



**Regular City Council Meeting**  
**Monday, April 26, 2020 at 7:00 pm**  
**Adrian Government Center, Council Chambers, 209 Maine Avenue, Suite 106, Adrian, MN**

1. **Call to Order:** Mayor Faber called meeting of the Adrian City Council to order at 7:02 p.m.
2. **Pledge of Allegiance:** The meeting opened with the Pledge of Allegiance.
3. **Roll Call:** City Council members present: Mayor John Faber, Ron Lonneman, Joe Hornstein, Tracey Kunkel, and Dean VonHoltum.  
Department Heads: Administrator/Clerk-Treasurer Jill Wolf and Police Chief Shawn Langseth.  
Staff: Community Assistant Associate Megan Vortherms, Public Works Employee Tyrel Recker  
Public Works Employee Kendal Kane, Public Works Employee Ben Suedkamp, Police Officer Ashley Kane and Deputy Clerk Rita Boltjes.  
Guests: Deb Kroon, Nobles County Review; Robert Remme and five members of the senior class; Adrian High School; Allan and Cindy Cox; Cox Reality; Merlyn Inglett; Resident
4. **6:00 Public Hearing for 2021 Street Project**
  - o Mayor Faber called hearing for 2021 Street Project to order at 7 p.m.
  - o Gary Kurth presented the apposed improvements. Talked about 6<sup>th</sup> street grant the city applied for, patching around town, and 16 storm sewer structures to be fixed. Total assessment amount is \$600,000. Kurth explained how the assessments are configured and how they would be assessed. Kurth tries to bid high incase supply costs rising. The City of Adrian will be paying for intersections and all city property. 1.3 million will be assessed to the City. Council will be setting the payment period most likely will be 15 years. Right now the interest rate is set to be 2 to 3%. Kurth reminded the group that the assessment is on the property not any homeowner personally. The question was asked if the crown in the road on Arkansas would be fixed from the last street project. Kurth stated he has addressed that issue and js planning to make it better. It was asked when the projects would start. Kurth stated the bidding will be towards the end of May. No exact timeline due to the construction company working it into their schedule. A time period will be given to the contractor to make sure the projects is completed this year. Most of the time residents will have full access to the streets except the days that the asphalt is being laid. It was asked what will happened with garbage and mail. Kurth explained that if there is an alley you would put your garbage there and the city would need to talk to Schapps about properties that do not have alleys. Mail you can either setup temporary boxes at the post office or there have been communities that put temporary boxes on another street during the project. The city will need to talk to the post office. 6<sup>th</sup> Street and Louisiana will be full depth replacements which will be 4inches of asphalt over 6 inches of gravel. It was asked that if the city is not rewarded the grant for 6<sup>th</sup> street can the township pay for some of the road due to large equipment being on this road. Kurth explained that there will be extra thickness added to 6<sup>th</sup> street to try to help with the large equipment on this road. It was asked how long these roads will last. Should last 20 years before an overlay is needed. It was asked how residents will find out when their roads will be worked on or shut down. There will be a schedule that will be posted online and in the paper. Kurth will try to stay on top of it as much as possible. Can be hard with contractors changing dates. It was asked if the project would be done one at a time? Kurth explained it will most likely be all done together. They will most likely do all the milling and then come back and do the asphalt. When will the final price be figured? Kurth stated around November when the project is completed. When will it be assessed to the property taxes? 2023 is when it will be added. Faber asked if there were any more questions. No more questions were asked. Faber stated to let Wolf know if any questions arise.
  - o Public Comments Closed at 7:02 p.m.
  - o Motion to approve the plans and ordering advertisements for bid made by Lonneman second VonHoltum. 5/0
  - o Motion to adjourn the Public Hearing was made by Kunkel, second by VonHoltum. 5/0
5. **Hero Award**
  - o Langseth presented the Hero Award honoring Officer Kane for her Heroic Acts in performing life saving efforts on a call in December.
6. **Southwest Minnesota Housing Partnership Presentation**
  - o Craig Skorczewski from Southwest Minnesota Housing Partnership presented what their options would be with joining the Southwest Minnesota Housing Partnership. Those were to adopt the building code or work with them to change our building codes and update our codes. If the city adopts the Minnesota Building Code, you will always need to follow the

