



Regular City Council Meeting
Monday, May 18, 2020 at 7:00 pm
Adrian Government Center, Council Chambers, 209 Maine Ave, Suite 106, Adrian MN

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.
Guests: Deb Kroon, Nobles County Review; AHS Class of 2020 Representatives (Robert Remme, Annika Elias, Maritza Beltran, Brent Hokeness, Ian Stamer, Kasie Tweet, Moriah Bullerman); Joe Kruger; Ryan Lonneman and Jason Winselman.
3. **Consent Agenda:** Motion by Lonneman, second by VonHoltum, motion carried unanimously to approve the City Finances, Minutes and Permits/Licenses.

Finance: Accounts Payable; May 2020
City Finances; May 2020
Parr-McKnight; Fire Relief Account Balance – May 2020

Minutes:

Approved:

Ambulance – 5/4/2020
Council – 4/27/2020 (reg)
Park – 5/11/2020
Fire – 5/6/2020
Fire Relief – No Meeting
PUC – No minutes as meeting will be held 5/19/2020
HRA – 5/13/2020

Mayor Faber stated that from information the League of Minnesota Cities is sending out about budget shortfalls and predicted LGA cuts due to the COVID-19 Pandemic, he would like to encourage City Boards to hold off on spending on larger purchases until we have a clearer picture of the financial ramifications of the Pandemic.

Permits / Licenses:

Zoning: #1665-1669

- 1) Vicki Henning; 301 Connecticut – replace driveway
- 2) Larry Balster; 509 Maine Avenue – move existing home to lot, including garage, decks, breezeway and driveway. Work has already begun on the property. Henning approved application pending Council approval.
- 3) Jeff Bullerman; 709 Maine Avenue, moving new construction storage shed onto property.
- 4) Scott Heidebrink; 408 E 3rd Street, construct a new storage shed. Henning expressed concern that the new shed was drawn in line with the dog kennel and he felt that was 28 feet from the ROW, rather than the required 30 feet. Discussion was held that 14 foot sidewalls are currently allowed in the City Code. Council approved contingent on Building Inspector's approval of required setbacks.
- 5) William Heille; 620 Kentucky Avenue, new construction storage shed.
- 6) Nick Kellen, request to remove sidewalk and not replace. Discussion was held about sidewalks providing a safe route to school and the importance of keeping people safe from walking off the street. Councilmember Hornstein brought up that he does not feel comfortable making Kellen replace his sidewalk when his neighbors have not had to. Council decided to allow the non-replacement of the sidewalk, contingent on the fact that if he plants trees where the sidewalk is to go, if the City would require sidewalks in the future, removal of trees would be at the homeowner's expense.
- 7) Mike Heitkamp; replace driveway.

Consent Agenda (cont)

Moving:

- 1) Larry Balster; moving existing home to 509 Maine Avenue.
- 2) Jeff Bullerman; moving new construction storage shed to 709 Maine Avenue.

Council approval contingent on neighbors verifications of moving shed over their lots. Any damage done to neighbor's property must be fixed at Bullerman's expense. Henning will follow-up to verify approval by neighbors.

- 3) William Heille; moving new storage shed to 620 Kentucky Avenue.

4. Community Concerns:

- 1) Nevada Avenue – request for a stop sign on Nevada Avenue. Langseth recommended the placement of a stop sign at 3rd Street and Nevada Avenue. He will talk with the concerned citizen.
- 2) 619 Nevada Avenue – citizen concerned about black-outs. Henning stated raccoons were the cause in the substation.
- 3) 512 W Fourth Street – concerns with the debris on a residential lot being used for a commercial purpose. Langseth is seeking advice from the City attorney if City can clean up lot and assess property owner.

5. Staff Reports:

Administration/Community Development –

COVID-19; Wolf reported the City offices will be reopening as soon as the plexi-glass barrier is installed in the lobby. The lobby will be open Monday-Thursday, and by appointment only on Fridays. Front office staff will alternate weeks working in the office and remotely, to prevent exposure and contracting the virus at the same time. Staff will disinfect the front lobby after all customers and will disinfect door knobs, counters and other commonly exposed surfaces throughout the day. Staff will be provided with proper PPE, such as mask and gloves and can choose to wear them at their own discretion. Hand sanitizer will be available at all work stations.

