

AGENDA FOR THE WORK SESSION AND THE REGULAR MEETING OF THE ALBERT LEA CITY COUNCIL – September 08, 2025 WORK SESSION – 5:30 PM – REGULAR MEETING – 7:00 PM

WORK SESSION - 5:30 PM

- I. HRA LEVY UPDATE
- II. REVIEW 2026 GENERAL FUND BUDGET & LEVY
- III. REVIEW COUNCIL MEETING AGENDA OF SEPTEMBER 08, 2025

REGULAR MEETING – 7:00 PM

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. CEREMONIAL ITEMS
 - A. Proclamation See Tracks? Think Train!
 - B. Oath of Office Sergeants Sy Vanthavong, David Miller, Nathan Idstein
- IV. PUBLIC FORUM

V. CONSENT AND APPROVAL OF AGENDA

- A. Approve Minutes of the August 25, 2025 Regular Council Meeting
- B. Approve Minutes of the August 25, 2025 Work Session
- C. License & Permits
- D. Resolution Supporting New Passenger Rail Service Between the Twin Cities in Minnesota and Kansas City, Missouri
- E. Resolution Declaring 2025 Hometown Pride Fall Cleanup Day
- F. Resolution Authorizing Annexation Agreement for 2522 West Richway Drive 2025 Misc. 196
- G. Resolution Approving Grant Agreement No. 1060288 with Minnesota Department of Transportation – Office of Aeronautics – Fiscal Years 2026 and 2027 – 2025 Misc. 239
- H. Resolution Approving Upgrade of Springbrook Software



AGENDA FOR THE WORK SESSION AND THE REGULAR MEETING OF THE ALBERT LEA CITY COUNCIL – September 08, 2025 WORK SESSION – 5:30 PM – REGULAR MEETING – 7:00 PM

VI. PETITIONS, REQUESTS AND COMMUNICATIONS

- A. Presentation from Bolton and Menk WWTP Improvements
- B. Update on the Recreation Facilities Improvements

VII. <u>UNFINISHED BUSINESS</u>

 A. Ordinance 25-145 Amending Part 1 – CHARTER – Chapter 2 – Form of Government and Chapter 3 – Council Procedure and Adding New Sec. 3.12 – Disposal of Excess Personal Property (2nd Reading)

VIII. NEW BUSINESS

- A. Resolution Approving Professional Services Agreement for Demolition Landfill Feasibility Evaluation Job 2521
- B. Resolution Approving Professional Services Agreement with Bolton & Menk, Inc. for WWTP Improvements – Phosphorus Removal – Job 2522
- C. Resolution Approving Final Plat Blazing Star No. 3
- D. Resolution Approving Conditional Use Permit for a Multi-Family Housing Development at 105 Garfield Avenue
- E. Resolution Accepting Donations as Presented to the City of Albert Lea

IX. MAYOR AND COUNCIL REPORTS

X. <u>CITY MANAGER REPORT</u>

XI. APPROVAL OF CLAIMS

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

XII. ADJOURNMENT

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



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

To: Mayor and City Council

From: City Manager

Date: September 08, 2025

Re: September 08, 2025 City Council Meeting

V. CONSENT AND APPROVAL OF AGENDA

C. Licenses & Permits -

Mobile Vendor

Yoyo Yummies - Pine Island, MN

On-Sale Liquor

Aragon Bar

Tobacco

Korner Mart – New Owner – T.A. Chaudhary

Cannabinoid

Korner Mart – New Owner – T.A. Chaudhary

D. Resolution Supporting New Passenger Rail Service Between Twin Cities and Kansas City- All Aboard Minnesota is a 501 C (3) non-profit educating the public and advocating for more passenger service in Minnesota and the upper Midwest. They are currently requesting resolutions of support from the City of Albert Lea to direct the Minnesota Legislature to direct MnDOT to submit a Corridor Identification Grant to the Federal Railroad Administration that would hopefully result in an additional Amtrak Daily Long-Distance Service from Twin Cities to Kansas City. City Manager recommends approval.

See attached resolution.

E. Resolution Declaring 2025 Hometown Pride Fall Cleanup Day – Attached for Council approval is a resolution for the 2025 Hometown Pride Fall Cleanup Day.

Hometown Pride Clean-Up Day for city residents would be held from 9am-12pm on Saturday, October 11, 2025 at the City of Albert Lea Transfer Station and Demolition Landfill. The Clean-Up Day provides the opportunity to dispose of most items free of charge, or at reduced rates on certain items. No commercial garbage will be accepted. Proof of city residence will be required. The reduced rates on Cleanup Day from 9am-12pm will be:

Free brush/yard waste

Free Household Garbage

Free Demolition Debris

\$10.00 per Appliance/Sofa/Mattress

\$5.00 per Furniture Piece

\$3.00 per Passenger Car Tire; i.e., Regular rate for all others

Regular Rates on rims and electronics

Staff recommends approval.

See attached resolution.

F. Resolution Authorizing Annexation Agreement for 2522 West Richway Drive – 2025 Misc. 196 - Scott and Analynn Peterson, owners of the property at 2522 West Richway Drive are requesting annexation in order to connect to City sanitary sewer and water. They would install a grinder pump and forcemain and bore a water service to the existing City services. The City plans to run sanitary sewer and water north past this property in 2027. They would connect directly to the mains at that time. Attached for Council consideration and approval is an Annexation Agreement outlining the terms and conditions for annexation. Staff recommends approval.

See attached resolution and agreement.

G. Resolution Approving Grant Agreement No. 1060288 with Minnesota Department of Transportation – Office of Aeronautics - Attached for Council review and approval is a resolution to execute the Minnesota Department of Transportation Grant Agreement for airport maintenance & operations. The agreement is for State Fiscal Years 2026 and 2027. The State of Minnesota will reimburse the City of Albert Lea seventy five percent (75%) of the eligible maintenance and operations costs not reimbursed by any other source, not to exceed \$61,175.04 per year, this is approximately the same amount as the previous two year cycle.

The telecommunications are still reimbursed one hundred percent (100%) under the maintenance and operations grant, however a State Purchase Oder is used to reimburse those expenses. The City will invoice the State quarterly for the costs associated with the telecommunications.

Engineering is recommending entering into the agreement.

See attached resolution and agreement.

H. Resolution Approving Upgrade of Springbrook Software – Staff has reviewed updating the current financial and payroll software to increase efficiencies and increase security by moving the data to the cloud. Certain software becomes obsolete in time be it lack of technical support/updates or better products are created. After demonstrations of the new version of Springbrook, staff is recommending upgrading Springbrook as the most cost effective improvement. It is approximately \$30,000 in total for conversion starting in 2025 through 2026 and approximately \$20,000 for annual maintenance.

See attached resolution.

VI. PETITIONS, REQUESTS AND COMMUNICATIONS

- A. <u>Presentation from Bolton and Menk WWTP Improvements.</u> This presentation will go over the changes to the plan for the upgrade to fit other funding opportunities and allow for some delays in the final phase of reconstruction and focus on the more immediate need of removing phosphorus.
- B. <u>Update on the Recreation Facilities Improvements.</u> A representative from InBylt will be present to answer questions of the Council after giving an update on the construction Schule/progress.

VII. UNFINISHED BUSINESS

A. Ordinance Amending Part 1 – CHARTER - Chapter 2 – Form of Government and Chapter 3 – Council Procedure and Adding New Sec. 3.12 – Disposal of Excess Personal Property (2nd Reading) – This is the final reading of proposed amendments

to Chapters 2 and 3 of the City Charter, including the addition of a new section concerning the disposal of surplus personal property. Pursuant to Minnesota Statute, these amendments require unanimous approval by all council members and shall not become effective until 90 days following passage and publication. Staff recommends approval of this final reading.

See attached ordinance.

VIII. NEW BUSINESS

A. Resolution Approving Professional Services Agreement for Demolition Landfill

Feasibility Evaluation – Job 2521 – The City of Albert Lea solicited proposals for professional engineering services for evaluating closure or expansion of the Albert Lea Demolition Landfill.

The facility was originally permitted in 1994 upon the closure of the adjacent city-owned Municipal Solid Waste (MSW) site. The Albert Lea Demolition Landfill primarily serves the needs of the residents of the City of Albert Lea and receives approximately 5000 cubic yards of construction/demolition debris per year. Two of the four cells have been filled with the third cell nearing completion.

The MPCA is proposing new rules governing Demolition Landfills. These new rules will require modified operational plans, more strenuous site development and project planning, require additional operational procedures, construction requirements and acceptable waste restrictions. The existing Albert Lea Demolition Landfill, will need substantial changes to operations and additional construction to comply with these requirements or the City will need to create and execute an updated plan for closure and post-closure care.

The City received four proposals for preparing a feasibility study to determine whether to expand or close the demolition landfill.

Staff is recommending hiring Short Elliot and Hendrickson (SEH) based on a proposed fee not to exceed \$29,700 for professional engineering services to prepare a feasibility study and determine a path forward with the demolition landfill. Staff recommends approval.

See attached resolution and agreement.

B. Resolution Approving Professional Services Agreement with Bolton & Menk, Inc. for WWTP Improvements – Phosphorus Removal – Job 2522 – Kris Swanson from Bolton and Menk Inc. will be presenting on the proposed WWTP Phosphorus Removal Improvement Project. The project would be the design of the phosphorus removal improvements for the WWTP. Once designed, the City would apply for a \$12,500,000 PSIG grant that has a 50% match for the phosphorus removal improvements. This agreement is for professional services with Bolton and Menk Inc. (Task Order 2025-04).

The total for the professional services agreement is estimated at \$1,497,400. Staff recommends approval.

See attached resolution and agreement.

C. Resolution Approving Official Plat of Blazing Star No. 3 – The Planning Commission held a public hearing on September 2, 2025 to review the Official Plat for Blazing Star No. 3 which is a re-plat or separation of Lot 1, Block 1 from Blazing Star No. 2 due to a Torrens issue. Planning Commission recommends approval.

See attached resolution and plat.

D. Resolution Approving Conditional Use Permit for a Multi-Family Housing

Development at 105 Garfield Avenue - Albert Lea Family Housing on behalf of the

City of Albert Lea applied for a Conditional Use Permit to develop a three-acre

property at 105 Garfield Avenue, locally known as the Blazing Star Landing. Phase
one of the project includes 61-units of affordable multifamily housing, 92-surface

parking stalls and two accessory structures.

The Planning Commission held a public hearing on September 2, 2025 and forwards the following findings to City Council:

- 1. The application is consistent with the 2040 Comprehensive Plan.
- 2. The proposed development meets the conditions of the Planned Development District related to density, size and open space.
- The proposed development will remediate a previously vacant and contaminated property and provide additional affordable housing units to an area conveniently

- located within walking distance to city parks, convenience stores and the downtown historic district.
- 4. The proposed re-use will bring activity, tax base and employment to an underused site.

Planning Commission recommends approval of the Conditional Use Permit with conditions as stated in the attached resolution.

See attached resolution and building rendering.

- E. Resolution Accepting Donations as Presented to the City of Albert Lea The City of Albert Lea is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens. Staff recommends acceptance of the following donations as submitted for Council review and approval.
 - Albert Lea Moose Lodge Albert Lea Police Department & Albert Lea Fire Department

See attached resolution.

XI. APPROVAL OF CLAIMS

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

REGULAR COUNCIL MEETING CITY COUNCIL CHAMBERS, CITY OF ALBERT LEA August 25, 2025 – 7:00 P.M.

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

ADDITIONAL STAFF PRESENT: Sergeant-at-Arms-Police Chief Darren Hanson, Finance Director Kristi Brutlag, Human Resource Director Mike Zelenak.

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

<u>PLEDGE OF ALLEGIANCE</u> - Mayor Murray asked all in attendance to stand and recite the Pledge of Allegiance.

CEREMONIAL ITEMS

Police Chief Darren Hanson proudly welcomed Joshua Knudtson as the newest member of the patrol team, followed by City Clerk Maras formally administering the Oath of Office.

PUBLIC FORUM

Bethany Greiner addressed the Charter amendment on the council agenda, specifically Chapter 2 related to filling a council vacancy.

CONSENT AND APPROVAL OF AGENDA

- A. Approve Minutes of the August 11, 2025 Regular Council Meeting
- B. Approve Minutes of the August 11, 2025 Work Session
- C. License & Permits
- D. Resolution Approving Plans and Ordering of Bids for the Front Street Basin Project Job 2507

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

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

PETITIONS, REQUESTS AND COMMUNICATIONS - None

UNFINISHED BUSINESS

A. Resolution 25-136 Approving Publication Summary of Ordinance 25-143 Amending Chapter 46 – Vegetation, Article II. – Weeds and Tall Grass

Ordinance Summaries may be published if they reasonably inform the public of the effect and intent of the Ordinance. Summaries fulfill all legal requirements as if the entire summarized matter had been published, and also direct the public on how to obtain the complete Ordinance. Staff recommends approval to publish an Ordinance Summary for Ordinance 25-143

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

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

B. Resolution 25-137 Approving Publication Summary of Ordinance 25-144 Amending Chapter 8 – Animals - Article 1. – In General

Ordinance Summaries may be published if they reasonably inform the public of the effect and intent of the Ordinance. Summaries fulfill all legal requirements as if the entire summarized matter had been published, and also direct the public on how to obtain the complete Ordinance. Staff recommends approval to publish an Ordinance Summary for Ordinance 25-144

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

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

NEW BUSINESS

A. Public Hearing Regarding Property Tax Abatements

City Manager Rigg reported that the 2025B bond issue includes \$185,000 for the Freeborn Bank Parking lot and \$435,000 for the Eberhart Street Project. Under State Statute, the City has the option to pledge tax revenue from an existing parcel to pay debt service for these types of projects. The impact is minimal on the amount of future ability to abate taxes for economic development. This process requires a public hearing.

Rebecca Kurtz of Ehlers attended the meeting and provided additional context and information regarding the financing strategy.

Mayor Murray opened the public hearing. He called three times. No one spoke. Mayor Murray closed the public hearing.

A.1 Resolution 25-138 Approving Property Tax Abatements

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

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

B. Resolution 25-139 Providing for the Sale of \$1,895,000 General Obligation Bonds Series 2025B

Per the City Charter, the City of Albert Lea has the authority to issue General Obligation Improvement Bonds. Staff recommends the sizing of the bond to be \$1,895,000 to finance the assessment portion of the 2025 Neighborhood Improvement Project (Job 2501), the 2025 State Aid Street Overlay Project (Job 2502), and the 11th Street Reconstruction Project (Job 2503). This debt issue also includes the Freeborn Bank Building Project, the Eberhart Street Project, and the TIF portion of the Eberhart/Blazing Star Cleanup. Rebecca Kurtz from Ehlers & Associates was in attendance and reviewed the bond sale. She said her office reviewed the five bids received at 10:00 a.m. this morning on the 2025 GO Bonds. She congratulated staff and council for receiving the AA- Standard & Poors rating with a stable outlook.

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

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

C. Public Hearing Regarding Ordinance Amending Part 1 – CHARTER – Chapter 2 – Form of Government and Chapter 3 – Council Procedure and Adding New Sec. 3.12 – Disposal of Excess Personal Property

The Charter Commission held a meeting on July 24, 2025, and has submitted recommendations for amendments to the City Charter. These proposed changes affect Chapters 2 and 3, and include the addition of a new section regarding the disposal of excess personal property.

Chapter 2 – Council Vacancies (Section 2.07)

The amendment clarifies the procedure for filling a vacancy on the City Council during a member's term. It authorizes the Council to appoint a replacement, allowing for a timely and cost-effective solution that avoids the need for a special election.

<u>Chapter 3 – Legislative Signatures (Section 3.08)</u>

This revision simplifies the approval process for Resolutions and Ordinances. Under the proposed change, only the Mayor's signature will be required, and attested by the City Clerk, removing the current requirement for signatures from two additional councilmembers.

Chapter 3 – Disposal of Excess Personal Property (New Section 3.12)

A new section has been introduced to permit the City to dispose of excess personal property. This may include transfers to other political subdivisions or private non-profit entities, provided the transaction serves a public purpose. The Charter Commission recommends approval.

City Manager Rigg elaborated on the proposed amendments, emphasizing that the council retains discretion in determining how to fill a vacancy if one arises during a member's term, not requiring a special election by law. Mayor Murray commented that during the last vacancy, he and the council repeatedly invited the public to inquire with interest in applying to fill the vacancy.

Mayor Murray opened the public hearing. He called the first time. Bethany Greiner had three questions related to the disposal of property. #1 - Is there a dollar limit on what can be disposed of without a committee meeting? #2 - Is there a definition of what type of property can be donated as opposed to disposed of, and #3 – Is there a specific description of who can receive the property?

City Manager responded to each of Ms. Greiner's questions.

Mayor Murray called two more times. No one spoke. He closed the public hearing.

Councilor Howland thanked the Charter Commission for their work on these amendments.

C1. Ordinance 25-145 Amending Part 1 – CHARTER – Chapter 2 – Form of Government and Chapter 3 – Council Procedure and Adding New Sec. 3.12 – Disposal of Excess Personal Property

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

(See Secretary's Original Resolution 25-145 Included with these minutes)

D. Resolution 25-140 Accepting Donations as Presented to the City of Albert Lea

The Friends of the Albert Lea Public Library raise non-profit funds for programs and equipment not covered by the general library budget. The Friends of the Albert Lea Public Library raise funds through the Fountain Lake Bookstore, two book sales throughout the year, membership fees, and general donations. During June and July 2025, the Friends of the Albert Lea Public Library donated a total of \$4,351.93 to the Albert Lea Public Library. The funds were used for the programs and equipment listed on the included sheet. Without the generous donations from the Friends of the Albert Lea Public Library, many of the library's programs and services would not be possible.

Motion made by Councilor Howland to approve as read, seconded by Councilor Anderson. On

voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

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

E. Registration of Cannabis Microbusiness License – Benjamin Kapple dba Mountain Sight Vision, LLC

On August 7, 2025 Benjamin Kapple dba Mountain Sight Vision, LLC was granted licensure by the Minnesota Office of Cannabis Management. The business registered with the City on the same day, marking it as the fourth cannabis business registration received since the City began accepting applications. Given that our two available registrations have been filled, we cannot, at the moment, approve this registration; however, a discussion on how we continue to proceed with the many licenses the OCM will send us needs to take place. Options at the moment could be no action for lack of motion, denial in the affirmative, or table.

Councilor Anderson suggested revisiting the topic in the future of lifting the cap on two cannabis businesses in the future.

Motion made by Councilor Anderson to deny this cannabis registration and refund the \$500 registration fee to Benjamin Kapple, and direct staff to no longer accept cannabis registrations, seconded by Councilor Van Beek. On voice call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

MAYOR AND COUNCIL REPORTS

First Ward, Councilor Christensen reported:

- Ward Items None
- Committee Update Lots of activities at the Senior Center and Blue Zones. Also working on the budget with other committee members.
- Public Announcements None

Second Ward, Councilor Baker reported:

- Ward Items None
- Committee Update One Water Shed One policy committee meeting last week. HRA
 meeting tomorrow.
- Public Announcements Thanked city staff for their work on the budget.

Third Ward, Councilor Howland reported:

- Ward Items Working on one ward item. Received a call asking what the policy is for the city to waive the fee at the Transfer Station following a big wind storm.
- Committee Update None
- Public Announcements None

Fourth Ward, Councilor Olson reported:

- Ward Items None
- Committee Update None
- Public Announcements Reminded the public that school is back in session, so please slow down and pay attention. Encouraged the public to attend school activities.

Fifth Ward, Councilor Van Beek reported:

- Ward Items Has one ward item to work on.
- Committee Update Attended the recent Library Board meeting. Will attend the HRA
 meeting tomorrow.
- Public Announcements Ride for Heroes event was held on August 16^{th,} and there are plans to go bigger next year.

Sixth Ward, Councilor Anderson reported:

- Ward Items None
- Committee Update Attended the budget meeting on Thursday and the HRA meeting tomorrow.
- Public Announcements None

MAYOR REPORT:

Attended the following events:

- Thursdays on Fountain
- Albert Lea Cross Country kick-off
- Meeting with Congressman Finseth and Senator Dornink. They visited several local businesses.
- Met with the All-Aboard-Train group
- Chamber Business After Hours last Tuesday, sponsored by Accentra Credit Union.
- Rotary meeting at Wedgewood Cove
- The Library Board meeting
- Battery Energy Storage System (BESS) meeting related to a potential battery storage building near Glenville
- Kite Festival at Edgewater Park
- ALEDA project review
- Completed the City Manager's Performance Review and reported he received great feedback from the council. The council concurred that the City Manager is working at meeting or exceeding expectations.

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

CITY MANAGER REPORT

- Staff continues to work on the budget
- Reviewing the sales tax option
- September 23rd joint meeting with the Watershed District

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- League of MN meeting where a cannabis discussion took place related to concerns about municipalities not receiving tax revenue
- Will soon be closing on some properties to be developed into single-family homes

APPROVAL OF CLAIMS

A. Resolution 25-141 Approving Claims

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

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

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

See Secretary's Original Resolution 25-141 Included with these minutes)

CLOSED SESSION

Motion made by Councilor Anderson to move into closed session at 8:03 PM, seconded by Councilor Christensen. On roll call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

1. Union Negotiations Subject to Minn. Stat. 13D.03 Subd. 1(b)

Human Resource Director Mike Zelenak presented to council. Mayor Murray provided direction to staff.

2. Legal action in reference to Cannabis Retail Registration subject to Minn. Stat. 13D.05 Subd. 3(b)

City Attorney Holstad provided an overview of the legal action. Mayor Murray provided direction to staff.

Motion made by Councilor Howland at 8:57 PM to move out of closed session, seconded by Councilor Anderson. On roll call vote, the following councilors voted in favor of said motion: Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray. Mayor Murray declared the motion passed.

Councilor Howland motioned for adjournment; Councilor Christensen seconded. That there being no further business, the Council meeting adjourns until the next regular meeting of the Albert Lea City Council at 7:00 p.m. on Monday, September 8, 2025. On a voice call vote, all councilors voted in favor of said motion.

ADJOURNMENT 8: 58 PM	
	Mayor Rich Murray
Daphney Maras Secretary of the Council	

Mayor Murray declared the motion passed, and the meeting adjourned.

WORK SESSION MEETING CITY COUNCIL CHAMBERS, CITY OF ALBERT LEA August 25, 2025 - 5:30 P.M.

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

ADDITIONAL STAFF PRESENT: Police Chief Darren Hansen, Community Engagement & Enrichment Director Cathy Malakowsky, Building/Zoning Official Wayne Sorensen, Human Resource Director Mike Zelenak, Finance Director Kristi Brutlag, Library Director Annice Sevett.

I. 2ND QUARTER 2025 FINANCIAL REPORT – KRISTI BRUTLAG

Brutlag delivered an overview of the Second Quarter 2025 Financial Report, underscoring the significance of previewing the report to support the City's bond rating. Additionally, it allows the council to carefully assess and flag anything that may be questionable. She does not see anything raising red flags in the first six months. The summary included a review of cash, investments, and the Statement of Revenue and Expenditures.

II. MERRICK PROPERTY – TRAIL DISCUSSION

Building and Zoning Official Wayne Sorensen presented a slideshow outlining the Phase I and II Environmental Site Assessments for the property at 620 Adams Avenue. He began by detailing the timeline of the City's acquisition of the site due to tax forfeiture, which occurred between 2021 and 2022. Sorensen then walked through the cost estimates, highlighting the scope of work, client obligations, and key assumptions. The city is currently collaborating with Braun Engineering to pursue grant opportunities that would support abatement and demolition efforts. Sorensen displayed a series of slides illustrating the envisioned trail network and green space layout. City Manager Rigg noted that the City's interest in repurposing the site for public use, such as a biking and walking trail, could enhance its eligibility for grant funding. Sorensen and Rigg responded to councils' questions.

III. GENERAL DISCUSSION RELATED TO SALES TAX LAW

City Manager Rigg introduced information related to the local sales tax law. He emphasized that local sales tax revenues should be used in place of traditional local funding sources exclusively for constructing or rehabilitating capital projects, provided there is a demonstrable regional benefit that extends beyond the boundaries of the taxing jurisdiction. He explained legislature must approve a proposed sales tax before it can be presented to residents for a vote during a referendum. He listed projects from the CIP that meet the criteria, as well as unlikely projects in the CIP that would not qualify. Rigg indicated that a future discussion will take place with the Watershed regarding the future of sales tax and how we might share and collaborate.

REVIEW COUNCIL MEETING AGENDA OF AUGUST 25, 2025

Rigg covered each agenda item, shared pertinent information, and invited feedback from council members.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

CEREMONIAL ITEMS

Oath of Office - Joshua Knudtson, Patrol Officer

PUBLIC FORUM

CONSENT AND APPROVAL OF AGENDA

- A. Approve Minutes of the August 11, 2025 Regular Council Meeting
- B. Approve Minutes of the August 11, 2025 Work Session
- C. License & Permits
- D. Resolution Approving Plans and Ordering of Bids for the Front Street Basin Project Job 2507. Public Works Director Jahnke provided details of the project to begin either in the fall or early spring.

PETITIONS, REQUESTS, AND COMMUNICATIONS - None

UNFINISHED BUSINESS

- A. Resolution Approving Publication Summary of Ordinance 25-143 Amending Chapter 46 Vegetation, Article II. Weeds and Tall Grass
- B. Resolution Approving Publication Summary of Ordinance 25-144 Amending Chapter 8 Animals Article 1. In General

NEW BUSINESS

- A. Public Hearing Regarding Property Tax Abatements
 - **A.1** Resolution Approving Property Tax Abatements
- B. Resolution Providing for the Sale of \$2,020,000 General Obligation Bonds Series 2025B
- C. Public Hearing Regarding Ordinance Amending Part 1 CHARTER Chapter 2 Form of Government and Chapter 3 – Council Procedure and Adding New Sec. 3.12 – Disposal of Excess Personal Property
 - **C1.** Ordinance Amending Part 1 CHARTER Chapter 2 Form of Government and Chapter 3 Council Procedure and Adding New Sec. 3.12 Disposal of Excess Personal Property
- D. Resolution Accepting Donations as Presented to the City of Albert Lea
- E. Registration of Cannabis Microbusiness License Benjamin Kapple dba Mountain Sight Vision, LLC

WSM: 08-25-25

City Manager Rigg invited City Attorney Holstad to provide further insight. Holstad advised the council to deny the registration request, noting that the city has already met its established cap. He further recommended that the registration fee be refunded and that no additional registration fees be accepted, as the city's commitment to two registrations has been satisfied.

MAYOR AND COUNCIL REPORTS

CITY MANAGER REPORT

APPROVAL OF CLAIMS

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

CLOSED SESSION

- 1. Union Negotiations Subject to Minn. Stat. 13D.03 Subd. 1(b)
- 2. Legal action in reference to Cannabis Retail Registration subject to Minn. Stat. 13D.05 Subd. 3(b)

<u>ADJOURNMENT</u> – 6.50 p.m.
Dated this 25 th day of August, 2025
Council Secretary

5C - Licenses and Permits

Council Approval 09-08-2025

All Licenses Listed Are Located In Albert Lea Unless Otherwise Indicated

Mobile Vendor

Yoyo Yummies - Pine Island, MN

On-Sale Liquor

Aragon Bar

Tobacco

Korner Mart - New Owner - T.A. Chaudhary

Cannabinoid

Korner Mart - New Owner - T.A. Chaudhary

RESOLUTION 25-

Introduced by Councilor

RESOLUTION SUPPORTING NEW PASSENGER RAIL SERVICE BETWEEN THE TWIN CITIES IN MINNESOTA AND KANSAS CITY, MISSOURI

WHEREAS, the Twin Cities to Kansas City (TC to KC) corridor is a priority corridor for intercity passenger rail in the Minnesota Department of Transportation's State Rail Plan; and

WHEREAS, the Twin Cities to Kansas City route is recommended in the Federal Railroad Administration's Amtrak Daily Long-Distance Service Study including an extension of the route to Texas; and

WHEREAS, this 500-mile corridor would serve in Minnesota the Twin Cities Metropolitan Area, Northfield, Faribault, Owatonna, Albert Lea, and Des Moines, IA and Kansas City, MO; and

WHEREAS, freight railroads will benefit from the capital investment required for this new passenger service, enabling greater train speeds, reduced railroad congestion, and rail crossings that are safer for all users; and

WHEREAS, the Twin Cities to Kansas City corridor once hosted two passenger rail trains each day—the Twin Star Rocket and Kansas City Rocket; and

WHEREAS, new service on the Borealis between Saint Paul, MN and Chicago, IL has been extremely successful, with first year ridership exceeding projections by an average of 50 percent; and

WHEREAS, this corridor has one of the greatest ridership potentials of passenger rail routes in the Midwest, estimated at over 190,000 riders per year. It also:

- Serves three major populations centers of Des Moines IA, Kansas City region and Twin Cities.
- Connects Minnesota to Amtrak routes that serve Denver, San Francisco, Phoenix, Los Angeles and many stops in between.
- Connects smaller communities in Minnesota and Iowa to each other and the Twin Cities metropolitan area, the largest urban center between Chicago and the West Coast; and

WHEREAS, many states in the Midwest and around the country are investing in expanded passenger rail service for the economic and mobility benefits. Some of these states include but are not limited to: Wisconsin, Illinois, Michigan, Missouri, Ohio, Virginia, California, Oregon, Maine and North Carolina.

MB: 09-08-25 Resolution 25-

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA: that it hereby supports new passenger rail service between Twin Cities and Kansas City, Missouri and requests that the Minnesota Legislature direct MnDOT to submit a Corridor Identification Grant to the Federal Railroad Administration.

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

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

Introduced and passed this 8th day of September, 2025

	Mayor Rich Murray	
Filed and attested this 9 th day of September, 2025		
Secretary of the Council		

MB: 09-08-25 Resolution 25-

RESOLUTION 25

Introduced by Councilor

RESOLUTION DECLARING HOME TOWN PRIDE FALL CLEAN UP DAY AND AUTHORIZING REDUCED RATES AT TRANSFER STATION

WHEREAS, The City of Albert Lea will be sponsoring a "Home Town Pride Fall Clean Up Day" on Saturday, October 11, 2025 from 9:00 a.m. to 12:00 p.m.; and

WHEREAS, the City of Albert Lea desires to encourage residents to dispose of rubbish and waste in order to maintain a clean and attractive community; and

WHEREAS, the City of Albert Lea owns and operates a transfer station and will authorize a reduced rate for miscellaneous solid waste items.

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

- Sec. 1. That the City of Albert Lea will sponsor "Home Town Pride Fall Clean Up Day" on Saturday, October 11, 2025 from 9:00 a.m. to 12:00 p.m.; and
- Sec. 2. That as part of the "Home Town Pride Fall Clean Up Day", the City will allow residents with proof of city residency to deposit up to one load of mixed household waste at the Albert Lea Transfer Station and Demolition Landfill site of the following:

Free	Brush and Yard Waste
Free	Household Garbage
Free	Demolition Debris
\$10.00	per Appliance/Sofa/Mattress
\$5.00	per Furniture Piece
\$3.00	per Passenger Car Tire; i.e. Regular Rate for all others;
	Regular rates for rims & electronics

- Sec. 3. That no commercial waste will be accepted as part of this cleanup day.
- Sec. 4. That no hazardous waste will be accepted as part of this cleanup day.

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

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

Introduced and passed this 8th day of September, 2025.

09-08-25 Resolution 25-

	Mayor Rich Murray
Filed and attested this 9 th day of September, 2025	
Secretary of the Council	

RESOLUTION 25

Introduced by Councilor

RESOLUTION AUTHORIZING ANNEXATION AGREEMENT FOR 2522 WEST RICHWAY DRIVE

WHEREAS, the City of Albert Lea has received a Petition for Annexation from Scott and Analynn Peterson who own the property at 2522 West Richway Drive; and

WHEREAS, the City has agreed to extend City water and sanitary sewer to the premises.

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

Sec. 1. The agreement with Scott and Analynn Peterson is approved (Exhibit A).

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

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

Introduced and passed this 8th day of September, 2025

	Mayor Rich Murray
Filed and attested this 9 th day of September, 2025	
Secretary of the Council	

09-08-25 Resolution 25-

AGREEMENT, PROMISE TO PAY AND PETITION FOR ANNEXATION

IN CONSIDERATION of the Agreement by the City of Albert Lea, Minnesota, ("City") to permit the undersigned, Analynn R. Peterson and Scott F. Peterson ("Owner") to connect the premises owned by the undersigned to City water and sanitary sewer. The property owned by the undersigned is located at 2522 Richway Drive West, Albert Lea MN 56007, and legally described as follows:

Beginning 200 feet north of the West Quarter corner of Section 32, Township 103 North, Range 21 West, on the West line of said Section thence East 217.8 feet at a deflection angle of 90 degrees 00 minutes right; thence North 200 feet at a deflection angle of 90 degrees 00 minutes left; thence West 217.8 feet at a deflection angle of 90 degrees 00 minutes left to the west line of said Section; thence South 200 feet to the point of beginning; being in the Southwest Quarter of the Northwest Quarter of Section 32, Township 103 North, Range 21 West, and containing 1.0 acre. Also subject to highway easement on the west side thereof.

PROMISE TO PAY - \$2,400.00

Owner promises agrees to pay the City \$2,400.00 to connect to City of Albert Lea sanitary sewer and water systems. The total charge is itemized as follows:

Watermain System Development Fee	\$800.00
Sanitary Sewer System Development Fee	\$1,000.00
Annexation Publication and Processing	\$ <u>600.00</u>

Total \$2,400.00

All expenses of the present hookup are to be paid by the Owner in addition to the \$2,400.00.

Furthermore, the Owner agrees to pay any and all assessments associated with extension of the sanitary sewer and water mains past the Property.

If the above-described property will have buildings constructed after signing of the Agreement and it is annexed into the City, the Owner shall apply for and pay the regular fees for such permit, and construction will be in conformity with the Building Code of the City of Albert Lea.

The Parties understand that the real property shall be annexed into the City of Albert Lea.

PETITION FOR ANNEXATION

Owner petitions for the above property to be annexed into the City of Albert Lea, Minnesota.

Owner agrees that their heirs or assigns of said premises will not at any time in the future contest or object to annexation of this property to the City and do hereby petition for annexation. The Owner agrees to pay \$600 toward the cost of advertising the annexation and the preparation of the legal documents for annexation. This payment is due upon signing this document.

This Agreement shall be a covenant running with the land and binding upon all heirs and assigns of the Owner.

In Presence Of:	Owners –	
	Scott Peter	8-11-25
	By.)	Date Plu /25
	By:	Date
	OWNERS' ADDRESS: 2500 Richway 1425 Frank ave	Dr
	albert Lea min	
STATE OF MINNESOTA)		
COUNTY OF FREEBORN)		
On this \(\begin{align*}\ldot\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	F. Peterson and Analynn R. Peterson t cuted the foregoing instrument and ac	o me known
TAMMY S KESLER NOTARY PUBLIC - MINNESOTA	Notary Public	

RESOLUTION 25

Introduced by Councilor

RESOLUTION APPROVING GRANT AGREEMENT NO. 1060288 WITH MINNESOTA DEPARTMENT OF TRANSPORTATION – OFFICE OF AERONAUTICS

WHEREAS, the Minnesota Department of Transportation Office of Aeronautics has provided the City with a grant agreement for Airport Maintenance and Operations for State Fiscal Years 2026 and 2027; and

WHEREAS, the State of Minnesota will reimburse the City of Albert Lea seventy five percent (75%) of the eligible maintenance and operations costs not reimbursed by any other source, not to exceed \$61,175.04 per year; and

WHEREAS, the telecommunications are reimbursed one hundred percent (100%) under the maintenance and operations grant, however a State Purchase Oder is used to reimburse those expenses.

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

- Sec. 1. That the State of Minnesota Contract Number 1060288, "Airport Maintenance and Operation Grant Contract" is hereby accepted.
- Sec. 2. That the Mayor and City Manager are hereby authorized to execute the Agreement and any amendments on behalf of the City of Albert Lea.

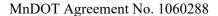
That the motion for the adoption of the foregoing resolution was duly seconded by Councilor, and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson and Mayor Murray;

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

Introduced, read and passed this 8th day of September, 2025

	Mayor Rich Murray	
Filed and attested this 9 th day of September, 2025		
Secretary of the Council		

09-08-25 Resolution 25-





STATE OF MINNESOTA STATE AIRPORTS FUND

AIRPORT MAINTENANCE AND OPERATIONS GRANT AGREEMENT

State Project Number (S.P.): A2401-MO26 State Project Number (S.P.): A2401-MO27

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of Albert Lea, City of Albert Lea, 221 East Clark Street, Albert Lea, MN 56007 acting through its City Council ("Grantee") ("Agreement").

RECITALS

- 1. Minnesota Statutes §§360.015 and 360.305 authorize the State to provide financial assistance to airports for maintenance and operations activities.
- 2. Grantee owns, operates, or controls an airport ("Airport") in the state system, and desires financial assistance from the State for maintenance and operations activities for State Fiscal Year 2026 and State Fiscal Year 2027.
- 3. Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of the State.

AGREEMENT TERMS

1. Term of Agreement and Survival of Terms

- 1.1. **Effective Date**. This Agreement will be effective on the date the State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully executed.
- 1.2. **Expiration Date**. This Agreement will expire on June 30, 2027.
- 1.3. **Survival of Terms**. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, but not limited to, the following clauses: Indemnification; State Audits; Government Data Practices; Governing Law, Jurisdiction and Venue; and Data Disclosure.

2. Grantee's Duties

- 2.1. **Airport Use.** In accordance with Minnesota Statutes §360.305, subd. 4, Grantee must operate and maintain the Airport, for the use and benefit of the public, in a safe, serviceable manner for aeronautical purposes only for a period of one (1) year from the date Grantee receives final reimbursement under this Agreement.
- 2.2. **Grounds Maintenance.** Grantee will keep the runway and the area around the lights at the Airport mowed and plowed. The grass must be mowed at least seven (7) feet beyond the lights and must not exceed six (6) inches in height on the landing area. The areas around any navigational aids must be sufficiently mowed and plowed to keep the area clear for vehicle access. If the Airport remains operational during the winter months, Grantee will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snowbanks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.3. **Periodic Paint Striping.** If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Agreement, Grantee will cooperate with the marking operation. Grantee must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.4. **Inspections.** Grantee will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.5. **Third-Party Contracting.** Grantee will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Agreement.

3. Grantee's Assurances

- 3.1. Grantee represents and warrants that Grantee has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§360.061 to 360.074.
- 3.2. Grantee will comply with all required grants management policies and procedures set forth in Minnesota Statutes §16B.97 subd. 4(a)(1).

4. Consideration and Payment

- 4.1. **Consideration.** State will pay for all eligible maintenance and operations costs incurred by Grantee under this Agreement as follows:
 - 4.1.1. **Basis.** Grantee will be reimbursed for 75% of all eligible maintenance and operations costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative or their designee according to the State's Funding Eligibility Guidance, which is available at: https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html
 - 4.1.2. **Fiscal Year Obligations.** State has currently obligated \$61,175.04 in each state fiscal year to reimburse 75% of eligible costs incurred by Grantee during each fiscal year and will be capped at this amount for each fiscal year. Any funding granted but not requested for reimbursement within the first fiscal year will not roll over into the second fiscal year.
 - 4.1.3. **Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed \$122,350.08 (reflecting state fiscal years 2026 and 2027 combined obligations).

4.2. Payment.

- 4.2.1. **Invoices.** Grantee must submit detailed reimbursement requests for its eligible costs to the State's Authorized Representative on a quarterly basis or as otherwise directed by State's Authorized Representative. Invoices for expenses incurred after grant funds were encumbered by the State, but before the Effective Date of this Agreement, may not be submitted for reimbursement until after the Effective Date of this Agreement. The State's Office of Aeronautics will supply the reimbursement request forms that Grantee must submit. Reimbursement requests must be submitted according to the following schedule:
 - Quarter 1 (Jul. 1st Sept. 30th): On or after October 1, and no later than November 15;
 - Quarter 2 (Oct. 1st Dec. 31st): On or after January 1, and no later than February 15;
 - Quarter 3 (Jan. 1st Mar. 31st): On or after April 1, and no later than May 15; and
 - Quarter 4 (Apr. 1st Jun. 30th): On or after July 1, and no later than August 15.

The State may reject any costs submitted for reimbursement that the State determines, in its sole discretion, are not eligible maintenance and operations expenses. Any invoices not received by the State's Authorized Representative by December 31st of the fiscal year in which the expenses were incurred will be ineligible for reimbursement and rejected.

- 4.2.2. All Invoices Subject to Audit. All invoices are subject to audit, at the State's discretion.
- 4.2.3. **Progress Reports.** The State may, at its sole discretion, require Grantee to submit quarterly progress reports in addition to its invoices. If so requested, the State will provide a progress report form for Grantee's completion and submittal with its invoices.
- 4.2.4. The State's Payment Requirements. The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices and progress reports, if requested by the State, for services performed. If an invoice is incorrect, defective or otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the State receives the corrected invoice, State will pay Grantee within thirty (30) days of receipt of such invoice.
- 4.2.5. **Grant Monitoring Visit and Financial Reconciliation.** If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures. The State's Authorized Representative will notify Grantee's Authorized Representative where and when monitoring visits and financial reconciliations will take place, which state employees and Grantee staff members should be present, as well as which, if any, of Grantee's contractors or consultants, or their agents, are required to participate. Grantee will be provided at least seven (7) days' notice prior to monitoring visits and/or financial reconciliations. Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.2.6. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.
- 5. Conditions of Payment. All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law. In the event the Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics, Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction.

6. Authorized Representatives

6.1. State's Authorized Representative. State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist Coordinator

Address: Office of Aeronautics

395 John Ireland Boulevard, Mail Stop 410

Saint Paul, Minnesota 55155

E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or their successor, will monitor Grantee's performance and has the authority to accept or reject the services provided under this Agreement. If the Grantee's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

6.2. **Grantee's Authorized Representative.** Grantee's Authorized Representative will be:

Name/Title: Steven Jahnke, City Engineer and Public Works Director

Address: City of Albert Lea, 221 East Clark Street, Albert Lea, MN 56007

Telephone: (507) 377-4325

E-Mail: sjahnke@ci.albertlea.mn.us

If Grantee's Authorized Representative changes at any time during this Agreement, Grantee must immediately notify State.

7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification

- 7.1. **Assignment.** Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. **Amendments.** An amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If the State fails to enforce any provision of this Agreement, such failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This Agreement contains all prior negotiations and agreements between the State and Grantee. No other prior understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 7.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6. **Certification.** By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.
- 8. **Liability and Indemnification.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs, and expenses, including reasonable attorneys' fees, arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of Grantee's contractors, consultants, agents or any other third parties under the direct control of Grantee.
- 9. **State Audits.** Under Minnesota Statutes § 16B.98 subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this grant Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from the expiration of this Agreement or receipt and approval of all final reports, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.
- 10. **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.
- 11. **Workers' Compensation.** Grantee certifies that it is in compliance with Minnesota Statutes §176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.

- 12. **Governing Law, Jurisdiction and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 13. **Data Disclosure.** Under Minnesota Statutes §270C.65, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

14. Termination and Suspension

- 14.1. **Termination by the State.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3. **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature or if funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 14.4. **Suspension.** The State may immediately suspend this Agreement in the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Work performed by Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
- 15. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.
- 16. **Discrimination Prohibited by Minnesota Statutes §181.59**. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every agreement for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the State, for materials, supplies or construction will contain provisions by which Grantee agrees that:
 - 16.1. In the hiring of common or skilled labor for the performance of any work under any agreement, or any sub-agreement, no contractor, material supplier, vendor, or other agent of Grantee will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

- 16.2. No contractor, material supplier, vendor, or other agent of Grantee will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any agreement on account of race, creed or color;
- 16.3. A violation of this Section is a misdemeanor; and
- 16.4. Any subsequent violations of this Section may result in the termination of this Agreement and any subagreements by the State, or any county, city, town, township, school, school district or other entity or person authorized to enter into agreements for employment, and all money due, or to become due, under this Agreement or any sub-agreements may be forfeited.
- 17. **Limitation.** Under this Agreement, the State is only responsible for disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee; however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its agreements with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.* By: SWIFT Contract (SC) ID No. Purchase Order (PO) ID No. *PO staged and to be encumbered with future State fiscal year funds. **GRANTEE** Grantee certifies that the appropriate persons have executed this Agreement on behalf of Grantee as required by applicable articles, bylaws, ordinances, or resolutions. By: _____ Print Name: Title: Date: _____ Print Name: Title:

DEPARTMENT OF TRANSPORTATION

(with delegated authority)

By:

MnDOT CONTRACT MANAGEMENT

By:

Date:

RESOLUTION 25-xxx

Introduced by Councilor

RESOLUTION APPROVING UPGRADE OF SPRINGBROOK SOFTWARE

WHEREAS, the finance director is seeking authorization to upgrade the City's current finance software; and

WHEREAS, the current finance software is Springbrook and is not on the Cloud and there is an available upgrade; and

WHEREAS, Springbrook is a finance software that currently is successfully working for the City, and staff will look at options to eliminate other software and use Springbrook's updated version instead; and

WHEREAS, changing to a different finance software would be costly and would not have any advantage to the City; and

WHEREAS, the cost of upgrading the software and migrating to the Cloud is approximately \$30,000 and will be paid by Fund 702 – the IT Fund and an additional \$20,000 per year in software subscription costs which will be budgeted in the General Fund IT budget; and

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

- Sec. 1. That the City Council hereby authorizes staff to proceed with the upgrade of Springbrook at an approximate cost of \$30,000
- Sec. 2. That the City Council hereby authorizes staff to sign any agreements to proceed with this upgrade

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

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

Mayor Rich Murray

Filed and attested this 9th day of September, 2025

Introduced and passed this 8th day of September, 2025

Secretary of the Council

KJB: 09-08-25 Resolution 25-xxx

ORDINANCE 25-145

Introduced by Councilor

AN ORDINANCE AMENDING PART 1 – CHARTER - CHAPTER 2 - FORM OF GOVERNMENT AND CHAPTER 3 - COUNCIL PROCEDURE AND ADDING NEW SEC. 3.12 – DISPOSAL OF EXCESS PERSONAL PROPERTY

CHAPTER 2. – Form of Government

Sec. 2.07. - Vacancies

Subdivision 3. If a vacancy occurs and exists in the office of a council member during term of office, the council must promptly fill the vacancy by appointment and the person appointed serves until December 31 following the next regular municipal election. At the next regular municipal election following the occurrence of the vacancy, the vacancy is filled by election for the unexpired portion of the term, if any.

CHAPTER 3. – Council Procedure

Sec. 3.08. Signing and publication of ordinances and resolutions.

Ordinances and resolutions must be signed by the mayor, attested by the clerk and filed and preserved by the clerk. An ordinance must be published once in the official newspaper. A summary of an ordinance may be published in the manner provided by law. Resolutions must be signed by the mayor or two council members, attested by the clerk and filed and preserved by the clerk. Resolutions need not be published.

Sec. 3.12. Disposal of excess personal property.

The city may adopt by ordinance or resolution the process to donate excess personal property to other political subdivisions or private entities providing a public purpose.

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

Filed and attested this 26 th day of August, 2025	Mayor Rich Murray
Introduced and read the second time on the 8 th day of Septe	ember, 2025
Introduced and read for the first time on the 25 th day of Augu	ust, 2025
And the following voted against the same: None.	
Howland, Olson, Van Beek, Anderson, and Mayor Murray;	

Secretary of the Council

DM: 09-08-25

Ordinance 25-145 (2nd Reading)

RESOLUTION 25-

Introduced by Councilor

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR DEMOLITION LANDFILL FEASIBILITY EVALUATION (Job 2521)

WHEREAS, the City of Albert Lea has requested and received four proposals for professional services for the feasibility evaluation of the City of Albert Lea Demolition Landfill; and

WHEREAS, the staff is recommending hiring Short Elliott Hendrickson Inc. (SEH) of St. Paul, MN, based on a proposed total fee of \$29,700.00 for professional engineering services to complete a feasibility study to determine whether to close or expand the demolition landfill.

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

Sec. 1. That the Mayor and/or City Manager are hereby authorized to enter into a professional service agreement with Short Elliott Hendrickson Inc., of St. Paul, Minnesota for professional services for the Albert Lea Demolition Landfill Feasibility Study at a fee of \$29,700.00.

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

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

Introduced and passed on the 8 th day of September 2025	
	Mayor Rich Murray

Filed and attested the 9th day of September 2025

Secretary of the Council

09-08-25 Resolution 25

PROPOSAL FOR PROFESSIONAL SERVICES

Landfill Services for the Albert Lea Demolition Landfill (SW-461)

City Job # 2521

ALBERT LEA DEMOLITION LANDFILL | AUGUST 20, 2025



Short Elliott Hendrickson Inc., 23535 Vadnais Center Drive St. Paul, MN 55110-3507



Building a Better World for All of Us[®]

August 20, 2025

Mr. John Ryther City of Albert Lea, Department of Public Works 221 East Clark Street Albert Lea, Minnesota56007-2496 Email: jryther@ci.albertlea.mn.us



RE: Landfill Services for Albert Lea Demolition Landfill, Albert Lea, Minnesota

Dear Mr. Ryther and Members of the Selection Committee:

The City of Albert Lea (City) is seeking professional services to evaluate potential closure or expansion of the existing Albert Lea Demolition Landfill (Landfill). Given the need to prepare for upcoming regulatory changes being considered by the Minnesota Pollution Control Agency (MPCA), you require a consulting team with knowledge of Minnesota's solid waste disposal regulations and a proven track record of successful project delivery.

Short Elliott Hendrickson Inc. (SEH®), is pleased to offer a comprehensive team uniquely qualified to meet your needs. Together, we bring decades of experience, local insight, and a commitment to excellence. Here's why we're the right partner for this project:

LOCAL, RESPONSIVE TEAM

SEH is a Minnesota-based national firm with local offices in St. Paul, Rochester, Mankato, Duluth, and St. Cloud. Our proposed team works across our offices for streamlined communication and efficient project execution. SEH has provided similar landfill services for more than 35 years, building a strong, partnership with out clients that directly benefits your project.

SOLID WASTE LAND DISPOSAL EXPERTISE

SEH has delivered solid waste landfill services across Minnesota for decades. Project Manager Trevor Romanko, PE, brings nearly a decade of experience within landfill design and construction, landfill permitting, and coordination with regulatory agencies. Trevor leads SEH's solid waste engineering team and is supported by Melanie Niday, PG, our Environmental Practice Center Leader. Melanie brings over 35 years of experience in the solid waste industry and recently served on the MPCA's Rule Advisory Panel for the new construction and demolition debris landfill rules.

PROVEN EXPERIENCE ACROSS MINNESOTA

SEH has successfully delivered landfill services for counties including Steele, Cottonwood, Renville, Rock, Lac qui Parle and more, and are currently developing a Seven County Construction and Demolition Waste Management Plan in southwest Minnesota. Our work includes feasibility studies for landfill expansions or newly sited landfills, construction services, and regulatory compliance reporting.

We look forward to working with you. Should you have any questions or need additional information, please do not hesitate to contact Project Manager Trevor Romanko at 651.256.0433 or tromanko@sehinc.com or Environmental Services Manager Melanie Niday at 320.229.4346 or mniday@sehinc.com. We're ready to get to work!

TREVOR ROMANKO PE (MN) PROJECT MANAGER



Milagie Niday

MELANIE NIDAY PG (MN)
ENVIRONMENTAL SERVICES MGR



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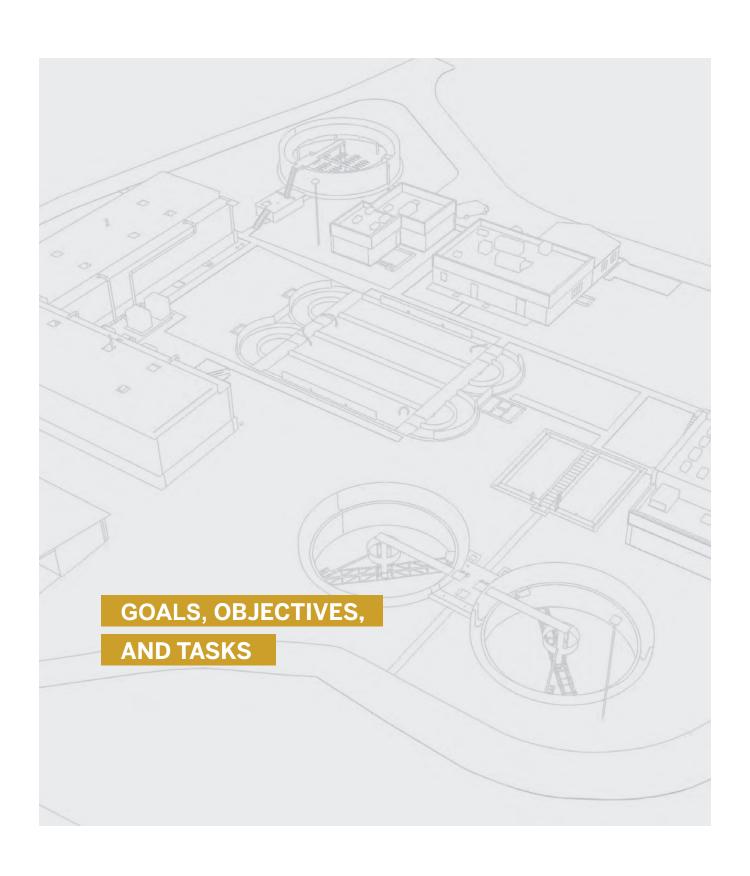
The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

ALBER 185925





With our extensive experience in similar services, we understand the processes needed to comply with your Facility Permit and the new rules. The following pages outline our approach to complete tasks requested.

The City of Albert Lea (City) currently owns and operates an active unlined Demolition Landfill operating under Solid Waste Facility Permit Number SW-461 (Facility Permit) issued by the Minnesota Pollution Control Agency (MPCA). The Facility Permit allows for a total airspace of 169,800 cubic yards of construction and demolition debris and cover materials. With approximately 125,000 cubic yards of material having been already filled and an annual waste flow of approximately 5,000 cubic yards per year, approximately 8-9 years remain in the permitted lifespan of the landfill.

The MPCA is proposing new rules governing Demolition landfills requiring closure of all unlined demolition landfills and modifying design, operating procedures, increased monitoring requirements and establishing financial assurance. Operating under an expired permit from 2003, the City will need to implement substantial changes in the management of construction and demolition waste to comply with the proposed MPCA rules.

GOALS

The City is soliciting proposals for engineering services to help determine the best long-term plan for construction and demolition debris management in Albert Lea and the surrounding area. The options currently put forth by the City include evaluating the requirements and costs for expansion in accordance with the new rules or establishing a timeline for closure. If closure is the option selected, the closure plan will need to be updated and implemented to meet rule timeline requirements.

OBJECTIVES

The The City is seeking a qualified consultant to evaluate the aforementioned options and present findings in a feasibility report outlining different options and associated costs during the fall of 2025 and to present their findings the City Council in late 2025 or early 2026.

TASKS

The project tasks presented in the RFP were prepared to aid in City determination of the future operation of the demolition landfill Under this work, SEH will prepare a feasibility study evaluating the closure of the demolition landfill or expansion and continued operation under the proposed MPCA rules. The feasibility study will include:

- o Review of existing landfill permit, plans and operations.
- Evaluate current landfill operation and usage to determine feasibility of expansion in accordance with the MPCA's proposed rules for demolition landfills.
- Determination of preferred alternative and opinion of probable construction costs and lifecycle for closure of the existing landfill or expansion and continued operation.
- Presentation to Council of the preferred option in late 2025 or early 2026.

If closure is the preferred option, the timeline and steps needed to close will be prepared including:

- o Updated final closure plan per MPCA landfill criteria.
- Design of a final cover system considering leachate generation, environmental impacts, quality, durability, design, construction, cost and any other relevant factors.
- Design of erosion control and stormwater management system.
- o Recommendation on the post-closure monitoring plan.
- Assisting the City during submission and processing of updated final closure plan to the MPCA.
- A technical memo including engineering drawings and supporting documentation required for MPCA approval.
- Quality assurance and quality control support and construction management services.
- Project management services, including budget control and direction, and coordination of all work.
- o A project schedule.
- Other duties required to fulfill the engineering and review requirements for a complete and comprehensive project.

The new construction and demolition rules will require closure of all unlined demolition landfills.





The initial contract will cover the period of September 2025 to March 2026. Supplemental agreements will be executed on an as needed basis to cover additional work for closure or expansion design and construction. As such, the project is set up with the first three tasks associated with the feasibility study and additional tasks related to preparation of closure plan to be submitted to the MPCA. Additional task is described following the work plan tasks and deliverables outlined below.

FEASIBILITY STUDY TASKS

1 PROJECT MANAGEMENT

- A. Contract Awarded, Reviewed, and Signed
- **B.** Invoicing
- C. Correspondence

2 BACKGROUND/HISTORICAL DATA REQUEST AND REVIEW

A. Facility Permit SW-461

- i. Review permit requirements
- ii. Review compliance with proposed rules
- iii. Review annual reports, waste flows, operations. AutoCAD Civil 3D files

B. Engineering/Design/Permitted Capacity

- i. Review design criteria for expansion
- ii. Review design criteria for closure

3 FEASIBILITY REPORT

- A. Analysis of costs and timeline to expand existing demolition landfill to full proposed permitted footprint in compliance with proposed Rules.
- B. Analysis of costs and timeline for early closure of constructed landfill and transfer of waste flow.
- C. Analysis of costs and timelines for siting, construction, and operation of new demolition landfill cell in compliance with proposed Rules.
- Analysis of risks and liabilities for both closure and expansion .
- E. Presentation of findings to Council. (Note: Task 4.j of the RFP will be completed as part of the Feasibility Report deliverable.)

CLOSURE SERVICES TASKS

4 PROJECT MANAGEMENT

- A. Project management services, including budget control and direction, and coordination of work throughout the course of the project.
- B. Deliverable: Development of project schedule indicating the time to complete various construction tasks.

*** CLOSURE AND CONSTRUCTION**

A. Final Closure Design and Closure Plan

- i. Deliverable: Preparation of updated Final Closure Plan per MPCA Landfill criteria.
- ii. Design of final cover system considering leachate generation, environmental impacts, quality, durability, constructability, cost, and other relevant factors.

B. Regulatory Support

- **i.** Deliverable: Recommendation of post-closure care and environmental monitoring plan.
- **ii.** Assistance of the City for submission and processing of updated final closure plan to the MPCA.
- **iii.** Deliverable: Preparation and submission of technical memo for closure of demolition landfill including requirements associated with proposed MPCA Rules.

C. Construction Administration

- Provision of project management, quality assurance and quality control support and construction management services during construction
- Option 1: Construction Assistance (up to 4 site visits and occasional correspondence). No deliverables.
- Option 2: Construction Oversight & Certification Deliverable: Construction Management, CQA Report, and Construction Documentation Report for MPCA Submittal

LIST OF DELIVERABLES

- A) Feasibility Report submission and presentation to Council
- B) If selected: Updated Final Closure Plan
- C) If selected: Recommendation of post-closure care and environmental monitoring plan.
- D) If selected: Submission of Technical Memo for MPCA approval.
- E) If selected: Development of project schedule indicating time to complete various construction tasks.

ADDITIONAL TASKS

Additional tasks not included but can be provided through supplemental agreements as needed:

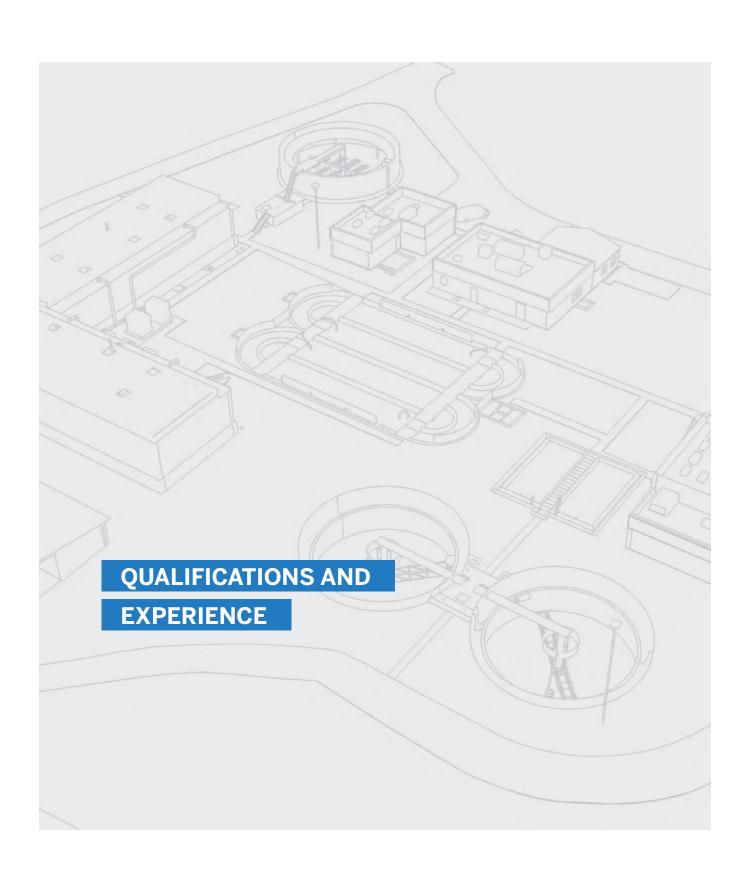
- A) Completion of Permitting Documents for development of Closure Document.
- B) Development of hydrogeological evaluations for installation of environmental monitoring system.
- C) Development and preparation of closure construction documents including contract documents, technical specifications, and drawings.
- D) On-site construction oversight during final closure or cell expansion construction.

PROJECT SCHEDULE SNAPSHOT

Task	September 2025	October 2025	November 2025	December 2025	January 2026	Spring-Summer 2026
Feasibility Study						
Project Management	Х	Χ	Х	Χ	Х	
Background & Historical Data Review	Х	Χ				
Presentation of Feasibility Report to Council		Χ	Χ	Χ	Χ	
Closure Services						
Project Management						
Final Closure Design, Closure Plan, Regulatory Support						Х



Currently, the Albert Lea Demolition Landfill is not required to monitoring groundwater. The proposed construction and demolition debris rules will require groundwater monitoring.





Our 900-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government, and helping industrial and commercial clients achieve their business goals.

SOLID WASTE MANAGEMENT

At SEH we're helping clients adapt facilities, programs, and services through integrated solid waste management — from planning, permitting, and compliance through design and construction. Our solid waste services include:

- Facility siting, regulatory permitting, and compliance
- o Resource recovery and transfer station facility design
- o Beneficial reuse demonstrations and pilot studies
- Comprehensive solid waste and recycling planning
- o Landfill engineering design
- Remedial investigation and corrective action design
- Hydrogeological evaluations

INTEGRATED SERVICES

- Ecological and human health assessments
- o Landfill gas and groundwater modeling/monitoring
- o Landfill and facilities construction quality assurance (CQA)
- o Air permitting/Greenhouse gas (GHG)/Carbon Credit reporting
- Community outreach and education
- Financial analysis and budgeting

SHORT ELLIOTT HENDRICKSON INC.

founded in



WE PARTNER WITH CLIENTS



in nearly every U.S. state and many Canadian provinces

EMPLOYING



engineers, architects, planners, scientists, and talented professionals

WHO WORK **TOGETHER TO SERVE**

market areas: mobility, better places, clean water, and renewing infrastructure









contract is the true value of our approach. When needs arise, whether expected or unforeseen, our Project Manager, Melanie Niday, PG, will assemble a team of experts whose skills fit best with the task. In addition, our reachback capacity of more than 900 professionals across 32 offices allows us to successfully deliver the services you need in virtually any technical discipline. If SEH does not have the expertise, we will find it for you.

Our ability to seamlessly integrate our breadth of services into a single

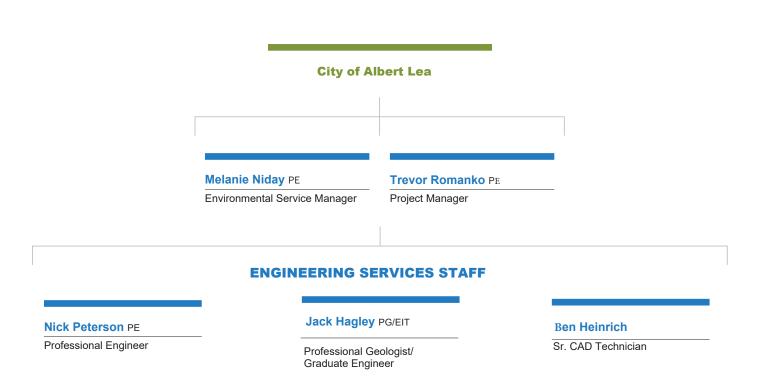
AN IMPRESSIV



of our clients are repeat customers

TEAM ORGANIZATIONAL CHART

Our proposed **team organizational chart** is below. Details regarding our project manager, team resumes, and experience follow.



 $The \ specific \ licenses \ and \ credentials \ of \ the \ team \ members \ are \ described \ in \ the \ personnel \ and/or \ resume \ section \ of \ this \ document.$

TREVOR ROMANKO PE

PROJECT MANAGER/PROFESSIONAL ENGINEER | SEH

Trevor is a professional engineer with emphasis in civil engineering, GIS, CADD, and construction phase services. Trevor currently is supervisor for our solid waste services. Main responsibilities within landfill engineering include base and closure liner design, construction oversight and reporting, leachate transfer system design and analysis, phase planning, fill volume analysis, and drawing production. He is familiar with software such as AutoCAD, MathCAD, ArcGIS, MicroStation, Microsoft Office, and GeoSystems. Trevor also has experience with Trimble surveying equipment.

EXPERIENCE

- Landfill Expansion, Monitoring, Permitting, and General Services (Steele County) – Blooming Prairie, MN
- Pope/Douglas Ash Landfill (Pope/Douglas Solid Waste Management) Alexandria. MN
- Landfill Expansion, Monitoring, Permitting, and General Services (Cottonwood County) – Windom, MN
- Landfill Services and Operations Support (La Crosse County Solid Waste) La Crosse, WI
- Moccasin Mike Sanitary Landfill City of Superior, WI



YEARS OF



EDUCATION

Bachelor of Science

Civil Engineering

lowa State University-Ames



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN

OSHA 40-hour HAZWOPER (Specialist)

MELANIE NIDAY PG PROFESSIONAL GEOLOGIST | SEH

Melanie is a project manager, professional geologist, and hydrogeologist with extensive experience in project management, solid waste permitting, hydrogeological and remedial investigations, ground water monitoring, data reduction, and analysis and report preparation. She has specialized in providing long-term assistance at several solid waste facilities. Although most of her experience has been conducted in solid waste permitting and compliance, Melanie has also provided services for conditional use permits (CUP), environmental assessment worksheets (EAW), environmental impact statements (EIS), wetland assessments, industrial site investigations, remedial investigations, and remedial action plans (RAP).

EXPERIENCE

- Landfill Expansion, Monitoring, Permitting and General Services (Steele County) – Blooming Prairie, MN
- Pope/Douglas Ash Landfill (Pope/Douglas Solid Waste Management) Alexandria, MN
- o Renville County Sanitary Landfill (Renville County) Olivia, MN
- o Lac qui Parle County Demolition Debris Landfill Madison, MN
- o Rock County Demolition, Landfill Luverne, MN
- Sartell Landfill Sartell, MN



37
YEARS OF EXPERIENCE



EDUCATION

Bachelor of Science Geology North Dakota State University-Fargo



REGISTRATIONS/CERTIFICATIONS

Professional Geologist in MN, WI

OSHA 40 Hour HAZWOPER

OSHA HAZWOPER Supervisor



PROFESSIONAL ASSOCIATIONS

Minnesota Groundwater Association

NICK PETERSON PE

PROFESSIONAL ENGINEER

Nick has been providing solid waste services with SEH over the last 5 years. In addition to design and construction support, he has participated in a number of assessments for landfill planning focusing on cost projections. Nick is also working on the Seven County Construction and Demolition Waste Management Plan in southwest Minnesota.

JACK HAGLEY PG/EIT

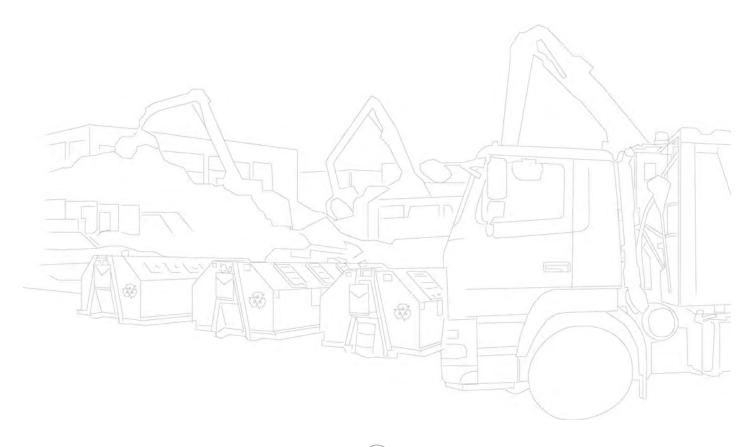
PROFESSIONAL GEOLOGIST/ENGINEER IN TRAINING

Jack is a key member of environmental services providing support in a number of areas including design, specifications preparation, and construction monitoring. Jack has worked on a number of demolition closure projects including waste relocation and final cover inspections.

BEN HEINRICH

SENIOR CAD TECHNICIAN

Ben has been providing design and construction support on dozens of landfill projects for more than 25 years. He brings a practical aspect to all our landfill projects from design to completion.



PROJECT EXPERIENCE

The matrix below is a compilation of municipal clients that SEH has collaborated with on comparable landfill engineering and consulting endeavors. You can read more about select projects on the following pages.

PROJECT NAME/LOCATION	Survey/Annual Landfill Capacity Calculations	Landfill Compliance Monitoring and Reporting	Landfill/Facility Operations Assistance	Industrial Stormwater PERMITTING/SWPPP PREPARATION/REPORTING	Landfill Gas Evaluation, Design, Reporting	Solid Waste Regulatory Permitting/Renewal	Landfill Expansion Feasibility Studies/Design	Hydrogeologic Evaluations	Monitoring System Design and Installation	Landfill Design – Construction, Demolition, Industrial, MSW, MSW Combustor Ash	Transfer Station Permitting/Design	Waste Processing Facility Permitting/Design	Organics Compost Facility Permitting/Design	Facility Construction CQA and QA/QC	Environmental Mitigation/Remediation Design	Wastewater/Leachate Treatment Evaluations	Industrial Solid Waste Management Planning	Comprehensive Solid Waste Planning
Rock County Demolition Landfill Luverne, MN	~	~	~			~	~	~	~							~		~
Lac qui Parle County Demolition Landfill Madison, MN	~	~	~	~		~	~	~	~		~			~	~			~
Renville County Landfill (MSW/ Demolition) Olivia, MN	~	~	~	~	~	~	~	~	~	~				~	~	~	~	~
Pope/Douglas Ash Landfill Alexandria, MN	~	~	~	~		~	~	~	~	~	~	~	~	~		~		
Steele County Landfill (MSW/ Demolition) Blooming Prairie, MN	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~
Sartell Landfill (Industrial) Sartell, MN	~	~	~	~	~	~	~	~	~	~	~			~	~	~	~	~
Murray County Demolition Landfill Slayton, MN	~	~	~			~	~	~	~	~				~				
Cottonwood County Landfill (MSW/ Demolition) Windom, MN	~	~	~		~	~	~	~	~	~				~	~	~	~	~
Goodhue County - Demolition Landfill Wanamingo, MN	~	~	~			~	~	~	~	~				~			~	~
Integrated Transfer Facility Red Wing, MN	~	~	~			~				~	~	~	~	~			~	
Roseau County Demolition Landfill Salol, MN	~	~				~	~	~	~	~	~			~	~			
Lake of the Woods County Demolition Landfill Williams, MN	~	~	~			~		~	~	~	~			~	~			

SOLID WASTE SERVICES

ROCK COUNTY, MN



SEH has been providing solid waste services to Rock County, MN, since 2015. The Rock County Demolition Landfill, located outside of Luverne in southwestern MN, is an 8-acre unlined demolition debris landfill that has been in operation since about 1995, primarily accepting demolition debris from Rock County and Lyon County. In addition to landfill services, SEH is currently preparing a Construction and Demolition (C & D) Management Plan for seven counties located in southwest Minnesota that includes Rock County; the purpose of the C & D Management Plan is to help the counties prepare for the transition away from unlined demolition landfills and comply with upcoming new regulations for management of C & D waste.

SEH has completed the following services over the past several years:

- Groundwater monitoring system design, installation, and implementation
- o Annual landfill capacity calculations
- o Compliance monitoring coordination and reporting
- o Hydrogeologic evaluation
- o Landfill expansion feasibility study
- o Construction and Demolition (C & D) Management Plan

SOLID WASTE SERVICES

LAC QUI PARLE COUNTY, MN



SEH has been providing solid waste services to Lac qui Parle County, MN since 2009. The Lac qui Parle County Demolition Landfill, located outside of Madison in southwestern MN, is a 13-acre unlined demolition debris landfill that has been in operation since 1994, accepting demolition debris from Lac qui Parle County. As their facility began reaching final permitted capacity in 2020-2021, Lac qui Parle County decided to move toward final closure of their demolition landfill due to the anticipated costs associated with impending regulatory changes for demolition debris. As described for Rock County, SEH is also working with Lac qui Parle County preparing a seven county C&D Management Plan.

SEH has completed the following services over the past several years:

- Groundwater monitoring system design, installation, and implementation
- o Annual landfill capacity calculations (while active).
- Compliance monitoring coordination and reporting (active/ post-closure areas)
- Final demolition landfill closure design, construction, and certification (2022)
- o Permit by Rule Transfer Station Permitting
- o Stormwater Pollution Prevention Plan (SWPPP) Preparation
- o Industrial stormwater permitting and reporting
- o Industrial stormwater permitting exclusion
- Construction and Demolition (C & D) Management Plan (see Rock County)

SOLID WASTE SERVICES

RENVILLE COUNTY, MN



SEH has been providing solid waste services to Renville County, MN, since 2008. The Renville County Landfill, located outside of Olivia in southwestern MN consists of several disposal areas including a closed 14-acre unlined municipal solid waste (MSW) landfill, a closed 9-acre lined MSW landfill, and an active 9-acre unlined demolition debris landfill. The Demolition Landfill has been in operation since 1994, accepting demolition debris from Renville and Redwood Counties. As described for Rock County, SEH is also working with Renville County in the preparation of a seven county C & D Management Plan.

SEH has completed the following services over the past several years:

- o Annual landfill capacity calculations (active areas).
- Compliance monitoring coordination and reporting (active/ post-closure areas)
- o Permit document preparation for permit reissuance.
- Final lined MSW closure design, construction, and certification (2019)
- Landfill gas mitigation and final cover maintenance design and certification of unlined MSW landfill (2019)
- Partial demolition landfill closure design, construction, and certification (2020)
- o SWPPP preparation
- o Industrial stormwater permitting and reporting
- Construction and Demolition (C & D) Management Plan (see Rock County)

SOLID WASTE SERVICES

COTTONWOOD COUNTY, MN



SEH has been providing solid waste services to Cottonwood County, MN, since the late 1980's. The Cottonwood County Landfill, located outside of Windom in southwestern MN consists of several disposal areas including a closed 14-acre unlined MSW landfill, an active 15-acre lined MSW landfill, and an active 11-acre unlined demolition debris landfill. The Demolition Landfill has been in operation since 1994.

SEH has completed the following services over the past several years:

- Annual landfill capacity calculations (active areas)
- Compliance monitoring coordination and reporting (active/ post-closure areas)
- Lined landfill cell and closure design, construction, and certification (2020)
- o Permitting document preparation for permit reissuance
- $\circ \quad \text{Landfill expansion feasibility study} \\$
- o Remedial investigation for groundwater contamination

SOLID WASTE SERVICES

POPE AND DOUGLAS COUNTIES, MN



SEH has been providing solid waste services to Pope/Douglas Solid Waste Management (PDSWM) since 2008. PDSWM is a regional integrated solid waste management system that includes a waste-to-energy (WTE) and resource recovery facility (RRF) located in Alexandria, MN, that receives waste from a nine county area. In addition, PDSWM owns and operates the Pope/Douglas Ash Landfill and the Glacial Ridge Compost Facility, a source-separated organic material (SSOM) compost facility. The Ash Landfill is located outside of Hoffman, Minnesota, in west-central Minnesota and has been accepting combustor ash from the WTE facility and MSW fines from the RRF operations since 1994. The Ash Landfill operations includes a 14-acre lined land disposal area and metals recovery facility.

For PDSWM, SEH has completed the following solid waste services over the past several years:

- Annual landfill capacity calculations (active areas)
- o Compliance monitoring coordination and reporting
- Completion of landfill major modification permitting documents including design report, operation and maintenance report, financial assurance plan, and permit drawings
- Lined landfill design/cell construction and certification (2021)
- o Landfill filling phasing guidance
- Transfer/metals recovery processing facility construction and certification
- Completion of solid waste permitting documents for WTE and RRF including design report, operation and maintenance report, cost estimates, and permit drawings
- o Transfer station (RRF) design, construction, and certification
- o SWPPP preparation
- o Industrial stormwater permitting and reporting

SOLID WASTE SERVICES

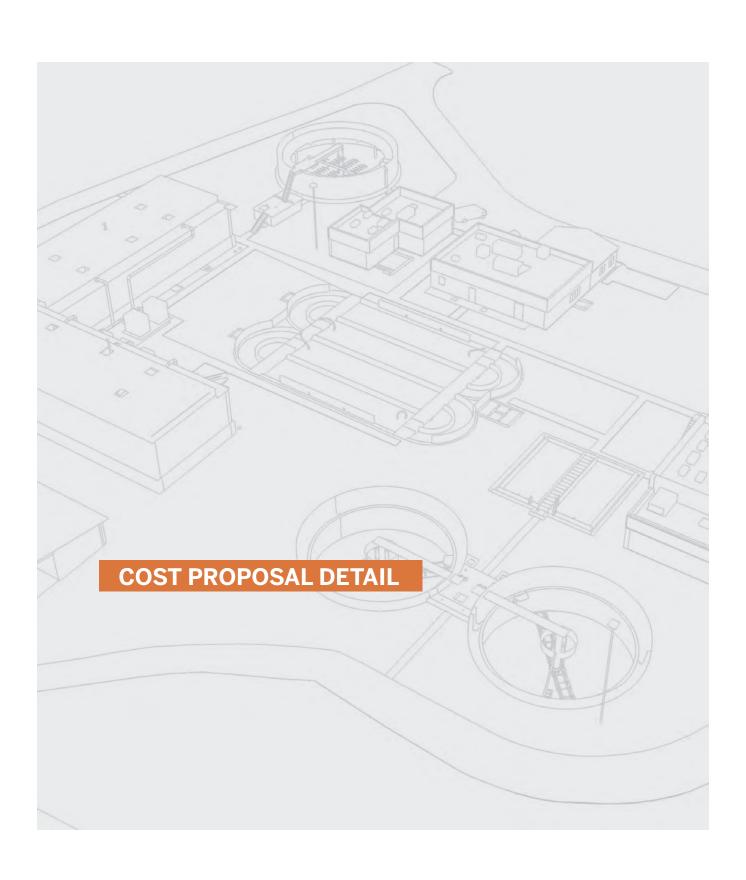
STEELE COUNTY. MN



SEH has been providing solid waste services to Steele County since 2008. The Steele County Landfill, located outside of Blooming Prairie in southeastern MN, consists of several disposal areas including a closed 20-acre unlined MSW landfill, a closed 16.6-acre lined MSW landfill, and an active 20-acre lined MSW landfill. In addition, the facility includes two closed unlined demolition landfills (3 and 6.6 acres each) and one active 7.3-acre demolition landfill. However, as their active MSW landfill began reaching final permitted capacity, Steele County decided to move toward expanding their existing lined MSW landfill; due to the anticipated design criteria for future demolition landfills being considered in new C & D waste rules, Steele County elected to excavate the 7.3-acre unlined demolition landfill and relocate the waste material in their current MSW landfill to facilitate a lateral expansion of the MSW landfill.

For Steele County, SEH has completed the following solid waste services over the past several years:

- o Annual landfill capacity calculations (active areas)
- Compliance monitoring coordination and reporting (active/ post-closure areas)
- Completion of major modification permitting documents for expansion including design report, operation and maintenance report, financial assurance plan, and permit drawings
- o Completion of air permitting calculations and application
- o Completion of a 10-year solid waste management plan
- o Coordination of environmental review requirements
- Lined landfill design/cell construction and certification (2013 and 2017)
- Partial lined MSW closure design, construction and certification (2017)
- Demolition waste relocation design, construction, and certification (2024-25)
- SWPPP preparation
- o Industrial stormwater permitting and reporting



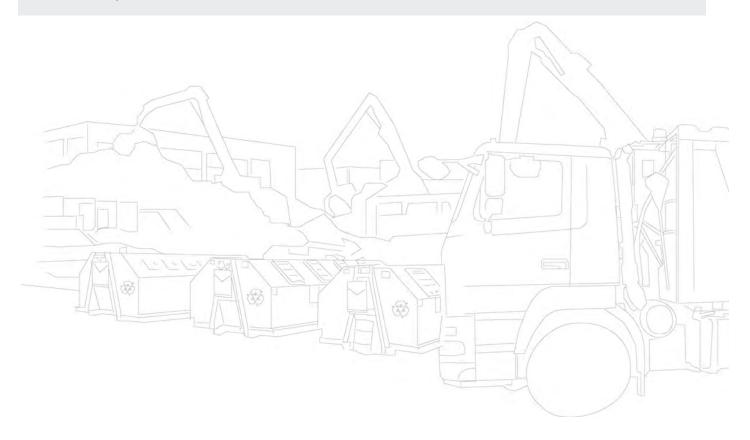
\$ | Cost Proposal Detail

Task	Total
Feasibility Study	
Project Management	\$1,500.00
Background Data Review	\$1,800.00
Feasibility Report and Presentation	\$8,600.00
Total	\$11,900.00
Closure Construction Service Tasks	
Project Management	\$2,250.00
Final Closure Design and and Closure Plan	\$9,950.00
Regulatory Support	\$5,600.00
Construction Administration (Option 1)	\$4,460.00
Construction Administration (Option 2)	\$37,000.00
Total	\$22,260.00 - \$54,800.00

.Assumption for Construction Administration:

Option 1: Up to 4 site visits and occasional correspondence

Option 2: 6 weeks construction period with 3 full day visits per week for oversight and completion of the certification report.



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Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES











RESOLUTION 25-

Introduced by Councilor

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH BOLTON & MENK INC. FOR WWTP IMPROVEMENTS – PHOSPHORUS REMOVAL – JOB 2522

WHEREAS, the Wastewater Treatment Plant has a phosphorus limit and is required to treat wastewater for phosphorus; and

WHEREAS, the City of Albert Lea has prioritized the need for professional services for design of the proposed WWTP Phosphorus Removal Improvements.

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

- Sec. 1. That the proposal of \$1,497,400.00 submitted by Bolton and Menk, Inc. of Mankato Minnesota for providing WWTP phosphorus removal and associated WWTP improvements as outlined in the Task Order No: 2025-04 dated September 8, 2025 is hereby accepted.
- Sec. 2. That any work not included in the Scope of Services that would result in additional compensation to the consultant shall be approved in writing by the City Manager prior to proceeding.
- Sec. 3. That the Mayor and/or City Manager is hereby authorized to execute Task Order No. 2025-04 for providing WWTP phosphorus removal and associated WWTP improvements.

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

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

Introduced and passed this 8th day of September, 2025

	Mayor Rich Murray
Filed and attested this 9 th day of September, 2025	
Secretary of the Council	

09-08-25 Resolution 25-

WASTEWATER TREATMENT FACILITY PHASE II FINAL DESIGN SERVICES CITY OF ALBERT LEA AND BOLTON & MENK, INC. TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER NO: 2025-04

CITY: City of Albert Lea, MN

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: September 8, 2025

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: April 17, 2023

Whereas, City and Consultant entered into a Master Agreement for Professional Services ("Master Agreement") as dated above, and Consultant agrees to perform and complete the following Services for the City in accordance with this Task Order and the terms and conditions of the Master Agreement. City and Consultant agree as follows:

1.0 Scope of Services

Consultant shall perform the Services listed below or in the attached Scope (Exhibit A). All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

2.0 Fees

City shall pay Consultant in accordance with Section 3 of the Master Agreement and as follows. The total cost of services and reimbursable direct expenses provided by Consultant for this Task Order shall not exceed \$1,497,400, and prior approval of the City is required if an additional fee is needed. The total cost does not include authorized Additional Services as may subsequently be required and authorized.

3.0 Schedule

The schedule for the performance of services will be ongoing to assist the City with the design of the WWTF Phase II improvements. Specific completion dates shall be as detailed in Exhibit A.

4.0 Term

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT'S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

5.0 Other Matters

None.

6.0 Project Managers

Project managers and contact information for the City and Consultant for this Task Order, if different than the Master Agreement, are as follows:

CITY OF ALBERT LEA, MINNESOTA

Steven Jahnke

221 E. Clark St.

Albert Lea, MN 56007

Mankato, MN 56001

Office Phone: 507-377-4325 Office Phone: 507-625-4171 Email: sjahnke@ci.albertlea.mn.us Email: Kristopher.Swanson@bolton-menk.com

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on their behalf.

CITY:	CONSULTANT: Bolton & Menk, Inc.
Signature	Signature
	Kristopher J. Swanson – Senior Principal Engineer
Printed Name	Printed Name
	September 8, 2025
Date	Date

ATTACHMENTS TO THIS TASK ORDER:

- Exhibit A Engineering Scope and Fee
- Exhibit B Anticipated Engineering hours

Exhibit A

Engineering Scope and Fee

The Consultant shall assist the City with the following professional services to perform the final design of the Phase II improvements to the Albert Lea Wastewater Treatment Facility. For the purposes of this scope of work, the Phase II improvements will be defined as follows:

- Anerobic digester heat exchanger replacement with a stand-alone heat exchanger
- Phosphorus removal system with aluminum sulfate or rare earth metals (confirmation of the most cost-effective chemical to be provided), including:
 - Chemical storage and feed building
 - Two Phosphax analyzers to feed chemicals for the removal of phosphorus in primary clarifiers and final clarifiers.
 - Feed/storage building
 - Two (2) storage tanks and day feed tank
 - Associated electrical/HVAC/SCADA
 - Chemical feed to pre-aeration with confirmation of rapid mix
 - Rapid mix structure/modifications for final clarifiers
 - o Flocculating clarifier drives in existing final clarifiers
- Design and construction of biosolids dewatering (approx. 20% cake) following existing anaerobic digesters
 - Sludge pumping improvements for increased solids
 - Screw presses for dewatering
 - Conveyance systems
 - Considerations for future drying
 - Biosolids storage for approx. 20% Class B cake (a "hoop" building similar to a salt storage bunker)
- General building rehabilitation
 - Tuck pointing of brick mortar joints, sealing of wall surfaces, and replacement of roof systems for
 - Operations and filter building
 - Blower building
 - Maintenance garage and biosolids processing
 - Anaerobic digester building
- Associated site work, demolition, pavement, electrical systems, HVAC, plumbing, and controls.

SCOPE OF SERVICES

The project design will involve numerous disciplines, including process engineering, mechanical engineering, electrical engineering, and architectural design. Our project team includes engineers and professionals we have worked with for over 20 years, completing more than 200 similar projects during that period. The scope of this proposal includes engineering services for the final design, review, and certification of the contract documents in preparation for MPCA project certification and working alongside the City-selected construction manager at risk (CMAR). The project design scope includes:

- Final design services to include necessary project components and facilities, including civil site
 design, structural engineering, architectural design, process and equipment design, mechanical
 (plumbing and HVAC) design, and electrical engineering and controls.
- Prepare detailed plans and specifications for the proposed Wastewater Treatment Facility Phase II Improvements. The contract drawings will be generated using 3D computer-aided drafting (CAD) software.
- Assistance with applying for and modifying the City's existing NPDES discharge permit to
 account for the proposed construction and treatment plant modifications. This work will include
 completing application forms on behalf of the City and coordinating with the MPCA on the
 permit re-issuance process. The city shall be responsible for the necessary permit fees.
- Review meetings and modifications with City staff at 60% and 90% completion milestones.
- Provide technical information to City staff for the selection and application of process equipment utilized in the wastewater treatment facility design.
- Submittal of plans and specifications to the Minnesota Pollution Control Agency (MPCA) for review and certification in preparation for construction.
- Submittal of plans and specifications to the Minnesota Pollution Control Agency (MPCA) as required for Clean Water Revolving Fund (CWRF) low-interest loan and the Point Source Implementation Grant (PSIG) certification.
- Submittal of plans and specifications to the Minnesota Department of Labor and Industry (MnDLI) and/or local building official, if applicable, for approval of plumbing design and compliance with building code requirements.
- Modifications to the plans and specifications based on input from the various reviewing agencies and city staff.
- Coordination with MPCA and Minnesota Public Facilities Authority for meeting funding requirements and receipt of final certification of the plans and specifications in preparation for final guaranteed maximum price (GMP) from City's CMAR
- Coordination with the City's CMAR and 60% and 90% completion milestones to assist the CMAR
 in developing a cost-effective GMP that meets the City's goals.

Note: This engineering scope does not include bidding or construction services. This work will be authorized at a later date if needed.

SCHEDULE

Bolton & Menk will perform the scope of engineering services in accordance with the following approximate schedule. The actual schedule is expected to vary based on the timeliness of agency reviews, comment periods, permitting, and funding availability.

SCHEDULE (APPROX.) (2)	DESCRIPTION
September 2025	Authorization of engineering final design services.
September 2025 – January 2026	Complete 60% of final design services and review them with city staff.
January – March 2026	Complete 90% of final design services and review them with city staff.
March 2026	Submit plans and specifications to the Minnesota Pollution Control Agency for funding certification.
March – June 2026	Complete 90% of final design services and review them with city staff. Modify plans as needed based on MPCA review.
	Obtain CMAR Guaranteed Maximum Price as appropriate based on funding availability.
June 2026	MPCA funding certification.
June – September 2026	Modifications to the plans and specifications as needed.
	 Notification from MN PFA on funding availability for Clean Water Revolving Fund Loan and Point Source Implementation Grant.
Fall 2026	Begin construction pending funding availability, permitting, and certifications

FEES

This scope and fee represent approximately 30 staff members and over 7,500 engineering and technical staff hours to complete the design of these important improvements for the City. The above-described work will be completed on an hourly basis not to exceed **\$1,497,400** and will be invoiced on a monthly basis. Refer to the attached fee spreadsheet, EXHIBIT B, which details the anticipated hours and associated fees.

This fee is approximately 6% of the total anticipated project construction cost of \$25M, of which the community is targeting a \$12M Point Source Implementation Grant from the Mn PFA/MPCA for assistance in meeting phosphorus removal requirements.

