HAULERS</b>	
Residential	\$150/year
Commercial	\$300/year
Industrial	\$325/year
<b>RENTAL HOUSING/MINIMUM HOUSING</b>	
License - 3 year license includes MHFA Financed Complexes	
Air Bed and Breakfast	\$60
Single Unit	\$60
Duplex	\$120
3-24 Units	\$150 for first 3 units, plus \$30 for each additional unit
25 Plus Unit	\$785 for first 25 units, plus \$5 for each additional unit
License Transfer	\$20
Re-inspection fees	
Single Unit and Duplex	
First re-inspection	\$0
Second re-inspection	\$50
Third re-inspection	\$100
Fourth re-inspection	\$150
Any additional re-inspection	\$200
Three or More Units (includes Air Bed & Breakfast)	
First re-inspection	\$0
Second re-inspection	\$100
Third re-inspection	\$200

## CITY OF ALBERT LEA - 2025 FEE SCHEDULE

Last Updated 5/27/2025 Resolution 25-

	2025 Fees
Fourth re-inspection	\$300
Any additional re-inspection	\$400
Administrative Penalty	
Single Unit and Duplex	\$200
Three or more units	License Fee Doubles
<b>RE-ZONE APPLICATION FEE</b>	\$600
<b>SAMPLING FEE</b>	
General	\$160/event
Industrial Metals	\$375/event
<b>SEPTIC TANK HAULERS</b>	
Under 1,000 gal	\$60
1,001 - 2,000 gal	\$120
Over 2,000 gal	\$.06/gal
<b>SEXUALLY ORIENTED BUSINESS LICENSE</b>	\$1,000 year
<b>SHORELAND ALTERATION AFTER THE FACT PERMIT</b>	\$1,200
<b>SIGN FEE, PORTABLE</b>	\$60
<b>SIGN HANGER LICENSE</b>	\$100/year
<b>SIGN PERMIT FEES</b>	
Permit - \$1.00 per square feet	\$20 Minimum/\$200 Maximum
Investigation Fee - No Permit Issued	Permit Fee Doubles
<b>SOLID WASTE DISPOSAL</b>	
Appliances	\$22 Resident \$24 Non-Resident
Mixed Municipal Solid Waste (per cubic yard)	\$25 Resident \$32 Non-Resident
Per tire, Car	\$6 Resident \$12 Non-Resident
Per tire, Car Tire with Rim	\$11 Resident \$22 Non-Resident
Per tire, Truck	\$18 Resident \$36 Non-Resident
Per tire, Tractor, Small under 30" Diameter	\$50 Resident \$100 Non-Resident
Per tire, Tractor, Medium 30"- 46" Diameter	\$60 Resident \$120 Non-Resident
Per tire, Tractor, Large over 46" or wide	\$70 Resident \$140 Non-Resident
Per tire, Truck or Farm with Rim add to above rates	\$10 Resident \$20 Non-Resident
Uncovered loads	\$50 Resident \$100 Non-Resident
Brush per pickup	\$5 Resident \$10 Non-Resident
Yard Waste - Residential Annual Permit	\$13 Resident \$18.50 Non-Resident
Yard Waste - Commercial Annual Permit	\$137 Resident \$200 Non-Resident
Demolition Waste	
Under 300 cubic yards	\$14.25 Resident \$18.90 Non-Resident
300 cubic yards and greater	\$9.45 Resident \$14.70 Non-Resident
Non-Profit/Public Users	\$5 Resident \$6 Non-Resident
Electronic Recycling	
Keyboards/Home and Office Telephones	\$6 Resident \$8 Non-Resident
Laptops/Computer Peripherals/Fax/VCRs/Printers/Stereos	\$10 Resident \$15 Non-Resident
CPU's/Computer monitors	\$12.50 Resident \$18 Non-Resident
Printers, Large	\$20 Resident \$30 Non-Resident
Televisions, up to 30"	\$25 Resident \$35 Non-Resident
Televisions, 30" and larger/Console Stereo/Photocopiers	\$40 Resident \$50 Non-Resident
<b>SPECIAL ASSESSMENTS, Interest Rate</b>	2% over current year bond true interest %
<b>SPECIAL EVENTS PERMIT</b>	
Administrative Fee (Community Events)	Negotiated
Administrative Fee (30 days prior to event)	\$25
Administrative Fee (Less than 30 days prior to event)	\$50
<b>SPRINKLER</b>	
Permit	1% of installation cost, \$25 minimum
Inspection Outside of Normal Hours	\$40
Each Re-inspection (1/2 hour minimum)	\$40
Additional Plan Review (1/2 hour minimum)	\$40
Investigation Fee - No Permit Issued	Permit Fee Doubles
<b>STREET OPENINGS</b>	
Bituminous 3' x 6' (\$11.65/sf)	\$209.70
Concrete 3' x 6' (\$13.10/sf)	\$235.80
Curb & Gutter, Remove and Replace	\$26/lin ft
Sidewalk	\$31.50/lin ft
Gravel Street 3' x 6' (\$5.84/sf)	\$105.12
<b>TAX ABATEMENT APPLICATION</b>	\$175
<b>TAX INCREMENT</b>	Negotiated
<b>TAXI LICENSE</b>	\$100/year
<b>TEMPORARY RIGHT OF WAY PERMIT</b>	\$10/event

**CITY OF ALBERT LEA - 2025 FEE SCHEDULE**

**Last Updated 5/27/2025 Resolution 25-**

	<u><b>2025 Fees</b></u>
<b>THEATER LICENSE, MOVIE</b>	\$100/year
<b>TOWERS, CELLULAR</b>	
Small Cell Tower Application/Permit	\$1,500.00
Small Cell Tower Annual Rent	\$175/year/site
Small Cell Tower Annual Rent (if after July - first year)	\$100/first year/site
<b>TREE TRIMMER LICENSE</b>	\$100/year
<b>VACATIONS (Streets, Alleys, etc.)</b>	\$600.00
<b>VARIANCE FROM ZONING ORDINANCE</b>	\$600.00
<b>WRECKING AND MOVING PERMITS</b>	
120 - 4,000 cubic feet	\$100
4,001 + cubic feet	\$100 plus \$3 each 1,000 cu ft
Demolition and Moving Deposit - Required if dwelling has a basement; water turned off and disconnected and sewer plugged and cemented).	\$1,100
<b>WRECKING AND MOVING PERMITS (CONTINUED)</b>	
Asbestos Sample	\$35
State Surcharge	\$1
Investigation Fee - No Permit Issued	Permit Fee Doubles
<b>SEWER AND WATER UTILITIES</b>	
<b>INFLOW AND INFILTRATION, Non-conforming</b>	\$50/month
<b>SANITARY SEWER, BILLING RATES</b>	
Base Service Charge (based on meter size)	(Approximately 7% increase)
5/8"	\$21.40
3/4" (1.5 times flow rate of 5/8" meter)	\$32.10
1" (2.5 times flow rate of 5/8" meter)	\$53.50
1 1/2" (5 times flow rate of 5/8" meter)	\$107.00
2" (8 times flow rate of 5/8" meter)	\$171.20
3" (16 times flow rate of 5/8" meter)	\$342.40
4" (25 times flow rate of 5/8" meter)	\$535.00
6" (50 times flow rate of 5/8" meter)	\$1,070.00
Consumption	0.02743/cubic foot
Industrial Limits/100 lbs based on sewage concentration	
BOD's > 300 mg/l	\$35.95
Suspended Solids > 320 mg/l	\$33.71
TKN > 40 mg/l	\$86.14
Late Fee	5%
<b>SANITARY SEWER AND WATER CONNECTION INSPECTION FEE</b>	
Sewer or Water Connection Inspection Fee	\$50
Investigation Fee - No Permit Issued	Fee Doubles
<b>SANITARY SEWER AND WATER DEVELOPMENT</b>	
Residential	
Sewer Access Charge - Standard	\$1,000/access
Water Access Charge - Standard	\$800/access
Commercial/Industrial	
Sewer Access Charge	\$2,000/acre
Water Access Charge	\$1,600/acre
<b>WATER, BILLING RATES</b>	Base Rate x Flow Rate
Base Service Charge (based on meter size)	(Approximately 5% increase)
5/8"	\$21.00
3/4" (1.5 times flow rate of 5/8" meter)	\$31.50
1" (2.5 times flow rate of 5/8" meter)	\$52.50
1 1/2" (5 times flow rate of 5/8" meter)	\$105.00
2" (8 times flow rate of 5/8" meter)	\$168.00
3" (16 times flow rate of 5/8" meter)	\$336.00
4" (25 times flow rate of 5/8" meter)	\$525.00
6" (50 times flow rate of 5/8" meter)	\$1,050.00
Residential Consumption	
Usage From 0 - 800	.02273/Cubic Foot
Usage From 801 - 2,500	.02842/Cubic Foot
Usage over > 2,500	.03644/Cubic Foot
Commercial/Industrial Consumption	
0 - 100,000	.02273/Cubic Foot
> 100,000	.01467/Cubic Foot
Late Fee	5%
Senior Citizen/Disability Discount	Removes the base service charges
<b>WATER FOR CONSTRUCTION</b>	

CITY OF ALBERT LEA - 2025 FEE SCHEDULE		
Last Updated 5/27/2025 Resolution 25-		
		<b><u>2025 Fees</u></b>
	Up to 10,000 gallons	\$82.69/year
	Up to 20,000 gallons	\$165.38/year
	> 20,000 gallons	\$34.09/1,000 Cubic Feet
	Deposit	\$150.00
<b>WATER METERS</b>		
	5/8"	\$315
	3/4"	\$400
	1"	\$495
	1 1/2"	\$985
	2"	\$1,180
	3"	\$3,320
	4"	\$3,960
	6"	\$6,590
<b>WATER READINGS FOR AUXILIARY METERS</b>		\$25/meter
<b>WATER METER READINGS BY TOUCH PAD READER</b>		\$15/month
<b>WATER SAMPLES</b>		
	Collection Time	\$50/hour plus mileage
	pH	\$10
	Conductivity	\$14
	Salinity	\$15
	Alkalinity, Chloride or Nitrate	\$16
	Fluoride, Hardness or Iron	\$17
	Coliform, Fecal or Phosphate, Total	\$18
	Chlorine	\$20
	Coliform, Total	\$21
	Ammonia	\$22
	Oxygen, Disolved	\$27
	Oxygen Demand, Biological or Chemical	\$30
	Chlorophyll	\$40
<b>WATER METER REMOVAL OR REINSTALL</b>		
	5/8 meter or 3/4 meter	\$100/removal   \$100/reinstall
	1 inch to 4 inch meter	\$200/removal   \$200/reinstall
	6 inch meter	\$300/removal   \$300/reinstall
<b>WATER, SHUT OFF/TURN ON</b>		
	Shut Off at Curb for less than 24 Hours - All Meters	No Charge
	Turn On or Turn Off at Curb	\$50/turn-on   \$50/turn-off
	Turn on Delinquent Account	\$100
	Turn On After Hours Call out, Non-emergency	\$175
<b>WATERMAIN, TAPPING</b>		
	1"	\$400
	1 1/2"	\$500
	2"	\$600



RESOLUTION 25-

Introduced by Councilor

A RESOLUTION AUTHORIZING A 2026 CAPITAL BUDGET REQUEST TO THE STATE OF  
MINNESOTA FOR ALBERT LEA WASTEWATER TREATMENT FACILITY IMPROVEMENT  
PROJECT

WHEREAS, under the provisions contained in Minnesota Statutes 16A.86, Subd. 3a (6) sets out the process by which local governments and political subdivisions may request state appropriations for capital improvement projects. The Governor and Legislature will consider these bonding requests in the 2026 session; and,

WHEREAS, Local governments should submit their capital budget requests to Minnesota Management and Budget (MMB) by June 13, 2025; and

WHEREAS, the City of Albert Lea proposes an Albert Lea Wastewater Treatment Facility Improvement Project and has identified a substantial need for State financial assistance in addition to funding from the City which meets or exceeds the state funding; and

WHEREAS, the City of Albert Lea is committed to protecting and improving the natural resources in the State of Minnesota while concurrently encouraging a strong economy, therefore the City of Albert Lea has the legal authority to apply for Capital Budget assistance, and has the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life; and

WHEREAS, the original facility was constructed in 1983 and numerous facility components need rehabilitation or replacement to support community industry, meet new limits, protect the environment and provide sustainable wastewater treatment for area residents and businesses; and

WHEREAS, without significant funding assistance the associated cost of improvements will have a significant negative economic impact on the stakeholders that rely on the WWTF and the community as a whole and the cost associated with the improvements will have a significant negative economic impact on the residents, industries, and businesses that rely on the WWTF as well as the State of Minnesota and beyond that all benefit from the food that is developed and processed in the community; and

WHEREAS, the cost to meet permit requirements and complete facility upgrades is estimated at approximately \$80 million. The City of Albert Lea is requesting \$40 million in total from Minnesota State Bonding Proceeds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA,  
MINNESOTA

Sec. 1. That the City Council hereby authorizes the submittal of the 2026 Capital Budget Request to the State of Minnesota to secure State bonding funds for Albert Lea Wastewater Treatment Facility Improvement project in the amount of \$40 million in total.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson and Mayor Murray.

And, the following voted against the same: None. Mayor Murray declared the motion passed.

Introduced and passed this 27<sup>th</sup> day of May 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

RESOLUTION 25-

Introduced by Councilor

RESOLUTION AUTHORIZING FUNDS TRANSFER

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

Sec. 1. That the City Council hereby authorizes a transfer of \$300,000 to the Blight/Hazardous Mitigation fund from the following sources as of 12/31/2024:

- \$225,000 from the Economic Development Fund (Fund 230) and
- \$75,000 from the Housing Program Fund (Fund 232);

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And the following voted against the same: None. Mayor Murray declared the resolution passed.

Introduced and passed this 27<sup>th</sup> day of May, 2025

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Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

RESOLUTION 25 -

Introduced by Councilor

RESOLUTION APPROVING CLAIMS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

Sec. 1. That the claims, as presented in the attached exhibit for Check #91533 through #91665 in the amount of \$2,187,432.72 are approved and the City Treasurer is hereby directed to disburse said amounts with payment to be made from the fund indicated.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;

And the following voted against the same: None. Mayor Murray declared the resolution passed.

Introduced and passed this 27<sup>th</sup> day of May, 2025

---

Mayor Rich Murray

Filed and attested this 28<sup>th</sup> day of May, 2025

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Secretary of the Council

## Claims Over \$25,000

### City of Albert Lea Council Meeting 05/27/2025

- **\$25,147.00 – St. Croix Recreation Fun Playground**  
Ginkel Playground Equipment
- **\$32,255.00 – inBYLT LLC (Apex)**  
Recreational Facilities Project
  - Arena, Aquatic Center – Construction Management
- **\$41,549.76 – Freeborn Mower Electric Cooperative**  
Electric Service – WWTP
- **\$41,954.20 – Platinum Plumbing Solutions LLC**  
Pay Estimate 5 – Lead Service Line Replacement Project
- **\$45,763.86 – BCM Construction Inc**  
Pay Estimate 1 – Lead Service Line Replacement Project
- **\$46,915.47 – Trueman Welters**  
Airport Mower Attachment

## Claims Over \$25,000

### City of Albert Lea Council Meeting 05/27/2025

- **\$60,467.66 – Phoenix Fabricators & Erectors LLC**  
Pay Estimate 21 Final – Central Water Tower Construction
- **\$92,435.00 – inBYLT LLC (Apex)**  
Recreational Facilities Project
  - Arena Lobby
- **\$300,174.90 – inBYLT LLC (Apex)**  
Recreational Facilities Project
  - Aquatic Center – Water Heating, Electrical
  - Theater – Lighting, Windows
  - Arena – Structural Reinforcement, Lighting, Drainage
- **\$806,473.05 – inBYLT LLC (Apex)**  
Recreational Facilities Project
  - Arena Refrigeration - Controls, Mechanical – Energy Savings

# Accounts Payable

## Checks for Approval

User: NThoms  
Printed: 5/21/2025 - 3:16 PM



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	05/16/2025	101 General	Other Payroll Deduct Payable	WEX Health Inc		11,904.17
0	05/16/2025	101 General	Accrued PERA Payable	PERA		36,502.02
0	05/16/2025	101 General	Accrued PERA Payable	PERA		48,944.56
0	05/16/2025	101 General	Deferred Compensation Payable	MN State Retirement - Empower		1,151.68
0	05/16/2025	101 General	Deferred Compensation Payable	MN State Retirement - Empower		200.00
0	05/16/2025	101 General	Other Payroll Deduct Payable	Minnesota Department of Human Services		706.48
0	05/16/2025	101 General	State Withholding Payable	Minnesota Department of Revenue		16,927.03
0	05/16/2025	101 General	Accrued Medicare Payable	Internal Revenue Service		5,852.15
0	05/16/2025	101 General	Accrued FICA Payable	Internal Revenue Service		15,191.13
0	05/16/2025	101 General	Accrued Medicare Payable	Internal Revenue Service		5,852.15
0	05/16/2025	101 General	Federal Withholding Payable	Internal Revenue Service		34,871.05
0	05/16/2025	101 General	Accrued FICA Payable	Internal Revenue Service		15,191.13
0	05/16/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		1,016.23
0	05/16/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		4,695.60
0	05/16/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		2,427.00
0	05/16/2025	101 General	Other Payroll Deduct Payable	Sun Life Financial		1,501.56
0	05/16/2025	101 General	Long-term Disability Payable	Sun Life Financial		1,161.89
0	05/16/2025	101 General	Deferred Compensation Payable	Nationwide Retirement Solutions		2,000.38
0	05/16/2025	101 General	Deferred Compensation Payable	Nationwide Retirement Solutions		437.31
0	05/16/2025	101 General	Union Dues Payable	MNPEA		75.00
0	05/16/2025	101 General	Union Dues Payable	Minnesota Public Employees Association		1,032.00
0	05/16/2025	101 General	Union Dues Payable	Minnesota Public Employees Association		600.00
0	05/16/2025	101 General	Dental Insurance Payable	MetLife		1,949.23
0	05/16/2025	101 General	Vision Care Payable	Fidelity Security Life		296.78
0	05/16/2025	101 General	Other Payroll Deduct Payable	AFLAC Group Insurance		858.90
0	05/16/2025	101 General	Other Payroll Deduct Payable	AFLAC Group Insurance		445.68
0	05/16/2025	101 General	Other Payroll Deduct Payable	Sun Life Financial		1,501.56
0	05/16/2025	101 General	Dental Insurance Payable	MetLife		1,949.23
0	05/16/2025	101 General	Life Insurance Payable	Sun Life Financial		247.68
0	05/16/2025	101 General	Union Dues Payable	IAFF Local 1041		1,089.30
0	05/16/2025	101 General	Credit Union Payable	City and County Employees Federal Credit Union		11,846.83
0	05/16/2025	101 General	Other Payroll Deduct Payable	Employee Benefit Fund		77.00
0	05/16/2025	101 General	Other Payroll Deduct Payable	AFLAC Group Insurance		858.90

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	05/16/2025	101 General	Vision Care Payable	Fidelity Security Life		296.78
0	05/16/2025	101 General	Other Payroll Deduct Payable	AFLAC Group Insurance		445.68
0	05/16/2025	101 General	Vision Care Payable	Fidelity Security Life		-0.34
0	05/16/2025	101 General	Other Payroll Deduct Payable	Sun Life Financial		85.75
0	05/16/2025	101 General	Life Insurance Payable	Sun Life Financial		1.72
0	05/16/2025	101 General	Life Insurance Payable	Sun Life Financial		1.72
0	05/16/2025	101 General	Vision Care Payable	Fidelity Security Life		19.62
0	05/16/2025	101 General	Dental Insurance Payable	MetLife		31.00
0	05/27/2025	703 HealthIns/Workers Comp Reserve	Expert & Professional Services	WEX Health Inc		357.50
0	05/27/2025	101 General	Medical Flex Payable	WEX Health Inc		34.61
0	05/27/2025	101 General	Medical Flex Payable	WEX Health Inc		199.00
0	05/27/2025	101 General	Rents & Leases	Loffler		1.06
0	05/27/2025	603 Solid Waste	Refuse Fee	Minnesota Department of Revenue		202.00
0	05/27/2025	603 Solid Waste	Sales Tax Payable	Minnesota Department of Revenue		1,022.00
0	05/27/2025	101 General	Sales Tax Payable	Minnesota Department of Revenue		5,447.00
0	05/27/2025	602 Sewer	Motor Fuels	Minnesota Department of Revenue		123.73
0	05/27/2025	101 General	Motor Fuels	Minnesota Department of Revenue		9.13
0	05/27/2025	101 General	Motor Fuels	Minnesota Department of Revenue		783.93
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		347.50
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		49.00
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		1,528.25
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		73.00
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		372.50
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		372.50
0	05/27/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		449.25
0	05/27/2025	101 General	Legal Fees - Contracted	Lakes National Law LLP		2,500.00
0	05/27/2025	101 General	Legal Fees - Contracted	Lakes National Law LLP		7,500.00
0	05/27/2025	225 Airport	Expert & Professional Services	Ulland Brothers, Inc.		1,675.00
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		89,585.00
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		2,850.00
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		806,473.05
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		29,200.70
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		229,282.50
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		41,691.70
0	05/27/2025	601 Water	Street Maintenance Materials	Ulland Brothers, Inc.		1,192.46
0	05/27/2025	602 Sewer	Building Repair Supplies	Ulland Brothers, Inc.		60.86
0	05/27/2025	412 Recreation Facilities Project	Building & Improvements	inBYLT, LLC		32,255.00
0	05/27/2025	101 General	Safety Equipment	Clark Hagen		185.99
0	05/27/2025	602 Sewer	Safety Equipment	Travis Rauenhorst		279.98
0	05/27/2025	101 General	Travel Expense	Megan Wilson		50.14
0	05/27/2025	101 General	Travel Expense	Megan Wilson		287.77
0	05/27/2025	101 General	Humane Society Mgmt/Costs	Humane Society of Freeborn County		1,000.00
0	05/27/2025	101 General	Travel Expense	Emma Barclay		466.90



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	05/27/2025	101 General	Travel Expense	Trisha Whelan		31.78
0	05/27/2025	101 General	Supplies	Fastenal Company		304.20
0	05/27/2025	602 Sewer	Supplies	Fastenal Company		25.64
0	05/27/2025	101 General	Minor Equipment & Tools	Fastenal Company		7.90
0	05/27/2025	602 Sewer	Supplies	Fastenal Company		43.33
0	05/27/2025	602 Sewer	Supplies	Fastenal Company		14.21
0	05/27/2025	601 Water	Expert & Professional Services	BCM Construction, Inc		45,763.86
0	05/27/2025	601 Water	Expert & Professional Services	Platinum Plumbing Solutions LLC		41,954.20
0	05/27/2025	101 General	Training & Education	Emma Barclay		775.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	1,164.00	0.00
91533	05/14/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer	8,752.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	588.00	0.00
91533	05/14/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer	874.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	478.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	434.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	322.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	98.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	234.00	0.00
91533	05/14/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer	216.00	0.00
91533	05/14/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer	254.00	0.00
91533	05/14/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer	3,756.00	0.00
91533	05/14/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer	90.00	0.00
91534	05/14/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		153.07
91535	05/14/2025	101 General	Training & Education	League of Minnesota Cities		275.00
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		41.39
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.01
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		41.39
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.01
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.01
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.01
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.01
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.01
91536	05/14/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC		40.03
91537	05/16/2025	101 General	Other Payroll Deduct Payable	LegalShield		314.52
91537	05/16/2025	101 General	Other Payroll Deduct Payable	LegalShield		314.52
91538	05/16/2025	101 General	Life Insurance Payable	NCPERS Minnesota Group Life Ins		280.00
91538	05/16/2025	101 General	Life Insurance Payable	NCPERS Minnesota Group Life Ins		280.00
91539	05/27/2025	101 General	Supplies	ADA Enterprises, Inc		3,150.00
91540	05/27/2025	225 Airport	Building Maintenance	Albert Lea Airport, Inc		850.00
91540	05/27/2025	225 Airport	Expert & Professional Services	Albert Lea Airport, Inc		2,200.00
91541	05/27/2025	101 General	Deposits	Albert Lea Apartments LLC		10,000.00
91542	05/27/2025	101 General	Management Services	Albert Lea Community Theater, Inc.		1,000.00
91543	05/27/2025	602 Sewer	Supplies	Albert Lea Electric		23.79
91543	05/27/2025	602 Sewer	Supplies	Albert Lea Electric		223.44

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
91543	05/27/2025	602 Sewer	Vehicle/Equipment Parts	Albert Lea Electric		108.56
91543	05/27/2025	602 Sewer	Vehicle/Equipment Parts	Albert Lea Electric		72.82
91543	05/27/2025	101 General	Vehicle/Equipment Parts	Albert Lea Electric		112.91
91543	05/27/2025	210 Senior Center	Building Maintenance	Albert Lea Electric		384.00
91543	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Albert Lea Electric		982.88
91543	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Albert Lea Electric		1,837.05
91543	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Albert Lea Electric		128.00
91544	05/27/2025	210 Senior Center	Management Services	Albert Lea Family YMCA		4,175.00
91545	05/27/2025	234 Blight/Hazardous Mitigation	Hazard Prop Removal-Assessed	Albert Lea Newspapers, Inc		443.76
91545	05/27/2025	234 Blight/Hazardous Mitigation	Hazard Prop Removal-Assessed	Albert Lea Newspapers, Inc		901.28
91545	05/27/2025	101 General	Legal Notices & Recording	Albert Lea Newspapers, Inc		83.42
91546	05/27/2025	101 General	Supplies	Albert Lea Seed House		31.50
91546	05/27/2025	101 General	Supplies	Albert Lea Seed House		137.25
91546	05/27/2025	101 General	Supplies	Albert Lea Seed House		6.28
91547	05/27/2025	101 General	Supplies	Albert Lea Steel, Inc		37.62
91547	05/27/2025	101 General	Vehicle/Equipment Parts	Albert Lea Steel, Inc		33.56
91547	05/27/2025	101 General	Vehicle/Equipment Parts	Albert Lea Steel, Inc		76.00
91547	05/27/2025	101 General	Vehicle/Equipment Parts	Albert Lea Steel, Inc		133.35
91547	05/27/2025	101 General	Vehicle/Equipment Parts	Albert Lea Steel, Inc		115.40
91547	05/27/2025	101 General	Vehicle/Equipment Parts	Albert Lea Steel, Inc		127.50
91547	05/27/2025	101 General	Supplies	Albert Lea Steel, Inc		9.59
91548	05/27/2025	101 General	Supplies	Amazon Capital Services Inc		115.62
91548	05/27/2025	101 General	Supplies	Amazon Capital Services Inc		119.97
91548	05/27/2025	101 General	Supplies	Amazon Capital Services Inc		94.85
91548	05/27/2025	101 General	Supplies	Amazon Capital Services Inc		73.23
91548	05/27/2025	101 General	Safety Equipment	Amazon Capital Services Inc		-3.40
91548	05/27/2025	101 General	Safety Equipment	Amazon Capital Services Inc		-3.59
91548	05/27/2025	101 General	Safety Equipment	Amazon Capital Services Inc		195.09
91548	05/27/2025	101 General	Supplies	Amazon Capital Services Inc		16.99
91548	05/27/2025	101 General	Safety Equipment	Amazon Capital Services Inc		288.26
91548	05/27/2025	101 General	Supplies	Amazon Capital Services Inc		79.53
91549	05/27/2025	101 General	Supplies	Arrow Printing		189.00
91549	05/27/2025	101 General	Supplies	Arrow Printing		160.00
91549	05/27/2025	101 General	Advertising - Other	Arrow Printing		567.00
91550	05/27/2025	412 Recreation Facilities Project	Building & Improvements	Asbestrol, Inc.		2,890.00
91551	05/27/2025	101 General	Uniforms	Aspen Mills Incorporated		74.66
91552	05/27/2025	101 General	Telephone & Internet	AT&T		57.82
91553	05/27/2025	602 Sewer	Telephone & Internet	AT&T Mobility II LLC		15.33
91554	05/27/2025	101 General	Books	Baker and Taylor, Inc.		418.92
91554	05/27/2025	101 General	Books	Baker and Taylor, Inc.		200.13
91555	05/27/2025	101 General	Legal Services	Barna, Guzy & Steffen, Ltd		136.00
91556	05/27/2025	101 General	Auditing & Accounting Services	BerganKDV Ltd		17,500.00
91557	05/27/2025	602 Sewer	Engineering Services	Bolton & Menk Inc		22,779.30

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91557	05/27/2025	496 2026 Projects	Engineering Services	Bolton & Menk Inc		8,064.00
91557	05/27/2025	496 2026 Projects	Cash and Investments	Bolton & Menk Inc		8,064.00
91557	05/27/2025	496 2026 Projects	Cash and Investments	Bolton & Menk Inc		-8,064.00
91557	05/27/2025	409 Storm Water Capital Projects	Expert & Professional Services	Bolton & Menk Inc		3,405.00
91558	05/27/2025	101 General	Supplies	Bomgaars Supply Inc		29.98
91558	05/27/2025	101 General	Supplies	Bomgaars Supply Inc		39.99
91558	05/27/2025	101 General	Supplies	Bomgaars Supply Inc		56.97
91558	05/27/2025	101 General	Vehicle/Equipment Parts	Bomgaars Supply Inc		249.99
91558	05/27/2025	101 General	Vehicle/Equipment Parts	Bomgaars Supply Inc		27.25
91558	05/27/2025	101 General	Supplies	Bomgaars Supply Inc		8.49
91558	05/27/2025	101 General	Vehicle/Equipment Parts	Bomgaars Supply Inc		12.99
91558	05/27/2025	101 General	Vehicle/Equipment Parts	Bomgaars Supply Inc		13.98
91558	05/27/2025	601 Water	Vehicle/Equipment Parts	Bomgaars Supply Inc		74.99
91558	05/27/2025	101 General	Building Repair Supplies	Bomgaars Supply Inc		59.94
91558	05/27/2025	101 General	Vehicle/Equipment Parts	Bomgaars Supply Inc		1.73
91558	05/27/2025	602 Sewer	Safety Equipment	Bomgaars Supply Inc		139.99
91558	05/27/2025	101 General	Building Repair Supplies	Bomgaars Supply Inc		6.48
91558	05/27/2025	601 Water	Supplies	Bomgaars Supply Inc		12.99
91558	05/27/2025	602 Sewer	Safety Equipment	Bomgaars Supply Inc		24.99
91558	05/27/2025	601 Water	Supplies	Bomgaars Supply Inc		9.98
91558	05/27/2025	601 Water	Supplies	Bomgaars Supply Inc		45.96
91558	05/27/2025	601 Water	Supplies	Bomgaars Supply Inc		36.98
91558	05/27/2025	101 General	Supplies	Bomgaars Supply Inc		23.94
91558	05/27/2025	601 Water	Building Maintenance	Bomgaars Supply Inc		99.87
91559	05/27/2025	101 General	Supplies	Bound Tree Medical LLC		149.58
91560	05/27/2025	441 5-33 Blzg Star Soil District	Expert & Professional Services	Braun Intertec Corporation		10,154.98
91561	05/27/2025	101 General	Expert & Professional Services	Al D. Brooks		142.00
91562	05/27/2025	101 General	Supplies	Bryan Rock Products, Inc		1,344.46
91563	05/27/2025	101 General	Rents & Leases	John R. Butler		315.00
91563	05/27/2025	101 General	Rents & Leases	John R. Butler		637.50
91563	05/27/2025	101 General	Rents & Leases	John R. Butler		510.00
91564	05/27/2025	101 General	Building Maintenance	Cedar Valley Services, Inc		2,117.58
91564	05/27/2025	101 General	Building Maintenance	Cedar Valley Services, Inc		1,596.86
91565	05/27/2025	101 General	Books	Center Point, Inc		143.22
91566	05/27/2025	101 General	Telephone & Internet	Charter Communications Holdings LLC		189.99
91567	05/27/2025	412 Recreation Facilities Project	Building & Improvements	Chosen Valley Testing Inc		480.00
91567	05/27/2025	409 Storm Water Capital Projects	Expert & Professional Services	Chosen Valley Testing Inc		3,000.00
91568	05/27/2025	101 General	Minor Equipment & Tools	Christianson Plumbing & Heating LLP		1,890.54
91569	05/27/2025	101 General	Advertising - Other	Church Offset Printing, Inc		7,175.00
91569	05/27/2025	101 General	Postage	Church Offset Printing, Inc		3,070.04
91569	05/27/2025	101 General	Supplies	Church Offset Printing, Inc		255.00
91569	05/27/2025	101 General	Advertising - Other	Church Offset Printing, Inc		262.00
91569	05/27/2025	101 General	Supplies	Church Offset Printing, Inc		23.34

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91569	05/27/2025	101 General	Supplies	Church Offset Printing, Inc		70.00
91569	05/27/2025	101 General	Supplies	Church Offset Printing, Inc		46.66
91570	05/27/2025	602 Sewer	Laundry Services	Cintas Corporation		101.87
91570	05/27/2025	602 Sewer	Laundry Services	Cintas Corporation		113.43
91570	05/27/2025	101 General	Laundry Services	Cintas Corporation		28.18
91570	05/27/2025	101 General	Laundry Services	Cintas Corporation		23.19
91570	05/27/2025	101 General	Laundry Services	Cintas Corporation		28.18
91570	05/27/2025	101 General	Laundry Services	Cintas Corporation		23.19
91571	05/27/2025	101 General	Safety Equipment	Cintas First Aid and Safety		59.57
91571	05/27/2025	101 General	Safety Equipment	Cintas First Aid and Safety		36.74
91572	05/27/2025	101 General	Dues & Subscriptions	City-County Communications & Mktg Assn		400.00
91573	05/27/2025	101 General	Rents & Leases	Coordinated Business Systems LTD		-0.19
91573	05/27/2025	101 General	Rents & Leases	Coordinated Business Systems LTD		82.38
91574	05/27/2025	602 Sewer	Veh/Equipment Supplies/Parts	Core & Main LP		2,877.90
91574	05/27/2025	601 Water	Supplies	Core & Main LP		3,481.54
91575	05/27/2025	601 Water	Street Maintenance Materials	Croell, Inc.		986.75
91575	05/27/2025	601 Water	Street Maintenance Materials	Croell, Inc.		986.75
91576	05/27/2025	101 General	Expert & Professional Services	Custom Communications, Inc.		195.00
91577	05/27/2025	601 Water	Supplies	Dakota Supply Group		3,903.40
91578	05/27/2025	101 General	Vehicle/Equipment Parts	Dave Syverson Truck Center		160.91
91579	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Dave Syverson, Inc.		434.30
91579	05/27/2025	101 General	Vehicle/Equipment Parts	Dave Syverson, Inc.		103.48
91580	05/27/2025	602 Sewer	Veh/Equipment Supplies/Parts	DeZURIK, Inc.		7,203.61
91581	05/27/2025	602 Sewer	Rents & Leases	Diessen Water Inc		26.05
91581	05/27/2025	602 Sewer	Rents & Leases	Diessen Water Inc		161.82
91582	05/27/2025	101 General	Vehicle/Equipment Parts	Electric Motor/Bearing Service, Inc		109.40
91582	05/27/2025	602 Sewer	Veh/Equipment Supplies/Parts	Electric Motor/Bearing Service, Inc		538.22
91583	05/27/2025	101 General	Supplies	ESS Brothers and Sons Inc.		4,005.00
91584	05/27/2025	602 Sewer	Postage	FedEx		37.02
91585	05/27/2025	601 Water	Supplies	Ferguson Enterprises, Inc.		1,420.20
91585	05/27/2025	601 Water	Vehicle/Equipment Parts	Ferguson Enterprises, Inc.		309.00
91585	05/27/2025	601 Water	Supplies	Ferguson Enterprises, Inc.		616.09
91586	05/27/2025	101 General	Vehicle/Equipment Parts	Fire Safety USA Inc		328.42
91586	05/27/2025	101 General	Vehicle/Equipment Parts	Fire Safety USA Inc		339.42
91586	05/27/2025	101 General	Vehicle/Equipment Parts	Fire Safety USA Inc		326.31
91587	05/27/2025	101 General	Supplies	Keith Flatness		90.00
91587	05/27/2025	406 Building Imp/Maintenance	Building & Improvements	Keith Flatness		1,408.73
91588	05/27/2025	101 General	Vehicle/Equipment Parts	Fleetpride Inc		4,799.76
91588	05/27/2025	101 General	Vehicle/Equipment Parts	Fleetpride Inc		-1,167.96
91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		1,164.00
91589	05/27/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer		8,752.00
91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		588.00
91589	05/27/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer		874.00

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91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		478.00
91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		434.00
91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		322.00
91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		234.00
91589	05/27/2025	234 Blight/Hazardous Mitigation	Taxes & Licenses	Freeborn County Auditor-Treasurer		216.00
91589	05/27/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer		254.00
91589	05/27/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer		3,756.00
91589	05/27/2025	101 General	Taxes & Licenses	Freeborn County Auditor-Treasurer		90.00
91590	05/27/2025	101 General	Motor Fuels	Freeborn County Co-op Oil Co. Inc.		58.04
91590	05/27/2025	101 General	Lubricants & Additives	Freeborn County Co-op Oil Co. Inc.		575.00
91590	05/27/2025	101 General	Inventory - Fuel	Freeborn County Co-op Oil Co. Inc.		17,544.84
91591	05/27/2025	101 General	Donations/ Civic Organizations	Freeborn County Historical Society		5,000.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
91592	05/27/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		56.00
91593	05/27/2025	601 Water	Electric Utilities	Freeborn Mower Electric Cooperative		100.00
91593	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		115.55
91593	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		25.00
91594	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		42.28
91595	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		16,680.24
91595	05/27/2025	225 Airport	Electric Utilities	Freeborn Mower Electric Cooperative		1,527.00
91596	05/27/2025	602 Sewer	Electric Utilities	Freeborn Mower Electric Cooperative		41,549.76
91597	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		1,067.67
91598	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		368.32
91598	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		2,342.99
91599	05/27/2025	603 Solid Waste	Electric Utilities	Freeborn Mower Electric Cooperative		56.08
91599	05/27/2025	603 Solid Waste	Electric Utilities	Freeborn Mower Electric Cooperative		105.35
91599	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		949.09
91600	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		3,150.08
91601	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		308.48
91601	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		1,044.00
91602	05/27/2025	601 Water	Electric Utilities	Freeborn Mower Electric Cooperative		10,037.04

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91602	05/27/2025	602 Sewer	Electric Utilities	Freeborn Mower Electric Cooperative		8,048.00
91602	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		6,485.41
91603	05/27/2025	602 Sewer	Electric Utilities	Freeborn Mower Electric Cooperative		546.10
91604	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		1,324.27
91604	05/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		121.86
91605	05/27/2025	601 Water	Expert & Professional Services	Gopher State One-Call, Inc.		371.25
91606	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Hanson Tire Service of Albert Lea, Inc		105.00
91606	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Hanson Tire Service of Albert Lea, Inc		105.00
91606	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Hanson Tire Service of Albert Lea, Inc		105.00
91606	05/27/2025	101 General	Tires	Hanson Tire Service of Albert Lea, Inc		659.55
91606	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Hanson Tire Service of Albert Lea, Inc		105.00
91606	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Hanson Tire Service of Albert Lea, Inc		105.00
91607	05/27/2025	101 General	Building Maintenance	Harty Mechanical Inc.		301.82
91607	05/27/2025	101 General	Building Maintenance	Harty Mechanical Inc.		2,640.00
91608	05/27/2025	101 General	Supplies	Emily Hassing		75.00
91609	05/27/2025	602 Sewer	Chemicals & Chemical Products	Hawkins, Inc.		4,859.82
91609	05/27/2025	601 Water	Chemicals & Chemical Products	Hawkins, Inc.		8,912.21
91610	05/27/2025	101 General	Supplies	Hillyard Inc.-Hutchinson		429.27
91610	05/27/2025	101 General	Supplies	Hillyard Inc.-Hutchinson		467.77
91610	05/27/2025	101 General	Supplies	Hillyard Inc.-Hutchinson		154.71
91610	05/27/2025	101 General	Supplies	Hillyard Inc.-Hutchinson		467.77
91610	05/27/2025	101 General	Supplies	Hillyard Inc.-Hutchinson		-104.52
91610	05/27/2025	101 General	Supplies	Hillyard Inc.-Hutchinson		-34.84
91611	05/27/2025	409 Storm Water Capital Projects	Expert & Professional Services	HR Green Inc		19,042.36
91612	05/27/2025	101 General	Supplies	Huber Supply Company Inc.		190.00
91613	05/27/2025	411 SnyderField/Inclusive Park	Expert & Professional Services	I & S Group Inc		2,000.00
91614	05/27/2025	495 2025 Projects	Improvements Other Than Bldgs	Jensen Excavating & Trucking		12,130.55
91614	05/27/2025	495 2025 Projects	Cash and Investments	Jensen Excavating & Trucking		-12,130.55
91614	05/27/2025	495 2025 Projects	Cash and Investments	Jensen Excavating & Trucking		12,130.55
91615	05/27/2025	101 General	Shoreline/Building Maintenance	Jim & Dudes Plumbing & Heating, Inc.		331.00
91615	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Jim & Dudes Plumbing & Heating, Inc.		150.00
91615	05/27/2025	412 Recreation Facilities Project	Building & Improvements	Jim & Dudes Plumbing & Heating, Inc.		700.00
91615	05/27/2025	602 Sewer	Veh/Equipment Supplies/Parts	Jim & Dudes Plumbing & Heating, Inc.		662.13
91615	05/27/2025	602 Sewer	Veh/Equipment Supplies/Parts	Jim & Dudes Plumbing & Heating, Inc.		51.66
91615	05/27/2025	101 General	Building Maintenance	Jim & Dudes Plumbing & Heating, Inc.		673.81
91615	05/27/2025	101 General	Expert & Professional Services	Jim & Dudes Plumbing & Heating, Inc.		270.00
91616	05/27/2025	101 General	Vehicle/Equipment Parts	Lawson Products Inc		105.23
91616	05/27/2025	101 General	Vehicle/Equipment Parts	Lawson Products Inc		49.97
91617	05/27/2025	704 Property Liability Ins Reserve	Claims & Damages	League of MN Cities Insurance Trust		6,303.78
91618	05/27/2025	602 Sewer	Veh/Equipment Supplies/Parts	McMaster-Carr Supply Company		610.11
91619	05/27/2025	101 General	Dues & Subscriptions	Medtox Laboratories, Inc.		50.00
91620	05/27/2025	101 General	Safety Equipment	MES I Acquisition Inc		1,783.68
91621	05/27/2025	101 General	Dues & Subscriptions	Minnesota Counties Computer Cooperative		3,300.00



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91622	05/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		236.66
91622	05/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		46.69
91622	05/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		119.42
91623	05/27/2025	101 General	Periodicals & Magazines	Minnesota State Horticultural Society		68.00
91624	05/27/2025	101 General	Training & Education	MN Fire Service Certification Board		337.00
91624	05/27/2025	101 General	Training & Education	MN Fire Service Certification Board		131.00
91625	05/27/2025	101 General	Employee Programs	Moline Awards at Sterling		50.95
91626	05/27/2025	101 General	Street Sign Program	M-R Sign Co., Inc.		2,882.54
91626	05/27/2025	101 General	Street Sign Program	M-R Sign Co., Inc.		1,223.74
91626	05/27/2025	101 General	Street Sign Program	M-R Sign Co., Inc.		1,277.99
91627	05/27/2025	101 General	Vehicle/Equipment Parts	MTI Distributing, Inc.		178.68
91628	05/27/2025	101 General	Vehicle/Equip Repairs/Software	North Central International		406.41
91628	05/27/2025	101 General	Vehicle/Equipment Parts	North Central International		13.61
91628	05/27/2025	101 General	Vehicle/Equipment Parts	North Central International		39.66
91629	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Northstar Powersports & Marine		182.45
91629	05/27/2025	101 General	Vehicle/Equipment Parts	Northstar Powersports & Marine		60.40
91630	05/27/2025	101 General	Expert & Professional Services	Office of MN IT Services-Accts. Rec.		287.70
91631	05/27/2025	101 General	Periodicals & Magazines	Old House Journal		62.00
91632	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Olympic Fire Protection Corp		465.00
91633	05/27/2025	101 General	Uniforms	Original Watermen Inc		965.85
91634	05/27/2025	101 General	Petty Cash	Petty Cash		350.00
91635	05/27/2025	601 Water	Improvements Other Than Bldgs	Phoenix Fabricators & Erectors LLC		60,467.66
91636	05/27/2025	101 General	Dues & Subscriptions	Placer Labs Inc		5,512.50
91636	05/27/2025	101 General	Dues & Subscriptions	Placer Labs Inc		5,512.50
91636	05/27/2025	101 General	Dues & Subscriptions	Placer Labs Inc		5,512.50
91637	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Plan It Software LLC		2,500.00
91638	05/27/2025	702 Computer Equip Capital Purchas	Expert & Professional Services	Planeteria Media LLC		19,500.00
91639	05/27/2025	101 General	Building Maintenance	Plunkett's Pest Control Inc		54.97
91640	05/27/2025	602 Sewer	Vehicle/Equipment Parts	Pollard Water		227.19
91640	05/27/2025	601 Water	Minor Equipment & Tools	Pollard Water		767.84
91641	05/27/2025	602 Sewer	Tires	Pomp's Tire Service Inc		727.60
91641	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Pomp's Tire Service Inc		31.80
91641	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Pomp's Tire Service Inc		28.62
91642	05/27/2025	101 General	Vehicle/Equip Repairs/Software	R & R Truck Repair Inc		757.45
91643	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Rihm Motor Company		84.00
91643	05/27/2025	101 General	Vehicle/Equipment Parts	Rihm Motor Company		10.80
91643	05/27/2025	101 General	Lubricants & Additives	Rihm Motor Company		27.48
91644	05/27/2025	101 General	Vehicle/Equipment Parts	RJ Thomas Mfg. Co., Inc.		800.00
91645	05/27/2025	101 General	Supplies	Rural Electric Supply Cooperative		7,731.47
91646	05/27/2025	101 General	Building Repair Supplies	Sherwin-Williams		72.90
91646	05/27/2025	101 General	Building Repair Supplies	Sherwin-Williams		2,168.26
91646	05/27/2025	101 General	Building Repair Supplies	Sherwin-Williams		270.19
91646	05/27/2025	101 General	Supplies	Sherwin-Williams		17.84

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91646	05/27/2025	101 General	Building Repair Supplies	Sherwin-Williams		564.87
91646	05/27/2025	101 General	Building Repair Supplies	Sherwin-Williams		23.09
91647	05/27/2025	601 Water	Safety Equipment	Shoptikal LLC		165.99
91648	05/27/2025	101 General	Expert & Professional Services	Short Elliott Hendrickson Inc.		3,500.00
91649	05/27/2025	210 Senior Center	Rents & Leases	Skyline Plaza Associates		4,100.00
91650	05/27/2025	101 General	Minor Equipment & Tools	Sommerset Investments LLC		31.50
91651	05/27/2025	401 Capital Project Revolving Fund	Machinery & Equipment	St Croix Recreation Fun Playgrounds		25,147.00
91652	05/27/2025	602 Sewer	Vehicle/Equip Repairs/Software	Thompson Electric		1,315.88
91653	05/27/2025	101 General	Refuse Disposal	Thompson Sanitation, Inc.		183.32
91653	05/27/2025	101 General	Refuse Disposal	Thompson Sanitation, Inc.		292.68
91654	05/27/2025	101 General	Hot Spots	T-Mobile		1,313.53
91655	05/27/2025	602 Sewer	Supplies	Trading Post Inc		14.99
91655	05/27/2025	602 Sewer	Minor Equipment & Tools	Trading Post Inc		334.99
91656	05/27/2025	101 General	Vehicle/Equip Repairs/Software	Traffic Control Corporation		12,580.00
91657	05/27/2025	225 Airport	Machinery & Equipment	Trueman Welters Inc		46,915.47
91658	05/27/2025	101 General	Prepaid Postage	United States Postal Service		1,000.00
91659	05/27/2025	101 General	Supplies	US LBM Operating Co 3009 LLC		160.14
91660	05/27/2025	101 General	Expert & Professional Services	Viking Automatic Sprinkler Company		540.00
91661	05/27/2025	101 General	Supplies	Kelly Wangsness		25.00
91662	05/27/2025	603 Solid Waste	Refuse Disposal	Waste Management of WI-MN		3,446.99
91662	05/27/2025	603 Solid Waste	Refuse Disposal	Waste Management of WI-MN		5,595.15
91662	05/27/2025	602 Sewer	Refuse Disposal	Waste Management of WI-MN		176.86
91662	05/27/2025	101 General	Expert & Professional Services	Waste Management of WI-MN		8,510.75
91662	05/27/2025	602 Sewer	Refuse Disposal	Waste Management of WI-MN		1,383.19
91662	05/27/2025	101 General	Refuse Disposal	Waste Management of WI-MN		382.79
91663	05/27/2025	101 General	Supplies	Wausau Equipment Company LLC		8,937.17
91664	05/27/2025	101 General	Periodicals & Magazines	Women's Health		30.94
91665	05/27/2025	101 General	Vehicle/Equipment Parts	Ziegler Inc		513.37
Report Total:						2,187,432.72