



Regular City Council Meeting
Monday, August 24, 2020 at 7:00 pm
Adrian Government Center, Council Chambers, 209 Maine Avenue, Suite 106, Adrian, MN

1. **Call to Order:** Mayor Faber called the meeting to order at 6:59 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, Tracy Kunkel, Dean VonHoltum, and Ron Lonneman.
Department Heads: Administrator/Clerk-Treasurer Jill Wolf, Police Chief Shawn Langseth, and Public Utilities Superintendent Adam Henning.
Staff: Community Assistant Associate Megan Vortherms and Deputy Clerk Rita Boltjes
Guests: Deb Kroon, Nobles County Review; Daniel Harrington, Veteran's Memorial, and Steve Ashby; American Legion.
3. **Consent Agenda:** Motion by VonHoltum, second by Kunkel motion carried unanimously to approve the City Finances, Minutes and Permits/Licenses. Following roll call vote, 5 voted in favor.
Finance: Accounts Payable; August 2020
City Finances; August 2020
Parr-McKnight; Fire Relief Account Balance – July 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 – 8/3/2020
Council – 7/27/2020
Park – 8/18/2020
Fire – 8/6/2020
Fire Relief – 8/6/2020
PUC – 8/18/2020
HRA – 8/19/2020
Permits / Licenses:
Zoning: #1670-1673
1) Charleen Feekes; 105 Oklahoma Ave- replace patio and sidewalk
2) Keith/April Scheidt; 825 Oklahoma Ave- storage shed (moving permit last month)
3) Ryder Kruse; 101 Oklahoma Ave- replace sidewalk
4. **Community Concerns:**
 - a) an update was requested on Buddy Graham's lot at 509 W 4TH St. Langseth sent a letter to Graham explaining what he all needed to clean up on the lot and gave him a deadline of September 1st.
5. **Staff Reports:**
Police Dept – Council reviewed the Police Report. The council asked questions on some of the content. All questions were answered
Public Works/Utilities – No report this month. It was questioned why a report has not been given the last three months; time constraints is a factor. Removal of the school banners and installation of the previous banners was discussed. Due to the condition of the Adrian banners Henning would rather they not be put up. It was felt Town and Country should be contacted as they purchased them, so they realize why they are not being placed back on the street light poles. Vortherms stated it was brought up to the Town and Country about purchasing new signs, however they did not wish to purchase more as they need to be removed in the winter and that hasn't been done in past years. The Council asked for an update on the Welcome to Adrian sign. Henning stated Henning Construction was supposed to be taking care of that and he is not sure what the holdup is. Campground electrical work has not been completed. Henning stated he is not comfortable doing the work at this time and also does not have time. He is waiting on Adrian Plumbing and Electric to get a bid to him.
Administration/Community Development –
Elections; The Primary Election went well. It was a good “test run” for the upcoming General Election in November. The county updated technology and with COVID changes it was a little different than normal. Wolf is going to look for two other election judges for the General Election.

Age Friendly Grant- Our Intergenerational Coordinator is making plans for upcoming trivia nights, called Battle of the Generations, and has plans for recruiting teams of all ages. Tory will be going back to her full time job at the School so we will be looking for another person to take over the Intergenerational Coordinator. Goals for upcoming programming are: canning classes using the produce from the Community Garden, Community Events calendar, pickle ball tournament, and more.

Housing Study: Wolf would like to do a modified, in-house housing study to determine the housing needs within our community. This would involve a couple of community meetings with realtors, both assisted living, landlords, school officials, single family residential property owners from all walks of life, and other stakeholders. The purpose of the meetings would be to determine our housing strengths, needs, and goals. This information can help guide us in future decisions.

Business Start-ups: Wolf is currently working with two potential business start-ups. Both are in the infancy stages and determining the feasibility.

Rural Sustainability Grant: As we move forward with our partnership with the school on the Rural Sustainability project, we have been extremely fortunate to receive the technical assistance and planning from the University of Minnesota for feasibility and retention of a grocery store in a rural area. We will begin working with them and Keith and Margaret Essman on the succession planning and retention of Keith's Grocery in Adrian. They will also assist in feasibility and marketing for new owners. In addition the school was awarded a grant for a Gro-Shed and will be purchasing it this fall. They will need water and electricity. The council talked about them putting the Gro-Shed on the property across the street from the school where the community garden is. They will do some checking to make sure it is not in the flood zone and to make sure we can put it on that property.

CARES ACT funding: Last Council meeting it was decided to allocate 30% of our \$94,627 for incurred costs to the City for COVID related expenses. Office is currently tracking those expenses. The funds are being used for Plexiglas barriers, purchase PPE, hand sanitizer, cleaning supplies, update technology and equipment. Other ideas were to put some of Wolf's salary into this for the hours spend working on COVID planning and processes related to COVID.