EXHIBIT B Detailed Hours & Fee City of Albert Lea, MN Wastewater Treatment Facility Phase II Final Design Services

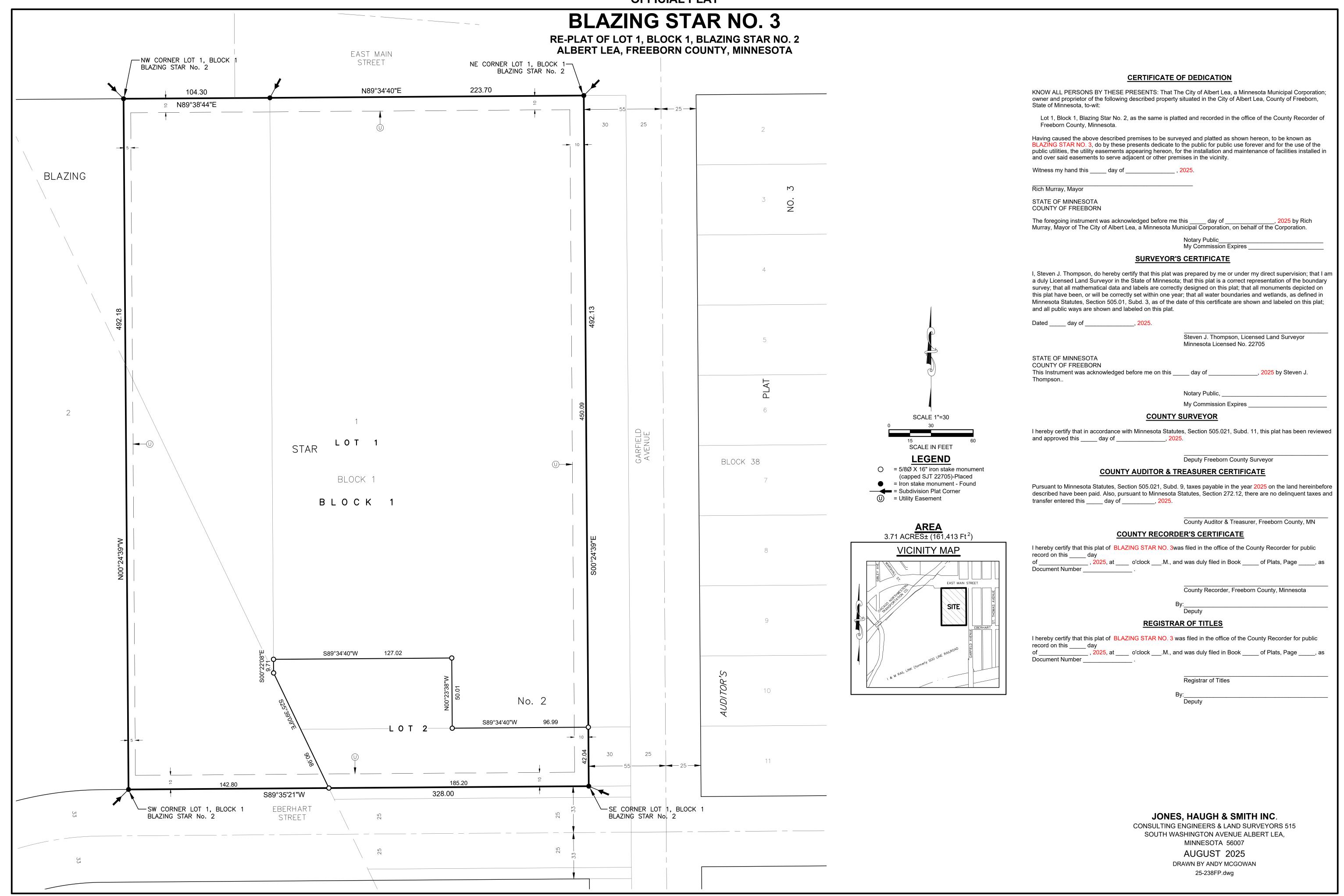
										Bolto	on & Menk	, Inc.												
Work Task Description	Principal In Charge	Project Manager	Process Design Engineer	Senior Process Engineer	Quality Manager and Technical Advisor	Civil Site Project Manager	Civil Site Project Engineer	Senior Design Technician	Design Technician	Adminstrative Assistant	Review Staff	Architect	Architectural Technician	Funding Specialist	Funding Assistant	Electrical Engineer	Electrical Technician	Mechanical Engineer	Mechanical Techncian	Structural Engineer	Structural Technician	Surveyor	Total Hours	Total Cost
HIDE	Kris	Jake P	Brenden	Jon P.	Herman	Adam	Eric Hauser	Craig Labat	Josh Pichotta	Barb A	Kirk/Rick/Vi ctor	Angie	Erin	Chelsea	Brian	Pat L	0	Zach	0	Brian	0	Brad K.		
A Proj. Management and CMAR Cooridination	325	415	350	60	5	10	10	60	25	230	0	10	0	4	0	15	0	15	0	15	0	0	1,549	\$317,346
B Final Detailed Design	75	423	786	435	100	175	355	300	635	70	35	165	340	0	0	445	440	225	220	225	220	35	5,704	\$1,124,027
C Project Funding and Permitting	32	54	45	0	5	0	0	0	0	20	0	0	0	50	85	0	0	0	0	0	0	0	291	\$56,069
Total Hours	432	892	1181	495	110	185	365	360	660	320	35	175	340	54	85	460	440	240	220	240	220	35	7,544	
Average Hourly Rate	\$269.00	\$204.00	\$190.00	\$225.00	\$310.00	\$198.00	\$156.00	\$205.00	\$182.00	\$131.00	\$185.00	\$229.00	\$166.00	\$194.00	\$165.00	\$225.00	\$175.00	\$225.00	\$175.00	\$225.00	\$175.00	\$200.00		
Subtotal	\$116,208	\$181,968	\$224,390	\$111.375	\$34.100	\$36,630	\$56,940	\$73,800	\$120,120	\$41,920	\$6,475	\$40,075	\$56,440	\$10,476	\$14.025	\$103,500	\$77,000	\$54,000	\$38,500	\$54,000	\$38,500	\$7,000		

Total Fee \$1,497,442

Introduced by Councilor
RESOLUTION APPROVING PRELIMINARY AND FINAL PLAT OF BLAZING STAR NO. 2
WHEREAS, Chapter 38 (Subdivision) of the City Code allows for the platting of land within in the City; and
WHEREAS, the Planning Commission has reviewed the Official Plat of Blazing Star No. 3 which is a re-plat due to a Torrens issue and recommends approval; and
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:
Sec. 1. That the Official Plat of Blazing Star No. 3, prepared by Jones Haugh and Smith dated August 2025 is approved.
That the motion for the adoption of the foregoing resolution was duly seconded by Councilor , and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christenson, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray;
And the following voted against the same: None. Mayor Murray declared the resolution passed.
Introduced and passed this 8 th day of September, 2025
Mayor Rich Murray
Filed and attested this 9 th day of September, 2025.
Secretary of the Council

RESOLUTION 25-___

MB: 09-08-25 Resolution 25-



RESOLUTION 25-

Introduced by Councilor

RESOLUTION APPROVING CONDITIONAL USE PERMIT FOR A MULTIFAMILY HOUSING DEVELOPMENT AT 105 GARFIELD AVENUE

WHEREAS, Albert Lea Family Housing on behalf of the City of Albert Lea at 105 Garfield Avenue applied for a conditional use permit for a multifamily housing development; and

WHEREAS, the property is legally described as Lot 2, Block 2, Blazing Star No. 2; and

WHEREAS, the property at 105 Garfield Avenue is zoned Planned Development District which allows multiple dwelling units; and

WHEREAS, the recently adopted 2040 Comprehensive Plan identifies the property in question as mixed use of which the purpose is to allow a mix of residential and commercial uses generally located at key intersections and corridors; and

WHEREAS, the Advisory Planning Commission held a public hearing on Tuesday, September 2, 2025 and made the following findings:

- 1. The application is consistent with the 2040 Comprehensive Plan.
- 2. The proposed development meets the conditions of the Planned Development District related to density, size and open space.
- The proposed development will remediate a previously vacant and contaminated property and provide additional affordable housing units to an area conveniently located within walking distance to city parks, convenience stores and the downtown historic district.
- 4. The proposed re-use will bring activity, tax base and employment to an underused site.

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

- Sec. 1. That the conditional use permit for Albert Lea Family Housing at 105 Garfield Avenue is approved with the following conditions:
 - 1. Proper maintenance of greenspace and paved parking areas.
 - 2. Exterior gated trash enclosures are required and shall be designed with like building materials. Trash enclosures shall be adequate in height, not less than 6 feet, to screen trash containers and materials
 - 3. No parking or storage of any unlicensed and/or inoperable vehicles.

MB: 09-08-25 Resolution 25-

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

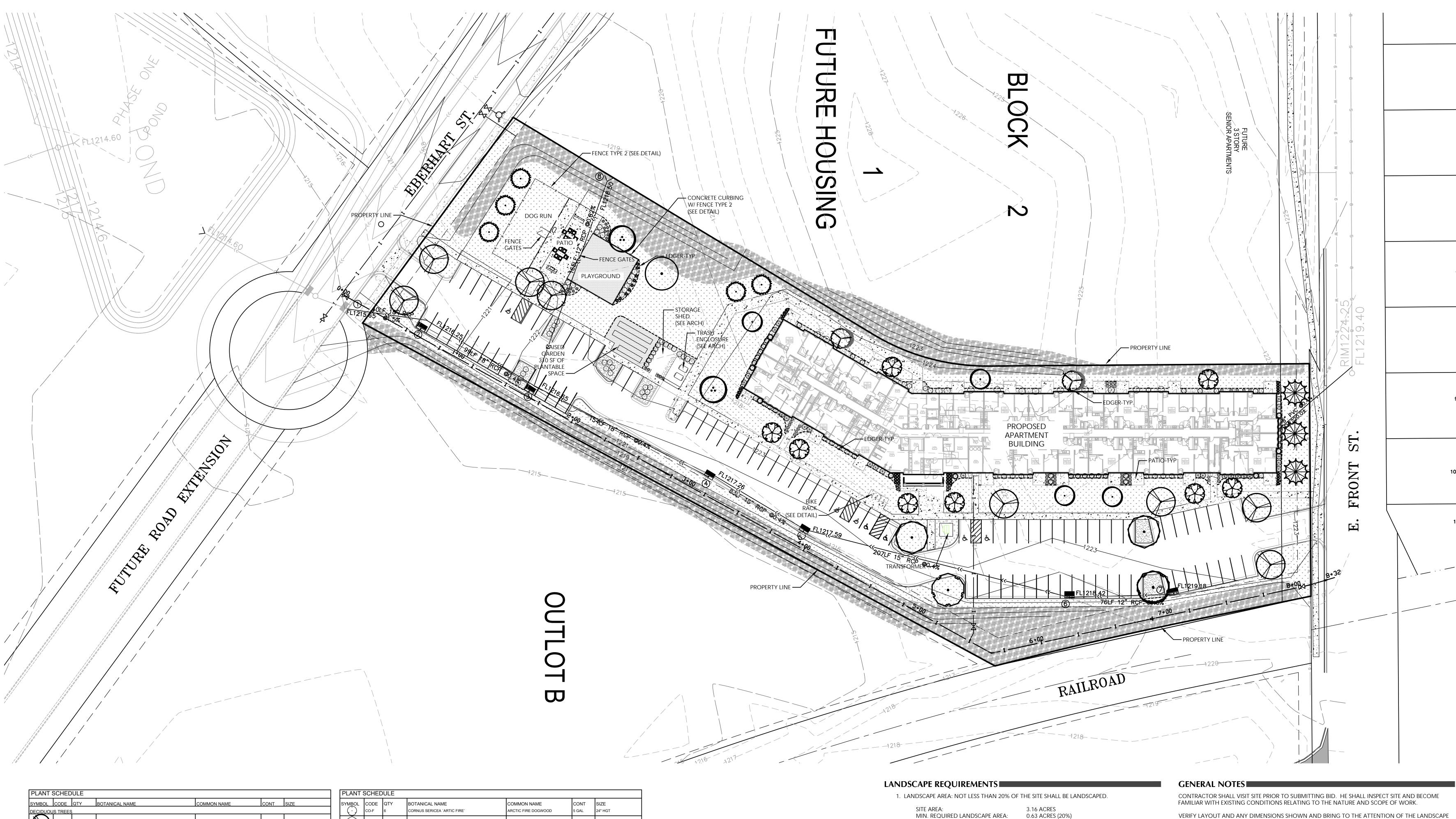
And t	he following	voted against [·]	the same: N	None. Ma	yor Murray	declared '	the resol	ution p	assed.
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Introduced and passed this 8th day of September, 2023

	Mayor Rich Murray	
Filed and attested this 9 th day of September, 2023		
Secretary of the Council		

MB: 09-08-25 Resolution 25-





'MBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT	SIZE
CIDUO	US TREE	S				_
\mathfrak{D}	AC-S	8	ACER FREEMANII 'SIENNA GLEN'	SIENNA GLEN MAPLE	B & B	2.5"CAL
\odot	AC-N	1	ACER RUBRUM 'NORTHWOOD'	NORTHWOOD MAPLE	B & B	2.5"CAL
ان	BE-N	2	BETULA NIGRA CLUMP	RIVER BIRCH	В&В	8' HGT / CLUMP FORM
\odot	GL-S	3	GLEDITSIA TRIACANTHOS 'SKYCOLE'	SKYLINE HONEYLOCUST	B & B	2.5"CAL
8	РО	2	QUERCUS ROBUR X QUERCUS ALBA 'CRIMSCHMIDT'	CRIMSON SPIRE OAK	2.5" CAL.	B&B
\odot	UL-V	2	ULMUS AMERICANA 'VALLEY FORGE'	VALLEY FORGE ELM	B & B	2.5"CAL
		18	SUBTOTAL:			
ERGRE	EN TREE	S		1		
张	PI-G	3	PICEA GLAUCA `DENSATA` FULL FORM	BLACK HILLS SPRUCE	B & B	6' HGT
	PI-A	5	PINUS ALBA	WHITE PINE	B & B	6' HGT
48.5		8	SUBTOTAL:			
NAME	NTAL TRE	ES	_			
\odot	MA-S	4	MALUS X 'SPRING SNOW'	SPRING SNOW CRABAPPLE	B & B	2" CAL
X	SY-R	8	SYRINGA RETICULATA	JAPANESE TREE LILAC	B & B	2"CAL
~		12	SUBTOTAL:			

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONT	SIZE
\bigcirc	CO-F	6	CORNUS SERICEA 'ARTIC FIRE'	ARCTIC FIRE DOGWOOD	5 GAL	24" HGT
\bigcirc	HY-I	8	HYDRANGEA ARBORESCENS 'INCREDIBALL'	INCREDIBALL HYDRANGEA	5 GAL	24" HGT
(RI-G	20	RIBES ALPINUM 'GREEN MOUND'	GREEN MOUND ALPINE CURRANT	5 GAL	24" HGT
\bigcirc	SP-N	18	SPIREA NIPPONICA 'SNOWMOUND'	SNOWMOUND SPIREA	5 GAL	24" HGT
\bigcirc	SP-B	6	SPIREA X BETULIFOLIA 'TOR'	BIRCH-LEAF SPIREA	5 GAL	24" HGT
\odot	SY-P	32	SYRINGA PATULA 'MISS KIM'	MISS KIM LILAC	5 GAL	24" HGT
\odot	VI-T	13	VIBURNUM TRILOBUM 'BAILEY COMPACT'	COMPACT AMERICAN VIBURNUM	5 GAL	24" HGT
		103	SUBTOTAL:			
CONIFERO	OUS SHR	UBS				
\otimes	JU-C	24	JUNIPERUS CHINENSIS 'MONLEP'	MINT JULEP JUNIPER	5 GAL	18" SPRD
Manual Ma	Mj2	8	JUNIPERUS SCOPULORUM 'MEDORA' FULL FORM	MEDORA JUNIPER	15 GAL	4` HGT
\bigcirc	TA-C	1	TAXUS CUSPIDATA 'CAPITATA'	UPRIGHT JAPANESE YEW	10 GAL	36" HGT
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	TA-T	7	TAXUS X MEDIA 'TAUNTON'	TAUNTON YEW	5 GAL	18" SPRD
		40	SUBTOTAL:			
PERENNIA	ALS					
(+)	HE-B	30	HEMEROCALLIS X 'BAJA'	BAJA DAYLILY	1 GAL	
(+)	HE-D	28	HEMEROCALLIS X 'STELLA DE ORO'	STELLA D` ORO DAYLILY	1 GAL	
(+)	НО-Р	11	HOSTA X 'PATRIOT'	PATRIOT HOSTA	1 GAL	
		69	SUBTOTAL:			
GRASSES						
	CA-K	45	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	1 GAL	
		45	SUBTOTAL:			
SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME		
GROUND	COVERS					
		239 SF		ROCK MULCH-TYPE 1		
	HM-2	2,472 SF	TUMBLED WOOD CHIPS	PLAYGROUND MULCH		
	HM-1	4,724 SF	SEE PLANTING DETAILS - COLOR: COCOA BROWN	HARDWOOD MULCH		
	* TS-2	38,089 SF	HYDROSEED	TURF SEED		
	DS-M	30,752 SF	NATIVE GRASS SEED MIXTURE RATE: 36.5 LBS/ACRE MULCH: STRAW	MIN DOT 33-221		
	1	76,276 SF	SUBTOTAL:			+

PROPOSED LANDSCAPE AREA: 1.53 ACRES (48.4%)

2. LANDSCAPE AREA FOR MATERIALS: (CALCULATION ARE FOR AREA W/IN PROPERTY LINE ONLY)

REQUIRED: >75% LIVE MATERIALS 1.15 ACRES PROPOSED: 93% LIVE MATERIALS 1.43 ACRES

REQUIRED: <25% INERT MATERIALS 0.38 ACRES PROPOSED: 7% INERT MATERIALS 0.11 ACRES ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND / OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR

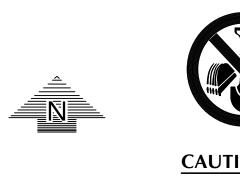
MATERIALS SUPPLIED. CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS / GUTTERS, TRAILS, TREES, LAWNS AND

SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES. CONTRACTOR TO PROVIDE THE NECESSARY PROTECTION FOR THE UTILITIES BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS. CONTRACTOR TO NOTIFY GENERAL CONTRACTOR OF ANY CONCERNS PRIOR TO INSTALLATION OF PLANTINGS.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB / GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND / OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.





Gopher State One Call

TWIN CITY AREA: 651-454-0002 TOLL FREE: I-800-252-1166



THE DRAWN LOCATIONS OF FEATURES (STRUCTURES, IMPROVEMENTS, UTILITIES, ETC.) IN THIS DIGITAL DRAWING ARE GRAPHIC REPRESENTATIONS ONLY. THE POSITION OF THESE FEATURES MUST BE VERIFIED AGAINST TRUE BOUNDARY LINES, SETBACKS, PLAN SCALE IN FEET DIMENSIONS, ARCHITECTURAL PLANS, ETC. BEFORE USE FOR CONSTRUCTION.

LANDSCAPE

ALBERT LEA

AFFORDABLE

APARTMENTS

ALBERT LEA, M

TAPEST

PLANNING CIVIL ENGINEERING

ENVIRONMENTAL

Maple Grove, MN 55369 763.424.5505 www.loucksinc.com

CADD QUALIFICATION

CHECK SET

75% CD SET

CHECK SET

—information and reference only. All intentional or unintentional

PROFESSIONAL SIGNATURE I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the law

QUALITY CONTROL

25021.00

08/21/25

SHEET INDEX

LANDSCAPE PLAN

LANDSCAPE DETAILS

DDL

DDL

DDL

Loucks Project No.

Project Lead

Drawn By

Checked By

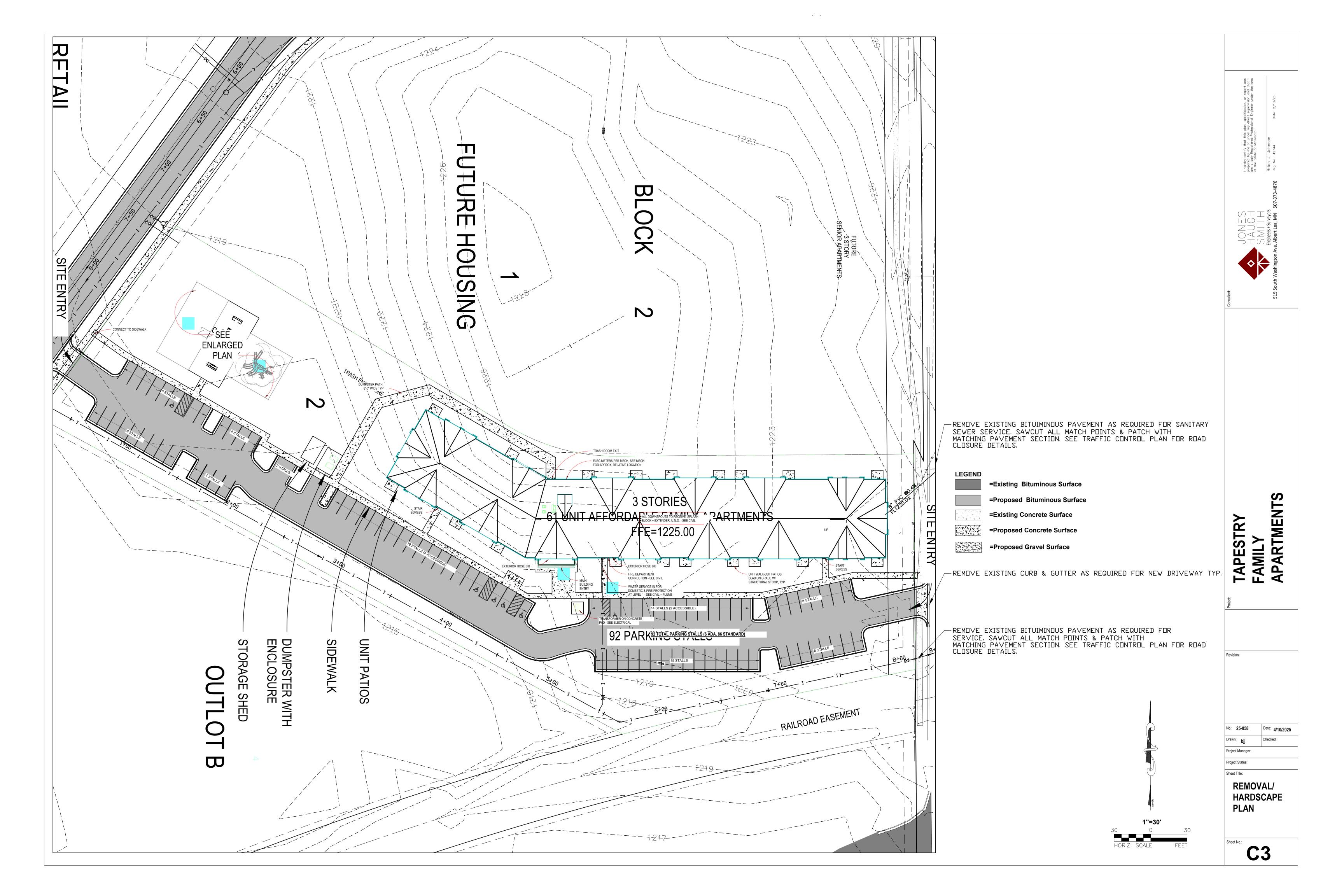
Review Date

08/08/25

08/21/25

LAND SURVEYING LANDSCAPE ARCHITECTURE

COMPAN



Amount or Item

RESOLUTION 25-

Introduced by Councilor

RESOLUTION ACCEPTING DONATIONS AS PRESENTED TO THE CITY OF ALBERT LEA

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

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

Donor

Secretary of the Council

Albert Lea Moose Lodge \$500.00 – Fire Department Albert Lea Moose Lodge \$500.00 – Police Department WHEREAS, the City Council finds that it is appropriate to accept the donation offered. NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA. MINNESOTA: Sec. 1. That the donation described is accepted and Sec. 2. The City of Albert Lea is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donation. That the motion for the adoption of the foregoing resolution was duly seconded by Councilor, and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, Howland, Olson, Van Beek, Anderson, and Mayor Murray: Introduced and passed this 8th day of September, 2025 Mayor Rich Murray Filed and attested this 9th day of September, 2025

NT: 09-08-25 Resolution 25-

RESOLUTION 25 - XXX

Introduced by Councilor

RESOLUTION APPROVING CLAIMS

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

Sec. 1. That the claims, as presented in the attached exhibit for Check #92365 through #92451 in the amount of \$2,374,445.00 are approved and the City Treasurer is hereby directed to disburse said amounts with payment to be made from the fund indicated.

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

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

Introduced and passed this 8th day of September, 2025

	Mayor Rich Murray
Filed and attested this 9 th day of September, 2	2025
Secretary of the Council	

NMT: 09-08-25 Resolution 25-XXX

Claims Over \$25,000 City of Albert Lea Council Meeting 09/08/2025

\$34,982.34 – Freeborn Mower Electric Cooperative

Electric Service – Lift Stations/ Water Plants

\$132,882.27 – Ulland Brothers Inc

Pay Estimate 1 – 2025 State Overlay (Job 2502)

\$133,971.44 – Brennan Construction

Recreational Facilities Project

- Arena Lobby
- \$209,703.06 Southeast Service Coop

Health Insurance – Approximately 87% Employer and 13% Employee

\$245,187.30 – Jensen Excavating & Trucking

Pay Estimate 4 – Eberhart Street (Job 2413)

\$481,884.79 – Wapasha Construction Company Inc.

Pay Estimate 15 – WWTP Preliminary Facility Design & Construction

\$644,579.75 – Ulland Brothers Inc

Pay Estimate 1 – 2025 Neighborhood Improvement Project (Job 2501)



Accounts Payable

Checks for Approval

User: NThoms

Printed: 9/4/2025 - 9:00 AM



Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	08/31/2025	101 General	Employee Programs	US Bank		44.87
0	08/31/2025	101 General	Supplies	US Bank		44.97
0	08/31/2025	101 General	Supplies	US Bank		2.50
0	08/31/2025	101 General	Supplies	US Bank		44.99
0	08/31/2025	101 General	Travel Expense	US Bank		268.42
0	08/31/2025	101 General	Travel Expense	US Bank		268.42
0	08/31/2025	101 General	Dues & Subscriptions	US Bank		100.00
0	08/31/2025	101 General	Postage	US Bank		20.20
0	08/31/2025	101 General	Training & Education	US Bank		6.11
0	08/31/2025	101 General	Uniforms	US Bank		293.28
0	08/31/2025	101 General	Training & Education	US Bank		99.00
0	08/31/2025	101 General	Software/Software Subscription	US Bank		60.00
0	08/31/2025	101 General	Travel Expense	US Bank		200.00
0	08/31/2025	101 General	Vehicle and Equipment Repairs	US Bank		795.24
0	08/31/2025	101 General	Vehicle/Equipment Parts	US Bank		46.84
0	08/31/2025	101 General	Furniture, Equipment & Tools	US Bank		79.96
0	08/31/2025	101 General	Furniture, Equipment & Tools	US Bank		19.99
0	08/31/2025	101 General	Supplies	US Bank		145.63
0	08/31/2025	101 General	Supplies	US Bank		7.50
0	08/31/2025	101 General	Meeting	US Bank		26.38
0	08/31/2025	101 General	Uniforms	US Bank		258.32
0	08/31/2025	101 General	Dues & Subscriptions	US Bank		195.00
0	08/31/2025	101 General	Expert & Professional Services	US Bank		510.00
0	08/31/2025	101 General	Expert & Professional Services	US Bank		510.00
0	08/31/2025	101 General	Training & Education	US Bank		15.00
0	08/31/2025	101 General	Motor Fuels	US Bank		19.53
0	08/31/2025	101 General	Travel Expense	US Bank		181.46
0	08/31/2025	101 General	Software/Software Subscription	US Bank		191.40
0	08/31/2025	601 Water	Postage	US Bank		7.30
0	08/31/2025	101 General	Training/ Instruction Supplies	US Bank		420.00
0	08/31/2025	101 General	Employee Programs	US Bank		73.57
0	08/31/2025	101 General	Dues & Subscriptions	US Bank		350.00
0	08/31/2025	101 General	Training & Education	US Bank		350.00

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	08/31/2025	101 General	Training & Education	US Bank		450.00
0	08/31/2025	101 General	Supplies	US Bank		62.25
0	08/31/2025	101 General	Postage	US Bank		9.95
0	08/31/2025	101 General	Refuse Disposal	US Bank		230.87
0	08/31/2025	101 General	Medical Flex Payable	WEX Health Inc		199.00
0	08/31/2025	101 General	Medical Flex Payable	WEX Health Inc		39.70
0	08/31/2025	101 General	Medical Flex Payable	WEX Health Inc		1,158.30
0	08/31/2025	101 General	Medical Flex Payable	WEX Health Inc		290.13
0	08/31/2025	101 General	Supplies	US Bank		188.78
0	08/31/2025	101 General	Training & Education	US Bank		225.00
0	08/31/2025	101 General	Training & Education	US Bank		325.00
0	08/31/2025	101 General	Training & Education	US Bank		400.00
0	08/31/2025	101 General	Training & Education	US Bank		325.00
0	08/31/2025	701 CG - Vehicle & Equip Capital	Vehicles	US Bank		31.40
0	08/31/2025	101 General	Credit Card & Bank Fees	US Bank		38.00
0	08/31/2025	101 General	Training & Education	US Bank		350.00
0	08/31/2025	101 General	Training/ Instruction Supplies	US Bank		225.00
0	08/31/2025	101 General	Travel Expense	US Bank		468.96
0	08/31/2025	101 General	Medical Flex Payable	WEX Health Inc		-897.00
0	08/31/2025	101 General	Sales Tax Payable	Minnesota Department of Revenue		7,466.00
0	08/31/2025	101 General	Credit Card & Bank Fees	US Bank		464.11
0	08/31/2025	101 General	Credit Card & Bank Fees	US Bank		14.74
0	08/31/2025	101 General	Credit Card & Bank Fees	US Bank		93.49
0	08/31/2025	101 General	Credit Card & Bank Fees	US Bank		5.25
0	08/31/2025	601 Water	Credit Card & Bank Fees	US Bank		38.85
0	08/31/2025	602 Sewer	Credit Card & Bank Fees	US Bank		15.16
0	08/31/2025	603 Solid Waste	Credit Card & Bank Fees	US Bank		85.24
0	08/31/2025	603 Solid Waste	Sales Tax Payable	Minnesota Department of Revenue		1,812.00
0	08/31/2025	603 Solid Waste	Refuse Fee	Minnesota Department of Revenue		232.00
0	08/31/2025	101 General	Training & Education	US Bank		560.00
0	08/31/2025	101 General	Dues & Subscriptions	US Bank		120.00
0	08/31/2025	495 2025 Projects	Taxes & Licenses	US Bank		8.60
0	08/31/2025	495 2025 Projects	Taxes & Licenses	US Bank		400.00
0	08/31/2025	603 Solid Waste	Training & Education	US Bank		5.16
0	08/31/2025	603 Solid Waste	Training & Education	US Bank		240.00
0	08/31/2025	603 Solid Waste	Supplies	Elavon		36.44
0	08/31/2025	101 General	Supplies	US Bank		655.00
0	08/31/2025	101 General	Training & Education	US Bank		70.61
0	08/31/2025	234 Blight/Hazardous Mitigation	Hazard Prop Removal-Assessed	US Bank		6.20
0	08/31/2025	101 General	Training & Education	US Bank		160.00
0	08/31/2025	101 General	Vehicle/Equipment Parts	US Bank		138.15
0	09/08/2025	101 General	Credit Card & Bank Fees	Global Payments, Inc		830.68
0	09/08/2025	101 General	Medical Insurance Payable	Southeast Service Coop		205,950.60

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/08/2025	101 General	Health Insurance	Southeast Service Coop		3,752.46
0	09/08/2025	101 General	Supplies	Danielle Bakken		150.00
0	09/08/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		73.00
0	09/08/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		73.00
0	09/08/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		347.50
0	09/08/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		449.25
0	09/08/2025	602 Sewer	Expert & Professional Services	Minnesota Valley Testing Laboratories		73.00
0	09/08/2025	412 Recreation Facilities Project	Building & Improvements	Brennan Construction of MN Inc		133,971.44
0	09/08/2025	602 Sewer	Veh/Equipment Supplies/Parts	Quality Flow Systems, Inc		6,595.00
0	09/08/2025	101 General	Safety Equipment	Michael Lillibridge		219.30
0	09/08/2025	601 Water	Credit Card & Bank Fees	Springbrook Holding Company LLC		175.75
0	09/08/2025	601 Water	Credit Card & Bank Fees	Springbrook Holding Company LLC		1,198.50
0	09/08/2025	602 Sewer	Credit Card & Bank Fees	Springbrook Holding Company LLC		1,198.50
0	09/08/2025	602 Sewer	Credit Card & Bank Fees	Springbrook Holding Company LLC		175.75
0	09/08/2025	601 Water	Supplies	Fastenal Company		30.99
0	09/08/2025	101 General	Supplies	Fastenal Company		50.18
0	09/08/2025	101 General	Supplies	Fastenal Company		5.05
0	09/08/2025	101 General	Supplies	Fastenal Company		10.56
0	09/08/2025	101 General	Engineering Fees	Ulland Brothers, Inc.		-51,566.38
0	09/08/2025	495 2025 Projects	Improvements Other Than Bldgs	Ulland Brothers, Inc.		644,579.75
0	09/08/2025	495 2025 Projects	City Engineering Charge	Ulland Brothers, Inc.		51,566.38
0	09/08/2025	495 2025 Projects	Cash and Investments	Ulland Brothers, Inc.		-696,146.13
0	09/08/2025	495 2025 Projects	Cash and Investments	Ulland Brothers, Inc.		696,146.13
0	09/08/2025	601 Water	Expert & Professional Services	Platinum Plumbing Solutions LLC		19,018.60
0	09/08/2025	602 Sewer	Improvements Other Than Bldgs	Wapasha Construction Company Inc		481,884.79
0	09/08/2025	101 General	Engineering Fees	Ulland Brothers, Inc.		-10,630.58
0	09/08/2025	495 2025 Projects	Cash and Investments	Ulland Brothers, Inc.		-143,512.85
0	09/08/2025	495 2025 Projects	Improvements Other Than Bldgs	Ulland Brothers, Inc.		132,882.27
0	09/08/2025	495 2025 Projects	Cash and Investments	Ulland Brothers, Inc.		143,512.85
0	09/08/2025	495 2025 Projects	City Engineering Charge	Ulland Brothers, Inc.		10,630.58
0	09/08/2025	101 General	Safety Equipment	Christopher Hebblewhite		159.99
0	09/05/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		991.23
0	09/05/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		2,664.00
0	09/05/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		925.15
0	09/05/2025	101 General	Deferred Compensation Payable	Mission Square Plan Services		4,243.60
0	09/05/2025	101 General	Other Payroll Deduct Payable	WEX Health Inc		11,341.48
0	09/05/2025	101 General	Accrued PERA Payable	PERA		53,139.10
0	09/05/2025	101 General	Accrued PERA Payable	PERA		39,425.06
0	09/05/2025	101 General	Deferred Compensation Payable	MN State Retirement - Empower		1,210.60
0	09/05/2025	101 General	Deferred Compensation Payable	MN State Retirement - Empower		200.00
0	09/05/2025	101 General	Deferred Compensation Payable	MN State Retirement - Empower		4.86
0	09/05/2025	101 General	State Withholding Payable	Minnesota Department of Revenue		266.14
0	09/05/2025	101 General	State Withholding Payable	Minnesota Department of Revenue		18,803.40

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
0	09/05/2025	101 General	Other Payroll Deduct Payable	Minnesota Department of Human Services		1,418.06
0	09/05/2025	101 General	Accrued FICA Payable	Internal Revenue Service		15,930.47
0	09/05/2025	101 General	Federal Withholding Payable	Internal Revenue Service		39,987.55
0	09/05/2025	101 General	Accrued FICA Payable	Internal Revenue Service		186.33
0	09/05/2025	101 General	Accrued Medicare Payable	Internal Revenue Service		138.84
0	09/05/2025	101 General	Accrued Medicare Payable	Internal Revenue Service		138.84
0	09/05/2025	101 General	Accrued Medicare Payable	Internal Revenue Service		6,315.87
0	09/05/2025	101 General	Federal Withholding Payable	Internal Revenue Service		423.81
0	09/05/2025	101 General	Accrued Medicare Payable	Internal Revenue Service		6,315.87
0	09/05/2025	101 General	Accrued FICA Payable	Internal Revenue Service		15,930.47
0	09/05/2025	101 General	Accrued FICA Payable	Internal Revenue Service		186.33
0	09/05/2025	101 General	Credit Union Payable	City and County Employees Federal Credit Union		11,756.47
0	09/05/2025	101 General	Other Payroll Deduct Payable	Employee Benefit Fund		75.00
0	09/05/2025	101 General	Union Dues Payable	IAFF Local 1041		1,089.30
0	09/05/2025	101 General	Union Dues Payable	MNPEA		81.00
0	09/05/2025	101 General	Deferred Compensation Payable	Nationwide Retirement Solutions		437.31
0	09/05/2025	101 General	Union Dues Payable	Minnesota Public Employees Association		1,008.00
0	09/05/2025	101 General	Union Dues Payable	Minnesota Public Employees Association		624.00
0	09/05/2025	101 General	Deferred Compensation Payable	Nationwide Retirement Solutions		1,490.38
92365	08/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		10,779.86
92365	08/27/2025	601 Water	Electric Utilities	Freeborn Mower Electric Cooperative		12,773.37
92365	08/27/2025	602 Sewer	Electric Utilities	Freeborn Mower Electric Cooperative		11,429.11
92366	08/27/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		4,116.71
92367	08/27/2025	101 General	Vehicle and Equipment Repairs	Marco, Inc		249.00
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	601 Water	Gas Utilities	Minnesota Energy Resources		47.83
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	601 Water	Gas Utilities	Minnesota Energy Resources		48.61
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		55.31
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		54.86
92368	08/27/2025	601 Water	Gas Utilities	Minnesota Energy Resources		47.03
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	602 Sewer	Gas Utilities	Minnesota Energy Resources		49.22
92368	08/27/2025	230 Economic Development	Gas Utilities	Minnesota Energy Resources		93.01
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		222.03

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
92368	08/27/2025	101 General	Gas Utilities	Minnesota Energy Resources		4,122.48
92368	08/27/2025	601 Water	Gas Utilities	Minnesota Energy Resources		18.81
92369	09/08/2025	101 General	Lodging Tax Payable	Albert Lea Convention & Visitors Bureau		24,048.87
92370	09/08/2025	101 General	Vehicle and Equipment Repairs	Albert Lea Electric		1,044.00
92371	09/08/2025	101 General	Advertising - Employment	Albert Lea Newspapers Inc		306.22
92372	09/08/2025	101 General	Dues & Subscriptions	Albert Lea Port Authority		1,416.00
92373	09/08/2025	101 General	Supplies	Albert Lea Seed House		62.00
92373	09/08/2025	401 Capital Project Revolving Fund	Machinery & Equipment	Albert Lea Seed House		178.00
92373	09/08/2025	401 Capital Project Revolving Fund	Machinery & Equipment	Albert Lea Seed House		19.00
92374	09/08/2025	101 General	Training & Education	Albert Lea-FC Chamber of Commerce		795.00
92374	09/08/2025	101 General	Training & Education	Albert Lea-FC Chamber of Commerce		795.00
92375	09/08/2025	101 General	Books	Amazon Capital Services Inc		43.64
92375	09/08/2025	101 General	Audio Visual	Amazon Capital Services Inc		55.93
92375	09/08/2025	101 General	Supplies	Amazon Capital Services Inc		242.82
92375	09/08/2025	101 General	Audio Visual	Amazon Capital Services Inc		18.41
92375	09/08/2025	101 General	Special Programs	Amazon Capital Services Inc		151.30
92376	09/08/2025	101 General	Vehicle/Equipment Parts	Arnold's of Alden, Inc		87.46
92377	09/08/2025	101 General	Uniforms	Aspen Mills Incorporated		597.00
92377	09/08/2025	101 General	Uniforms	Aspen Mills Incorporated		388.59
92378	09/08/2025	101 General	Books	Baker and Taylor, Inc.		340.27
92378	09/08/2025	101 General	Audio Visual	Baker and Taylor, Inc.		736.35
92378	09/08/2025	101 General	Books	Baker and Taylor, Inc.		299.99
92379	09/08/2025	701 CG - Vehicle & Equip Capital	Vehicles	Baycom Inc		4,553.00
92379	09/08/2025	702 Computer Equip Capital Purchas	Minor Computer Equip/Software	Baycom Inc		4,553.00
92380	09/08/2025	101 General	Supplies	Bomgaars Supply Inc		106.94
92380	09/08/2025	601 Water	Supplies	Bomgaars Supply Inc		99.50
92380	09/08/2025	210 Senior Center	Building Maintenance	Bomgaars Supply Inc		20.69
92380	09/08/2025	601 Water	Supplies	Bomgaars Supply Inc		-99.50
92380	09/08/2025	101 General	Supplies	Bomgaars Supply Inc		69.99
92380	09/08/2025	101 General	Furniture, Equipment & Tools	Bomgaars Supply Inc		94.97
92380	09/08/2025	101 General	Supplies	Bomgaars Supply Inc		24.48
92380	09/08/2025	101 General	Supplies	Bomgaars Supply Inc		14.68
92380	09/08/2025	101 General	Motor Fuels	Bomgaars Supply Inc		106.86
92380	09/08/2025	101 General	Supplies	Bomgaars Supply Inc		10.99
92380	09/08/2025	101 General	Supplies	Bomgaars Supply Inc		169.88
92380	09/08/2025	101 General	Vehicle/Equipment Parts	Bomgaars Supply Inc		8.73
92381	09/08/2025	441 5-33 Blzg Star Soil District	Expert & Professional Services	Braun Intertec Corporation		2,607.20
92381	09/08/2025	441 5-33 Blzg Star Soil District	Expert & Professional Services	Braun Intertec Corporation		841.50
92382	09/08/2025	602 Sewer	Supplies	Brenntag North American Inc		3,715.00
92383	09/08/2025	101 General	Rents & Leases	John R. Butler		442.50
92384	09/08/2025	101 General	Expert & Professional Services	Charter Communications Holdings LLC		100.00
92385	09/08/2025	101 General	Supplies	Church Offset Printing, Inc		2,150.00
92386	09/08/2025	602 Sewer	Laundry Services	Cintas Corporation		112.57

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
92386	09/08/2025	602 Sewer	Laundry Services	Cintas Corporation		112.57
92386	09/08/2025	101 General	Laundry Services	Cintas Corporation		24.44
92386	09/08/2025	101 General	Laundry Services	Cintas Corporation		28.18
92387	09/08/2025	602 Sewer	Supplies	Cintas First Aid and Safety		28.07
92387	09/08/2025	101 General	Safety Equipment	Cintas First Aid and Safety		67.26
92388	09/08/2025	101 General	Fire Services	City of Glenville		3,822.36
92389	09/08/2025	101 General	Vehicle and Equipment Repairs	Consolidated Fleet Services Inc		1,931.55
92390	09/08/2025	101 General	Rents & Leases	Coordinated Business Systems LTD		1.43
92391	09/08/2025	101 General	Software/Software Subscription	CovertTrack Group Inc		600.00
92392	09/08/2025	101 General	Supplies	Crescent Landscape Supply Inc		2,760.00
92393	09/08/2025	101 General	Expert & Professional Services	Custom Communications, Inc.		195.00
92394	09/08/2025	101 General	Vehicle/Equipment Parts	Dave Syverson, Inc.		55.95
92395	09/08/2025	101 General	Supplies	Demco, Inc.		67.83
92396	09/08/2025	101 General	Supplies	DH Athletics, LLC		866.50
92397	09/08/2025	225 Airport	Vehicle/Equipment Parts	Diamond Mowers, Inc.		146.77
92398	09/08/2025	101 General	Training & Education	Eckberg Lammers, P.C.		1,398.00
92399	09/08/2025	101 General	Vehicle and Equipment Repairs	Electric Motor/Bearing Service, Inc		3,156.48
92400	09/08/2025	101 General	Vehicle/Equipment Parts	Environmental Equipment & Services, Inc		226.68
92400	09/08/2025	101 General	Vehicle/Equipment Parts	Environmental Equipment & Services, Inc		236.41
92401	09/08/2025	101 General	Supplies	ESS Brothers and Sons Inc.		1,272.00
92402	09/08/2025	601 Water	Supplies	Ferguson Enterprises, Inc.		457.11
92403	09/08/2025	101 General	Chemicals & Chemical Products	FHR Investments, LP		3,267.81
92403	09/08/2025	101 General	Chemicals & Chemical Products	FHR Investments, LP		14,658.84
92403	09/08/2025	101 General	Chemicals & Chemical Products	FHR Investments, LP		15,058.68
92404	09/08/2025	101 General	Building Repair Supplies	Keith Flatness		155.40
92405	09/08/2025	101 General	Supplies	Freeborn County Co-op Oil Co. Inc.		107.88
92405	09/08/2025	101 General	Inventory - Fuel	Freeborn County Co-op Oil Co. Inc.		18,300.00
92406	09/08/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		500.00
92407	09/08/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
92407	09/08/2025	101 General	Legal Notices & Recording	Freeborn County Recorder		46.00
92408	09/08/2025	101 General	Advertising - Employment	Freeborn County Shopper		176.00
92409	09/08/2025	101 General	Electric Utilities	Freeborn Mower Electric Cooperative		17,605.79
92409	09/08/2025	225 Airport	Electric Utilities	Freeborn Mower Electric Cooperative		1,680.43
92410	09/08/2025	603 Solid Waste	Refuse Disposal	GFL Environmental Services USA LLC		130.00
92411	09/08/2025	101 General	Training & Education	Grey Group LLC		895.00
92412	09/08/2025	101 General	Tires	Hanson Tire Service of Albert Lea, Inc		1,371.42
92412	09/08/2025	101 General	Refuse Disposal	Hanson Tire Service of Albert Lea, Inc		34.00
92413	09/08/2025	601 Water	Chemicals & Chemical Products	Hawkins, Inc.		6,447.53
92413	09/08/2025	602 Sewer	Chemicals & Chemical Products	Hawkins, Inc.		1,086.69
92413	09/08/2025	602 Sewer	Chemicals & Chemical Products	Hawkins, Inc.		4,956.84
92414	09/08/2025	602 Sewer	Supplies	HD Supply Inc		466.88
92415	09/08/2025	602 Sewer	Veh/Equipment Supplies/Parts	Herman Manufacturing Company Inc		1,260.00
92416	09/08/2025	101 General	Building Repair Supplies	Home Depot Credit Services		101.94
72710	07/00/2023	101 Ochciai	Building Repair Supplies	Home Depot Cicuit Services		101.94

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		47.96
92416	09/08/2025	101 General	Building Repair Supplies	Home Depot Credit Services		227.92
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		135.32
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		143.76
92416	09/08/2025	412 Recreation Facilities Project	Building & Improvements	Home Depot Credit Services		-39.08
92416	09/08/2025	602 Sewer	Supplies	Home Depot Credit Services		144.58
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		745.50
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		65.52
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		178.75
92416	09/08/2025	401 Capital Project Revolving Fund	Machinery & Equipment	Home Depot Credit Services		215.60
92416	09/08/2025	101 General	Supplies	Home Depot Credit Services		22.38
92416	09/08/2025	101 General	Furniture, Equipment & Tools	Home Depot Credit Services		145.00
92416	09/08/2025	101 General	Cash Short/Over	Home Depot Credit Services		-29.00
92417	09/08/2025	101 General	Supplies	Hy-Vee, Inc.		43.02
92418	09/08/2025	101 General	Engineering Fees	ICON LLC		-453.11
92418	09/08/2025	495 2025 Projects	Cash and Investments	ICON LLC		-6,116.97
92418	09/08/2025	495 2025 Projects	Improvements Other Than Bldgs	ICON LLC		5,663.86
92418	09/08/2025	495 2025 Projects	City Engineering Charge	ICON LLC		453.11
92418	09/08/2025	495 2025 Projects	Cash and Investments	ICON LLC		6,116.97
92419	09/08/2025	101 General	Expert & Professional Services	Interstate Services, Inc		30.00
92419	09/08/2025	101 General	Expert & Professional Services	Interstate Services, Inc		30.00
92420	09/08/2025	495 2025 Projects	Cash and Investments	Jensen Excavating & Trucking		-245,187.30
92420	09/08/2025	495 2025 Projects	Cash and Investments	Jensen Excavating & Trucking		245,187.30
92420	09/08/2025	495 2025 Projects	Improvements Other Than Bldgs	Jensen Excavating & Trucking		245,187.30
92421	09/08/2025	101 General	Building Maintenance	Jim & Dudes Plumbing & Heating, Inc.		1,018.20
92422	09/08/2025	441 5-33 Blzg Star Soil District	Legal Services	Jones, Haugh & Smith Inc		3,385.00
92423	09/08/2025	101 General	Expert & Professional Services	Josh's Tree Service		7,000.00
92424	09/08/2025	101 General	Cannabis/Cannabinoid Licenses	Ben Kapple		500.00
92425	09/08/2025	101 General	Vehicle/Equipment Parts	Kibble Equipment		517.35
92425	09/08/2025	101 General	Vehicle/Equipment Parts	Kibble Equipment		370.89
92426	09/08/2025	101 General	Supplies	Lawson Products Inc		203.46
92426	09/08/2025	101 General	Supplies	Lawson Products Inc		56.11
92427	09/08/2025	101 General	Library Use Fees	Molly Logalbo		9.99
92428	09/08/2025	602 Sewer	Vehicle/Equipment Parts	MacQueen Equipment LLC		694.26
92428	09/08/2025	602 Sewer	Vehicle/Equipment Parts	MacQueen Equipment LLC		550.30
92428	09/08/2025	602 Sewer	Vehicle/Equipment Parts	MacQueen Equipment LLC		-665.53
92429	09/08/2025	602 Sewer	Vehicle and Equipment Repairs	Malloy Electric		1,800.00
92429	09/08/2025	602 Sewer	Vehicle and Equipment Repairs	Malloy Electric		2,615.20
92430	09/08/2025	101 General	Rents & Leases	Marco, Inc		43.92
92431	09/08/2025	225 Airport	Gas Utilities	Minnesota Energy Resources		18.81
92431	09/08/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92431	09/08/2025	101 General	Gas Utilities	Minnesota Energy Resources		18.81
92431	09/08/2025	225 Airport	Gas Utilities	Minnesota Energy Resources		48.49
74 7 31	03/06/2023	223 Alipoit	Gas Chillies	Minnesota Energy Resources		40.49

92432 0 92433 0 92433 0 92434 0 92434 0	09/08/2025 09/08/2025 09/08/2025 09/08/2025 09/08/2025 09/08/2025	101 General 603 Solid Waste 225 Airport 225 Airport	Gas Utilities Dues & Subscriptions Vehicle and Equipment Repairs	Minnesota Energy Resources Minnesota Pollution Control Agency	424.07
92433 0 92433 0 92434 0 92434 0	09/08/2025 09/08/2025 09/08/2025	225 Airport	*	Minnesota Pollution Control Agency	
92433 0 92434 0 92434 0	09/08/2025 09/08/2025	•	Vahicle and Equipment Pengirs	Willingsota I offiction Control Agency	15.00
92434 0 92434 0	09/08/2025	225 Airport	venicie and Equipment Repairs	MN Petroleum Service Inc	1,130.50
92434 0			Vehicle and Equipment Repairs	MN Petroleum Service Inc	716.00
	9/08/2025	101 General	Refuse Disposal	Mark Muilenburg	1,169.05
	, , , , , , , , , , , , , , , , , , ,	101 General	Refuse Disposal	Mark Muilenburg	628.30
92435 0	09/08/2025	101 General	Vehicle/Equipment Parts	Napa Auto Parts	10.61
92436 0	09/08/2025	101 General	Training & Education	David Newman	395.00
92437 0	9/08/2025	101 General	Safety Equipment	Northern Safety Co Inc	71.04
92438 0	09/08/2025	101 General	Expert & Professional Services	Office of MN IT Services-Accts. Rec.	451.50
92439 0	09/08/2025	101 General	Building Maintenance	Olympic Fire Protection Corp	1,254.00
92440 0	09/08/2025	101 General	Building Maintenance	Plunkett's Pest Control Inc	38.96
92440 0	09/08/2025	210 Senior Center	Building Maintenance	Plunkett's Pest Control Inc	39.12
92441 0	09/08/2025	101 General	Telephone & Internet	Qwest Corporation	111.92
92442 0	09/08/2025	101 General	Supplies	Schilling Supply Company	324.50
92443 0	09/08/2025	101 General	Furniture, Equipment & Tools	Snap-On Incorporated	79.50
92444 0	09/08/2025	101 General	Supplies	Streicher's	10.00
92444 0	09/08/2025	101 General	Supplies	Streicher's	145.00
92445 0	09/08/2025	101 General	Periodicals & Magazines	True West Magazine	39.95
92446 0	09/08/2025	101 General	Library Use Fees	Kelli VanHal	19.99
92447 0	9/08/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC	40.01
92447 0	9/08/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC	51.75
92447 0	9/08/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC	51.75
92447 0	09/08/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC	40.01
92447 0	09/08/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC	40.01
92447 0	09/08/2025	101 General	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	09/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	09/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	09/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	40.01
92447 0	9/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	09/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	9/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	9/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	9/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	40.01
92447 0	9/08/2025	601 Water	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	09/08/2025	602 Sewer	Telephone & Internet	Verizon Wireless Services LLC	35.01
92447 0	09/08/2025	602 Sewer	Telephone & Internet	Verizon Wireless Services LLC	35.01
	09/08/2025	101 General	Supplies	Walmart Inc	32.94
	09/08/2025	101 General	Supplies	Walmart Inc	14.44
	09/08/2025	101 General	Supplies	Walmart Inc	205.18
	09/08/2025	101 General	Supplies	Walmart Inc	8.94
	09/08/2025	101 General	Supplies	Walmart Inc	35.60
	09/08/2025	101 General	Supplies	Walmart Inc	41.79

Check Number	Check Date	Fund	Account Name	Vendor Name	Void	Amount
92449	09/08/2025	603 Solid Waste	Telephone & Internet	Winnebago Cooperative Telecom Assn		73.23
92450	09/08/2025	602 Sewer	Supplies	Winsupply Albert Lea MN Co		394.28
92450	09/08/2025	602 Sewer	Supplies	Winsupply Albert Lea MN Co		31.41
92450	09/08/2025	602 Sewer	Supplies	Winsupply Albert Lea MN Co		39.73
92451	09/08/2025	101 General	Vehicle/Equipment Parts	Ziegler Inc		218.99
				Report Total:		2,374,445.00