- building code. Craig's suggestion is to fix our Chapter 11 and adopt other codes to keep Chapter 11 from becoming too large. Craig stated he can design a plan around the cities needs. A lot of other communities are trying to do the same as Adrian and clean their codes up. It was asked what the next step needs to be. It would be to enter a contract. It is \$90 per hour and council can put a cap on the number of hours. The contract would also allow one of our employees to be trained to inspect the properties and to fine for not following the codes. Motion was made to allow Wolf to draft a contract and negotiate the hours made by Kunkel, second VonHoltum.

**7. Consent Agenda:** Motion by Lonneman, second by VonHoltum motion, carried 5/0 to approve the City Finances, Minutes and Permits/Licenses.

**Finance:**

Accounts Payable; March 2021  
 City Finances; February 2021 (PUC 2/2021 for information purposes)  
 Parr-McKnight; Fire Relief Account Balance – February 2021

**Minutes:**

Approved:

Council- 3/22/2021; 3/29/2021  
 Ambulance – 4/5/2021  
 Park – 4/19/2021  
 Fire – 4/7/2021  
 Fire Relief Association- no meeting  
 PUC – 4/20/2021  
 HRA – 4/21/2021

**Permits / Licenses:**

Zoning:

1. Amanda Mazza; 413 Nevada Ave- 10x10 storage shed.
2. Jim Lutmer; 513 Indiana Ave- replace chain link fence with vinyl.
3. Randall Roloff; 309 Maine Ave- roof over existing deck
4. David Cauwels; 317 Maine Ave- 12x16 storage shed.
5. Samantha Anderson; 209 W 2<sup>nd</sup> Str- Fence
6. Jacob Janisch; 509 Maine Ave- 8x12 storage shed.
7. Jeff Runia; 214 E 8<sup>th</sup> Street- garage, house addition- deck requires a variance and will be on the May's agenda.

ATV/Four-Wheeler:

1. Austin Lyons; 110 2<sup>nd</sup> Street West

Request for Use:

1. Adrian Town & Country Assn- 100 and 200 blocks of East First Street
2. Adrian Town & Country Assn- Behind City Hall
3. Adrian Town & Country Assn- Behind City Hall
4. Adrian High School- Franklin Street- Graduation Parade

Temporary On-sale Liquor:

1. Adrian Town & Country Assn- July 16<sup>th</sup> @ Street Dance 100 and 200 block of East First Street

Dance Permit:

1. Adrian Town & Country Assn- July 16<sup>th</sup> 100 and 200 block of East First Street

Golf Cart:

1. Dean & Cindy Bullerman; 105 W 8<sup>th</sup> St
2. Gary Hoffer; 201 Arkansas Ave

Demolition:

1. Jeff Runia; 214 E 8<sup>th</sup> Street- garage
- 2.

**8. Public Utilities Commission Appointment**

- Wolf asked council to expand the commissioners to a 5-commissioner board rather than a 3-commissioner board. It was asked if Hornstein could become the fifth voting member. Wolf will check with the League of Minnesota to see if that is possible. A motion was made to expand the board to 5 commissioners and to appoint Tannar Heronimus and Mel Kroon by Kunkel second by Hornstein.

**9. Acceptance of Grass Hay Bid**

- Motion made to award the Grass Hay Bid to Mark Hodapp by VonHoltum, second Lonneman.

**10. 2021 Street Project**

- Advertise ad for bids and publish for 2 weeks prior. May 27<sup>th</sup> receive bids for the project. Public hearing on assessments on June 1.

## 11. Community Concerns

- 201 Indiana Ave- damage to garage. Council discussed this was already decided that the damage to the garage was not done by the city plows.

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## 12. Staff Reports:

### Administration/Community Development:

**AMI Project Update:** Due to a scheduling conflict with Keystone, the water meter deployment had been rescheduled for May 10<sup>th</sup>. Letters were sent out to all utility customers to call the Allegiant Call Center to schedule an installation time. Public Works staff will also place door hangers when they read meters at the end of the month to remind customers to make their appointment.

**Campground:** The campground officially opened for the season on April 15<sup>th</sup>. The seasonal sites are full and have a waiting list. The main power source in the laundry area was moved to an exterior wall, the wiring needs to be completed and the laundry room will be complete.

**Public Works Employee:** The application deadline for the Public Works position closed on April 16<sup>th</sup>. Three applications were submitted. The personnel committee will set up interviews.

**Request for Bids on Water Main Valve Replacements:** A RFP for bids on water valve replacements is being advertised to replace the valves at 1) Kentucky & 2<sup>nd</sup> St S; 2) Kentucky & 4<sup>th</sup> St N; 3) Kentucky & 4<sup>th</sup> St N; 4) Oklahoma & RR; 5) Louisiana & 2<sup>nd</sup> St S.

**Electrical Projects:** MRES will be in town to complete a couple of electric projects, including setting streetlight poles on 6<sup>th</sup> St and at the Pool, replacing the streetlight at Maine & 9<sup>th</sup>; moving the main transmission lines near Adrian Auto; and updating wire near the Slade and Adrian Glass. Will be done in the next month.

**Gro-Shed:** The joint project with the City and the School with an award for a rural sustainability food/grocery grant has been started. The Gro-Shed was delivered to the lot north of the High School. The remaining area of the lot will continue to be used for a community garden. The Southwest Center for Independent Living has asked if they could help plant and maintain the gardens. We are in the process of determining wither a temporary or permanent water source for the lot.

**Chore & Housekeeping Grant for Adults over 60:** We are getting ready to advertise and roll out the Chore & Housekeeping Grant with technical assistance from the MN River Area Agency on Aging. The grant will be available to adults over the age of 60, residing within the city limits of Adrian, to provide lawn maintenance, light housekeeping, and laundry services.

**Street Art:** Wolf was contacted by McKenzie Wieneke inquiring if she could organize one evening per month through the summer and invite people of all ages to come downtown and decorate the sidewalks with chalk by the Maine Street businesses. Wolf is working with McKenzie on the details and looking into a couple of Rural Art Grant opportunities.

**Signature Care:** The owners of Signature Care gave a presentation to the HRA in April. Wolf has been in discussions with them about future plans and opportunities for the old clinic. They had an architect down to determine the feasibility of rehabilitation on the building and it was determined that doing improvements to it would not be cost effective.

**GIS Mapping:** We will have a technician from DGR do training with our Public Works staff to learn GIS mapping. City staff will then work on mapping coordinates into our system, such as: water lines, valves, curb stops, sewer, electrical, ect. This will be a very beneficial tool to utilize when locating underground and above ground utilities.

**Morgenthaler Commercial Sites:** Wolf is working with DGR to start doing soil samples and basic engineering on the newly acquired commercial property to determine the feasibility and potential costs to get site ready.

**SRDC COVID-19 RLF:** The SRDC has remaining loan funds available for businesses that were negatively affected by COVID-19. Businesses can apply for loans up to with 0% interest the first year and 2.44% interest the remaining years. There is a 3-month deferral on payments and no penalty for early repayment. Businesses can use the funds for working capital, equipment, supplies, real estate, etc.

**Junk Pickup:** It was discussed about a pile that was rather large from a resident taking down a shed. It was decided that this year we would pick it up and next year the rules will be more specific and sent out with the utility bills. Public works will sit down with Vortherms to review the rules and make changes.

**Police Dept** – No questions.

## 13. Protective Covenants for Suedkamp Addition

- Waiting for Southwest Minnesota Housing Partnership to help us review our codes.

## 14. Sidewalk Accessibility- No updates.

## 15. Agreement for Services; SW MN Housing Partnership

- Will need to determine fines.

**16. Upcoming City Council Meetings:** By consensus, the Council acknowledged Monday, May 24, 2021 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time and location and Wednesday, April 28, 2021 Board of Review at 11 a.m. within the Council Chambers.

**17. Adjournment:** Meeting adjourned at 8:15 p.m. Motion made by VonHoltum, second Kunkel. 5/0.

**Signed:**

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor