

**CITY CLERK**  
*Shirley Slater-Schulte, 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 927 assessment searches in 2006 for a total charge of \$6,262.

There was change in the City Clerk's office with the retirement of Sandi Behrens, who served as City Clerk for 30 years. In July, 2006, Shirley Slater-Schulte was appointed to the City Clerk's position and Secretary to the City Council.

Department goals are to continue to work on implementing changes for the betterment of the City of Albert Lea. Not publishing claims in the newspaper has already been implemented and reflects a savings of over \$25,000.00 annually for the city without affecting service to the community. This office will continue working on implementation of the retention schedule, as well as adopting a more efficient filing system. Another project will be improving the licensing procedure.

The following is a breakdown of the staff services for the City Clerk's Office for 2006:

	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Council Activities	45%	50%	40%	40%
Election Activities	20%	15%	25%	0%
Licensing Activities	10%	10%	10%	20%
Assessments	10%	20%	20%	30%
Records Management	10%	10%	5%	10%
Code Book Revisions	5%	0%	0%	0%

**City Code**

Enacted Ordinance 100, 3d, Authorization for a Local Option Sales and Use Tax.

Enacted Ordinance 101, 3d, Governing Alarm Systems.

Enacted Ordinance 102, 3d, amending City Code Section 42-35 relating to Boat Docks.

Enacted Ordinance 103, 3d, Implementation of the Automated Pawn System.

Enacted Ordinance 104, 3d, Rezoning of Blazing Star.

Enacted Ordinance 105, 3d, Amending City Code Chapter 70 relating to tall grass & weed regulations.

Enacted Ordinance 106, 3d, Rezoning Property (Walgreens)

Enacted Ordinance 107, 3d, Rezoning Property (Goette)

Enacted Ordinance 108, 3d, Amending City Code Chapter 46 Relating to Garbage and Refuse Haulers.

Enacted Ordinance 109, 3d, Rezoning Property from PD Planned Development District to IDD Interstate Development District, (Chadwick Marketplace Addition).

## **Council Actions**

Purchase of the Union Center, Butler Video, Poole Electric, Moose Lodge, and a residence with state funds for flood mitigation project.

Approval of final plat's for Bridgeport Firth Addition, Westwood Hill Subdivision, Wedgewood Cove, Tiger Hills II, Main Plaza Subdivision & Chadwick Marketplace 2<sup>nd</sup> Addition.

Purchase of Fire Department Pumper Truck. Street Sweeper, Leaf Vacuum, Public Works Truck.

Purchase of Farmland Rental.

Approved three roadway sections into the MSA System.

Established a Library Foundation.

Authorized Tax Abatement for Albert Lea Public Warehouse #4.

Authorized Phase I of Freeborn Bank Building Project.

Adopted a development fees for sewer/water.

Accepted Library Accessibility Grant.

Authorized Comprehensive Housing Plan Update.

Confirmed the appointment of Shirley Slater-Schulte.

Approved contract with Upper Midwest Community Policing Institute.

Approved expansion of Albert Lea Medical Center.

Accepted a donation of an Outdoor Drive-Up Book Drop.

Accepted a donation of Fuel Pump and Tank on Fountain Lake.

Adopted Tobacco Free Policy within City Parks & some facilities.

Authorized a 4% increase in the water rates and 3% in the sewer rates.

Recognized a successful Sesquicentennial Celebration during 2006.

## **Elections**

The City Clerk's Office conducted a primary election on September 12, 2006 with 2,543 votes casted, and general election on November 7, 2006 with a total number of votes cast of 8,176. The following were elected to office: Mayor Randy Erdman, Second Ward Councilor Larry Baker, Fourth Ward Councilor Reid Olson and Sixth Ward Councilor Al "Minnow" Brooks.

## Meetings and Minutes

During 2006, there were 28 official meetings of the City Council, including 24 regular meetings. The Council held one meeting as a Board of Review, two (2) meetings to canvass the results of the primary & general election, and one (1) Truth-in-Taxation hearing.

## Resolutions and Ordinances

	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Resolutions Adopted	331	281	275	265
Ordinances Enacted	10	9	14	13
Total Number of Public Hearings	36	47	61	48
Total Number of Notices to Affected Property Owners	425	680	880	525
Number of Assessment Hearings	8	11	11	17
Number of Assessment Notices	364	669	830	508
Dollar Amount Levied	\$3,555,000	\$2,800,000	\$2,234,910	\$1,607,310

## Permits, License, and Park Reservations

The following is a tabulation of the issued licenses, permits, and park reservations for 2006 and a comparison to the previous three (3) years:

	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Arcade Amusement Center	4	4	5	5
Billiards/Pool Tables	7	11	11	9
Boat Docks	248	216	209	213
Bowling Alley	1	1	1	1
Cabaret	6	11	10	8
Cigarette	33	37	37	41
Consumption and Display	1	2	2	2
Dance	56	10	9	11
Dealer in Secondhand Gold/Silver/Jewelry	1	1	3	1
Dogs/Cats	686	798	687	887
Fireworks	4	6	7	18
Gambling	23	26	17	21
Intoxicating Liquor				
Club On-Sale	5	6	6	6
Off-Sale	7	5	5	6
On-Sale	16	18	17	16
Wine On-Sale	3	2	2	2
Sunday On-Sale	17	19	16	17
Off-Premises	7	18	16	10
2 A.M. Closing	5	5	5	5
Mechanical Amusement Device				
Operator	10	14	12	13
Owner/Distributor	2	2	2	3
3.2 Malt Liquor				
Off-Sale	3	3	3	3
On-Sale	10	9	9	10
Temporary		0	1	1
Park/Pavilions/Bandshells	348	217	107	216

Plumber	17	18	18	20
Refuse Hauler				
Residential	2	2	4	6
Commercial	3	2	4	5
Industrial	1	1	1	1
Sauna/Massage Parlor/Spas	0	0	0	0
Sign Hanger	15	13	22	22
Sexually Oriented Business (SOB)	1			
Tattoo Artist/Establishments	9	4	6	3
Taxi	4	3	2	4
Theatre	1	1	1	1
Tree Trimmer	7	8	9	9
Water Softener Installer	3	3	3	3
<b>TOTALS</b>	<b>1487</b>	<b>1,491</b>	<b>1,264</b>	<b>1,783</b>