



Regular City Council Meeting

Monday, July 26, at 4:00 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 4:00 p.m.
- 2. Pledge of Allegiance:** The meeting opened with the Pledge of Allegiance.
- 3. Roll Call:** City Council members present: Mayor John Faber, Joe Hornstein, Tracy Kunkel, and Dean VonHoltum. Ron Lonneman was absent.
Department Heads: Administrator/Clerk-Treasurer Jill Wolf and Police Chief Shawn Langseth.
Staff: Community Assistant Associate Megan Vortherms, Public Works Employee David Boltjes, Public Works Employee Kendal Kane, and Deputy Clerk Rita Boltjes.
Guests: Deb Kroon, Nobles County Review; Bruce Heitkamp; Nobles County Administrator; Gene Metz; Nobles County Commissioner; Kate McCann, Resident; Marty and Ginger Lonneman, Resident, Allen and Ellen Henning, Resident, Larry and Sharon Balster, Resident, Rich Holter, Resident, Jenny and Mark Wibben, Resident.
- 4. 4:00 Nobles County Representatives**
 - Demo and tree cleanup are done at 108 Kentucky. Heitkamp explained that if there was no public purpose for the lot it would be sold. Cost for cleaning up the lot was reviewed. Heitkamp has been contacted by an individual interested in the lot. Heitkamp asked council if there was a public purpose this lot could be used for. Council stated there was not a public purpose. VonHoltum made a motion that the land had no public purpose, Hornstein second. 4/0. Council asked Heitkamp to share with Wolf the individual that is interested in converting this lot. Heitkamp stated he would relay that information. Metz expressed with the council the need to set ordinances to keep other properties from becoming like the property at 108 Kentucky.
- 5. Rupp, Anderson, Squires & Waldspurgen Attorney Scott Anderson**
 - Anderson was delayed by traveling and will be present at the next council meeting.
- 6. Suedkamp Addition Protective Covenants**
 - Question asked where the covenants came from because they were not there when the property was purchased. Wolf stated property owners were concerned about what could be built in the addition. They would like the area to stay residential used property.
 - Question asked with there already being a property that has a large shed attached; what would happen if others would like to build a shed similar for a camper. Wolf explained that the approving committee would need to approve the construction plans.
 - Hornstein asked the other residents if they were for the covenants or not. All but one resident attending the meeting stated they were for the covenants. This will keep the views in the addition and keep semis from coming and going from sheds.
 - Faber explained that there were rumors the golf course was interested in purchasing a lot and putting up a shed to store golf carts. This helps protect the landowners. Faber stated he wished they would have thought about it before lots began to sell but also never thought the lots would sell as fast as they are.
 - Question asked about the section that talked about twin homes. Would those be sold or would they be rentals. It was stated that there is nothing that talks about rental or owned that would depend on city code. VonHoltum stated the twin homes that were originally discussed were to be sold but those plans fell through. Future resident stated they have no problems with it just concerned about rental property. The area is zoned as single family so a variance would be needed to build that type of home.
 - Question asked about the confusion listed about splitting lots. Can it be done? The city will not split lots. For a split to happen the properties would need to be purchased then the new owner would be responsible to sell a portion of the lot(s) purchased.
 - It was asked who the approving committee would be. For the time being it would be the city council until three quarters of the lots are sold. Then a neighborhood would create a housing group and vote on plans from there. It was asked if the current landowners would be notified of any variances the city would approve until it is passed over to them. With all variances the city must notify any adjoining properties of the variance hearing. At this point the homeowners would come to the meeting and express their concerns with the variance. The council will take those concerns into consideration when voting.
 - Changes will be made to the covenants and reevaluated next meeting.

7. **Consent Agenda:** Motion by VonHoltum, second by Hornstein motion, carried 3/0 to approve the City Finances, Minutes and Permits/Licenses. Kunkel abstained.

Finance:

Accounts Payable; July 2021
City Finances; June 2021 (PUC 6/2021 for information purposes)
Parr-McKnight; Fire Relief Account Balance – June 2021

Minutes:

Approved:

Council- 6/28/2021 Signs are being ordered for the handicap parking where current street painting is in place.

Ambulance – 7/5/2021 Ambulance has asked City Hall staff to start doing the schedule. They would also like to hire a full-time employee to be in office at all times.

Park – 7/19/2021 Laundry room is done. New building is wired.

Fire – 7/7/2021 Trying the ‘I am responding’ app. Some success, some problems. A lot do not have their pagers with them anymore. Most are getting text. It was asked if someone doesn’t respond, what happens. Another page would go out or would contact additional aid. Good option to have and will not need to purchase pagers.

Fire Relief Association- 7/7/2021

PUC – 7/20/2021

HRA – 7/21/2021

Permits / Licenses:

Zoning:

1. Dale Bullerman- 500 E 8th St- Patio
2. Donald Hector; 620 W 2nd St- Curb and Gutter
3. Eugene Egan; 316 E 7th St- Replace driveway and curb
4. Kendal Kane; 320 Oklahoma Ave- Fence
5. Larry Berning; 504 Pennsylvania Ave- Addition to garage, new driveway
6. Scott Klooster; 312 Delaware Ave- Garden Shed

Golf Cart:

1. Troy Loosbrock; 203 E 8th St

Demolition:

1. Jeppesen Gravel; house & garage at 108 Kentucky Ave

Moving:

1. Scott Klooster; 312 Delaware Ave- Moving new garden shed

8. **Community Concerns**

None to date.

9. **Resolutions**

- #609- Resolution Regarding Sale of Property within Suedkamp Addition (McCann lot) motion to approve the resolution made by VonHoltum, second Kunkel 4/1
- #610- Resolution Accepting Donations to the City of Adrian Motion made by VonHoltum, second Hornstein. 5/0

10. **Staff**

- David Boltjes has submitted his resignation effective July 30th.
- New crew leader will need to be appointed.

11. **Blue Cross/Blue Shield Premium Refund**

- A premium refund was received due to favorable health insurance claims vs premium paid ratio. Premiums were paid by employees, the City and the Utility. VonHoltum made a motion that refund would be given back to employees who have paid premiums and City/Utility, second Kunkel. 4/0.

12. **Staff Reports:**

Police:

Langseth has gotten the Ride Along Program ready. Police Department has forms that can be signed for liability sign off.

Administration/Community Development:

AMI Project Update: Water meter installation is wrapped up. There are about 23 meters left. Kendal and Ben will be doing the meter swaps. The portal will be available to use for two to three months.

2021 Street Project: Central Specialties has started today. The Louisiana Avenue project will be delayed to Spring 2022, as underground piping and materials are unable to be received in the timeframe that CSI will be doing the paving. City staff are working with DGR to do a separate bidding on the Louisiana Avenue underground utility and full-depth replacement from 6th- 7th Street will be bid in January 2022, separately. Ehlers has confirmed that we can keep our bond open until the completion of the project.

Nuisance Property: Attorney Scott Anderson, with Rupp, Anderson, Squires & Waldspurgen, P.A. Law Firm, will be attending the next council meeting to discuss next steps to move forward on the enforcement of clean-up on a residential lot. A second letter has been sent with no response.

Water Infrastructure: City staff is soliciting quotes from DGR, SHE and other engineering firms to perform a Water Infrastructure Study. The Study will assess the condition of the underground water/sewer utilities, the City wells, treatment plant, lift-station, ponds, etc. With the study, the City/PUC can work with the analysts to develop a short and long-term strategic plan to prioritize updates and repairs, as well as funding options.

Public Utilities Training: Public Works staff participated in a couple of trainings this month. Tim Bents from DGR came to Adrian and did a CIS training to teach City staff how to locate and mark GIS. This is very beneficial to map all underground utilities. Public Works crew also attended Line Tracer training with MN Rural Water Association and learned techniques and how to locate utility lines.

Sludge Removal on City Ponds: The City hired Gene and Michael Metz to utilize their equipment on City ponds and remove sludge around the intake.

American Rescue Plan Act: The League of MN Cities is hosting a seminar and roundtable that Wolf will be taking part in on Monday, July 26th. It will be an educational opportunity to learn about the funding and projects that will qualify. Currently the focus is on infrastructure/ drinking water updates.

Safe Routes to School (SRTS): Plans are being made to hold the first SRTS meeting the first week of August. The SRTS grant period started on July 1st. The goal is to have facilitated conversations about Safe Walking/Biking Routes and Parking around the Schools. MNDOT will provide tools and resources to conduct simulations.

Welcome to Adrian sign: City staff are working with Jason Hendel and MNDOT to develop a plan and ROW access to place the Welcome to Adrian sign on the south side of the City along Hwy 91. The concrete is cracked on the back of the sign, Jason Hendel is looking into other options for repairing or possibly replacing the sign, if needed, as well as subcontracting a construction company to move it if necessary.

Streetlights: MRES will be replacing a broken streetlight on the corner of Hwy 91 and 9th Street. City staff are working with them to install 1-2 additional streetlights on 6th Street E going E out of town. They are on hand just need to be installed. Langseth stated it would be nice to have it right on the city limits edge so it will help get people to slow down coming into town.

Chore Grant: The intent of a “seed” grant to start a chore and housekeeping program within the City of Adrian for residents over the age of 60 has been successful as we will collaborate with Essential Senior Services (ESS) as they expand their services. The coordination and intake of clients will segue to ESS starting August and the City will offer support to ESS to apply for Title III B Contract Funding to continue the services. PBS did a special report on the collaboration of the City of Adrian, ESS and RCO to provide services to older adults.

Staff Transitions: David Boltjes will be retiring on July 30th, 2021. We are happy for David, but sad to see him go, as he has been a wonderful long-term employee. Administration recommended to the PUC, and now the Council, to promote Kendal Kane to Interim Supervisor. The PUC voted and strongly recommends to Council to accept Kendal Kane as the Interim Supervisor. Council approved the promotion and approved a fifth employee being hired. The hiring committee has someone they will be getting into contact with to interview. The individual applied after the last due date, and they feel the individual would be a great fit.

13. City Budget; Year 2022

- Any suggestion on cost of living. CPI is suggesting a 4.7% increase and CPI urban wages suggest 4.3% increase. Last year there was a 2% increase. Start with 4% its easy to go up or down then. Start with 4% and see where it ends up.

14. Other Business:

- Local Board of Appeal to stay on there is an online review. Right now, Hornstein, Faber, Lonneman and VonHoltum are on it. Send information to all.
- Community Night out at the lower park area tonight from 5pm to 8 pm.

15. Upcoming City Council Meetings: By consensus, the Council acknowledged Monday, August 23, 2021 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location.

16. Adjournment: Meeting adjourned at 5:15 p.m. Motion made by Kunkel, second VonHoltum. 4/0.

Signed:

Jill Wolf; Administrator/Clerk-Treasurer

John W. Faber; Mayor