



Regular City Council Meeting
Monday, April 27, 2020 at 7:00 pm
This meeting was held online via zoom

1. **Call to Order:** Mayor Faber called the meeting to order at 7:04 P.M.
2. **Roll Call:** Roll Call indicated the following present for the Regular Meeting of the Adrian City Council:
Council Members: Mayor John Faber, Joe Hornstein, Dean Von Holtum, Tracy Kunkel and Ron Lonneman.
Department Heads: Administrator/Clerk-Treasurer Jill Wolf, Police Chief Shawn Langseth, Public Utilities Superintendent Adam Henning.
Staff: Deputy Clerk Rita Boltjes
Guests: Deb Kroon, Nobles County Review; Brenda Parsley, Conway, Dueth & Schmiesing
3. **Conway, Dueth & Schmiesing, PLLP – Presentation of City Audit:**
Brenda Parsley presented the findings of the City Audit. The audit was conducted in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. The financial state of the City remains healthy. Two deficiencies were noted. The audit was satisfactory.
4. **Consent Agenda:** Motion by Kunkel, second by Lonneman, motion carried unanimously to approve the City Finances, Minutes and Permits/Licenses. Following roll call vote, all voted in favor.
Finance: Accounts Payable; April 2020
City Finances; April 2020
Parr-McKnight; Fire Relief Account Balance – April 2020

Minutes: Motion by VonHoltum, second by Kunkel, motion carried unanimously to approve the following consent items; as stated. Following roll call vote, all voted in favor.
Approved:
Ambulance – 4/6/2020
Council – 3/30/2020 (reg)
Park – 3/16/2020 & 4/20/2020
Fire – No meeting
Fire Relief – No Meeting
PUC – 4/2020
HRA – 4/2020

Permits / Licenses:
Zoning: #1662-1664
1) Vieng Manilla; 608 W 6th Street – storage shed, driveway, roof over deck
2) Eugene Voss; 717 Louisiana Avenue – storage shed
3) Don Wolf; 102 Pearl Street – addition to existing fence
-contingent upon State approval
Moving Permit:
1) Eugene Voss; 717 Louisiana Avenue – moving in new construction shed
2) John Faber; 108 W 7th Street – moving off old garage
5. **Staff Reports:**
Administration/Community Development –
COVID-19; Wolf reported the City offices are continuing to follow the Governor’s Executive Order and State Guidelines to Stay at Home. City offices remain closed to the public and staff work remotely as much as they are able. Parks, playground equipment and other City spaces remain closed. The campground has opened to seasonal campers that are essential workers using their sites as a residence.
Hay Bid Opening; The hay bid was awarded to Mark Hodapp.
Local Board of Appeal & Equalization; The LBAE will meet on Wednesday, April 29, 2020 online via Zoom. The meeting will be live-streamed on Facebook to meet the Open Meeting Law requirements. Wolf has timeslots scheduled for property owners to join in and give their grievances..
Utility Billing Changes; Staff are working to implement an online utility billing payment portal. Customers can enter payment information online to pay for utility billing.
Adrian Country Living Cottages; the contract between the HRA and the 106 Company to manage the Adrian Country Living Cottages expires June30, 2020. The HRA Board is

requesting a six month extension of the contract and would like to re-evaluate a new contract.

Virtual Business Roundtable Discussion; Wolf will be hosting a Virtual Business Roundtable Discussion with local business to have an open conversation about the challenges and types of assistance that would be useful to them.

Ambulance: Immediate modifications were made to the ambulance to alleviate exposure risks of COVID-19 to the driver.

Police Dept – Council reviewed the Police Report. Langseth reported he is sending letters out to nuisance property owners.

Public Works/Utilities – Henning gave an update that his department continues to work separately in crews of two. Junk pick-up was discussed as to when to hold it. Council members felt with the unprecedented times due to the COVID-19 Pandemic to postpone it to a Fall Junk Pick-up.

Community Concerns;

Property owner on Maine Avenue stated that gravel was not added on driveway after Highway 91 Construction. Public Works department brought gravel to the driveways and followed-up with concerned citizen.

Concerned property owner on Pennsylvania Ave expressed concerns about the speed of vehicles driving through town. Langseth followed up with concerned citizen.

6. New Business:

a) **Acknowledgement and Approval of Financial Audit;** motion by Kunkel, second by Lonneman, roll call vote showed all members in favor of approving the financial audit completed by Conway, Deuth & Schmiesing, PLLP.

7. Past/Other Business; None.

8. Next Regular Council Meeting: By consensus, the Council acknowledged Monday, May 18th, 2020 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time and location.

9. Adjournment: Motion by Hornstein, seconded by VonHoltum, motion carried by roll call vote to adjourn the meeting at 7:51 PM.

Signed:

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor