

CITY CLERK'S OFFICE
Sandi Behrens, City Clerk

The City Clerk is responsible for recording and maintaining all official Council actions in her role as Secretary to the City Council, records management, election administration, and issuance of permits and licenses. The office performed 1,461 assessment searches in 2003 for a total charge of \$7404.

The following is a breakdown of the staff services for the City Clerk's Office for 2002:

	<u>2003</u>	<u>2002</u>	<u>2001</u>	<u>2000</u>
Council Activities	40%	30%	50%	35%
Election Activities	0%	30%	0%	30%
Licensing Activities	20%	5%	15%	5%
Assessments	30%	30%	30%	25%
Records Management	10%	5%	5%	5%
Code Book Revisions	0%	0%	0%	0%

City Code

Enacted Ordinance 57, 3d amending City Code Section 2 relating to the by-laws of the Human Rights Commission.

Enacted Ordinance 63, 3d amending City Code Section 30 to adopt the newest Minnesota Uniform Fire Code.

Enacted Ordinance 65, 3d amending City Code Section 30-2 banning leaf/brush burning in the City.

Enacted Ordinance 66, 3d amending City Code Section 6 approving the 2 a.m. bar closing time and brew pub off-sale malt liquor licenses.

Enacted Ordinance 71, 3d amending City Code Section 2 relating to the Albert Lea Port Authority.

Council Actions

Accepted Long Range Planning Board's orders for .58 acres on Stevens Street, 4.92 acres on West Ninth Street, 5.11 acres of C.S.A.H. 46, 7.08 acres on West Ninth Street, 7.79 acres on Highway 69 South, 18.87 acres on North Bridge Avenue, 55.96 acres on C.S.A.H. 46 and C.S.A.H. 38 and 54.99 acres for the Wastewater Treatment Plant and the roadway.

Ordered demolition of buildings at 1019 South Fourth Avenue and 110 Lake Avenue.

Formed TIF District 5-14 for two lots at Ekko Avenue and Sykes Street.

Authorized purchase of Hanson building and 1121 Virginia Place and accepted donation of 1119 Virginia Place and 928 First Avenue South.

Approved orderly annexation of Freeborn Mower Cooperative Services property on C.S.A.H. 46.

Vacated right-of-way for Trail's Travel Center

Authorized negotiation of preliminary development agreement with Premium Pork.

Approved plat of Edwards Addition.

Authorized contract for downtown Historic District Study.

Authorized library location feasibility study.

Authorized sales tax opinion survey.

Accepted the report of the Charter Commission denying a group's request for changes to the City Charter.

Appointed members to Fountain Lake Committee to development management plan.

Created a plan for sewer and water replacement fees for redevelopment projects.

Appointed members to the newly organized Albert Lea Port Authority Board.

Appointed Steve Jahnke Public Works Director replacing David R. Olson.

Authorized contract with The Brimeyer Group to perform City Manager search.

Elections

The City Clerk conducted no elections in 2003.

Meetings and Minutes

During 2003, there were 25 official meetings of the City Council, including 24 regular meetings. The Council held one meeting as a Board of Review, at which 24 complaints were heard.

Resolutions and Ordinances

	<u>2003</u>	<u>2002</u>	<u>2001</u>	<u>2000</u>
Resolutions Adopted	265	279	297	248
Ordinances Enacted	13	4	6	14
Total Number of Public Hearings	48	45	45	41
Total Number of Notices to Affected Property Owners	525	1,669	1,148	1,122
Number of Assessment Hearings	17	12	14	25
Number of Assessment Notices	508	1,655	1,117	1,095
Dollar Amount Levied	\$1,386,876.43	\$2,667,356.00	\$408,937.42	\$709,112.65

Permits, License, and Park Reservations

The following is a tabulation of the issued licenses, permits, and park reservations for 2003 and a comparison to the previous three years:

	<u>2003</u>	<u>2002</u>	<u>2001</u>	<u>2000</u>
Arcade Amusement Center	5	5	3	4
Billiards/Pool Tables	9	13	10	11
Boat Docks	213	192	201	229
Bowling Alley	1	1	1	1
Cabaret	8	11	9	11
Cigarette	41	53	49	59
Consumption and Display	2	2	1	1
Dance	11	12	18	37
Dealer in Secondhand	1	3	2	3
Gold/Silver/Jewelry				
Dogs/Cats	887	756	1,003	808
Fireworks	18	20	0	0

Food Establishment	129	134	120	133
Food/Beverage Temporary	18	19	21	20
Food Catering	6	5	4	3
Food Vehicle	10	10	9	11
Gambling	21	20	20	22
Hotel/Motel	10	10	9	10
Intoxicating Liquor				
Club On-Sale	6	6	6	6
Off-Sale	6	7	7	8
On-Sale	16	17	14	13
Wine On-Sale	2	2	3	2
Sunday On-Sale	17	19	17	18
Off-Premises	10	11	11	16
Lodging & Boarding Houses	8	7	8	7
Masseuses	0	0	0	0
Mechanical Amusement Device				
Operator	13	15	15	16
Owner/Distributor	3	3	3	4
3.2 Malt Liquor				
Off-Sale	3	4	4	4
On-Sale	10	12	11	11
Temporary	1	1	1	1
Park/Pavilions/Bandshells	216	228	247	197
Plumber	20	21	19	24
Refuse Hauler				
Residential	6	2	2	3
Commercial	5	2	2	3
Industrial	1	1	1	1
Recycling	1	1	1	1
Sauna/Massage Parlor/Spas	0	0	0	0
Sign Hanger	22	17	15	17
Swimming Pools	8	8	8	7
Tattoo Artist/Establishments	3	0	0	3
Taxi	4	2	2	2
Theatre	1	1	1	1
Tree Trimmer	9	8	7	11
Water Softener Installer	3	3	3	3
TOTALS	1,784	1,663	1,887	1,740