Small Business Economic Recovery Grants: The remaining 70% of the CARES ACT funding has been allocated to the HRA to dedicate as Small Business Economic Recovery Grants. Nobles County will be offering a 2:1 match up to \$5,000. Many local businesses have been inquiring and asking for technical assistance in filling out our application for the grant program. Wolf has been brining masks and applications to our "Main Street" businesses and explaining the process to them. It has been a great opportunity to connect with local business owners and also learn more about challenges they are facing in their businesses and determining assistance that could be provided either by the City of outside resources.

Hand Sanitizer donation: Tito's Vodka is offering to donate large amounts of hand sanitizer to schools for prevention and slowing the spread of COVID- 19. It has been recommended in the State of MN that schools do not accept the donation directly from the distillery, and that a donation could be made to the municipality and transferred to the school from the municipality. Wolf feels it's a great opportunity to partner with the school and except the donation of 220 gallons off hand sanitizer and transferring it to the school district. Sailor Plastic has also agreed to donate small bottles to put the sanitizer in to be used in the classrooms. The City will except the donation and donate to the school.

Senior Dining: With COVID-19 pandemic, Lutheran Social Services felt it was necessary to temporarily close all in-person dining sites. This temporary change has casued the number of meals being ordered to significantly decrease and affect them financially. Sarah Anderson, regional coordinator for LSS, contacted Wolf with news that they are planning to discontinue in-person dining in Adrian if and when they would re-open. Wolf put a plea in that there is potential to continue the in-person dining with the City of Adrian. Wolf would propose that we use a small portion of our CARES ACT and a portion of our Age-Friendly funding to work on retaining Senior Dining in our community. Faber talked with Sunrise View Assisted living and they would be interested in making meals for the Senior Dining program to keep it going in Adrian. Also talked about churches helping out and talking with local businesses to sponsor and bring in meals.

6. **Sidewalk Accessibility:** Discussion tabled.

7. **Veteran's Memorial:** Dan Harrington met with Adam and Greg to look at the park areas for the Veteran's Memorial to be placed. They decided on the area at the lower park behind the volleyball courts. It is a little wet in that area but if it is built up it would be a good place to have it. Harrington was unsure of the actual amount needed for the project but is thinking a 70 feet by 90 feet area. No fund raising has been done so far but Harrington is waiting to make sure they have a place to build. It was approved by council to build the memorial at the lower park. Steve Ashby was present for the American Legion and stated the Legion doesn't have a problem with the memorial. Motion made by Hornstein, seconded by VonHoltum, motion carries 5-0.

- 8. Resolution #591; Acceptance of Donation:** Motion made by Kunkel, seconded by Lonneman to except the donation from Tito's Vodka. A donation of hand sanitizer for the school. Motion carries 5-0.
- 9. Resolution #592; Request for CARES ACT funds for Nobles County:** Receipt of CARES ACT funding 2:1 match from Nobles County. Motion made by VonHoltum, seconded by Lonneman, motion carries 5-0.
- 10. SW MN Housing Partnership Agreement:** Agreement for ADA compliance for Commercial zoning permits needs to be renewed. Motion made by VonHoltum, seconded by Kunkel, motion carries 5-0.
- 11. Excess Property:** The 1988 Suburban Fire vehicle can be declared as excess property, which will make it possible to offer it for sale after the equipment is transferred to the 2009 Suburban. Motion made by Hornstein, seconded by VonHoltum, motion carries 5-0.
- 12. City Budget; Year 2021:** Insurance went up 9%. Lowest it has been for a while. Budget for it with increase and can decide later if employees would need to contribute. Wolf spoke with Chad & Meegan Heidebrink to get us other rates.
- 13. CJDN Fee Structure:** All agencies receiving data from the BCA or through the BCA will be charged a \$50 fee per-month. Motion made by VonHoltum, seconded by Kunkel to pay fee, motion carries 5-0.

14. Past/Other Business;

- Kunkel wanted to revisit the discussion on hiring a consultant to analyze the structure of the City in terms of roles and responsibilities of hired positions. Kunkel feel with new hires and two positions being advertised it would be a good time to have someone come in and look at everyone's job duties to see if things could be moved around to help with efficiency. The current pricing Wolf received was \$8500. Wolf will get another quote and bring it to the council. Kunkel has spoken with an individual on the PUC board and that person would be interested in the PUC helping with the cost also. It was discussed the Council and PUC Board could meet and discuss the pricing. Motion was made by Kunkel, seconded by Lonneman, motion carries 5-0.

13. Next Regular Council Meeting: By consensus, the Council acknowledged Monday, September 28, 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 VonHoltum, seconded by Kunkel, motion carried by roll call vote to adjourn the meeting at 8:19 PM.

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor