



2010

**CITY MANAGER'S
ANNUAL REPORT**

Submitted by

INTERIM CITY MANAGER PATRICK MCGARVEY

TO THE

HONORABLE MEMBERS OF THE CITY COUNCIL

**MAYOR VERN RASMUSSEN JR.
COUNCILMEMBER LARRY BAKER
COUNCILMEMBER ELLEN KEHR
COUNCILMEMBER REID OLSON
COUNCILMEMBER LARRY ANDERSON
COUNCILMEMBER AL BROOKS**



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Honorable Mayor and City Council:

March, 2011

The City Manager's Annual Report is once again made to the City Council and community. The year 2010 was full of challenges for the City of Albert Lea. Given the difficult economic conditions, the City addressed change and operated within tighter financial capacities after experiencing significant reductions of State LGA support in 2009 and 2010.

The 2010 Annual Report allows the reader the opportunity to know the city government's detailed operation achievements during the past year with specific accomplishments listed. One can compare 2010 to the prior year to learn about change in activities, services and associated costs.

The largest fund of the City is the General Fund and covers most of the city government's services, such as Administration, Public Safety, Library, Parks & Recreation, Police, Fire, Inspections, and Public Works. The 2010 General Fund revenues were budgeted to be \$13,587,076. Actual revenue was \$14,386,956. The 2010 year-end General Fund balance is approximately \$23,013,000, reflecting an increase of \$805,000 from 2009. This fund balance sum includes \$11,088,000 in the Police and Fire Pension Funds that may only be appropriated for police and fire department projects or expenses. There is \$4,475,000 for advances to other funds and accounts payable leaving a net fund balance of \$7,449,000 compared to \$6,525,000 on 12/31/09. The \$7,449,000 is 53% of the FY11 General Fund total expenditures of \$14,107,092.

The local option sales tax which went into effect in April 2006 has produced \$5.7 million in revenue from 2006 thru 2010. Actual local option tax revenue in 2010 was \$1,302,000. This revenue is directed to the Shell Rock River Watershed District, the entity to implement flood mitigation projects and clean water efforts/projects. The Stables area is one project that may reach implementation in the near future with some funding from this tax.

The City and its four unions that represent 84 of the total 131 full-time employees agreed to zero percent (0%) cost of living Labor Agreements for 2010. The non-union workforce received the same terms.

Health insurance costs are always a major cost factor for Employers. The City's health plan is provided via the Southeast Service Cooperative. In 2010, the premiums paid on the single and family coverage by the Employer totaled \$1,588.50 per month compared to \$1,602.00 in 2009 on the most expensive plan. Our Workers Comp claims in 2010 totaled 38 compared to 34 in 2009.

Water Fund

Water Fund revenue in 2010 was \$1,829,000 and expenditures totaled \$1,687,000. Rates were increased by 3%. Further rate increase is expected in order to gain stronger operating cash flow. The Water Fund cash balance on 12/31/10 was \$421,000 compared to \$142,300 on 12/31/09.

Sewer Fund

Sewer Fund revenue in 2010 was \$4,190,000 and expenditures totaled \$3,852,000. The Sewer Fund cash balance on 12/31/10 was \$8,465,000 compared to \$8,351,000 on 12/31/09. This fund has performed in a stronger fashion that allows for funding of necessary system improvements and maintaining adequate

operating cash. Of this sum, \$5,190,000 is reserved for future Waste Water Treatment Plant improvements.

Solid Waste Management Fund

The Solid Waste Management Fund had revenue of \$958,000 in 2010 and expenditures of \$474,000. Fund balance on 12/31/10 was \$565,145. Of this sum, most is reserved for capital improvements.

City Attorney

Nine ordinances were adopted in 2010. The City Attorney prosecutes all petty misdemeanors, misdemeanors, and some gross misdemeanor cases from the City. There were 981 of these cases in 2010 that brought in approximately \$77,672 to the City Treasury.

Public Works Projects

The Public Works department continued its annual making of significant improvements. Eighteen projects totaling \$9,915,327 in contracted work were let and managed. This was the second largest sum in the past six years, exceeded only by the 2008 sum of \$12,819,938. The Airport and 777th Avenue projects were assisted with Federal stimulus funding that totaled \$4,553,420. In addition, the department provided numerous services as detailed in Mr. Jahnke's report.

The Edgewater dumpsite project was accomplished well within the budget leaving funds for a new shelter building, parking lot, water and sewer service to the facility and approximately \$59,000 in funds for new playground equipment near the Edgewater Pavilion in early 2011.

Engineering Department

The Engineering staff designs and manages improvement projects or oversees and assists Engineering consultants on the various improvement projects. In 2010 the staff was in full charge of twelve projects and worked with five consultants on nine projects. The Airport project included the construction of the new 5,000 foot runway and an overlay of the crosswind runway in 2010, plus a new electrical vault for lighting of the new runway.

Airport

The Fixed Base Operator, Jim Hanson, has provided a report that lists various achievements in 2010 as well as challenges ahead for airports as well as the operators and users of smaller airports in the U.S. While the improvements to the airport are being accomplished, we face broader issues and policy direction from the Federal government and FAA as detailed in this report.

Parks and Recreation

This department is the provider of a long list of facilities, services, and involvement toward making everyday life in Albert Lea more satisfying and enjoyable. This service starts with the youngest of citizens and includes activities and facilities for their grandparents. The list of work accomplished, projects finished, and usage by the public in 2010 at levels at or above 2009 shows the community's appreciation for a well rounded Parks and Recreation department.

Library

The Library report presents a story of accepting difficult change due to financial constraints while still achieving outstanding staff service and community usage. Twenty-first century public libraries must adapt with technological enhancements to be "current" and offer services that meet the delivery options of the varied consumers of library service. It is apparent that the Albert Lea Library understands the 21st century services a public library should deliver and is performing in accordance with patrons needs in 2010 and beyond.

Community Development

This department has a varied list of annual responsibilities. The report shows substantial ongoing work that comes to City Hall from community parties who seek and are required to have their planning, development and building projects approved. 2010 was another year of internal staff work on ordinances, development opportunities, and ongoing plans that are expected to address community goals as soon as possible, the Freeborn Bank / Jacobson building transformation into an office site for the Albert Lea Medical Center may be a prime example.

City Clerk

The City Clerk's office is the primary keeper of the legal and official records of the City government. In addition, the City Clerk prepares Work Session and Council meeting agendas as well as the supporting backup from City officials. Licenses and permits for various commercial activities and private uses are handled each year. The report shows the multitude of subjects the City Clerk deals with and keeps for future reference.

Human Resources / Public Information

With the City of Albert Lea being one of the larger employers in the community at 131 full-time employees and more than 250 seasonal employees, the HR department is essential to achieve timely, legally required handling of employment matters. Four labor agreements were negotiated in 2010 with two completed and two nearly agreed to. Health insurance administration is an ongoing challenge. Continued efforts by Employer and Employee to reach outcomes that use best practices and constant policy choices toward cost containments are an HR department must. The choice to join the Southeast Services Cooperative in 2010 is an example of this effort.

The conveyance of information to the public from their City government is beneficial for both parties. In these changing times with cost containment or reductions necessary, an informed public offers the best opportunity for the community to participate in options and selection of outcomes change brings to the forefront. The public recording and telecasting of meetings, prepared programs, media, and social media was promoted by our Public Information office.

Police Department

The police department had a fine year with its various services showing results in appropriate directions we like to see in law enforcement. In the Crime Statistics area the trends through September 2010 show some decline in most Class I listings as well as Class II. Arrests were trending down through September 2010.

As is usual, "Man's Best Friend," our dogs continue to be the highest cause of complaint calls to the police department.

Fire Department

The Fire department report shows the diversity of matters the department deals with. The foremost is Fire calls. In 2010 there were 16 fire calls that involved structures and 27 of others. Rescue at 80 calls and hazardous conditions with 101 follows. Total calls in 2010 came to 637 which are down slightly from 2009 and 2008. Response time for 35 fire calls was 3:51 minutes.

There are several ongoing other services the department provides; Blood Pressure Program with 822 readings, Reassurance Program with 44 daily users, provision of Smoke and Carbon Monoxide detectors and the Juvenile Fire Setters Prevention and counseling to change habits and activities away from such behaviors.

Building Inspections

This department handled \$13,984,575 of construction value. Twenty units of new housing were added in 2010. The City began providing building inspection services for Clarks Grove in 2010 and handled 17 inspections that brought in \$762 in fees, plus \$600 in administrative fees. The department issued 566 rental housing licenses for 1,762 dwelling units while inspecting 1,089 units.

Another important activity is the addressing of unfit buildings for human occupancy. There were 31 buildings placarded; eleven are being improved by owners with one taken down and three being considered for demolition by the City.

City Center

The Fire & Inspections department has taken over cleaning and maintenance of the City Center. This includes continuous efforts to take steps that improve building maintenance, lower utilities usage, with cost reduction as a continuous goal.

City Manager

The City of Albert Lea has operated under the City Manager form of local government since 1929. During the past 82 years there have been 11 City Managers appointed to this position, plus a few interim appointments. The year 2010 saw four City Managers serve in this office with two being interim appointments.

Since my appointment on November 22, 2010 as the Interim City Manager, I have enjoyed the opportunity to work for this fine community and its elected officials. The City Staff have been very welcoming and supportive which allows one the opportunity to become productive in a positive manner.

In making this City Manager's Annual Report, it is with complete recognition that it is really a report by the community, for the community on its strong and dedicated elected and employed City staff that throughout the past year met the challenges, delivered quality service and contributed mightily for the betterment of Albert Lea, Minnesota.

I wish to thank the Mayor, Council, city staff and citizens for the privilege and honor of being the interim City Manager since November 22, 2011.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Patrick McGarvey". The signature is written in a cursive, flowing style.

Patrick McGarvey
Interim City Manager

FINANCE DEPARTMENT

The Finance Department accounts for, manages and protects the public funding of the City. Reporting on the above is done via the annual operating and capital budgets, monthly reports, claims payment registers, project reports and the Comprehensive Annual Financial Report.

Budget

In 2010, the City operated with ten less full-time employees than in 2009. In late 2009, the Governor made an unallotment of \$338,473 to the City's second half Local Government Aid (LGA) payment. The 2010 unallotment was \$778,679. The City took immediate steps in 2009 and 2010 to account for these unallotments. The City reduced the 2010 operating budget by \$1.2 million through changes that were sustainable. In addition, the City had a zero increase in the operating levy.

Investments

The City's cash levels vary greatly during the year. Our Local Government Aid and tax settlement from the county occur twice each year in July and December. Our cash balances are obviously highest following the receipt of these payments and lowest immediately preceding these payments. The finance department has to manage their investments to coincide with these cash flows. This department invests the City's funds to receive the highest rate of return possible with the least amount of risk. The City's investment opportunities on unrestricted funds are limited to Certificates of Deposit and U. S. Treasury Notes. Interest earnings on these unrestricted funds totaled \$96,895 in 2010. The average yield on cash and investments was 0.4% for 2010. The following is a comparative summary of interest earnings and yields for the last five years:

	<u>Earnings</u>	<u>Yield</u>
2010	\$ 96,895	.4
2009	\$ 198,672	.6
2008	\$ 643,183	3.7
2007	\$ 967,801	5.2
2006	\$ 839,229	4.6

The City also has some longer term investments in their Police & Fire PERA Refund accounts as well as their Waste Water Treatment Plant (WWTP) replacement fund. These restricted funds are further allowed to invest in agencies of the U.S. Government, thereby allowing slightly higher yields. Interest earnings on the Police & Fire PERA fund totaled \$554,028. The WWTP had a gain on investments of \$450,040 in 2010.

Accounting Services

The finance department provides accounting services to the Albert Lea Port Authority. We are charging a rate that is less than what an outside firm would charge, but adequate to cover our costs of providing these services. Total charges for all of these accounting services were \$8,200 in 2010.

Payroll

At the end of 2010 there were 202 people on the City's payroll. This figure is comprised of 132 full-time, 9 part-time and 61 seasonal employees. In the month of June, the City's payroll increased to 254 employees which included the full-time and part-time seasonal employees. During the year, payroll checks were written for a total of \$7,655,139, which was \$411,740 less than the previous year. The City issued a total of 398 W-2 forms for 2010.

Accounts Payable

During 2010, the Finance department issued 3,950 accounts payable checks to pay for goods and services compared to 3,970 accounts payable checks for 2009. The total amount of these checks was \$18,512,712. That is \$3,695,022 more than was spent the previous year. Accounts payable checks were issued to 1,164 different vendors.

In compliance with IRS regulations, the city issued form 1099-Misc to 59 of their vendors. The basis for issuing a 1099 is based on the type of entity we are paying (i.e. partnership, corporation, etc.); the type of service we are paying for; and the total dollar amount of payments made to the vendor for the year. Although only 59 1099s were issued, all payments to vendors had to be reviewed to ensure compliance with IRS regulations.

Utility Billing

In 2010, there were 6,110 residential households using City water and sewer services. Total residential water charges for the year were \$1,053,001 and total sewer charges were \$1,849,332. This averages out to about \$475 per year per household or approximately \$40 per monthly statement. In addition to the residential customers, the City had 636 commercial water and sewer users. Total commercial water charges for the year were \$632,503 and total sewer charges were \$1,715,758.

At the end of the year, we had 137 senior citizens and/or disabled citizens qualify for the low income reduced water and sewer rates. The annual savings for each eligible customer amounts to approximately \$283. The City revised Chapter 66 of the City Code related to the senior citizen/disability discount. The Code previously stated that if the customer's consumption exceeded 1,000 cubic feet in the quarter, that they would not qualify for the discount. That provision was not being enforced. The amount was changed to 1,500 cubic feet for the quarter and began being enforced in 2010.

Customers that have opted for the City's automatic water/sewer bill payment plan has remained fairly level. Currently, there are 1,217 customers or 18% of all users that are taking advantage of this payment plan.

In 2010, the City introduced e-presentment for utility bills. In addition, the option of paying utility bills online is now available.

Credit Card Transactions

Since the city began offering the option of paying with a credit card in 2006, we have seen an increase in customers choosing to pay with this method. The city processed 2,391 transactions totaling \$207,481 in 2010 compared to 1,995 transactions totaling \$198,489 in 2009. We have accepted payments for utility bills (\$168,677), assessments (\$3,099), recreation fees (\$19,710), and other miscellaneous charges (\$14,250).

The city paid \$4,988 in credit card processing fees in 2010. We collected \$1,745 in \$5 convenience fees for transactions processed over the phone.

LEGAL DIVISION
Lee A. Bjorndal, City Attorney

The City Attorney has two primary responsibilities. First, the City Attorney is legal advisor to the City Council, City Manager, and of all Departments, Boards, Commissions and Agencies of the City in matters affecting of the City. The City Attorney prepares Ordinances, examines Ordinances and renders opinions as to the form and legality thereof. The office draws or reviews deeds, leases, contracts or other instruments to which the City is a party or in which it has an interest. The City Attorney's Office does not represent private citizens in their personal legal matters.

Second, the City Attorney has a substantial criminal prosecution responsibility. The City Attorney prosecutes all petty misdemeanor, misdemeanor and some gross misdemeanor cases occurring within the city limits. The prosecution of those offenses in 2010 resulted in approximately \$77,672.46 in fines and costs being remitted to the City Treasury. This represents a decrease from the year 2009. This does not include funds received from civil forfeitures or the value of community service performed.

The City Attorney goes to court for certain civil forfeiture cases. Vehicles are occasionally forfeited to police while arresting individuals for certain driving offenses. The City Attorney's Office is also involved in personnel issues, and the assistant for the City Attorney also works part-time for the Human Resources director. Staff for the City Attorney regularly communicates with crime victims regarding their input into criminal cases.

The civil workload during 2010 included several different projects. The office has worked on hazardous/substandard housing issues, real estate matters, tax increment financing project reviews, cost sharing arrangements with other governmental agencies, employee matters, data requests, and assessment and election issues. From February through April of 2010, the City Attorney served as Acting City Manager. During that time, he continued working on civil legal duties as needed. A Special Assistant City Attorney was hired to work on prosecution of the criminal offenses. During a second period when there was no City Manager or Finance Director, the City Attorney again reviewed financial claims for payment by the City and claims against the City, other duties typically performed by other staff members.

A large amount of attorney time is spent in district court. There are criminal hearings nearly every day. These include arraignments, preliminary hearings, trials, probation violation hearings, and "in-custody" hearings. The office communicates regularly with police, probation, and the law enforcement community. Staff notifies officers and witnesses of court appearances. The office communicates with crime victims. 2011 will present a new set of challenges as we continue to strive to serve the City of Albert Lea in an ethical and non-partisan manner.

CITY CLERK'S OFFICE <i>Shirley Slater-Schulte, City Clerk</i>

The City Clerk is responsible for recording and maintaining all official Council actions in the role as Secretary to the City Council, records management, election administration, and issuance of permits and licenses. The office performed 536 assessment searches in 2010 for a total charge of \$5,560.00 compared to 582 assessment searches in 2009 for a total charge of \$5,216.00. The City increased the assessment search charges in 2008.

Department goals are to continue to work on implementing changes for the betterment of the City of Albert Lea; services have been affected due to the decline in an employee within this office. This office will continue working on better communication between this office and other departments, giving assistance to the City Manager, improving on records management, filing, licensing, assessment searches and election training. The City Clerk has taken on additional responsibility with the retirement of the Administration Secretary and during the absence of a City Manager and Finance Director.

The following is a breakdown of the staff services for the City Clerk's Office for 2010:

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Council Activities	50%	45%	45%	50%
Election Activities	15%	10%	20%	15%
Licensing Activities	10%	15%	10%	10%
Assessments	10%	15%	10%	20%
Records Management	10%	10%	10%	10%
Code Book Revisions	5%	5%	5%	0%

City Code

130,4d (1st reading) Amending Chapter 66 of the City Code –
 Utilities Dec 14, 2009
 (2nd reading) Jan. 11, 2010

131, 4d (1st reading) Amending Chapter 22, Article VII – Spas, Saunas and Massage, Bodywork
 and Somatic Therapies Jan 25, 2010
 (2nd reading) Feb 8, 2010

132,4d (1st reading) Amending Chapter 74, Article II, division 8 – B-2 Community
 Business District July 12, 2010
 (2nd reading) July 26, 2010

133,4d (1st reading) Repealing Ordinance 128,4d, Regulations and
 Licensing Requirements for the Business of Tattooing, Body
 Piercing, Body Branding, and Body Scarification. September 27, 2010
 (2nd reading) October 11, 2010

134,4d (1st reading) Amending Chapter 6, Article II, Division 1, Sec 6-45 – Premises Licensed
 November 8, 2010
 (2nd reading) November 22, 2010

135,4d	(1 st reading) Amending Chapter 22, Article I, Sec. 22-27 – Applications	November 8, 2010
	(2 nd reading)	November 22, 2010
136,4d	(1 st reading) Amending Chapter 66, Article III, Sec 66-95 – Illicit Stormwater Discharge	December 13, 2010
	(2 nd reading)	December 27, 2010
137,4d	(1 st reading) Adopting the Minnesota State Building Code –	December 27, 2010
	(2 nd reading)	January 10, 2011

Council Actions

Listed below are some of the council accomplishments during 2010:

- Siphon of Fountain Lake to Albert Lea Lake
- Additional Dock Space
- Memorial Gifting Policy
- Parks & Recreation Master Plan
- Purchase of Public Works Mobile Radios
- Appointment of a new City Insurance Agent
- G.O. Bonds Series 2010A
- G.O. Bonds Series 2010B
- Donation from SHIP
- Legacy Run
- Installation of Bike lanes
- Computer Use Policy
- Approving Farmer's Market Electrical Service
- Sidewalk Inspection & Maintenance Policy
- Pothole Repair Policy
- Alliant Energy Rate Increase Intervention
- Accept Resignation of Finance Officer
- Accept Resignation of Mayor Murtaugh
- Social Media Policy
- Declaring a State of Disaster
- Amending Assessment Policy
- Repair of City Elevators
- Purchase of ARMER Radios
- Prescription Take Back Day
- Appointment of Paul Sparks
- Resignation of Councilor Rasmussen
- Appointment of Mayor Elect Rasmussen

Annexations:

Properties on CSAH #45
George & Aryls Jensen Property
Terry Ringoen
Sabin & Majerus
Nicole Christiansen
George Dress Property
Billy Swearingen

Order of Removal/razing of property:

1021 South Fourth Avenue
405 West College Street

Approval of the following 2010 projects:

- 1001 Lakeview Blvd. Street Reconstruction
- 1002 Orchard Drive Sanitary Sewer & Water Extension
- 1003 MnDOT Sidewalk Construction on TH 13
- 1004 WWTP Permit Mercury Management Plan
- 1005 2010 Mill, Overlay & Curb Replacement – Neighborhood Improvement Project
- 1006 2010 Mill, Overlay, Curb & Gutter, and Sidewalk Replacement for numerous State Aid Streets
- 1007 Downtown Streetscape Design
- 1008 Downtown Alley Resurfacing
- 1009 Repair & Painting of Central Water Tower
- 1010 2010 Repairs to the Damaged 36" Concrete Forcemain Near I-35
- 1011 Newton Avenue Sliplining
- 1012 Dress Island Bridge Replacement
- 1013 Lincoln Ave – Front Street to North End Reconstruction Feasibility Report
- 1014 Dog Pound Addition
- 1015 Taxiway Design, Runway 4-22 Turn-arounds, & Runway 4 RSA Grading Improvements
(Task Order 15 & 17)
- 1016 Farmland/Blazing Star Site Elevator Shaft Sealing & Records
- 1017 City of Albert Lea Arena Reroof
- 1018 City of Albert Lea Airport Hangar Roof Replacement
- 1019 Albert Lea Armory Parking Lot Reconstruction

Agreements:

Allen's Tow-N-Travel
Teamsters Local 320 Police & Dispatch
A.F.S.C.M.E. Local 1018 Contract
I.A.F.F., Local 1041 Contract
Development Agreement for I35/I90 Business Park
Purchase Agreement with ALPW #1
Purchase Agreement with Robert & Susan Dammen
Agreement with James Norman
Agreement with Sanderson Auto Repair
Agreement with Jaguar Communications
Agreement with Freeborn County for GIS Data

Agreement regarding Medical Center Proposal
 Agreement with AEM Financial Solutions, LLC
 Hiring of Patrick McGarvey, Interim City Manager
 Called Special Election for Ward I

Plat Approvals:
 I35/I90 Business Park

Elections

Primary and General Elections were held in 2010, the following were elected:

Mayor - Vern Rasmussen, Jr.
 Ward 2- Larry Baker (incumbent)
 Ward 4 - Reid Olson (incumbent)
 Ward 6 - Al Brooks (incumbent)

Meetings and Minutes

During 2010, there were 24 official meetings of the City Council and several Special Meetings.

Resolutions and Ordinances

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Resolutions Adopted	275	254	269	234
Ordinances Enacted	8	9	7	4

Permits, License, and Park Reservations

The following is a tabulation of the issued licenses, permits, and park reservations for 2010 and a comparison to the previous three (3) years. *You will note a large difference in dog/cat licenses as they are a two year license and are sold in even years.

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Arcade Amusement Center	8	8	4	4
Billiards/Pool Tables	7	7	7	7
Bowling Alley	1	1	1	1
Cabaret	3	3	5	5
Cigarette	25	26	29	32
Consumption and Display	0	0	1	1

Dance	0	1	1	1
Dealer in Secondhand	0	0	1	1
Gold/Silver/Jewelry	2	0	1	1
Docks	256			
*Dogs/Cats	697	550	676	121
Fireworks	1	1	1	5
Gambling	20	18	18	23
Club On-Sale	4	4	5	5
Off-Sale	7	7	6	6
On-Sale	15	15	15	14
Wine On-Sale	1	1	2	2
Sunday On-Sale	13	13	15	15
Off-Premises	40	35	37	39
2 A.M. Closing	5	5	5	5
Mechanical Amusement				
Device				
Operator	13	13	13	13
Owner/Distributor	3	3	2	2
3.2 Malt Liquor				
Off-Sale	3	3	3	4
On-Sale	8	8	7	7
Pavillion Rentals	334			
Plumbers:				
Commercial	2	2	2	2
Industrial	3	3	3	3
Residential	18	18	14	16
Sauna/Massage Parlor/Spas				
Sign Hanger	16	15	15	15
Sexually Oriented Business (SOB)	1		1	1
Taxi	3	3	3	3
Theatre	1	1	1	1
Tree Trimmer	4	3	3	5
Water Softener Installer	2	2	2	3

HUMAN RESOURCES AND COMMUNICATION
Michael Zelenak, Human Resources Director

The Human Resources Department coordinates the recruitment of applicants and the filling of position vacancies. The department is also responsible for employee relations, collective bargaining, compensation, job classification, employee development, training and the administration of safety and employee benefit programs. The department consists of a Human Resource Director and the Public Information Coordinator. The Public Information Coordinator is responsive to the residents, City Council and Staff Members in all their communication needs and ensures that all printed and televised communications regarding the City and its activities reflect the community's values and are consistent, professional, informative, accurate, and timely.

Human Resources

This past year was again a very difficult year for employees emotionally as the city faced budget cuts, state aid reduction and possible layoffs. The city did not replace terminating employees this year and was forced to reduce the number of seasonal employees hired and implemented a four month hiring stall. These efforts were very successful and helped the city avoid mass layoffs. Two of the city's four union contract were resolved for a 1.25% COLA while the other two contracts with the Teamster Local 320 had to be scheduled for mediation. The city and its employees will struggle again this year with continuing to provide quality service and programming with less money and resources.

	<u>2010</u>	<u>2009</u>	<u>2008</u>
New Hires	3	1	17
Separations	6	16	14
Promotions and Transfers	12	7	8

Health insurance premiums continue to rise but we were able to reduce our overall percentage increase by joining the Southeast Service Cooperative. By joining the Coop we were able to take advantage of their health insurance pool. The power of joining a pool is that a larger pool is better able to take advantage of the economies of scale and leverage their purchasing power. The Health and Wellness Committee was very active continuing to focus their energy on changing employee's life styles and making them healthy in an effort to reduce health insurance utilization. Health Care Reform was passed into law this past year and parts of the plan will be implemented each year. It is too early to tell how this new law will affect health insurance coverage or the cost of providing coverage.

The priorities of the department this next year is to complete the updated personnel policy manual and to work with employees and their families through these financially difficult times.

Safety

Though both the incident rate and DART rate increased this past year, the safety committee continues to make strides in making the work environment safer. Through their efforts more employees are attending annual training, safety inspections are being conducted and employee awareness has risen.

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Recordable incident rate	3.36	3.65	2.54
DART incident rate	1.68	2.61	1.53

Public Information

In 2010 the Public Information Department regrouped and focused primarily on promoting city services.

ALTV:

City Council, County Board of Commissioners and the Shell Rock River Watershed Board continue to air their meetings on the Government Access Channel. As this was an election year, several candidate forums also aired.

“ALPD 24/7” and “ALFD on Scene” did not air in 2010 and it is hoped that they will be able to pick back up in 2011.

200 event and informational slides were aired on ALTV in 2010.

Community News:

The City of Albert Lea continues to collaborate with the Shellrock River Watershed District and Freeborn County Environmental Services on an eight page bi-monthly newsletter, “Community News.” This newsletter is inserted in the Freeborn County Shopper in the City of Albert Lea and is mailed to Freeborn County residents outside the City.

City Connection:

This weekly internal newsletter is emailed to all City Employees to keep them up to date on city events and what other departments are doing.

Website:

The city website continues to be updated by city staff members in most departments. An update of the theme is in the works for 2011.

VIP Ads:

The City of Albert Lea once again participated in the Albert Lea Tribune’s VIP ad program which gives a reduced rate to a weekly ad. This ad ran on Fridays and was available to all departments. Due to lack of department involvement, this will be discontinued in 2011 and a new media plan less dependent on other departments will be developed in its place.

Social Media:

The City went live with Facebook and Twitter accounts in the fall. A policy was developed and approved by the Council. Twitter updates on snow removal became a popular item in the winter. Facebook has been used primarily for event updates and links to media reports on city services.

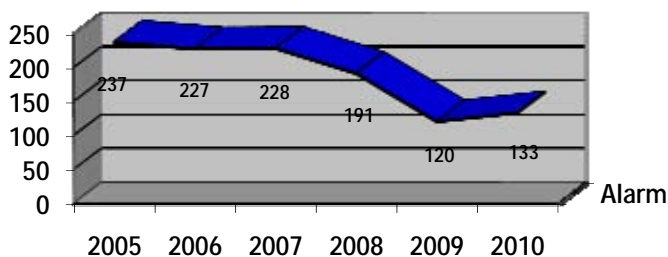
ALBERT LEA POLICE DEPARTMENT
Dwaine P. Winkels, Chief of Police

The City of Albert Lea is a safe community and good place to raise a family. Improving and maintaining our quality of life remains our number one goal.

ALPD 2010 Highlighting Success

Alarming Activity –

The City enacted the false alarm ordinance in 2006 in an effort to combat the rising numbers of false alarms being received by the Law Enforcement Center. The police department was averaging over 300 false alarms during each of the six years preceding enactment of the ordinance. The number of false alarms has been dropping over the past five years and in 2009 and 2010 the police department averaged only 127 alarms. This represents a **59%** decrease in the annual reporting of false alarms.



Animal Control is Under Control –

The collaboration between the Albert Lea Police Department's Animal Control unit and the Freeborn County Humane Society has been put on hold. One week before opening the bids for the planned new facility it was discovered that the money collected and saved by the Humane Society had been stolen by the owner of the Abstract Company. Adding further insult to injury was the fact that the suspect was also a current Freeborn County Commissioner and supporter of the project. Over \$150,000.00 was gone.

The Humane Society went on the offensive and began a new fundraising campaign to recover their losses. When word of the tragic financial loss was spread many generous individuals stepped forward. The Humane Society was able to collect enough funds to start the building in 2011. One year late; however, still a welcome relief.

The police department and the Humane Society had agreed to a temporary cooperative arrangement to operate the existing small animal shelter until the new facility could be constructed in 2010. Both parties quickly agreed to continue the temporary arrangement until construction in 2011. The Humane Society operates the existing small city structure. The police can impound city animals at the shelter and pays the Humane Society to operate it. This has been a mutually beneficial arrangement during the past year.

Prescription Drug Drop Off

In November Law Enforcement hosted the first of many RX Drug Drop-Off Events. This program allows citizens of the community to come to the Law Enforcement Center to dispose of their outdated or unused prescription drugs appropriately. In the near future we will also be implementing other secure drop off events at designated locations to make the program more convenient for citizens who are unable to come to the LEC.

ALPD Receives Grant Funds for In-car Camera Systems

This year the PD applied for and received a state grant that funded in-car camera systems in our squad cars. We were awarded 8 camera systems and they were installed in early September.

The cameras are used for traffic safety purposes, officer safety purposes, evidentiary purposes, officer training, and incident review. The systems record in real time, all the time to capture nonincident activity, as well as the manual incident record option that allows officers to create a DVD for evidence purposes of a specific incident. Less than two days after the cameras were installed Officers used video from one of the cars as evidence to assist in an arrest. Since that time numerous other arrests have been supported by video evidence.

New Lidar Received

The department continued its involvement in the Department of Public Safety’s Safe N Sober program. This program supports and funds targeted traffic enforcement during specific dates throughout the year. This year the department was rewarded for its efforts by receiving a LIDAR radar gun donation from Safe N Sober. The LIDAR will be another useful tool to assist the officers.

Youth Alcohol Prevention Committee

Lieutenant Carlson of the Albert Lea Police Department chairs this committee, a sub-committee of FCFIP, which focuses on the Social Host Ordinance. This ordinance is designed to deter underage drinking. Due to the influence of this committee, Freeborn County Commissioners passed this ordinance 100% in December 2010.

The City of Albert Lea approved this ordinance in January 2009. Albert Lea’s illegal consumption violations are down 27% from previous seven year average.

	<u>2009</u>	<u>2010</u>
Illegal Consumption <18	65	42
Illegal Consumption >18	129	120
Adult Providers	7	9
Social Host	13	8

SWAT Team

The police department is very fortunate to have a SWAT team available for high risk situations. As part of the cooperative effort with the South Central Drug Investigation Unit, Albert Lea has five officers trained in SWAT tactics and two others that are trained in hostage negotiations. The local participants are part of a larger 18 member team comprised of members from all participating jurisdictions. Members get together on a monthly basis for training and also attend various SWAT tactic schools. In

2010 the team responded to three emergency call outs which resulted in 3 arrests.



2010 ALPD Award Recipients – ALPD recognizes its department members throughout the year for the individual achievements and successes. Some department members have been recognized from groups or organizations outside of the department as well. Once again we acknowledge personnel for their outstanding contributions not only to the department, but to the entire community. Their service and dedication has brought honor and credit upon our department.

Officer Jay Crabtree was recently awarded the Freeborn County Partners in Prevention Program Partner of the Year. This award acknowledges his efforts with the Youth Advisory Committee at Southwest Middle School.

Our department as a whole was recognized this year by the Office of Juvenile Justice Delinquency Prevention for innovation and perseverance in reducing underage drinking.

CRIME

The following statistics are representative of the Uniform Crime Reporting (UCR) program to which the Albert Lea Police Department is a contributing agency. Our Records Unit reports local criminal offense statistics to the Minnesota Bureau of Criminal Apprehension for compilation of state statistics. That agency in turn submits Minnesota statistics to the Federal Bureau of Investigation for inclusion in nation crime statistics.

All criminal offenses reported within Albert Lea are categorized according to the standardized definitions developed for the UCR program. A single crime is carried for each incident. The UCR program does not include traffic violations. UCR statistics include only jurisdictional population figures along with reported crime, clearance, or arrest data.

***ALBERT LEA 2010 CRIME STATISTICS**

There were *21809 calls-for-service* in the City of Albert Lea in 2009 compared to *21,223 calls-for-service* in 2010
 (Calls-for-service are not synonymous with criminal acts.)



We have the capability within our records department to breakdown our total calls for service into 107 categories. The yearly totals on some of the more noteworthy categories, not reported as a class one or class two crimes, are as follows:

	2009 Data	2010 Data
Vehicle Hit & Run Accidents	123	134
Traffic Accident, No Injury	449	470
Injury Traffic Accidents	62	57
Juvenile Problems	404	346
Domestics	267	272
Animal Control Complaints	1048	1047
Attempt to Locate	73	80
Bar Checks	374	243
Child Abuse/Neglect Report	64	66
Child in Need of Protection	16	17
Harassment/Stalking Complaints	228	231
Liquor Law Violations	59	49
Medical Assistance	1025	1072
Missing Person	15	12
Noise Complaint/Disturbance	281	242
Permit to Purchase Handgun	136	123

Juvenile Runaway Report	48	45
Suspicious Person or Vehicle	588	535
Traffic Stops	4457	4532
Violation of Order for Protection	78	73

Class I Crimes 2010 (Jan – Sept)

	2009 Data	2010 Data
Murder.....	1	0
Rape.....	3	1
Robbery.....	4	3
Assault.....	21	15
Burglary.....	32	41
Theft.....	285	244
Vehicle Theft.....	19	15
Arson.....	0	1

Class II Crimes 2010 (Jan – Sept)

	2009 Data	2010 Data
Simple Assault.....	107	77
Fraud/Forgery.....	41	32
Vandalism.....	165	144
Sex Offenses.....	5	10
Liquor.....	63	49
Drug.....	67	50
D.U.I.....	92	111
Disorderly.....	78	43
Other.....	109	133
	2009 Data	2010 Data
Adults arrested.....	1105	588
Juveniles arrested.....	228	154

COMMUNITY SERVICE OFFICER ACTIVITY – 2010

The officers and Community Services officers work in their sub-districts to improve and maintain the quality of life. Nuisance complaints are most often encountered. The data from the previous year's indicated that we are having an impact. Junk vehicle complaints are down 25% and we only towed one of them. Only four properties had to undergo forced clean up. These are great examples of gaining compliance through education and cooperation. The economy is also reflected in our numbers by the number of grass complaints. THE MAJORITY of these complaints stemmed from foreclosed property.

	2009 Data	2010 Data
Junk Vehicles	100	74
Violator compliance	96	73
Vehicles Towed by PD	4	1
Refuse Complaints	282	
Violator compliance	279	268
Refuse clean-ups by PD	3	4
Grass complaints	156	205
Violator compliance	105	143
Yards mowed by PD contract	51	62

ALBERT LEA FIRE DEPARTMENT
Paul Stieler, Fire Chief

This is the 2010 Annual Report for the Fire Department, Building Inspection, and City Center.

Several dramatic events occurred which have impacted the three departments. First the crash in the economy leads to a reduction in LGA and created a need to drastically reduce costs citywide. On June 25, 2009, Captain Jim Berg retired and the position remained open for six months to reduce costs. One of our directives, during this process, was to maintain the ability of the Fire Department to make a rapid response to emergencies with four men.

To meet the directive a firefighter position continued unfilled throughout 2010. This opening has been extended into 2011. This forces one shift each month to be denied vacations and training from colleges and other agencies.

We continue to increase the value of the Fire Department to the City by performing additional duties in other areas. The recently adopted Rental Housing Ordinance will not require additional staff due to inspections being performed by on-duty fire fighters and inspection department staff. Along with our usual hydrant maintenance the firefighters started flushing every fire hydrant twice each year, which saves on costs and manpower for the water department. The Fire Department janitorial and maintenance work for the city hall was transferred to the Fire Department greatly reducing the personnel costs. We also provided CPR training to other departments to reduce costs for schooling.

All departments will continue to look for innovative ways to reduce costs and provide needed services efficiently.

ALBERT LEA FIRE DEPARTMENT

The Albert Lea Fire Department is committed to the preservation of life, safety and protection of property for the City of Albert Lea. We continue to encourage the use of improved engineering practices for building construction and operation systems that reduce the fire hazards in buildings. We provide fire prevention education and safety training in our schools, hospital, nursing homes, businesses and industries. We continue enforcement of proven building, fire and housing codes. These efforts have resulted in the reduction of fires in our community.

COMMUNITY

18,356	Residents
800	Commercial and Industrial Properties
915,841,900	Value of property protected
14	Square Miles
16	Mutual aid with number of departments

FACILITY AND EQUIPMENT

Fire and Inspection Department
 221 East Clark St
 Telephone 507-377-4340

Vehicles

- #920 1999 Toyne Pumper (Township)
- #918 2006 1250 GPM Pierce Rescue/Pumper ..
- #916 1992 Pierce 105Ft. Aerial Ladder
- #917 1995 1250 GPM Pierce Pumper
- #093 2001 Ford Pick up
- #136 2008 Ford Pick up

Staffing

Full-time Fire Response Staff.....16
 Paid On Call Response Staff.....15
 Full-time shared Clerical Staff.....1

Full-time:

- Fire Chief
- Fire Capts. (4)
- Firefighters (11)

Paid On Call:

- Fire Chief
- Fire Capts. (2)
- Firefighters (10)

VEHICLES MAINTAINED BY THE FIRE DEPARTMENT

Vehicle Mileage as of 12/31/10

<u>Vehicle</u>	<u>Road Miles</u>	<u>Hours</u>
1	48,685	
918	17,642	1,787 Hours
916	6,572	1,819 Hours
917	39,945	4,052 Hours
080	81,370	
086	83,583	
093	52,004	
429	85,763	
434	66,510	
136	16,906	

Vehicle Use in 2010

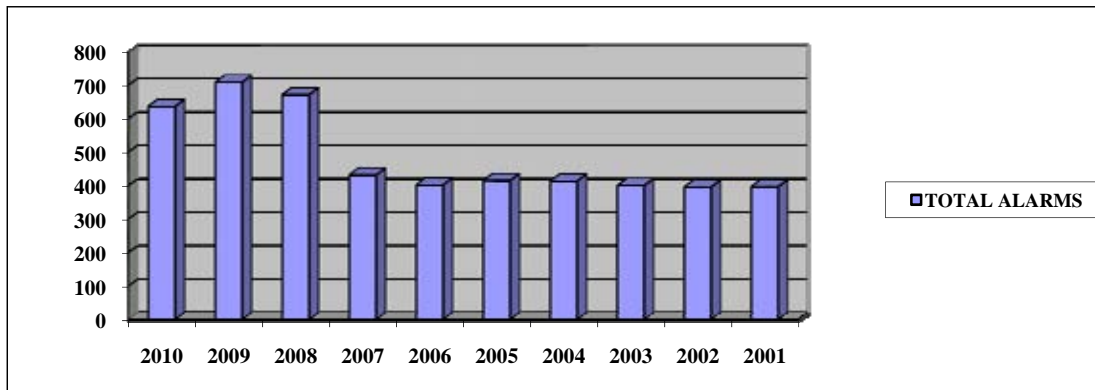
<u>Vehicle</u>	<u>Road Miles</u>	<u>Hours</u>
1	6,128	
918	4,428	435 Hours
916	291	71 Hours
917	437	47 Hours
080	5,643	
086	5,991	
093	1,262	
429	1,040	
434	5,003	
136	5,607	

Total vehicle usage in 2010 **35,830 miles**

Fire & Inspection vehicles required only routine maintenance in 2010.

ALARMS

In 2010 the Albert Lea Fire Department responded to a total of 637 alarms.



Fire Calls

Structure 16

Other 27

Total - Fire Calls 43

Vehicle Rescue & Extrication Calls

Other Calls

Rescue 80

Hazardous Conditions 101

Service Calls	223
Good Intent Calls	85
False Calls	94
Other Calls	<u>6</u>
Total – Other Calls	594
Total – All Calls	637

Mutual Aid

Rendered	16
Received	0

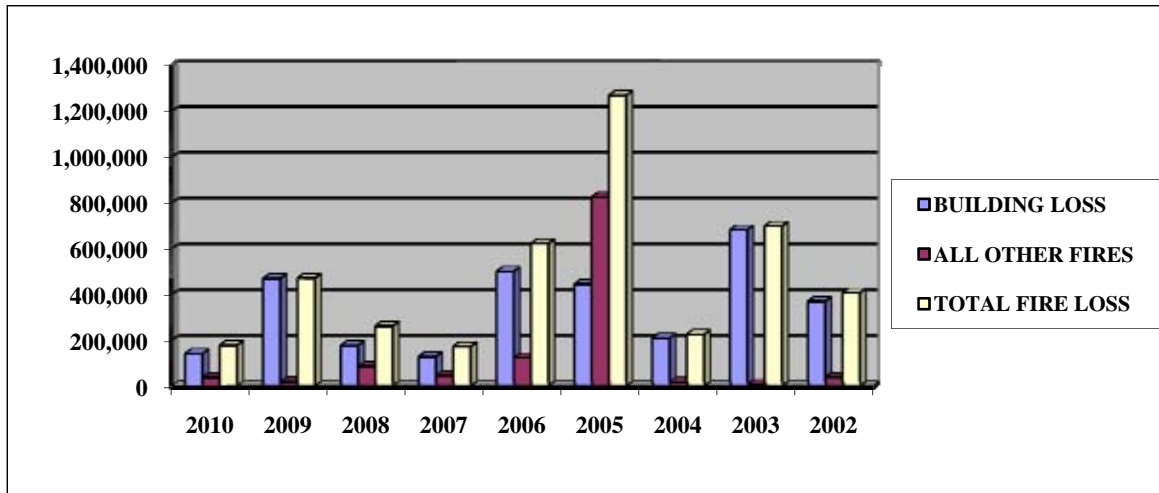
Average Response Time 3:51
 (Calculated on times for the 35 fire calls)

Overall Average Response Time 4:26

2010 FIRE LOSS

Structure	\$140,000.00
Other	<u>\$36,000.00</u>
Total	\$176,550.00

Average Structure Loss	\$ 8,784.00
Fire Loss/Capita (20,000 population)	\$ 9.80



Fire Injuries

Firefighter	0
Civilian	1

Non Fire Related Injuries

Firefighter	0
Civilian	19

Fire Deaths

Firefighter	0
Civilian	0

Non Fire Related Deaths

Firefighter	0
Civilian	0

FIRE HYDRANT MAINTENANCE

As of December 31, 2010 we have approximately 1,100 hydrants in service.

<u>Work Done</u>	<u>Number of Hydrants</u>
Hydrants checked	1,185
Hydrants painted	1
Hydrants trimmed	0
Hydrants pumped	238
Hydrants flow tested	24
Hydrants thawed	0
Hydrants shoveled	306
Hydrants flagged	2
Hydrant man-hours	601
Hydrants extended	0
Hydrants replaced	6
New hydrants added	2
Hydrants flushed	1,578

WARNING SIRENS

All warning sirens and rotating heads are individually checked at the beginning of each tornado season. The system is tested on the 1st Wednesday of each month at 1pm. Two sirens were damaged from lightening requiring the installation of new circuit boards. The city has 15 sirens in operation.

OCCUPATIONAL TRAINING 2010

<u>YEAR</u>	<u>ALFD</u>	<u>ALTFD</u>
2000	1400	942
2001	1636	974
2002	2057.5	709
2003	2023	1033
2004	1957.5	802
2005	28551	1025
2006	3208	961
2007	2865	885
2008	2380	770
2009	2010	785
2010	2331	832

In 2010 we saw a slight improvement in our overall training with both the technical and physical training hours moving upward. As a department we still can improve the level of training occurring on a yearly basis. With proposed changes in the way we schedule the multiple tasks that have become a needed part of the fire department duties, we can achieve both the levels of training that are needed to safely and effectively fulfill our emergency response needs, as well as attain the level of performance needed to fulfill our preventative measures portion.

BLOOD PRESSURE PROGRAM

We have had a total of 53,014 readings made since the start of the program with the Senior Center. This program has greatly benefited senior citizens. A few patients were advised to make a doctor visit before any serious problems arose. They greatly appreciate the firefighters taking the time to do this service for them.

In 2010 a total of 822 readings were made, up from 795 in 2009. This year was a challenge for the firefighters to keep their scheduled BP appointment. This is an excellent program and should continue.

REASSURANCE PROGRAM

This program was started as a way for the elderly, who are living on their own, to make contact with someone on a daily basis. We have on file pertinent information for each registered participant. They will call us on our dedicated phone line daily before 11:00 a.m. If they fail to call, we check on them. This service is to reassure the call-in, their family, and the Fire Department that the participant is all right.

At the end of 2010, we have a total of 44 people on the program.

This year we had a program party in April; the turnout was great. We have also set a date for our 2011 program party, which many are looking forward to. This year we checked to make sure all of the participants had working smoke/CO detectors in their households. If not, we went out to their home and installed one at no cost. This is a great program that many people very much rely on.

SMOKE DETECTOR/CARBON MONOXIDE DETECTOR PROGRAM

A donation of \$1,300 from the S.E. Minnesota Association of Realtors for purchase of combination Smoke / Carbon monoxide detectors was distributed to those without protection in the community. The Fire Department installs these detectors at no cost. Along with smoke detectors, CO detectors are required in every home by MN State Statutes. This program has been a great opportunity for many economical challenged families to have a smoke/carbon monoxide detector in their home.

FIRE EXPLORER PROGRAM

In 2010 it was decided to discontinue active participation in the Fire Explorer program. A reduction in the availability of full time staff to monitor and plan activities as well as the decreased ability of the department to commit time and personnel has prompted this change.

JUVENILE FIRE SETTERS 2010

Captain Hanna has dealt with juvenile fire setters for a number of years and with the Court Services section for the last few years. Of the kids involved in the program none have come back for repeat offenses with fire. Of the kids that have been in trouble with fire and the parents do not follow through with bringing them into the fire station to be talked to; the majority continues to be involved in activities that have landed them in more trouble. Captain Hanna will continue working with Court Services and the kids sentenced to serve. The benefits to the kids and the community far outweigh the cost in time put forth.

PERSONNEL DATA

24 Hour Personnel:

There were 4,212 hours of vacation earned and 3,889.25 hours of vacation taken.

There were 2,016 hours of sick leave earned and 683.75 hours of sick leave taken.

Only 558.25 hours of work backs were performed in 2010.

For 2010, an average of 4.53 men were on duty.

There were no personnel changes in 2010. Captain James Berg retired June 25, 2009. To date, that firefighter position has not been filled. This has required one shift to be short a firefighter each month. For a total of four months a year, all shifts are denied vacations and are unable to attend training or classes provided by outside agencies.

8 Hour Personnel:

There were 432 hours of vacation earned and 290.40 hours taken.

There were 192 hours of sick leave earned and 23 hours taken.

FIRE DEPARTMENT HOURS

	<u>First Quarter</u>	<u>Second Quarter</u>	<u>Third Quarter</u>	<u>Fourth Quarter</u>	<u>Total</u>
Janitorial:	528	472	480	400	1,880
Vehicles:	406	401	391	283	1,481
Tools & Equipment:	182	197	186	131	696
Records:	232	225	237	212	906
Fire & Clean Up:	279	365	378	381	1,403
CO & Gas Checks:	32	15	23	38	108
Inspection:	229	158	187	163.5	737.5
Bldg. Maintenance:	651	494	573	547	2,265
Talks: (M/H)	57	107	66	173	403
	(groups)	(groups)	(groups)	(groups)	(groups)
	9	59	39	38	145
	(aud.)	(aud.)	(aud.)	(aud.)	(aud.)
	208	1,150	813	1,256	3,427
Other Work (Misc.):	552	634	787	1161.5	3,134.5
Blood Pressures (M/H):	41	26	29	21	117
B/P Participants:	171	188	282	181	822
Fire Dept. Training:	790	464	492	281	2,027
Flags:	0	13	24	6	43
Physical Training:	224	245	210	218	897
Hydrants M/H:	33	189	81	315	618
Miscellaneous:	0	7	0	2	9

FIRE PREVENTION AND INSPECTION

The Fire Prevention Bureaus' mission is to improve public safety and reduce property loss through proactive fire safety inspections and quality public fire education.

Each shift also has a Fire Inspector who is also the Lieutenant on their shift. Fire Inspectors inspect commercial, public, industrial buildings, apartments and schools. The goal is to make sure these buildings meet the Minnesota State fire codes and to prevent unsafe fire practices.

Fire Inspection Summary for 2010:

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Number of Initial Inspections:	89	79	80
Number of Follow-up Inspections:	73	175	89
Violations Cited:	100	132	131
Violations Corrected:	76	208	138
Fire Inspections			
(Hours):	93	131	97
(Days):	16	46	33

The following firefighters served on the Fire Prevention and Education Committee in 2010:

Captain Lee DeVries, Committee Chairman
 Red Shift Alan Schallock, Bart Berven,
 Green Shift Dennis Glassel, Jeff Posthumus
 Blue Shift Mark Light, Trevor DeRaad

This committee searches for ways to improve the delivery of the current fire prevention and education programs. They also explore new ways to present the fire prevention message.

FP & E Activities in 2010:

- Spring Kindergarten Visits
- 1st Grade T-Shirt Program (Local 1041)
- Fall Kindergarten visits
- Poster Contest
- Fire Prevention Week
- Fire Department Open House

The Fire Prevention Committee had another successful year, from all the classrooms visited in the schools to the Fire Department's Open House in October during Fire Prevention Week. The normal displays were set up for the Open House, which display items including candles and lighters used by children to start fires, thermal imagers, hose and nozzle for kids to shoot water into the lake and all the other fire department equipment. The Open House was a huge success this year.

I.A.F.F Local 1041's annual first grade fire education "T-Shirt Program" completed its 19th year in 2010 and has grown in popularity every year. Visits were made to approximately 270 first graders to pass out t-shirts and give fire safety information.

The I.A.F.F. Local 1041 raised \$4350 for the Muscular Dystrophy Association with the "Fill the Boot" fundraiser.

2010 Contacts (Fire Prevention Talks)

- 145 Groups
- 3,427 People
- 403 Fire Department Hours

DIVISION OF INSPECTIONS

BUILDING INSPECTION DEPARTMENT

FACILITY & VEHICLES

Inspection Office
221 East Clark St.
Telephone 507-377-4340

Vehicles

- #80 1997 Dodge Pick-up
- #86 1997 Dodge Pick-up
- #429 1992 Chevrolet Lumina
- # 1 2002 Ford Explorer

STAFFING

Building Official
Two Building Inspectors
One shared Clerical

Jennifer Nelson (clerical staff) along with Teresa Kauffman (Public Information Coordinator) has been working on updating our website to keep contractors and the general public informed of the rental housing license program, permit fees, monthly building reports and current building information.

Building permits were issued for \$13,984,575.00 in construction work.

Building permits were issued for 12 new single family homes, 4 duplexes with a total of 20 units with a total valuation of \$3,746,000.

Total valuation of Commercial Alterations, Addn. & Repairs totaled \$2,917,509.

The valuation of New Public building permits totaled \$599,000.

- New Park Pavilion located at 1940 Edgewater Dr.

Due to the tornado and storm damage that occurred in June the Inspection Department has issued 431 roofing permits for residential and commercial properties with a valuation of \$3,406,481.

A total of \$291,913.00 in fees were collected in 2010. A report of permits issued:

	2010	2009	2008
Total Valuation	\$13,984,575.00	\$13,736,735.00	\$15,002,726.00
Total Buiding Permits	799	379	448
Total Plumbing Permits	45	47	34
Total Service Connection Permits	87	84	75
Total Sign Permits	14	11	15
Total Mechanical Permits	186	220	176
Total Mobile Home Permits	0	0	4
Total Building Buildings Demolished	4	9	8
Total Buildings Moved	0	0	0
Total Tank Installation Permtis	0	-	-
Total Fire Sprinkler Permits	10	-	-

Type of Building	2010			2009			2008		
	No.	Units	Value	No.	Units	Value	No.	Units	Value
Dwelling (1-2) Family	16	20	\$3,746,000.00	12	14	\$2,557,000.00	6	8	\$1,379,000.00
Dwelling (Multiple) (Alt. Add. & Repairs)	735		\$5,786,732.00	329		\$2,842,017.00	361		\$4,185,871.00
Commercial (New)				3		\$1,858,798.00	7		\$4,758,130.00
Commercial (Alt. Add.)	43		\$2,917,509.00	33		\$6,389,115.00	62		\$3,731,193.00
Industrial (New)							5		\$229,569.00
Industrial (Alt. Add.)				1		\$72,805.00			
Public (New)	1		\$599,000.00	1		\$17,000.00			
Public (Alt. Add.)	4		\$935,334.00				7		\$718,963.00

Fees totaling \$4,474.79 were waived by resolutions in 2010. The City Council waived building permit fees for the Small Cities Development Program being administered by SEMCAC and the Albert Lea HRA. Permit fees were also waived for a Habitat for Humanity home and the remodeling of the Jacobson Building for the Vitality Center.

In June of 2009 the department began providing building inspection services for the City of Clarks Grove. In 2010 the Inspection Department completed 17 inspections. The city received total inspection payments of \$762 plus \$600 in administrative fees. The Inspection Department will also be issuing and inspecting mechanical permits for the City of Clarks Grove in 2011.

RENTAL HOUSING LICENSING PROGRAM

This year the Inspection Department has issued 566 Rental Housing Licenses *which includes 1,762 units*, and collected \$70,235 in licensing fees. The Albert Lea Fire and Inspection Department has inspected 1,089 units.

In 2010 minimum housing complaints were down due to the Rental Licensing Program. Many complaints were caught during the Rental Inspection process. Most of the complaints were associated to non-licensed rental properties. Letters were sent out to all known non-compliant rental landlords. Most of the landlords have complied, but there are a few that will be charged an administrative fee in early 2011 and the department will be forced to move forward with legal action to get them in compliance with the rental ordinance.

MINIMUM HOUSING DEPARTMENT

In 2010 the Inspection Department moved forward in trying to continue the improvement of the “*quality of life*” in Albert Lea.

The first quarter of the year was spent finishing up inspections from 2009.

There were sixteen buildings placarded as unfit for human occupancy, bringing the total to 36 buildings unfit for habitation. In 2010 we saw one of the buildings being torn down by the owners and City and five being remodeled and brought up to compliance. Of the 31 buildings placarded, three are being considered by the City for demolition and there are eleven currently being remodeled.

In 2010 Fireworks License inspections went without a hitch, with only four retail licenses and one pyrotechnic display license.

Starting in 2009, the Fire Department took over the Motel/Hotel Inspections for the State Fire Marshalls Office. In 2010, this office only received one complaint about the condition of a motel room.

New for 2010 the State of Minnesota took over the Tattoo & Body Piercing Licensing and compliance inspections.

In 2010 an ordinance for massage therapists was passed with the duty of enforcement of handling compliance and complaints issues falling on my shoulders. On a positive note in 2010 we had no complaints or compliance issues to deal with.

Mark Roche is also the Freeborn County Director of Emergency Management. Capt. Roche spent time getting both the City and the County within compliance for the nations Homeland Securities Agency. This duty is part of a combination commitment of the County and City to the residents and businesses for emergency preparedness. The unique advantage to the City every year is an assurance that not just the County needs, but also the City needs are addressed.

In 2010 the City received assistance from FEMA twice due to disaster. The first was storm damage from the June tornados and the City received almost \$60,000. The second was fall flooding and the City will receive around \$8,200 for damage and employee hours. Additional equipment and training grants/awards were received by the County Emergency Department which becomes resources that the City can draw from at no cost.

In 2010, the City's Emergency Operation Plan (EOP) was updated; digital copies on memory sticks were created and issued to all Department Heads.

In 2010, as in the past, Mark Roche worked closely with Stateline Safety Council, the Freeborn County Disaster Preparedness Group, and the Freeborn County Fire Association.

Mark Roche wrote two grants for the Fire Department in 2009. The first one was for radio equipment as a regional grant through the 'Assistance to Firefighters' Grant Program (AFG) for all of the fire departments in Freeborn County. As the fiscal agent for this grant, the City of Albert Lea was awarded \$1 million dollars and we are in the process of handing out the radio equipment as each County Fire Department comes up with the required 10% match. The second grant application is through Staffing for Adequate Fire and Emergency Response (SAFER) to replace the firefighter cut in 2009. As of this writing, the City has not yet been notified of approval of this grant. Also in 2010 I have been working on training other firefighters in the Department to continue writing grants for the Fire Department in future years.

As a part of the 2009 SAFER Grant, in 2010 I have finished a data base of area business, using the National Fire Administration RHAVE (Risk, Hazard and Value Evaluation) program. This program rates the community risks and hazards and creates an evaluation value that can be used by the Fire Department in its local structure fire pre-plans.

CITY CENTER

In 2010 the custodial staff at City Hall was eliminated. Because of LGA cuts to the City and budget restraints, starting January 1, 2010, the Fire Department took over the cleaning and maintenance duties in City Hall. Mark continues to handle the purchasing of supplies for City Hall. GK Services, a linens service, was eliminated by purchasing reusable supplies. We trimmed janitorial supplies by reducing the number of supplies stocked.

Working off an audit from Alliant Energy, we continue to implement additional electrical and gas saving measures for 2011 for City Hall. We are looking at gas savings ideas including ways to continue City Hall's gas interrupt services contract. We have contracted Randy Jensen from the Freeborn County, as our licensed boiler operator. The firefighters continue to do the daily boiler checks.

Work was started to upgrade two of the City Hall elevators to the new State 2011 Elevator Standards. This will upgrade most of the safety systems on our elevators and replace some old worn out parts.

PUBLIC WORKS DEPARTMENT
Steven J. Jahnke, Public Works Director

ENGINEERING DEPARTMENT

As the summary of year 2010 Public Works Department construction projects reflects, it was another big year of construction. There were approximately \$9,915,327 million dollars in public works projects in 2010. 2010 was a year where the City received Stimulus Funds for the Airport Project, and 777th Avenue Construction. The City was also able to take advantage of the bond funds remaining for the Edgewater Park Dumpsite cleanup to complete the installation of water and sewer and construction of a new pavilion near the location where the former pavilion had been removed.

For comparison, Public Works improvements for the past six years have been as follows:

2010	\$9,915,327
2009	\$5,662,473
2008	\$12,819,938
2007	\$8,066,373
2006	\$3,794,410
2005	\$4,434,155

2010 continued on 2009 as a year spent evaluating how to operate more efficiently and evaluating ways to reduce expenditures long term. As part of this, Engineering only hired one summer help for the season.

In 2009, the Edgewater Park Dump Site project was completed. We were fortunate that there were some funds remaining in the project and the City worked with the Minnesota Pollution Control Agency to use the remaining funds to build a new pavilion including sanitary sewer, water, and reconstruction of the park road. The pavilion is a three season building which should be a great asset to the community.

In 2009 the relocating and extending of the City of Albert Lea Airport runway was started. The construction of a new 5,000 foot runway and an overlay of the existing cross wind runway occurred throughout 2010. Ulland Brothers Inc. was the contractor performing the work. The City anticipates opening the new runway in the spring of 2011 with construction of the taxiway occurring throughout the summer of 2011. The City received stimulus funds as part of this project. In addition a new electrical vault was constructed by Albert Lea Electric in order to provide the lighting for the new runway.

The Blue Zones projects continued in 2010. The Minnesota Department of Transportation worked with the City and constructed a sidewalk along West Main Street in front of the Skyline Mall and filled in a sidewalk gap at Morin Park. In addition to these gaps, sidewalk was also constructed along Hammer Road from the airport east to Bridge Avenue. There were also sidewalk gaps filled near Bellview Park.

In 2010, two areas that were adjacent to city limits were annexed and serviced with sanitary sewer and water. With increased awareness and stronger sanitary sewer regulations, there has been more and more interest by surrounding areas to be serviced by city services. One area was along Highway 65. This area had been surrounded when the Wedgewood Cove area was annexed. There was also an area north of Hammer Road along County Road 45 (770th Avenue) which the majority of residents petitioned the City to provide sanitary sewer and watermain. This project involved extending sanitary sewer and water north on County Road 45 to service 17 newly annexed properties. This project was requested by Bancroft Township due to the concentration of failing and/or noncompliant septic systems in the area. Many of the properties are too small to update their systems, so the area was annexed and the project completed. Rehnelt Construction performed the work for both of these projects.

Ulland Brothers, Inc. completed the milling and overlaying of the residential streets and replaced damaged or settled sections of curb and gutter. It also involved replacing and installing new sidewalk to fill in gaps in the sidewalk system. The Streets were as follows:

2 nd Ave – College St to Main St	College St – 2 nd Ave to 1 st Ave
Janson St – west end to 1 st Ave	4 th Ave – Janson St to Front St
3 rd Ave – Front St to Plainview Ln	1 st Ave – Front St to Plainview Ln
Lincoln Ave – Front St to south end	Spark Ave – Front St to Belmont St
Belmont Ave – Belmont St to Plainview Ln	Belmont St – Belmont Ave to Spark Ave
Alcove St – Lincoln Ave to Spark Ave	Plainview Ln – 4 th Ave to Lincoln Ave
Commercial St – Madison Ave to gravel	Madison Ave – Commercial St to 7 th St
7 th St – Madison Ave to Broadway Ave	

The project also included removing and replacing the bituminous surface on the South Shore Drive frontage road east of the I-35 overpass. Additionally, new sidewalk was installed encircling Bellview Park.

Ulland Brothers, Inc. also completed the milling and overlaying and replaced damaged or settled sections of curb and gutter and sidewalk on several state aid streets in Albert Lea. It also involved installing new sidewalk on Hammer Road to fill in sidewalk gaps. The streets were as follows:

Front Street – TH 69 to US Hwy 65	Hammer Rd – Greenwood Dr to Bridge Avenue
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In the spring of 2010, a large break occurred in the 36” sanitary sewer forcemain that carries all of the City’s sewage to the Wastewater Treatment Plant. Upon further investigation, it was determined that two sizeable sections were significantly deteriorated and in need of repair. The repairs were made by installing a temporary bypass line and then inserting a smaller HDPE pipe inside of the existing concrete cylinder pipe. A significant portion of the costs for this project involved installing a temporary bypass pipe so that the City's sewage could still be conveyed to the Wastewater Treatment Plant during the project. The project was significantly completed in December of 2010 and the work was performed by Sorensen Brothers Inc.

The City of Albert Lea worked with Greater Jobs to construct 777th Avenue. This project involved installing a new concrete street (777th Avenue), curb & gutter, watermain, sanitary and storm sewer to service a new industrial park to the east of Love’s Truck Stop. Work also included construction of a stormwater pond for the industrial park as well as reconfiguring the truck entrance for Love’s Truck Stop so that both the truck entrance and exit were off the new street. \$959,670 was paid for using EDA and Deed grants. Jones, Haugh, and Smith were the consultant on the project and Contractors Edge performed the work.

On Orchard Street, engineering worked with a homeowner with a failing septic system. This project involved installing a new 2” water service, grinder pump and 1-1/2” pressure sewer service line to service the house at 1713 Frank Hall Drive. This house had a failing septic system and was already inside city limits but was not connected to city sewer and water. Ellingson Construction completed this work.

In late 2009, Sorensen Brothers Inc. began reconstruction of Willamor Road from Lakeview Boulevard to Crescent Drive. The final lift of bituminous and lining of the sanitary sewer occurred in 2010.

In 2010 the City continued to work with the Shell Rock River Watershed District including finalizing a stormwater educational area along East Main Street that will be dedicated as a stormwater educational area. This project involved constructing a new stormwater park along East Main Street. This park includes the construction of a series of stormwater ponds as well as other innovative approaches to stormwater

quality improvement such as pervious pavement, bio-retention and vegetation. This project was a partnership between the City and the Shell Rock River Watershed District with the City providing much of the labor and equipment to complete the construction.

In 2010 the Bridge to Dress Island was replaced primarily with fundraising by private groups. The project included a new bridge, a light on the island and sidewalk work.

In 2010, the City, and MNDOT worked with Union Pacific Railroad to upgrade the railroad crossing signals for the Union Pacific Railroad crossing on Newton Avenue. Upgrades included adding signal lights and crossbars. The crossing is still owned and operated by UPRR, and is not a City asset.

In 2010, the Shell Rock River Watershed hired Minnowa Construction to remove and replace the existing fish barrier on the Fountain Lake Dam. The existing fish barrier was deteriorated to the point where it was no longer effective at keeping rough fish from entering Fountain Lake. The project was paid for by the Shell Rock River Watershed District.

A portion of Rooster Hill Road and Bayview South Knoll were paved as part of the Freeborn County South Shore Drive project.

As part of the airport runway reconstruction project, there was a portion of abandoned underground gas pipeline, which crosses the airport property was purchased by the City of Albert Lea and removed. Northern Natural Gas dedicated the entire length of abandoned pipeline inside the airport property to the City, and approximately 220 feet of it was removed as part of the runway project.

Additional projects include installing a rock ditch crossing over an existing tile line. The crossing is to give the property owner access to the property.

The Edgewater Park ski beach was modified in order to accommodate a regional ski show. This project involved removing a 50 foot portion of a concrete revetment and geotextile mat and installing a new sand beach in Edgewater Park.

The City of Manchester constructed a forcemain from the City of Manchester to the City of Albert Lea City. The City of Albert Lea now treats the wastewater from the City of Manchester.

The Engineering staff continues to provide support to City Departments. Staff prepared various computer generated planning maps, Police Department accident site maps, City marketing maps, voting district maps, and our street and utility construction plans.

The City continues to work with the County to develop a long term plan for the Bridge Avenue Corridor. Because of the expense and potential to impact homeowners and businesses this has been proceeding at a slow pace.

A. The following contracts were prepared and supervised by the staff of the Engineering Department:

1. TH-69 Sewer and Water Extension – Job 0709 \$135,465
 Michaëlle Lane North to Termini
 Contractor: Rehnelt Construction
 Kosota, MN

2. County Road 45 Sanitary Sewer and Watermain Extension \$221,284
 From Hammer Road North Job 0907
 Contractor: Rehnelt Construction
 Kosota, MN

3.	Main Street Stormwater Project - Job 0906 Paid for by Shell Rock River Watershed Contractor: City Crews. Albert Lea, MN	\$15,000
4.	Willamor Road Reconstruction and Sanitary Sewer Sliplining Lakeview Blvd. to Crescent - Job 0911 Contractor: Sorensen Brothers Inc. Albert Lea, MN	\$158,607
5.	Orchard Street Sewer and Water Improvements Oregon Street North – Job 1002 Contractor: Ellingson Drainage West Concord, MN	\$24,353
6.	2010 Neighborhood Improvement Project - Job 1005 Contractor: Ulland Brothers Inc. Albert Lea, MN	\$585,720
7.	2010 State Aid Neighborhood Improvement Project – Job 1006 Contractor: Ulland Brothers Inc. Albert Lea, MN	\$428,247
8.	Wastewater Treatment Plant Forcemain Repairs 5,106 linear feet - Job 1010 Consultant Assistance: Fox Engineering Inc. Contractor: Sorensen Brothers Inc. Albert Lea, MN	\$1,362,964
9.	Dress Island Bridge Replacement – Job 1012 Contractor: ALAMCO Wood Products Albert Lea, MN	\$11,637
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	TOTAL (Part A)	\$2,943,277

B. The following contracts were prepared for the City by a consultant, and administered and inspected by the Engineering Department and consultant:

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	TOTAL (Part B)	\$0.00

C.The following contracts were prepared for the City by a consultant, and administered and inspected by the consultant:

1. Edgewater Dump Site Removal – Job 0126 \$210,290
 Sewer, Watermain, and Roadway Construction
 Consultants: Zenk, Read, and Trygstad, Albert Lea, MN
 Contractor: Heselton Construction, Faribault, MN

2. Edgewater Dump Site Removal – Job 0126 \$605,082
 Edgewater Park Pavillion Construction
 Consultants: Zenk, Read, and Trygstad, Albert Lea, MN
 Contractor: Sundance Exterios Unlimited, Hastings, MN

3. Albert Lea Runway Lighting Electrical Vault Construction \$159,383
 Job 0713
 Consultant: Mead and Hunt, Inc.
 Minneapolis, MN
 Contractor: Ulland Brothers Inc.
 Albert Lea, MN

4. Albert Lea Runway Construction and Cross Wind Runway \$3,763,251
 Overlay - Job 0714 \$5,127,605.57 Total Project
 Consultants: Mead and Hunt, Inc.
 Minneapolis, MN
 Contractor: Ulland Brothers Inc.
 Albert Lea, MN

5. Newton Avenue Union Pacific Crossing Signal Upgrade \$401,417
 City Job 0859 City Cost \$40,142
 Owner: Union Pacific Railroad
 Consultant: MNDOT
 Contractor: Union Pacific Railroad

6. 777th Avenue Concrete Street and Utilities Construction \$1,644,877
 East Main Street North - Job 0909
 Consultants: Jones, Haugh and Smith, Albert Lea
 Albert Lea, MN
 Contractor: Contractors Edge
 Mankato, MN

7. Fountain Lake Fish Barrier - Job 0913 \$10,000
 Shell Rock River Watershed Project
 Contractor: Minnowa Construction
 Harmony, MN

8. West Main Street Sidewalk Installation \$166,000
 Minnesota Department of Transportation Project
 Consultants: MNDOT
 Contractor: Heselton Construction
 Faribault, MN

9. Rooster Hill and Bayview South Knoll Paving \$11,750
 Freeborn County Project
 Contractor: Ulland Brothers Inc.
 Albert Lea, MN

TOTAL (Part C) \$6,972,050

TOTAL 2010 CONSTRUCTION PROJECTS	\$9,915,327
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Statistically, the following miles of Public Works were installed:

	2010	2009	2008	2007	2006
Concrete or Bituminous Streets-New (Miles and Annexed)	0.94	0	1.51	0.36	1.18
Reconstructed Streets (Miles)	0.31	0.64	0.35	0.39	0
Concrete Pavement Rehabilitation (Miles)	0	0	0	0	0
Alleys (Miles)	0	0	0.09	0	0.14
Bituminous Overlays (Miles)	4.39	3.76	4.90	1.91	1.77
Sanitary Sewer-New (Miles)	1.24	0.21	2.20	0	0.86
Reconstruct Sanitary Sewer (Miles)	0.97	0.07	0.15	0.13	0
Watermain-New (Miles)	1.99	0.21	3.84	0.13	0.86
Reconstruct Watermain (Miles)	0	0.38	0.43	0.64	0.32
Storm Sewer-New (Miles)	1.31	0.82	2.27	0.43	1.11
Reconstruct Storm Sewer (Miles)	0	0.18	0.17	0.01	0
Reconstruct Sidewalk (Miles)	0.54	0.14	0.22	0	2.01
New Sidewalk (Miles)	0.38	2.11	0.21	0	0
Curb & Gutter (Miles)	1.16	2.07	0.97	0.7	1.64
Reconstruct Curb & Gutter (Miles)	1.61	1.45	2.73	0.58	1.74

STREET LIGHTING

There were no new street lights installed in 2010.

ANNEXATIONS

2010 was a big year for annexations. The majority of the annexations were to allow people or areas to connect to City sewer and water. The annexations were as follows:

Resolution 10-64	Terry and Jeannette Ringeon Parcel No. 13-035-0180 and 0181	5.00 Acres
Resolution 10-65	George and Arlys Jensen Parcel No. 13-035-0220	8.32 Acres
Resolution 10-63	Sabin and Majerous Parcel No. 080500060 and 080	5.92 Acres

Resolution 10-125	Lot 5 Webbers Subdivision	0.11 Acres
Resolution 10-61	Swearingen Property Parcel No. 08-011-0200	9.99 Acres
Resolution 10-114	Christian Property	1.50 Acres
Resolution 10-115	Dress/Sunset Property	134.06 Acres
Resolution 10-86	County 45/770th Avenue Properties	73.2 Acres
Total		238.10 Acres

ENVIRONMENTAL SERVICES

Environmental Services includes programs such as industrial wastewater pretreatment, solid waste management, recycling, wetland management, storm water management, and air quality assessment. Most of these programs are the product of State and Federal legislation continuously expanding with the increasing awareness of our environment.

In 2010 no new industries were added. In general, the industries increased their flows from 2009. A summary is as follows:

2010 PRETREATMENT SUMMARY

INDUSTRY	FLOW (gal)	BOD (lbs)	TSS (lbs)	TKN (lbs)
Albert Lea Select Foods	3,027,156	66,787	24,042	3,274
Cargill	71,769,351	519,422	163,645	9,520
Merrick's of Minnesota	9,854,788	150,604	45,259	873
Mrs. Gerry's	19,947,021	403,885	277,450	8,822
Poet	24,927,152	98,700	18,839	4,488
SoyMor Biodiesel	42,314	18	19	1
Ventura Foods	17,031,751	166,349	160,983	3,456
TOTALS	146,599,533	1,405,765	690,237	30,434
PER DAY AVG.	401,643	3,851	1,891	83
% CHANGE FROM 2009	9.3%	21.3%	11.1%	-21.5%

The City monitors Albert Lea Electroplating, Fountain Industries, Lou-Rich, Inc. and Streeters quarterly for metals. All four industries have state of the art pretreatment facilities and continue to research more environmentally friendly, conservation oriented production.

Although the MPCA mandated five-year Infiltration and Inflow (I&I) Program was complete in 2004, the City continues to seek sources of clear water entering the sanitary sewer. When these sources are realized, they are promptly repaired. The five-year program took great strides in reducing I&I, but remedying the problem completely will be a continuous project. In 2007 the Engineering Department

began a three-year sanitary sewer line inspection program to locate foundation drains that may be connected to the sanitary sewer. Under this program, owners of homes built before 1975 are required to have their homes' sewer laterals televised by a licensed plumber. The plumbers then certify their findings to the City and repairs are made as necessary. Currently 5,036 inspections have been completed; of those inspections 161 homes failed the inspection. The program has already been successful in removing sources of clear water inflow. The inspections are not complete with approximately 200 homes remaining to be inspected.

In 2010, the City continued working toward the goals set forth in our 2004 Wellhead Protection Program. The goal of the program is to prevent groundwater contamination near City drinking water wells before it occurs.

The Watershed District continued collecting payments from the 0.5% local option sales tax. The District will use the revenue to fund projects which will improve water quality within the watershed, in which Albert Lea is encompassed. The leaf vacuum that was purchased with sales tax money was in operation again during the fall of 2010. The City continues to work closely with the Watershed District to identify projects which will help in improving water quality in our nearby water resources. The City of Albert Lea Stormwater Plan is almost complete.

The 2010 watershed projects included: White's Lake Fish Barrier, Wedge Creek Fish Barrier, Fountain Lake Dam carp barrier, East Main Street flood mitigation and the City of Albert Lea Storm Water Plan. These projects are being funded by the watershed with in-kind contributions by the city. The Watershed obtained a Corps of Engineers 206 Grant for work on Albert Lea Lake, including improvements to the dam. The plans for the lake are currently in development. The watershed also received approval from the Lessard Sams Outdoor Heritage Council for approximately \$2.5 million to purchase property around the Albert Lea Lake Dam. The grant will require final legislative approval in 2011.

In 2008 the MPCA began work on remediating Edgewater Park Dump Site. The project was completed in 2009. The project was completed for less than the bonding amount, and the legislature approved the remaining \$850,000 to be used by the City for replacement of the roadway and pavilion and installation of sanitary sewer and water for future use. During 2010 the sanitary sewer, watermain, street and new pavilion were completed. The new pavilion is called Edgewater Bay Pavilion.

In February of 2007, the City submitted a comprehensive Storm Water Pollution Prevention Program to the MPCA as part of their Municipal Separate Storm Sewer System (MS4) requirements. This Plan addresses the following issues regarding storm water: 1. Public education and outreach, 2. Public involvement and participation, 3. Illicit discharge elimination, 4. Construction site storm water runoff control, 5. Post-construction storm water management in new and re-development, and 6. Pollution control and good housekeeping for municipal operations. The new MS4 requirements also resulted in the adoption of a Construction Site Erosion and Sediment Control Ordinance. This ordinance sets regulations for construction sites within City limits to prevent erosion and sedimentation into our local waters. In September of 2010, the MPCA audited our MS4 program. We received notification of two required actions, one was to hold an internal meeting with staff to train for detection of illicit discharge, and the other was to enact an illicit discharge ordinance, which has already been completed by council.

The City Transfer Station continues to operate, providing a deposit location for mixed municipal solid waste (MMSW), used tires, white goods, brush, and waste oil. Through a joint venture with Freeborn County, services are also provided for recycling paper, glass, plastic, metals, and for composting yard waste. Freeborn County continues to provide household hazardous waste disposal monthly at the City site via a mobile unit and existing City facilities. The Demolition Landfill continues to provide a well-utilized depository for both the public and City demolition projects.

Overall, the Demolition Landfill received more use in 2010 than in 2009. The transfer station increased slightly for MMSW, brush electronics, and white good, but declined slightly for recyclers and compost. The annual Home Town Pride Clean Up Day was held where residents could dispose of most items for free or at a discounted rate. This event, staffed by volunteers and employees was again success in 2010.

The Transfer Station continued collecting electronic waste in response to the State’s ban on cathode ray tubes in landfills. This program keeps electronics, which may contain hazardous substances such as lead, mercury, arsenic, and cadmium, out of the landfill. In 2010, 47,423 lbs of electronics were collected and recycled with 153,931 lbs being recycled since the program’s inception. Staff continues to evaluate options for handling/recycling electronic waste to insure the best cost with the least handling is achieved. Electronics collection increased over 2009 by 272 units. This is likely due to the federal mandate making analog TV’s obsolete in June of 2009.

In 2010 the reduced hours of operation enacted in 2009 were continued, resulting in continued savings. Staff continually evaluates measures to make the Transfer Station and Demolition Landfill operate in the financial positive way. In 2011 the City will continue to look for ways to increase the facility’s efficiency and reduce costs.

TRANSFER STATION AND DEMOLITION LANDFILL SUMMARY

YEAR	WHITE							
	MMSW (c.y.)	DEMO (c.y.)	BRUSH (c.y.)	GOODS (units)	TIRES (units)	E-WASTE (units)	RECYCLE (customers)	COMPOST (customers)
2000	4,001	2,668	1,688	668	460		4,476	16,468
2001	4,898	4,094	1,912	714	440		4,556	12,939
2002	4,439	8,473	1,543	821	441		4,333	13,670
2003	3,714	2,035	1,716	681	718		4,178	14,704
2004	3,965	5,567	2,008	788	691		4,710	15,760
2005	3,838	2,219	1,762	683	594		4,362	15,516
2006	3,642	3,064	1,693	645	515	348	4,801	13,082
2007	3,931	3,893	2,097	436	331	1034	4,732	14,803
2008	3,640	6,337	1,795	365	793	929	3,039	8,241
2009	4,263	1,714	1,762	489	154	642	4,219	10,422
2010	4,656	3,546	1,836	533	264	914	4,203	9,055

Wetland impact and replacement applications were reduced considerably from past years due to the downturn in development pressure. No Wetland Conservation Act Applications were submitted. Staff did work with the current owner of the proposed Eagles Rest Wetland Bank to determine if the project will be developed at this time or at some time in the future. Staff also followed up with previous wetland replacement projects to make sure monitoring plans were submitted and banking purchases were completed. The wetland loss/gain is shown on the table below for the 2010 applications. Also in 2010, no cease and desist order were issued.

Project	Type of Application	Wetlands Lost/Impacted (acres)	Wetlands Created/Replaced (acres)	Net Loss / Gain (acres)
'10 Application Total				0.00

STREET DEPARTMENT

The month of January was spent widening streets, cleaning and removing excess snow in different areas of town. This was all due to the large amounts of snow that fell previously. Up until the beginning of March, when the street sweepers were sent out, we plowed and sanded for an average amount of snow and ice events, demolished and hauled away a commercial building at 804 E. Main Street, completed building repairs at the City Garage and worked on street sign maintenance. A street sign maintenance program was purchased and in addition we borrowed a laptop from the Utilities Department. This is all in conjunction with mandates that have been established by the FHWA. This mandates that all government agencies have until January 2012 to establish and implement a sign assessment or management method to maintain minimum levels of sign retro-reflectivity. The compliance date for regulatory, warning, and ground-mounted guide signs is January 2015. Stop and Yield signs are just two of the many regulatory signs that are most common on our city streets. For overhead guide signs and street name signs, the compliance date is January 2018. The street name sign maintenance program is a tool used to document every sign in the City of Albert Lea. This means every sign will have a recorded history from cradle to grave. Most importantly the sign needs to have a certain amount of retro-reflectivity. Other than "no parking" signs this basically means that all the signs in the City of Albert Lea have to be replaced in the next 4-7 years. This is a huge undertaking considering the current staffing levels and the financial constraints placed on the Street Department.

Throughout the summer replacing curb and street surface material from utility repairs, street sweeping, cracksealing, chipsealing, street and parking lot striping, graveling roads, alley maintenance, street sign repairs and replacement, providing traffic control for various parades, celebrations and special events that take place, transfer station maintenance and pothole patching are just a few of our many projects.

June was a stormy month and left the City with considerable tree damage to contend with. This is also the month that we chipseal. During chipsealing we used 25,000 gallons of Emulsion and 750 tons of rock.

The following streets were chipsealed:

Adams Avenue, Vine St, Oak Ln, Broadway Avenue, Ermina Avenue, West Avenue, William Street, Clark Street, Lakeview Blvd, Water Street, Euclid Avenue, Elizabeth Avenue, Newton Avenue, Washington Avenue, Main Street (frontage rd) and Plaza Street.

In the fall, we welcomed Jason Attig to the Street Department as a new hire. This brought our staffing level up slightly, now the department is short two employees. This shortage has required the Street, WWTP, Utilities and Park Departments to shift employees from one department to another depending on the workload to try not to decrease in the level of service provided by the departments.

Towards the end of the year we were saddened by the loss of Linda Lau, our office assistant at the City Garage. This brought changes to how the City Garage will be staffed in the future. The office hours were reduced to 20 hours a week and Lisa Deraad will fill that position. Also a new voicemail system was purchased and installed. It gives us more flexibility and to direct the voicemails to the department heads cell phones as quick as they come in.

December hit us with a bang. It brought our area snowfall amounts to record levels; receiving most of our average annual snow fall amount all in one month. This occupied the departments time for the whole month with not getting all the snow cleaned after a storm and getting hit with another blast of snow. This involved working most weekends and holidays. To better communicate with the public, usually a day or two in advance we posted on twitter what the department intentions and start times were for the next day. The local media would pick up on this and include it in their broadcasts.

UTILITIES DEPARTMENT – WATER DIVISION

Water demand for 2010 showed a 15% increase from water pumped during 2009. The total gallons of water pumped in 2010 was 1,135,152,000 whereas a total of 756,851,504 gallons were metered resulting in 33% of unclaimed water. The well at the West Plant was pulled and inspected.

TOTAL WATER PUMPED/MONTH	NORTH	WEST	SOUTH	CENTRAL	TOTAL
JANUARY	27,800,000	47,325,000	17,160,000	832,000	93,117,000
FEBRUARY	30,407,000	42,701,000	17,527,000	664,000	91,299,000
MARCH	42,060,000	23,735,000	31,889,000	583,000	98,267,000
APRIL	31,671,000	35,785,000	24,365,000	657,000	92,478,000
MAY	38,546,000	34,291,000	27,459,000	658,000	100,954,000
JUNE	36,458,000	24,971,000	26,956,000	656,000	89,041,000
JULY	42,663,000	27,247,000	83,016,000	660,000	103,586,000
AUGUST	45,894,000	33,056,000	30,913,000	2,861,000	112,724,000
SEPTEMBER	31,090,000	36,796,000	24,991,000	618,000	93,495,000
OCTOBER	36,328,000	40,807,000	22,774,000	617,000	100,526,000
NOVEMBER	15,096,000	37,534,000	29,687,000	563,000	82,880,000
DECEMBER	34,064,000	22,250,000	19,594,000	877,000	76,785,000
	412,077,000	406,498,000	306,331,000	10,246,000	1,135,152,000

The annual water loss leak survey for the entire city found 12 leaks, 3 hydrants, 7 water service lines and 3 watermain leaks.

Replacement of watermain gate valves, fire hydrants, and water service lines took priority in upgrading the water distribution system. A total of 73 water services were replaced this year. There were 15 lead water services replaced during 2010 leaving 335 lead water services to replace.

The utilities department continues to replace water meters with a radio read system. This change will enable employees to read all the meters in the city of Albert Lea monthly. At the present time there are 5,104 water meters installed with the radio read system.

The following shows the gallons of water pumped and the amount of associated chemicals used:

COST FOR CHEMICALS & ELECTRICAL COSTS	Chlorine \$6,288.96	Fluoride \$16,624.38	Power Costs \$165,437.90	Phosphate \$20,562.75
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Cost for chlorine, fluoride, phosphate inhibitor and electricity per million gallons for 2010 were \$184.04.74. This is a \$33.72 increase per million gallons or 22 percent over 2009.

The following is a comparison of water demand for the past three years:

GALLONS	2010	2009	2008
Totals Pumped for the Year	1,135,152,000	984,170,000	956,624,000
Daily Average	3,110,005	2,696,356	2,620,890
Ave. Daily Consumption Per Capita Based on Population of 18,357	169	147	143
Totals- Central Plant	19,594,000	7,992,000	8,092,000
Totals- South Plant	306,331,000	225,303,000	406,555,000
Totals- North Plant	412,077,000	401,250,000	303,395,000
Totals- West Plant	406,498,000	349,625,000	238,582,000

The Department also continued its ongoing maintenance of the water system:

1. Repaired 2 hydrants
2. Replaced 4 hydrants
3. Repaired 2 valves
4. Replaced 4 valves
5. Repaired 3 valve box
6. Disconnected 3 services
7. Replaced 79 curb stops
8. 51 New Connections
9. Investigated 36 high bill complaints requested by customers
10. Made 2912 service calls to customer's homes
11. Turned on 160 services at the customer's request
12. Shut off 104 water services at the customer's request
13. Shut off 1093 water services for non-payment of bills
14. Tested 217 water meters
15. Made repairs to 10 water meters
16. Replaced 19 commercial water meters with new Touch read meters
17. Replaced 216 water meters with new radio read meters
18. Installed 353 new radios
19. Condemned water meters were 219
20. Total meters sold were 263
21. Total one call locate tickets 21,402
22. Repaired 30 watermain leaks
23. Replaced 33 frozen meters

UTILITIES DEPARTMENT – SANITARY AND STORM SEWER DIVISION

The utilities department continues to stress preventative maintenance in the cleaning, root control and

repairs of sanitary and storm sewer systems. The department has a video camera system. With this system we are able to video the sanitary and storm sewer systems to find problem areas and help with the I&I program. With the video camera system we are able to determine exact location of a problem and what type of problem it is to make the necessary repairs or replacement. The video equipment is also used to show a homeowner if they have a problem that it is not in the City's main line, but the problem is in their service line. It is also used to assist plumbers when cleaning a homeowner's line so they know they are all the way to the main line with their cleaning equipment. New meters and pumps install on 19th Street lift. New impellers Pearl Street lift and Oakwood lift. Installed new roof on Morin Park storm sewer lift.

Rebuilding of inlet, catch basins and replace storm sewer lines is the main focus of the storm sewer system. The inlets and catch basins that are completely rebuilt should not need significant maintenance for many years.

The following shows sewer cleaning (in miles) for the past three years:

TYPE OF SEWER CLEANING	2010	2009	2008
Sanitary Sewer Jet Cleaned	41.8	100.86	67.81
Sanitary Sewer Rodded	7.5	.24	1.11
Sanitary Sewer TV'd	6.2	1.92	
Storm Sewers Jet Cleaned	.11	.17	.59

Other service and preventative maintenance performed on the sanitary and storm sewer collection system were:

- 3 Sanitary sewer forcemain repaired
- 32 Sanitary sewer manholes repaired
- 556 Sanitary sewer lines flushed
- 220,905' Sanitary sewer jet cleaned
- 39,910' Sanitary sewer jet rodded
- 4 Sanitary sewer line breaks repaired
- 35 Storm sewer curb inlets rebuilt
- 30 Storm sewer manholes rebuilt
- 7 Storm sewer line breaks repaired
- 30 Storm sewer catch basins and inlets cleaned
- 56 Calls to check sanitary sewer main line
- 122 Storm manholes inspected
- 1,208 Sanitary manholes inspected
- 32,912' Sanitary sewers televised
- 3 Storm sewers televised

WASTEWATER TREATMENT PLANT

There were no major construction projects completed at the Wastewater Treatment plant in 2010.

As the WWTP passes its 28-year life, more capital improvements will be required. In 2011 we will continue to study ways to decrease the energy usage at the WWTP.

Galen Christenson retired in 2010 after 19 years with the City of Albert Lea at the Wastewater

Treatment Plant.

As a soil conditioner 4,247,462 gallons of biosolids were applied to the farm fields in 2010. A summary of the Wastewater Treatment Plant Operations is as follows:

	2010	2009	2008
Total Flow (Gallons)	1,595,070,000	1,342,320,000	1,489,100,000
Average Flow (Gallons)	4,370,055	3,678,000	4,080,000
% Change in Flow	19% increase	10% decrease	9% decrease
BOD Mg/L (Infl)	325	369	323
BOD LBS (Infl)	11,845	11,319	10,991
BOD Mg/l (Effl)	2	2	1
BOD % Reduction	99%	99%	99%
TSS Mg/L (Infl)	240	310	286
TSS LBS (Infl)	8,747	9,509	9,731
TSS Mg/L (Effl)	1	1	2
TSS % Reduction	99%	99%	99%
Total Flow from Industry	142,734,909	131,752,570	139,580,290
Ave. Flow from Industry	391,055	360,966	382,412
% Change in Industry Flow	8% increase	6% decrease	3% decrease
Total Flow Res. & Com.	1,452,335,091	1,151,567,430	1,349,519,710
Ave. Flow Res. & Com.	3,979,000	3,154,979	3,697,314
% Change in Res. & Com.	26% increase	15% decrease	9% decrease
Biosolids applied to Croplands (Gals)	4,247,462	3,049,022	4,425,900
% change in Biosolids applied	39% increase	31% decrease	8% increase

AIRPORT (written by the Airport Fixed Base Operator)

Projects

The new runway was completed and painted—however, since it lacks connecting taxiways, approach lights, and the FAA instrument approaches, it will not be opened until Spring 2011.

The cross runway was resurfaced and re-marked. It is complete except for some side surfacing and the construction of the safety runoff on the departure end of runway 22.

Construction of the taxiway to runway 4/22 and installation of the wildlife fence was delayed until Spring 2011.

The electrical vault was delivered and the equipment installed. The runway lights are installed—

waiting for spring on the approach lights. Yet to be accomplished—the changeover of controls from the old to the new.

New estimated time frame—major projects

2011 - Recycle paving from old runway and construct taxiway on the same site.

2011 - Approach lights for main runway.

2011 - Install wildlife fence

2011 - Safety area construction, Runway 22

2011 - Install approach lights

2011 - 2013 – Replace ramp surfaces.

2012 - 2013 - Replace 1947 hangar and arrival/departure building, and more parking.

Outlook

While Congress has been unable to come up with long-term FAA funding, we were in a position of need and in a position of having our engineering already prepared. FAA funding started the project, and once started, kept our position for funding from year to year.

We have regained the momentum lost, but that means that the time frame to accomplish the rework has been compressed (see timeline above). The FAA and MN/DOT are aware of this, but that means that the City must press hard to get it completed on time. The good news is that at the end of the project we will have a virtually new airport, state of the art and safer airport, most of which was funded by Federal funds.

FAA rules require that the runway portions of major projects must be completed before other projects can be funded, and the delay on the runways has translated to delays in the other projects. Projects through 2011 have already been funded by the FAA—but the continued delay has meant that the ramp surfaces may need to be replaced instead of overlaid—particularly if the delay lasts more than another year or two.

We have already weathered the most disruption to airport operations, as runways were closed./re-opened, lights moved, and operations sometimes having to be curtailed. This has been created economic problems for our business and for the flight school. There will be similar disruptions when the old hangar and arrival/departure buildings are replaced down the line.

Flight School

The flight training business was good for the first half of 2010, and very poor in the second half. In August, Congress (not the FAA) passed legislation increasing the experience required for being hired by airlines (despite any evidence supporting that legislation). The action caused many people to reconsider investing in flight training as a career—new student enrollments suddenly *stopped*. Oddly enough, airline hiring is still strong—it is the *perception* by the public that holds them back. Flight school hours flown is down drastically from previous years. Flight instructors employed has decreased from 7 to 2. Business flying is rebounding slowly—mainly in turbine aircraft—but we haven’t been able to take advantage of that due to our short runway and the construction. It will take several years to change travel patterns for pilots. Private flying nationwide is still down as more pilots simply fly simple Light Sport aircraft with fewer restrictions and no need for a medical certificate.

As part of the FAA and VA approval process, additional investment has been made in simulators, curriculum, and classrooms which are now housed in the old office building at the airport. Though the 1947 vintage building is scheduled for replacement, repairs to walls, windows, and carpet had to be made as the timetable for replacement of the building has slipped.

Courses available at the Albert Lea Municipal Airport are:

- Private Pilot
- Commercial Pilot
- Instrument, single and multi-engine
- Aircraft, multi-engine land
- Flight Instructor
- Ground Instructor
- Instrument Instructor
- Multi-Engine Instructor
- Airline Transport Rating
- Turbine Aircraft Transition Course
- High performance, High Altitude, and Complex Aircraft Endorsements

Outlook

Unless Congress corrects the meddling in pilot certification normally left to the FAA, there will be no improvement. The FAA is powerless to make changes in Congressional law—but they HAVE suggested a “waiver” process for graduates of approved schools to have fewer hours than the Congressional mandate. If this is approved, it will help the local flight school, as it has an FAA-approval. The public perception that the airlines are not hiring is not true, as most graduates here go on to airline careers in as little as one year from start.

Hangars

Currently there are five hangars available for rent. There is room for about 37 hangared aircraft based on the field, in addition to the aircraft in the maintenance and jet hangars.

As mentioned above, the 1947 wooden hangar and attached office needed some serious work. . The office was rejuvenated. The roofing on the old hangar blew off in a windstorm in 2010—it will be replaced using insurance money in 2011.

Fuel Sales

Fuel sales are down this past year, with the downturn in private flying, the downturn in the flight school, and the sale of one of the turbine airplanes, and the runway closures. A check with our fuel supplier—Western Petroleum—showed the general aviation fuel sales in the 5-state areas down an average of 35%--with some down as much as 76%.

FUEL TO BE CHANGED YET per Jim Hanson

GALLONS OF FUEL SOLD	2010	2009	2008	2007	2006
100 Octane	19,202	28,071	35,007	30,015	32,929
Auto Gas	1,500	1,501	1,001	3,505	3,508
Jet Fuel	9,513	14,020	17,032	23,508	21,514
Aircraft Stationed at Field		32	37	37	37

Outlook

It will take years to change travel patterns for turbine aircraft users. As mentioned, the flight school business is down drastically. A continuing concern, the EPA is trying to outlaw leaded aviation fuel within the next several years. While some small aircraft can legally burn auto fuel, the high-performance aircraft (largely business aircraft that burn the most fuel) are not able to use it and the engine manufacturers and FAA have not approved a replacement fuel. While even small aircraft

operators don't like to burn auto fuel if they don't have to, it will become a larger and larger component of aviation fuel use in the coming years.

New Instrument Approaches

Albert Lea received one of the first of the new Global Positioning System instrument approaches with vertical guidance to the existing runway. When the new runway is opened, we will have a Localizer Precision with Vertical Guidance (LPV) approach giving us near ILS landing minimums and increasing safety. Three of our own airplanes have the required cockpit equipment installed.

We will have a new runway and aircraft increasingly have the new equipment on board but we will not have lead-in approach lights until summer of 2011 to take advantage of the lower minimums. The good news is that the troublesome Visual Approach Slope Indicators will be replaced on the new runway with a Precision Approach Path Indicator system.

Safety

There were no aircraft accidents in 2010.

The following safety improvements will be implemented in 2011:

- New instrument approaches with lower weather minimums
- New approach lights
- New runway safety signs
- New designated instrument check point
- We have continued our successful goose and seagull depredation program. US Dept. of Agriculture made the recommendation and we were approved by U.S. Fish & Wildlife to "chase, harass, and take up to 1,000 geese and ring-billed gulls". Last year, we took only 62.
- The new wildlife fence will help keep deer and predators off the airport.
- Elimination of the tree line and crops west of the runway discourages wildlife
- Over run safety area on runway 22
- For the first time, we will have a taxiway on runway 16-34 in 2011—eliminating taxi traffic from interfering with takeoffs and landings.
- Widened and improved taxiway to the cross runway will be constructed in 2011.
- Acquisition of better snow and ice removal equipment in 2011.

We were also checked and passed by the TSA on security measures.

With the new runway, we will no longer have any houses in the clear zones off the end of the runway. As part of the safety zones mandated off the ends and sides of the runway, brush and trees have been removed.

Promotional Activities

A **flight breakfast** was held in June, sponsored by the Lions. It will be held again in June 2011. We have donated the use of our hangars for the event for the past 30 years.

A **Quiet Birdmen Regional Convention** was held in February. It will be held again January, 2011.

We will be hosting a **Light Sport Fly-in** in 2011. We will give away free fuel to light sport aircraft flying into Albert Lea, a chance for locals to see affordable aircraft.

We continue to have **ad-hoc dinners and promotions** at the airport. It has become so popular that we have our own cooking gear, and again did a Shrimp Boil and a Lobster Boil in addition to steak fries and rib cooking. These are popular airport events, social events for local pilots, though we are getting more and more "outside" pilots attending.

On a personal note, I continue to write articles for the Minnesota Flyer magazine. I have again been nominated for **Aviation Writer of the Year** for a body of work consisting of articles in aviation magazines. I did 14 magazine articles last year. I am on the Board of Directors of the **Minnesota Aviation Hall of Fame**, and am co-chair of the Selection Committee. Airport consultant Matt Wagner from Mead & Hunt and I were co-presenters for MN/Dot and University of Minnesota Airport Technical Assistance Program in Alexandria in October. The Minnesota Aviation Trades Assn. and the Minnesota Council of Airports were co-sponsors.

Outlook

I believe the General Aviation business has hit bottom. Nationwide, fuel sales are starting to rise—slowly. Aircraft utilization for business aircraft is also on the rise but private flying remains down. Unfortunately, our shorter runway does not allow us to make use of better business aircraft utilization. New aircraft sales are at an all time low but used aircraft are starting to increase in value again. Older used jets have pretty much been taken off the market.

Many pilots have reluctantly moved out of their older single-engine aircraft, and opted to continue to fly for fun in the new Light Sport Aircraft category. These can be new or old airplanes, limited to 1320 pounds gross weight, fixed landing gear, not more than 130 mph., and limited to a pilot and one passenger. These simple airplanes can be flown without a medical certificate. Many former ultra light aircraft have been relicensed as "Light Sport" aircraft including 6 at Albert Lea (we own 2). Like most established Fixed Base Operators, we have elected to not participate in LSA aircraft training and rental. While the designs are safe enough in the hands of experienced pilots, the aircraft are either so old (WW II vintage, with tailwheels and no electric system) or there are so many new entrants in the market that some fallout has started already.

There has been some serious financial fallout in the past year in the General Aviation business. Manufacturers have had to lay-off thousands of workers, flight schools have closed, on-demand charter is down, maintenance is down as aircraft are flown less, and the aircraft resale market is down. Locally, Rochester and Owatonna have lost their Fixed Base Operators, and others have cut back hours of operation and personnel. Though the flight school is down drastically, we haven't cut employees yet—it takes the four of us plus part-time workers just to man the airport.

PARKS AND RECREATION
Jay Hutchison, Director

The Parks and Recreation Department is responsible for a wide range of programs, activities, and facilities that provide both active and passive leisure opportunities for the youngest to the oldest of the community's citizens. Some of these opportunities include: neighborhood parks, playground equipment, basketball courts, tennis courts, and ball fields, fishing areas and piers, garden plots, natural open spaces, picnic areas, an Aquatic Center, Senior Citizens Center, Civic Theatre and Ice Arena. Even in this year of tight finances, the following improvements/additions were added to the Park system: new bridge at Dress Island, new three season pavilion at Edgewater Park, beach at Edgewater Park, Environmental Learning Center at Brookside and the community can now register for recreation programs on-line. I want to take the opportunity to recognize the entire staff of the Parks and Recreation Department for their dedication and hard work. I also want to recognize the seven members of the Parks and Recreation Advisory Board, who give of their time and energy to enhance the quality of life in Albert Lea. They are:

Jean Eaton	Tim Engstrom	Doran Gray
Scott Martin	Tom Sorenson	Julia Thompson
Lee Walters	Reid Olson, City Council Liaison	

Forestry Department and Tree Program

2010 was the seventeenth consecutive year the City of Albert Lea qualified for the designation, "Tree City USA." The City Park Department is responsible for the care of 15,000 + boulevard and park trees. This includes planting, watering, trimming, removal and long term care of most city trees. The City Park Department enforces city code concerning dead trees, hazard trees and diseased trees. Approximately 165 trees were removed from city property. Because of budget constraints, only 10 trees were planted. The Parks Department has four certified tree inspectors and one certified arborist on staff to inspect and monitor our community forest. Staff also assists citizens with tree and landscape questions and care.

June Storms

The city parks and private residents sustained considerable storm damage the last week of June, 2010. Hundreds of tree were damaged or destroyed. City parks and street crews spent weeks cleaning up tree and brush debris. City crews were assisted by Freeborn County Sentence to Serve and Sentence to Serve Prison crew from Faribault. Approximately seven park building roofs are slated to be replaced because of this storm damage. Fences were replaced or repaired at the city beach and Hayek Baseball Field. Additional storm damage included batting cage at Hayek Park, signs, benches, picnic tables and garbage cans. Additionally, insurance covered the replacement cost of 50 trees.

Park Department

The Park Department is kept busy throughout the year maintaining 44 parks and green space areas, bike trails, MN DOT road right-of-way, city hall, and the transfer station. Some very high maintenance areas such as baseball, soccer and softball fields are mowed twice each week. During seasonally warm weather the maintenance includes, mowing, trimming, weed control, bike trail maintenance, road right-of-way mowing and maintenance, landscaping, and maintenance, city-wide garbage removal, special events setup and cleanup (Blue Zone events, July 4th, Big Island Rendezvous, downtown concerts, band festivals, Art-in-the-Park, jazz festivals, band shell concerts, etc.), painting park buildings and sports courts, playground inspections and repairs, building maintenance and repairs, maintaining soccer fields, skate park, baseball and softball fields and community gardens. During the fall and winter months crews are busy with tree trimming, tree planting, leaf removal, fall seeding, fall fertilizing,

holiday decorations and tree lighting, civic theatre repairs, building repair and maintenance, grounds equipment repair and maintenance, snow and ice removal and ice rink maintenance. Some of the projects that were completed in 2010 are as follows: Troy-Hammer Park building renovations, Dress Island Bridge was replaced and financed by donations and the renovation also included benches and lighting. Blackmer bridge renovations, playground timber replacement at Ginkel, Memorial, Park Avenue and Academy Parks, new sound system at Hayek Baseball Fields, new dugout benches at Hayek baseball Field, new Edgewater Park sign, Edgewater tiling and landscaping, refinished tables in main pavilion at Edgewater park, poured concrete for batting cage at Hayek Baseball Fields and installed new garbage cans at the new basketball courts near the pool.

Lake Improvement

The Parks and Recreation Department was also kept busy managing shoreline activities. This includes issuing permits for dock spaces, managing public boat ramps, public fishing piers, boat docks, operating two winter aeration systems, debris removal, public swimming beach, chemical treatment of Fountain Lake, rip rapping and natural shoreline restoration. The Parks Department also assists property owners with their shoreline questions and concerns.

Senior Citizens Center

NEW PROGRAMS AND EVENTS FOR 2010

NEW HOURS FOR THE CENTER: Starting in January the Center was cut 8 hours per week so the new hours are, Monday is 8:00 am to 12 noon, then Tuesday thru Friday hours are 8:30 am to 4:30 pm.

WIRELESS INTERNET: Dick Bothun donated the necessary equipment so we could install the wireless internet for our members use.

LIONS CLUB-DROP OFF CENTER: Starting in January, the Senior Center became a drop off Center for used eye glasses and hearing aids. This service has been a success with members and the public bringing their used glasses & hearing aids for the less fortunate.

HOME AND RECREATION SHOW FUNDRAISER: The first year to participate and it was a success and the board voted to make it an annual event. We served sloppy joes, chips, pop, coffee, brownies.

PRE-NEED COUNSELOR: Karla Tukua, from Bonnerup Funeral & Cremation talked about what needs to be done to prepare for your last event, helping your family so they know what you want. There were 18 people who came and asked questions.

CENSUS QUESTION ASSISTANCE CENTER: The Census Bureau people asked if we would be one of the many assistance centers to help people with any questions, they Put in 16 hour a week for 4 ½ weeks.

MEDICARE FRAUD: Annette Petersen from Senior Resources presented the program and talked about what it is & how to expose it, they were given helpful website information and help available to pay for prescription drugs.

STORAGE MADE AVAILABLE: The board of Directors voted to have new shelves built in the storage area off the kitchen. The Center paid for the supplies and Doran Gray offered to make the shelves and install them. This has been a nice addition.

FARMERS MARKET: Albert Lea Transit Bus offered to include the Senior Center as one of its pick

up stops to take people to the Farmers Market. The service was started in June and ended in October.

LIFE LINE SCREENING: On Dec. 6th Life Line Screening rented the our facility for the day to conduct their screening tests, they had 82 people come thru and gave the Center countless positive feedback on how clean, accessible and friendly the Center was and hope they can use the facility again in the future.

***FUND RAISERS**

SOUP & DESSERT FUNDRAISER: Second Annual Fundraiser on April 27, the event started, with food being served in the Center and a silent auction, rummage sale and bake sale taking place in the Mall Area. The fundraiser was a huge success and the Board Members made a motion to have it become an annual event.

CEDAR VALLEY SERVICES: CVS has signed a contract with the Senior Center to rent a room every Monday for 4 hours, Wednesday for 2 hours and Fridays for 2 hours. This will be there home base for some of their activities. This is a nice fit for them and the Senior Center.

OZARK PRODUCTION: For the Sixth Annual Production from Branson, Mo. The Wade Benson Landry Show with Music and Comedy was a fundraiser for the Center. It was also a way to get the Community involved and help promote the Senior Center.

4 SEASONS VACATION, INC.: The Center will be promoting overnight trips (which we are unable to offer here at the Center) if a member of the Center signs up through us, the Center will receive a 10% commission. This is a win – win situation for both 4 Seasons and the Senior Center.

TOPS GROUP: The tops group is a weight lose group that gets together every Thursday at the Senior Center. Each person weighs in and joins in the group meeting for support and look forward to a healthier tomorrow. This group has signed a contract and rents a room from the senior Center.

SENIOR CENTER SNACKS: Coffee and treats are served Tuesday thru Fridays at 3 pm, coffee and treat for \$1.00, coffee and treats are available every day for members.

***RENTALS:** The rooms at the center were rented out for 141 different events this year, they were used for Birthday Parties, Monthly Meetings, Seminars, Anniversary Parties, Christmas Parties, Showers, Yoga Classes, Anniversaries, Graduations, and we had our very first Wedding at the Center etc.

***EDUCATIONAL:**

***MACULAR DEGENERATION SUPPORT GROUP:** Jane Hofkamp is the coordinator of this group and will be meeting once a month. There has been great participation from those afflicted by the disease.

***COPING WITH GRIEF:** This is a program put together by Karla Tukua to help people who are struggling with the loss of a loved one.

***PREPLAN YOUR FINAL WISHES:** This class will help organize your final wishes and personal history for your family. Karla Tukua offers this class on the 3rd Thursday every month.

***COMPUTERS:** Two computers with internet access and are open for use 5 days a week and are located in our Lounge.

*MANAGING STRESS: Learning that treatment and understanding lead to recovery and You'll learn the signs & symptoms of emotional illness.

MAGAZINES: Edward Jones, Inc has been donating magazines to the Senior Center for many years for member's enjoyment and educational value. Magazines are; Good Housekeeping, House Beautiful, Country Living, Town & Country just to name a few.

STAR TRIBUNE: Is available for members every morning to update them on local & world events, sports and upcoming events.

*EXERCISE

*YOGA: Yoga class is deep breathing, gentle stretching and relaxation exercises which are taught by a Clemencia Gujeral with a nominal fee of \$1.00 per class.

*BONE BUILDERS-Sponsored by RSVP. Bone Builders anti-osteoporosis exercise group meets 4 times a week and is well attended.

*AEROBICS: We have had as many as 27 ladies and several men take advantage of our Tuesday and Thursday Aerobics class using a videotape. Coffee is available after class for more socialization.

Wii GAME: Wii is the new video game that has crossed the generation gap. We have classes available for all who are interested.

PING PONG: Is available to our members to play on Wed. & Fri. from 2:00 to 4:00pm.

*RELAXATION

*MASSAGE THERAPY BY DEB: Deb Bergeson is at the Center the 3rd Tuesday of every month from 10 to 12 noon to give 15 minute chair massages to our members. Deb has National Certification in Massage Therapy.

*MOVIE LIBRARY: Mr. Fred Funk donated some 400 VHF movies to the Senior Center the movies are available for our members to check out at no cost. Mr. Don Chryst also donated the Western Series of books by Zane Gray and Louis L'amour for the enjoyment of the Senior Center Members. Doran Gray made the book case and donated it to the Center.

*LOUNGE: The lounge at the east end of Meeting Room #2 has two computers which can be used by the membership at any time during business hours. This has been a wonderful addition to the Center. The lounge is also used for watching TV, put puzzles together, read, or relaxing with friends.

COMMUNITY SERVICE PROJECTS HOSTED:

*WILL CLINIC: It's a 20 minute private consultation with an attorney to get advice about your estate planning issues; we had 4 separate clinics this year. This is a free service sponsored by the Southern Minnesota Regional Legal Services, Inc.

PREPLAN YOUR FINAL WISHES: Karla Tukua meets once a month to give people the opportunity to ask questions about "The most difficult day of your family's life."

*AARP Tax Aides: The Senior Center provides information and referral to its members and to the community for the tax free preparation service.

*RADIO SHOW: KATE Radio Station has a spot open for us to let the community know what we have happening here at the Center, this has been a great avenue to reach a large number of people, we receive many calls from people listening to the broadcast.

*A.A.R.P. Defensive Driving Program: Arnie Mulso was the instructor for the refresher course offered.

*EYE GLASS CLINIC: InnoVision Eye Care in Albert Lea is here the 4th Tuesday of every month to straighten, tighten and clean glasses. Approximately 150 people took advantage of this service thru the year.

*AUDIBEL HEARING CENTER: Invited our Members to stop in on Weds (next door to the Center) for free cleaning and checkups for all brands of hearing aids.

*BLOOD PRESSURE CHECKS: The local fireman come each Thursday from 9:30 – 11:00 am to check blood pressures, 909 people were served this year.

*FLU SHOT CLINIC: The Freeborn County Public Health Agency and the Senior Center were unable to find a date for the flu shots, we at the Center became an informational center and let people know where to go to get the shots.

ACTIVITIES:

*BINGO: Bingo is played every Wednesday and Friday at 1:30 pm and is well attended with an average of 60 people on a given day.

*POOL ROOM: The pool room has 5 pool tables and 2 tables for card players, an average of 25 people use the pool room on a given day.

*500: is played ever Tuesday and Thursday afternoon at 1:00 pm.

*500 TOURNAMENTS: We had 4 Tournaments this year and have had as many as 13 tables. Prizes are given and a nice lunch is served.

*THE CATHERINE JOHNSON 500 TOURNAMENT: was established in 2006 by the family of Catherine Johnson with a donation of \$1000 to be use for the event, Catherine was an avid 500 card player here at the Center. The tournament is held in September every year in honor of her birthday.

*BRIDGE: Bridge is played every Thursday afternoon at 1:00 pm.

*CATERED MEALS: are held the last Friday of every month, catered by Conger Catering, there are between 35 & 50 people attending the meals on a given month.

*CARD RECYCLING: This is an ongoing project and we sell a lot of cards. The cards are 50 cents per card.

*CRAFTS: We have 9 members participating in crafts and card recycling every Tuesday at 1 pm, we also have members who do crafts at home and then donate them to the Center.

*RED HAT SOCIETY: This social group is designed for lady's to dress up, be a little crazy and make new friends. FOOD DRIVE: Scarlet Seniors Red Hat Group had their 2nd Annual Food Drive for the Food Shelf in Albert Lea and donated \$75.00 in November at their Christmas Party.

*RECIPES FROM THE RED HATTERS: The newsletter features a new recipe each month, it has been a hit, and members enjoy trying their hand in impressing their friends with a special treat.

*TRIPS: There were 21 motor coach trips taken this year to destinations such as Chanhassen Dinner Theatre, Old Log Theater, Mystic Lake, MN. State Fair, Emmetsberg, Iowa, and Mystery Trip to Woodward, Iowa, History Theatre in St. Paul, Winona Area, Treasure Island, Jackpot Junction, Plymouth Playhouse, Jon Hassler Theatre.

PARTIES:

*BIRTHDAY PARTIES: These are held the second Friday of every month and have a good attendance.

*VALENTINE PARTY: We crowned Bill & Esther Hanson, King and Queen of Hearts and they reigned over the day. This was followed by Bingo and lunch.

*SUMMER PICNIC: Was held on July 30, we had 167 people participate in the events of the day, program included The Good Time Band with lunch, prizes and a lot of socializing.

*OVER 80'S APPRECIATION LUNCHEON: The 11th annual appreciation luncheon for those 80 and over was held October 13, with 86 people in attendance.

*VOLUNTEER LUNCHEON: On Dec. 8th a special luncheon was given to honor volunteer on the board, craft people, bingo callers and the newsletter committee, with special recognition given to each person

*ANNUAL MEETING /CHRISTMAS PARTY: The annual meeting was held followed with entertainment by Thelma Korman with music, song and stories with prizes given away and stories were told.

MEMBERSHIP CARD PRIVILEGE: For the 2nd year the Albert Lea Vacuum Center, Hernandez Sales & Service has generously offered Senior Center Members a 15% off all parts, labor and purchase of any vacuum. As a member of the Senior Center you only need to show you Membership Card.

SPECIAL HELP:

*BOARD OF DIRECTORS: There are 12 people who make up the Board; each member is elected for a 3 year term. Our Board is a working Board, helping with all the special events, attending monthly meetings and make decisions in the best interest of the Senior Center Members, and for the betterment of the Senior Center.

*VOLUNTEERS: There are a lot of very devoted people here at the center to help with calling bingo, assembling the newsletters, crafts, moving tables, working in the kitchen for activities, creating special events for card players, helping with flu shots, and all the extra things that go on at the center. We could not survive without their help.

*INFORMATION AND REFERRAL CENTER: The Senior Center receives hundreds of calls every week, with people asking us questions about senior living, asking for phone number to various agencies, what to do about different situations they find themselves in, and the list goes on and on.

*MEMBERSHIP & VISITORS: We have a current membership of 704 and we had approximately 38,000 walk through the doors to participate in the activities or were here for a rental event. The Albert Lea Senior Center is a vital part of the Albert Lea community.

To ensure the best programming for our Senior's, I've been working with many local organizations, some of which are: Southern MN Legal Services – Debi Finseth, Senior Resources – Annette Petersen & Beth Spande, Bonnerup Funeral Home – Karla Tukua, Jane Hofkamp teacher - Macular Degeneration, Albert Lea Library – Peggy Havener, Cedar Valley Services – Michelle Sorenson.

Aquatic Center

The Aquatic Center had a much improved summer, thanks in big part to our very warm weather. Attendance increased by over 5,000. We continued our reduced hours, with staff and patrons adapting well. Two Dollar Tuesdays continue to be a success as well as individual swim passes. They are a great deal and many customers purchased them as gifts for the children in their lives. Swimming lessons continue to be a big draw; we added additional beginner levels as well as private lessons. Next year we hope to introduce adult lessons for those interested. Water aerobics is another activity that has many faithful followers with a slight increase over last year. Outside groups renting the pool facilities were also popular this summer, with several groups coming on a regular basis. This summer we tried a new event called “Play Day at the Pool” along with Power 96. We had a good turn-out for the first year and were able to give-a-way some valuable prize packages. Again we offered our Annual Doggie Dip much to the delight of the doggies and their owners; this year we saw a dramatic increase in dogs and humans. Every year it has been offered, we have had a great turn-out and we have been fortunate that all the dogs have been on their best behavior and no injuries have been recorded. The Figure Skating Association was once again in charge of concession stand operation and did a great job. Next year the City is potentially looking at taking over the concession stand for an additional revenue source.

Recreation Programs

The Department continues to offer year-round programming, activities, trips and special events for the community. December-February we open our Warming Houses for skaters of all ages. We have four buildings open and they seem to be very popular even among the non-skaters who like to frequent the buildings and play ping pong, foosball and use it similar to a Play Park building. In February we have offered a Kid's Winter Carnival in conjunction with the Big Freeze event. Last year we had many more in attendance and hope this continues on. Over April/May we offer a very popular indoor soccer league for children. In April we paired with the Albert Lea Tribune in offering an Easter Egg Hunt. This partnership seemed beneficial to both organizations. We also send the Easter Bunny out for Easter Basket Deliveries which is popular with many small children.

This summer we had numerous activities for children to participate in. We continue to send out letters to businesses all over the community to help sponsor our many activities and events throughout the summer. We did not receive as much as last year, but were very pleased with what we did take in. It shows how important and how much the community cares about the programs we offer for the children and their families.

We again opened eight play parks this summer. We also staffed one Park Leader at each which can be challenging for Park Leaders, but all did an excellent job. Play park hours stayed the same as the previous summer. They opened at 1:00 pm and closed at 8:00 pm. This change was made to entice more families to use the parks after working hours and also benefited the youth baseball/softball teams that came out to use the neighborhood parks in the evening. We are contemplating changing hours again this next summer because many Park Leaders stated that when the children left for supper (around 6:00 pm) they often times did not return for the night, which left the leaders alone sometimes for two hours until close. We continue to offer popular events such as “Kids Art in the Park” and “Movies in the Park.” Although weather played a factor this summer in some lower attendance and rescheduling. Next summer we plan on offering less trips and possibly scheduling events and trips on opposite weeks. Finally, we were excited to host Play Ball! MN Twins Clinic. It had been many years since they were

last here. We had a great turn-out of kids and hope to offer it again in the future.

Our adult sports programs continue to be popular; volleyball numbers were slightly lower for our co-ed teams, some increased numbers in women's and stable numbers in men's. Men's has had low numbers for a while now and many of the seasoned veterans are retiring. Unfortunately volleyball does not seem to captivate that younger generation of men. We added Adult Men's softball teams this summer and maintained in the fall league. We continue to offer fall and winter season crafts and activities for children with success. The numbers are not high, but kids and parents seem to be pleased that we are offering this type of programming after school and on non-school days. During the Christmas holiday we again offered our "Candy Cane Hunt." This year the weather was good to us and we saw a huge increase in the number of children that attended. We also brought back our "Letters to Santa" program and received letters from over 50 children, which Santa then responded to.

2010 has again been a tough year for children's trips (for all seasons) and activities that have usually had a large number of children attending. With increased fees and no busing, we definitely saw a drop in the amount of children that use our services. However with our increased hours and additional playparks open, we did see more kids using the building and playgrounds, with an exception of one or two parks. As one would expect, we see a large amount of children in the programs that we offer for free, which include Playparks, Warming Houses and several special events.

Registered

Accumulative Attendance

	<u>2009</u>	<u>2010</u>
Play-Parks	630	647
Trips/ Special Events (Summer)	441	540
Camps/Classes (Summer)	101	122
Ice Skating, Warming Houses	-	1,971 (09-10 season)
Swimming (Pool+Groups)	16,249	21,333
Swim Passes	337	300
Swimming Lessons	488	467
Aerobics/Water Exercise	44	45
Doggie Dip	15 dogs (25 humans)	47 dogs (132 humans)
Senior Citizens Center	-	-
Men's Softball (Summer)	140 (14 teams)	150 (15 teams)
Men's Softball (Fall)	80 (8 teams)	80 (8 teams)
Park League Baseball		
T-ball	-	-
Coach Pitch	-	-
Baseball	-	-
Softball	-	-
Volleyball (two seasons)		
Women's	301 (37 teams)	300 (37 teams)
Men's	111 (13 teams)	80 (10 teams)
Co-Rec	264 (33 teams)	216 (27 teams)
Summer Volleyball		
Women's	52 (6 teams)	56 (7 teams)
Co-Rec	156 (19 teams)	144 (18 teams)
Tennis	55	30

Cheerleading	54	60
Fall Programs/Trips	11	109
Winter Programs/Trips	106	198
Spring Programs/Trips	169	106
Off the Wall Soccer	183	173
Youth Golf	11	-
Adult Golf	-	-
Winter Volleyball Tournament		
Men's/Women's	-	-
Co-Ed	75 (9 teams)	88 (11 teams)

City Arena

The City Arena offered many opportunities to the public from Albert Lea and throughout the Midwest. The Arena continued to offer public skating, drop in hockey, In-House Hockey and Soccer.. The AAA Jr. Mavericks continued to use the Arena as their home training rink in the spring and summer with kids from 10 -17 training. The Arena hosted four Hockey Camps. The Arena also hosted the Ducks Unlimited Banquet, Kennel Club's Annual Dog Show and the Freeborn all school reunion.

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Number of hours used by High School for practice and games	311	298	328	289
Number of Youth Hockey games and practices	640	650	652	628
Hockey Association Tournaments	5 Tourna. 3,200	7 Tourna. 4,600	5 Tourna. 3,200	7 Tourna. 3,800
Number of private rentals	201 Hrs.	319 Hrs.	278 Hrs.	359 Hrs.
Adult Hockey activities	50 Hrs.	79 Hrs.	74 Hrs.	65 Hrs.
Figure Skating Club	221 Hrs.	175 Hrs.	178 Hrs.	182 Hrs.
In-House Youth Hockey	160 Hrs.	168 Hrs.	132 Hrs.	147 Hrs.
Learn To Skate	35 Hrs.	36 Hrs.	48 Hrs.	36 Hrs.
Total number of hours of ice related activities	3,296 Hrs.	4,197 Hrs.	2,962 Hrs.	4,112 Hrs.
Total number of days ice used in new Arena	313	287	289	280
Total number of days ice used in Main Arena	150	179	153	180
Total number of days off ice usage – Main Arena	215	186	164	185
Total number of days off ice usage – New Arena	0	0	0	0
Fall Hockey League games or practices-City Program	0	0	0	0

Peggy Havener, Library Director

This has been a challenging year for our patrons, city and library staff. The library was charged with reducing our 2009 budget of \$917,480 by \$60,000; unfortunately, the only way to meet that goal was through a reduction in staff. The library budget cut 79 staff hours a week for an annual total of 4,108 (27% reduction.) Once that decision was reached the challenge was how to best serve our patrons with the remaining staff. The first consideration was our children's programming. Traditionally, our story times, after school programs and special events have been held Monday through Thursday. We then looked at our most requested issue: re-opening on Sunday. After much thought and planning the schedule we developed was focused on balancing staff and maintaining both children and adult programming and outreach. It is about doing the best you can with what you have while serving the community and not overwhelming staff. The community has accepted the change and the staff has adjusted; neither was easy.

In 2009 the library was open a total of 2,757 hours and the annual circulation was 330,391 with an hourly average circulation 120 items. In 2010 the library was open a total of 2,226 hours and the annual circulation was 307,496 and the hourly average circulation was 138 item. Our annual hours of operation were reduced by 531; at 120 items per hour, our projected reduction in annual circulation was 63,720; it was 22,924 or 36% of the anticipated loss. It was an amazing year.

We have 17,014 current card holders: 10,966 city residents, 4,883 county residents and 1,165 greater Minnesota residents. The library has a collection size of 70,126 which includes: books, magazines, CDs, DVDs, audio books, Playaways, and kits. Our circulation for 2010 was 307,496.

Our public access computers have been full all year and individuals are using our WiFi both in and out of the library. The computer lab has been used this year by the county for training, State Farm for Defensive Driving workshops, and by student attending classes online. We continue to offer basic computer classes to our seniors when we have staff available.

In August of this year we installed people counters by SenSource. Several years ago we used individuals with hand counters to get a traffic count and the numbers seemed too high and we attributed it to "human error." The ability to count patron traffic is important when applying for grants and soliciting contributions and accuracy is essential. We have been amazed. In September we had 19,302 visitors, October 17,902, November 17,842 and December 17,081. The total hours of operations for these months were 734; we averaged 98 visitors an hour. These figures verify that the Albert Lea Public Library is truly "Albert Lea's living room."

The staff of the Albert Lea Public Library truly "stepped up to the plate this year" by continuing to deliver superior customer service and maintain our programming. They have had to do more with less time. The loss of part-time staff made covering vacation and sick leaves very difficult and the staff were flexible and committed to excellent customer service.

In 2009, the total number of FTE was 11.5; in 2010 it was 9.25. These figures include the Library Director, Library Services Manager, Children's Librarian, Library Technician, five Library Assistants and two part-time (9 hours weekly hours) circulation clerks. The full-time staff members not only work on the circulation desk but they each have assigned duties that include: selecting books for each collection, ordering from multiple vendors, processing material as it arrives, developing children's programming (562 in 2010), developing adult programming (83 in 2010), staffing all programs, developing and teaching computer classes, entering Tribune obituary data, pulling ILL, maintaining library's blog, podcast recording sessions, updating website, managing the serial collection, pulling monthly collections for delivery to 35 child daycare centers and nine senior daycare centers, producing all ads, posters, bookmarks, newsletters and ensuring that returned material is back on the shelves

ASAP. This year we added Facebook and Twitter as well and the staff made this all look easy. In order to ensure that our services are being provided in the best possible manner full-time staff meets for weekly staff meetings and minutes are posted on the wiki for the part-time staff members. During the staff meeting we review procedures and make changes when necessary. These changes are also posted on our wiki so that all members of the staff have access to the information. We continually work to improve communications between staff and management in order for the staff to have the tools they need to work with our customers in a professional manner.

Our Blog and Podcast “Classics on the Go” are more popular than ever. Our Blog had a total of 5,275 viewed pages and the Podcast had a total of 1,722 downloads in 2010 from all over the world, several from Hong Kong. The Blog is made possible by staff members, April Chance, Michelle Gurung, Cindy Gandrud and Peggy Havener. The goal is to give our patron information on what is new and exciting. We use a program that allows for the staff to do multiple entries to be posted on different days.

The library joined Facebook and Twitter this year as another way to communicate with the community. They have to be updated constantly with tips and information in order to be a useful tool to our patrons. The staff will continue to monitor and update our page; we will also evaluate its value to library services.

The Albert Lea Public Library is jointly funded by the City of Albert Lea and Freeborn County. Their continued support ensures that all residents have free access to library material and services.

2010 Library Advisory Board Members

Leo Aeikens – SELCO
Rick Buringa – Chair
Lisa Deyak
Jane Kepple-Johnson
Linda Johnson
Lynn Krueger
Larry Trampel

Library Staff

Peggy Havener, MLS, Director
Theresa Schmidt, MLS, Library Services
Patty Greibrok
Denise Sande
Gail Rasmussen
Sandy Soli
Cindy Gandrud
April Chance

FRIENDS of the Library Board

Cindy Fjermestad, President
Kathy Nyquist, Vice President
Kay Larson, Secretary
Jeanine Anderson, Treasurer
Bonnie Wedge
Carol Frydenlund
Sandy Perez
Judy Mullen
Nancy Martin
Becky Schumancher
Camilla Kolker-Sparks

Michelle Gurung
Donna Henrikson
Margaret Knutson

Adult Programming:

The Fountain Lake Readers Book Club hosted by Cindy Gandrud and Sandy Soli which meets at 10:15 on the second Thursday of each month in 2010 is still growing. The club is divided into two groups; one group meets in the computer lab and one in the Council Chambers. The non-fiction evening book club is meeting on the third Tuesday of the month in the Computer Lab at 6:00 p.m. Both clubs welcome new members.

Computer classes continue to be offered in our computer lab (provided by an LSTA Grant) and the “Never too Old to Click’n Scroll” classes continue to be popular. Computer instruction is also available to individuals by appointment and special classes are offered throughout the year.

Senior Outreach:

The library continues to serve the patrons of Albert Lea and Freeborn County. Staff member Gail Rasmussen coordinates these outreach efforts. Volunteers deliver to eight Senior Daycares and average 300 pieces of material every month. The RSVP volunteers who make this program possible are: Phil and Kathy Rogers, Louis Henderson, Rollie and Laurie Keyeski, and Gaylord and Shirley Olson. The outreach collection includes books, music CDs, DVDs, Playaways, and audio books.

Library Legacy Grant:

The “See It Now . . . Freeborn County Memories” premiere was held on June 30th in the council chambers in City Center and it was the community’s a first look our Legacy Grant project which was designed to capture and preserve local memories of historically significant events of World War II. This project was a partnership between the Albert Lea Public Library and the Freeborn County Historical Museum, Library & Village and the premiere showcased highlights from the nine participants’ recorded stories. Seven of the participants were present at the showing: Alicia Ross Erickson, Mary Evans, Lupe Gasca, Gerhard Kleih, Alfred Landaas, Roger Lonning and Bob (Robert) Pleiss; Charlene and Otto Becker were unable to attend. A concession stand that provided popcorn and pop added the right atmosphere to the “Gala Premiere.”

Library Director Peggy Havener and Executive Director Pat Mulso of the Freeborn County Historical Museum, Library & Village thanked the SELCO Legacy Grant Committee for the grant award of \$7,500.73 which is funded in part or in whole with money from Minnesota’s Arts and Cultural Heritage fund, as well as Ginny Brodeen, State Consultant, who was in attendance. Special acknowledgement was given to library staff members Michelle Gurung and Theresa Schmidt and Freeborn County Museum staff member Linda Evenson for their work and dedication to this project. The state Legacy Fund also provided money for the technical consultant, Barbara Wiener, who is the Executive Director of TVbyGIRLS.

The Highlight DVD and Volume 1, which has additional footage, are available for check-out at Albert Lea Public Library and for viewing at the Freeborn County Historical Museum, Library & Village. The Albert Lea Public Library and the Freeborn County Museum, Library & Historical Village plan to continue their partnership by applying for addition Legacy Grant dollars to expand this project to include other dates and age groups. The podcast has had 273 downloads since June.

Children Programming:

Throughout the year the Children’s Library offered games, events, and programs for all ages. This year we had many special events to go along with our regular “special” programs.

The Children's Library continues to offer story time year-round, except in the months of May and August and a mid-winter break in December. The library story time is offered three mornings a week (Monday, Tuesday and Thursday) and one evening (Thursday) and Book Pals, a book club for children in grades 3 through 5, is offered on Tuesday afternoons. These programs are offered weekly with an average attendance of 20 to 25 children per event. Our Night Time Story Time had an average attendance of 22. This story time has proven to be beneficial for working parents and their children. The Albert Lea Public Library had 473 programs in 2010 that were enjoyed by 11,463 area children.

The Children's Library also serves as the school library for classes from St. Theodore's School. Their classes come to the library every week and the library provides materials, story hours, and library use skill-training to their classes from kindergarten through the sixth grade. The Children's Librarian, Patty Greibrok, also visits over 10 public schools each May to promote our Summer Reading program and our wonderful Children's Library.

Summer Reading Program:

The 2010 Summer Reading Program, Make a Splash, READ!, ran from June 7th through July 23rd and was an overwhelming success. We think every year is the best year we could possibly have but this year we were "blown out of the water." Thanks to the Friends of the Albert Lea Public Library we were able to offer a special event or performer every Thursday which provided the staff with more prep time for the other programs during the week. This year broke all attendance records; more than 3,800 children participated in our summer reading program. It was a fabulously busy summer and Children's Librarian Patty Greibrok out did herself, as usual. The Friends provided the funds for all the prizes, treats and performers for the Summer Reading Program in addition to covering all the cost of our children's programs throughout the year.

Daycare Delivery:

The Library's Daycare Delivery program serves over 35 sites and delivers over 700 books and other material each month to children in Albert Lea and Freeborn County. Library Assistant April Chance manages the rotating collections and the delivery volunteers are provided by RVSP. Volunteers are: Richard and Shirley Nelson, Phil and Kathy Rogers, Bill Danielsen, Gerald and Vallene Knutson, Janet Zehnder, Phyllis and Buddy Bonfy, Eunice Johnsrud and Harlan Thompson.

FRIENDS of the Library and Volunteers:

The FRIENDS of the Library continue to provide funds for the Library's Adult and Children's Programming including Summer Reading performers and prizes. The FRIENDS are an invaluable asset to the Albert Lea Public Library; not only for their financial support, but because of the many services they provide for the library. In September of 2010 the FRIENDS held their 3rd Annual Meeting. Minnesota author Brian Freeman was the guest speaker.

Fountain Lake Book Store:

The Fountain Lake Book Store has been operating since September 10, 2008. The store is manned 30 hours each week, from 9-3 every weekday. The store is under the management of the Foundation Book Store Operating Committee, appointed by the Foundation Board. The project has attracted 65 dedicated community volunteers who keep the store open.

The Fountain Lake Book Store sells coffee as well as used books. The book store serves as a community meeting place within City Center and it is well used. The book store is receiving a steady stream of donations and contributors love the recycle service. It is an added service to City Center and the funds they raise allow the library to purchase new services or material.

In 2010 the Fountain Lake Book Store made gifts to the library totaling over \$9,000. These funds purchased books, equipment and add value services. These gifts were funded from sales at the store. The book store also supplied books for sales by the Friends of the Library, and through them to several other local non-profit organizations.

COMMUNITY DEVELOPMENT

Robert A. Graham, Director of Community Development

SUMMARY

The mission of the division of Community Development is to guide and lead the preservation and growth of the community in accordance with an established sustainable vision and Comprehensive Plan. This division assists and supports the planning and development activities of the City through the City Manager's Office in accordance with the City Charter. The Division provides staff support to the City's Advisory Planning Commission, Heritage Preservation Commission, other management staff and various citizen subcommittees for specific interest groups, and citizens of the community through the public hearing and forum process. It prepares plans and strategies, and recommends policies to take advantage of future opportunities as well as manages change to generally improve the community.

The staff supports the City, interested developers, and citizens by providing professional planning assistance, counseling, site plan development and review, interagency and interdepartmental coordination, subdivision and administrative plat development, zoning interpretation, development alternatives, community marketing, and financial loan and grant counseling. Special emphasis is placed on a coordinated development review process that assists the development community in reaching mutual city and developer objectives.

Loan programs and grant funds provided through the Minnesota Department of Employment and Economic Development (DEED), the City's Economic Development Revolving Fund, Minnesota Housing Finance Agency (MHFA), the Southeast Minnesota Initiative Fund, Minnesota Department of Natural Resources, Broadway Ridge Revolving Loan Fund, and other public and private resources and entities are managed through the division.

2010 HIGHLIGHTS and HISTORICAL PERSPECTIVE

The planning and development highlights for 2010 concentrated around the vitality of the community. During the last 16 years the staff and community have been concentrating on changing community spirit, processes, and policies to help increase the health, wellness, and vitality of the overall community and the relationship between governmental and service agencies as they relate to the citizens of the community.

Future Visions 2010, a visioning process in 1990, set a guide for a paradigm shift in the community's direction recognizing that heavy industry would not carry the community into a long and healthy future due to the changes that were taking place within local industry as well as national trends. This "Roadmap to the Future" emphasized new economic development, healthcare, education, the environment, cultural diversity, regionalism, community image and substance. This visioning process began to open the community's eyes and minds to realizing that change is a constant and that change can be managed to ultimately create a better place for all. Now twenty years later we are evaluating and responding to that shift.

In 1996 the Freeborn County Family Services Collaborative was formed to assist families with children 0-18 in order that these children could be nurtured to become responsible adults and successfully grasp the new paradigm future within the community as viable economic people. The Collaborative achieved good results and this new generation is about to enter the market place.

In 2001 the community's major and oldest industry burned to the ground and was not replaced, however, through previous economic development initiatives many of the jobs were replaced at similar economic levels. As the community began to search for a common vision and purpose, the Albert Lea Area Listens project was established and 660 members of the community established visionary objectives that independently followed up on "Future Visions 2010." The community began to focus on

objectives related to quality of life, community appearance and attitude, health and wellness, cultural and recreational opportunities, historic preservation and renovation, and acceptance of change. This project allowed people from all walks of life to express their vision and discovered commonality within the community. This project was further enhanced through a presentation by the Minnesota Design Team allowing residents to visualize their vision.

Late in 2008 the City was recognized by Blue Zones Quest Network, AARP, United Health Foundation, and the University of Minnesota as not only a statistically normal American community but also one with vision and goals that are already leading it to a stronger, healthier, more vital future. The City was selected for the first ever pilot project to begin to change the community to a more vital place with healthy attitudes, policies, and environment that will allow citizens to live longer, better.

During 2009 the Community Development Staff and the entire city was engulfed in the AARP/Blue Zones Vitality Project that was sponsored by United Health Foundation. The Community Development Director and Community Education Director served as co-chairs for this project and communication and coordination was through the Community Development Office with the Community Development Assistant serving the primary communication role.

The complete streets plan and Vitality Project placed the community in a position to apply for TIGER II funding from the Federal Department of Transportation and our application was used as the model for six other communities that were combined into a single application. However, the application was not funded. The application was for the reconstruction of Broadway Avenue in accordance with a Streetscape plan and to include a parking structure to support downtown development. Additional funding will be applied for in 2011.

Economic Development efforts continued in 2010 that were associated with the vitality community and the National Vitality Center. Somewhat associated with the National Vitality Center effort is the ongoing project to renovate the interior of the historic Freeborn National Bank and Jacobson buildings to historic standards and have the space occupied by various offices of the Albert Lea Medical Center-Mayo Health System (ALMC). The staff coordinated architectural services to prepare for a Historic Tax Credit application and to coordinate the collaborative effort of the City and ALMC in bringing the project to the sale and construction phase. This project includes providing off street parking for the anticipated 200+ employees to occupy the facility.

STAFF

The Community Development Division consists of a two person staff. Director of Community Development, Bob Graham, has a degree and 44 years of experience in professional city and county planning, economic development, redevelopment, housing administration, grants management, area planning and concept development, site design, land subdivision, and land acquisition and relocation. He is a certified Grants Manager, Certified Economic Development Finance Professional, and a Certified Housing Manager. The Community Development Director also continued to chair the Freeborn County Family Services Collaborative for the 14th year, and is a member of the National Vitality Center Board of Directors. He made seventeen presentations to local, regional, and national groups regarding the Vitality Project. He is a 28 year member of the Daybreakers' Kiwanis Club with 27 years perfect attendance.

Community Development Assistant Wendy Flugum also serves as assistant to the City Manager, City Clerk, and Mayor. She has several years of experience in financial and public administrative support services including loan management, scheduling, budgeting, research, and office management. Ms. Flugum manages projects within the division and coordinates commissions and study groups such as the Planning Commission, Heritage Preservation Commission, the Vitality Project, and various citizen committees. She prepares the Capital Improvements Program and promotional materials, prepares and

closes loan documents, processes acquisition and relocation payments, monitors wage requirements (Davis–Bacon), coordinates construction activity on city buildings such as the Freeborn Bank and Jacobson Buildings, has served as City Liaison to the downtown business community and Heritage District, and is the primary public contact for the division and the City Manager’s office suite.

GENERAL PLANNING AND COMMUNITY DEVELOPMENT

Interest in private development from within and outside of the community was steady this year and was enhanced by the national media as a result of the Vitality Project. The development community is seeking strong market communities that are progressive, development friendly with strong leadership, and show growth stability. General development opportunities are addressed in terms of their long term success in and benefit to the community.

The staff continued preparation of the new Airport Zoning amendment to the Zoning Ordinance to accommodate the runway expansion project. A new sign ordinance is being developed to update the existing section of the Zoning Ordinance. This work is being directed through the City Attorney’s office and a special committee established by the Mayor. The significant changes are to make the sign ordinance content neutral. The Planning Commission and Heritage Preservation Commission have met jointly and separately for review of the proposal. Discussion was started with developers interested in housing opportunities for the “baby boomer” generation.

DEVELOPMENT CONTACT POINT

The Community Development Division is the primary contact point for the development community. The division works closely with building inspection, engineering, parks, county offices, utilities and the City Manager to coordinate proposals and lead developers and citizens through the planning process in an efficient and friendly manner.

DEVELOPMENT REVIEW COMMITTEE

The Development Review Committee is an informal city staff organization consisting of the Director of Community Development, Director of Public Works, and Fire Chief/Building Official. The committee, which is coordinated through the Community Development Division, reviews proposed developments to assist the developer in understanding ordinances and community objectives and in overcoming any development obstacles. The committee has formalized policies and procedures.

CAPITAL IMPROVEMENT PROGRAM

This program plans capital expenditures for five years and is updated each year by the Community Development staff. The Community Development Assistant prepares the document by coordinating through department heads and the City Manager. The Capital Improvement Program is adopted by the City Council and is the basis for budgeting and bonding capital projects such as public utilities, streets, parks, parking, building improvements, and the airport.

TRANSPORTATION

The airport zoning establishes development standards for property within the airport runway safety zones. The airport should be considered as one of our primary transportation facilities and a front door to the community.

The adopted policies for non-motorized vehicle routes and complete streets will affect future roadway and subdivision design.

ECONOMIC DEVELOPMENT REVOLVING FUND

This fund is used to make loans to local industry to assist with new development and expansion. It is a leverage program intended to fill the financing gap not covered by banks, often 20% of a project. The funding for this program comes from the repayment of loans made to industry through State grants to the City. The City is permitted to keep the repayments and is expected to revolve the funds. The staff

manages this program including review of applications, preparation of loan documents, closing, monitoring repayments, and reporting to the state on the use of funds. Two loan applications were received this year but were not funded. One loan was closed out due to the sale of a property and two loans are delinquent.

PLANNING COMMISSION

The staff assists the Planning Commission in the review of applications for zoning changes, conditional uses, and subdivisions, as well as special studies and long range planning. Specific cases are listed under “Summary of 2010 Data.”

HISTORIC DISTRICT / HERITAGE PRESERVATION COMMISSION

The downtown National Commercial Historic District was expanded in 2004 and provides an opportunity for developers to use Historic Tax Credits to assist in financing the rehabilitation of historic properties. As a Certified Local Government, the Heritage Preservation Commission (HPC) is responsible to ensure the evaluation and protection of historic properties in accordance with state and federal guidelines.

The HPC reviews proposals for exterior improvements to buildings in the historic district. Staff completes Annual Reports and Inventory Reports as required, to be in compliance with the MN Historical Society and National Trust. Staff coordinates promotional and educational events for historic downtown building / business owners and writes the HPC Newsletter to be distributed semi-annually. The commission is currently reviewing downtown business signage and completed the revision of the commission’s handbook and guidelines for developers.

DOWNTOWN

Staff continues to help develop a positive image of downtown, raise awareness of historic preservation as a means to economic development, and meets with interested downtown developers. Staff worked with Pat Waddick on the streetscape design for Broadway Avenue from Front Street to Fountain Lake.

NATIONAL VITALITY CENTER

The Community Development Director is a member of the eleven-member National Vitality Center Board of Directors. The Board is an independent entity that is charged with the sustainability of the 2009 AARP/Blue Zones Vitality Project that was sponsored by United Health Foundation. The center includes the entire city and also the first floor of the Jacobson Building which is being developed into offices and a reception center for the National Vitality Center. The overall vitality project continues with initiatives as a follow up to the 2009 project and is coordinating with the Pioneering Healthy Communities project and the Statewide Health Improvement Project (SHIP).

The Community Development Director is serving as the construction manager for the National Vitality Center and has been able to complete most of the center without tax dollars having arranged for donations of cash and contractor labor. He has also been a spokesman for the center at the local, regional, and national level including 17 presentations. The National Vitality Center project was also the subject of journalistic and Television documentaries including visits from Seoul Broadcasting System and French Channel 3.

Through the Vitality Project many initiatives were established within the four spheres of wellness influence that include community, social network, habitat, and inner self. In terms of community policy the city was the recipient of a “Walkability Audit” conducted by Dan Burden. This study was enhanced through citizen representation and workshops that identified needed pedestrian and bicycle connections and safety improvements. During 2009 a major sidewalk link was completed around Fountain Lake and along Highway 13, and in 2010 MNDOT completed additional links along West Main Street. A bike lane was determined to be feasible along Front Street and was scheduled for completion in 2011. In

2009 the “Walkability Audit” and recommendations were adopted into the Comprehensive Plan and a non-motorized vehicle system map was also amended into the plan. In addition, the City Council adopted an amendment to the Subdivision Ordinance requiring sidewalks and complete streets in all new subdivisions and along routes undergoing major renovation.

SUMMARY OF 2010 DATA

ADMINISTRATIVE PLATS

10-26	25-Jan	Lot 10, Blk 3, Community Development Plat No. 3	Art Ludtke
10-126	28-Jun	Lot 3, Blk 2, Port Authority Plat No. 3	Albert Lea Port Authority
10-142	27-Jul	Lots 27,28, 29, Blk 10, Wedgewood Cove Estates #1	Jerry Vogt
10-198	27-Sep	Lots 1 & 2, Blk 33, Original Village	Alliant Energy
10-199	27-Sep	Lots 9 & 10, Blk 4, Original Village	ALMC
10-200	27-Sep	Lots 19 & 20, Blk 2, Sundance Subd	Hugh O'Byrne

PLANNING COMMISSION

Workshops & Special Meetings

1. Comprehensive Plan Executive Summary by Hoisington/Koegler approved
2. Airport Zoning Amendment w/ Presentation by Airport Mgr., Jim Hanson and Flight Instructor, Mike Nevins
3. Annual Tour, September 2010
4. Utility Easement Vacation, 504 Crescent Cir.
5. Zoning and screening for outdoor storage in industrial districts.
6. Vacation of Prentice Avenue requested by Lou-Rich
7. Building Design Ordinance continued

Conditional Use Permits

1. St. John’s Lutheran Home Garage Addition
2. Summerdale Townhomes Third

Preliminary & Final Plats

1. I-35 / I-90 Business Park Plat
2. Summerdale Townhomes Third

STAFF STUDIES / REPORTS / REVIEWS

1. Building Design Ordinance Review
2. Sign Ordinance Review
3. Review of Screening/Landscaping Requirement for Industrial Areas
4. Heritage Preservation Commission Handbook
5. First Lutheran Church Parking Plan
6. TIGER II application for Broadway Ave
7. Historic Freeborn National Bank / Albert Lea Medical Center location studies
8. Business plans for National Vitality Center

9. Broadway Avenue Streetscape project
10. Review Conditional Use Permit request from Freeborn County Planning Commission regarding Palleton Pallets
11. Review of Planning procedures by City Attorney

DEVELOPMENT REVIEW COMMITTEE

1. St John’s Garage Expansion
2. Former Country Club development concept
3. First Lutheran Church parking expansion

HERITAGE PRESERVATION COMMISSION

1. Review of Sign Ordinance
2. Review of plan for Freeborn National Bank, Jacobson, and Stadheim Buildings for Historic Tax Credit purposes
3. Chair Patricia Mulso attended State Historic Preservation Conference
4. Review/Approval of AccuQuest Hearing Centers Sign
5. Review of Great Grains projecting sign request – not approved due to ordinance limitations
6. Approval of revised HPC Handbook

ECONOMIC DEVELOPMENT LOANS

City Revolving Loan Funds (State/Federal grants)

<u>Ongoing Administration:</u>	<u>Loan Balance 11/30/10</u>
1. Lou Rich	\$ 72,965.93
2. Church Offset Inc.	8,983.08
3. Marketing Plus	9,452.99
4. Scott Knutson	23,640.02
5. Zumbro River Brand	148,750.13
6. D.J. Development Co. (Paid)	0.00
7. Daisy Blue Naturals	12,266.22
8. ABG Properties LLP	183,884.02
9. MetroPlains Development	600,000.00
10. Interstate Packaging	173,868.63