Local Board of Appeal & Equalization; The LBAE met online via Zoom, on April 29, 2020. The meeting was live-streamed online to meeting the Open Meeting Law requirements. Eighteen property owners expressed grievances on the assessed value of their property. Ten property values were changed.

Campground; Under the new Executive Order 20-56, recreational camping is still restricted through June 1st. The EO allows for seasonal sites to be used as a residence, seasonal campers are allowed to maintain their site, but overnight camping is not permitted.

Parks and Playgrounds; Under the new guidelines, City parks and playground equipment are allowed to open. Signs must be posted that playground equipment is not regularly disinfected. Public restrooms remain closed. Gatherings need to be kept to 10 or less and social distancing guidelines enforced.

HRA Contract Extension with the 106 Company; The HRA Board has approved a six-month extension with the 106 Company to continue managing the Adrian Country Living Cottages. Due to the circumstances with the COVID-19 Pandemic, both parties were interested in doing an extension and entering into a contract negotiation later this year.

Virtual Business Roundtable; An online meeting via Zoom was held on Thursday, May 7th with local business owners. There were 13 attendees present at the meeting. Business owners shared their experiences during the Stay at Home orders and informed us of challenges they have faced, transitions they have made and what the future looks like. The meeting went really well and it was the consensus of the group to continue meeting monthly. The group would like to encourage other local businesses to join in and work together on a Shop Local campaign. Wolf reported there are a lot of potential and exciting economic development opportunities that could arise from this group.

Age-Friendly Grant; Wolf reported that since the goal of the grant is to create intergenerational relationships and activities among the young and old, it is a little more of a challenge, especially since many of our older adults fall into the vulnerable population we are trying to protect. There will be another Community Leadership Team meeting in the near future.

MN Building Code; Wolf brought up the idea of looking into adopting the MN Building Code. She reported that it definitely has its pros and cons and suggested that it doesn't hurt to look into it for consideration or possibly implement some of the ideas into our current method. Discussion was had by the Council about increasing quality, but could drive up construction costs. It was decided to delay any further action with this.

Organizational Structure of the City; Wolf suggested consideration of hiring a consultant to analyze the structure of the City in terms of Boards and Commissions, as well as roles and responsibilities of hired positions. With new staff and the increased use of technology, she suggested it may be a good time to look at maintaining all staff, but diversifying job roles and responsibilities. Council agreed that it would be beneficial, but in light of the potential budget shortfalls, they directed Wolf to look for grants or funding opportunities to pay for it.

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 is working full staff now, but continues to work separately in crews of two.

6. New Business:

a) Proclamation of AHS Class of 2020; The Council approved Mayor Faber’s Proclamation designating May 22, 2020, as a day of appreciation for the dedication and hard work of the AHS Class of 2020. Representatives from the AHS Class of 2020 were present at the meeting to receive the Proclamation. Mayor Faber commended them for their perseverance as they have experienced a unique Senior year through the COVID-19 Pandemic.

7. Street Closure Request; AHS Principal, Cate Koehne, is requesting the closure of Franklin Street from 7:00PM to 8:00PM on Friday, May 22, 2020, for a Graduation Commencement Parade. Graduation will be held outdoors due to the COVID-19 guidelines set out by MN Dept of Education. Parade attendees are encouraged to stay in their vehicles and social distance. Motion by Kunkel to approve the closure of the street for a parade, second by Hornstein. Motion carried unanimously.

8. Summer Baseball Request; Joe Kruger requested use of the ballfields for Baseball games and practices, as well as use for Community Ed programming. Motion by Kunkel, second by VonHoltum, motion carried unanimously.

9. Summer Festival; Adrian Town & Country Representatives, Ryan Lonneman and Jason Winselman, were present at the meeting to discuss feasibility of holding Christmas in July celebrations in light of the COVID-19 Pandemic. Discussion was held that many County and State Fairs are cancelled for the summer and at this time it does not seem likely that restrictions will be lifted on gathering sizes. Lonneman and Winselman will discuss with ATC and determine what action they will take.

10. Past/Other Business;

11. Next Regular Council Meeting: By consensus, the Council acknowledged Monday, June 22nd, 2020 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time and location.

12. Adjournment: Motion by Kunkel, seconded by VonHoltum, motion carried by roll call vote to adjourn the meeting at 8:24 PM.

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor