

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 989 assessment searches in 2005 for a total charge of \$7,405.

The following is a breakdown of the staff services for the City Clerk's Office for 2005:

	<u>2005</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>
Council Activities	50%	40%	40%	30%
Election Activities	15%	25%	0%	30%
Licensing Activities	10%	10%	20%	5%
Assessments	10%	20%	30%	30%
Records Management	10%	5%	10%	5%
Code Book Revisions	5%	0%	0%	0%

City Code

Enacted Ordinance 87, 3d setting storm water utility fees.

Enacted Ordinance 88, 3d setting public lighting utility fees.

Enacted Ordinance 90, 3d regulating the sale of methamphetamine precursor drugs.

Enacted Ordinance 93, 3d amending Chapter 74 regarding landscape guidelines within commercial districts.

Enacted Ordinance 95, 3d to permit Sunday liquor sales between 10 a.m. and 2 a.m.

Enacted Ordinance 96, 3d authorizing the City to impose an additional one-half of one percent sales tax within Albert Lea.

Enacted Ordinance 98, 3d amending City Code Chapter 74 to permit signs on retractable awnings in the B-3 District.

Enacted Ordinance 99, 3d amending City Code Section 77-102 eliminating industrial user credits.

Council Actions

Accepted Long Range Planning Board's annexation orders for the Kingstrom and Real Estate Equities properties on Stevens Street (Ordinance 89, 3d) and property along Hammer Road and Stevens Street (Ordinance 94, 3d).

Rezoned Albert Lea Medical Center's properties in Blocks 4 and 6, Original Village from RP Residential Preservation to PD Planned Development District.

Vacated a portion of Frank Avenue at Eleventh Street.

Approved Developer's Agreements for Fountain Lake Pointe Two Subdivision, Larryland, Tiger Hills and Sundance Subdivision Phase II.

Authorized a sewer service contract with Soymor Cooperative and a wastewater agreement with Soymor Biodiesel.

Authorized the sale of Superior Corrugated Box equipment (loan default) and declared the loan granted to Superior in 2002 as nonperforming.

Adopted the Best Practices Program, Heritage Preservation Commission regulatory policy, the National Incident Management System (NIMS), Disadvantaged Business Enterprise (DBE) policy, Emergency Management Plan, City Center meeting room policy, Government Access Channel policy, stop control policy, the Minnesota Design Team principles and community motto and an elected official out-of-state travel policy.

Approved a variance for the Elks Club to permit an addition for a kitchen expansion and dumpster enclosure and a variance for 2307 Greenwood to permit the construction of a home.

Confirmed the appointments of Peggy Havener as Library Director, Dwaine Winkels as Police Chief and Paul Stieler as Fire Chief.

Approved JOBZ tax exemptions for Pierz Marine and Bridon Cordage.

Authorized an in-kind donation to KSMQ, the purchase of cable broadcasting equipment, a \$20,000 donation to the Sesquicentennial celebration and the purchase of mobile data equipment for police squad cars.

Authorized a loan of \$300,000 to Alliance Benefit Group and a loan agreement with MDI Limited Partnership for a 37-unit housing project at the Lea Center building.

Accepted the resignation of Mayor Jean Eaton on June 13, established procedures for appointment of a new Mayor, acknowledged receipt of five letters from citizens interested in serving as Mayor and appointed Aaron Summers as Mayor on July 25. Mayor Summers was sworn in on August 22.

Authorized a Phase II investigation of the Blazing Star Landing by Short-Elliott-Hendrickson.

Awarded the sale of \$3,715,000 General Obligation Improvement Bonds, Series 2005A to Piper Jaffray on September 12 and consented to the issuance of revenue bonds for the Good Samaritan Society project and the St. John's Lutheran Home project.

Approved a 20 percent increase in sewer and water rates on December 27.

Elections

The City Clerk's Office conducted a special election on November 8, 2005. Voters overwhelmingly approved a one-half of one percent local option sales tax with 3,535 yes votes and 819 no votes.

Meetings and Minutes

During 2005, there were 29 official meetings of the City Council, including 24 regular meetings. The Council held one meeting as a Board of Review, at which one (1) complaint was heard, two (2) special meetings, one (1) meeting to canvass the results of the special election, and one (1) Truth-in-Taxation hearing.

Resolutions and Ordinances

	<u>2005</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>
Resolutions Adopted	281	275	265	279
Ordinances Enacted	9	14	13	4
Total Number of Public Hearings	47	61	48	45
Total Number of Notices to Affected Property Owners	680	880	525	1,669
Number of Assessment Hearings	11	11	17	12
Number of Assessment Notices	669	830	508	1,655

Dollar Amount Levied	\$1,469,620.00	\$695,333.47	\$1,386,876.43	\$2,667,356.00
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Permits, License, and Park Reservations

The following is a tabulation of the issued licenses, permits, and park reservations for 2005 and a comparison to the previous three (3) years:

	<u>2005</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>
Arcade Amusement Center	4	5	5	5
Billiards/Pool Tables	11	11	9	13
Boat Docks	216	209	213	192
Bowling Alley	1	1	1	1
Cabaret	11	10	8	11
Cigarette	37	37	41	53
Consumption and Display	2	2	2	2
Dance	10	9	11	12
Dealer in Secondhand Gold/Silver/Jewelry	1	3	1	3
Dogs/Cats	798	687	887	756
Fireworks	6	7	18	20
Gambling	26	17	21	20
Intoxicating Liquor				
Club On-Sale	6	6	6	6
Off-Sale	5	5	6	7
On-Sale	18	17	16	17
Wine On-Sale	2	2	2	2
Sunday On-Sale	19	16	17	19
Off-Premises	18	16	10	11
Masseuses	0	0	0	0
Mechanical Amusement Device				
Operator	14	12	13	15
Owner/Distributor	2	2	3	3
3.2 Malt Liquor				
Off-Sale	3	3	3	4
On-Sale	9	9	10	12
Temporary	0	1	1	1
Park/Pavilions/Bandshells	217	107	216	228
Plumber	18	18	20	21
Refuse Hauler				
Residential	2	4	6	2
Commercial	2	4	5	2
Industrial	1	1	1	1
Sauna/Massage Parlor/Spas	0	0	0	0
Sign Hanger	13	22	22	17
Tattoo Artist/Establishments	4	6	3	0
Taxi	3	2	4	2
Theatre	1	1	1	1
Tree Trimmer	8	9	9	8
Water Softener Installer	3	3	3	3
TOTALS	1,491	1,264	1,783	1,663