



**Regular City Council Meeting**  
**Monday, October 25, 2021 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 7:00 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, Dean VonHoltum, and Ron Lonneman. Absent; Tracy Kunkel  
Department Heads: Administrator/Clerk-Treasurer Jill Wolf and Police Chief Shawn Langseth  
Crew Leader- Kendal Kane.  
Staff: Deputy Clerk Rita Boltjes.  
Guests: Deb Kroon, Nobles County Review; Adrian resident, Merlyn Inglett.
- 4. Consent Agenda:** Motion by Lonneman, second by VonHoltum, motion carried 4/0 to approve the City Finances, Minutes and Permits/Licenses.

**Finance:**

Accounts Payable; October 2021  
City Finances; September 2021 (PUC 9/2021 for information purposes)  
Parr-McKnight; Fire Relief Account Balance – Sept 2021- A decrease in value was noted

**Minutes:**

Approved:

Council – 9/28/21  
Park – 10/18/2021  
Ambulance – 10/04/2021 Ambulance president Sarah Lenz requested an Emergency Services meeting with herself, Dean VonHoltum, John Faber, Admin/Clerk-Treasurer Wolf, Police Chief Langseth and Fire Chief Jackson.  
Fire Relief Association – 10/06/2021  
Fire – 10/06/2021  
PUC – 10/19/2021  
HRA – 10/20/2021

**Permits / Licenses:**

Zoning:

1. Bruce Vortherms – 116 E 3<sup>rd</sup> Str; driveway & patio

Request for Use:

1. Michele Kruse on behalf of the Music Parents Association – North stall of the fire hall on Monday December 6<sup>th</sup> from 7:00 a.m. to 6:30 p.m. for fruit & frozen food fund raiser.
2. Jessica Dibbern/Ashley Kane on behalf of Adrian Community United – various city streets for a Polar Express parade – Night of Lights, along with the use of the Fire Hall for a soup meal. Both events on Sunday November 28<sup>th</sup>; soup meal 4:00 to 6:30, parade beginning at 7:00 p.m.

Off-Sale Intoxicating Liquor License:

1. D's Liquor, LLC; Dhimant Patel & David Brown for 123 Maine Ave (formerly The Den Discount liquor) Approval contingent upon background checks & Chief Langseth's approval.

**5. 2022 Worker's Comp Renewal:**

After reviewing information from staff regarding previous year's premium savings vs claims, motion by Lonneman, second by Hornstein, carried 4/0 to renew the Worker's Comp Insurance at the same \$2,500 deductible as previous years, which nets a savings of \$1,817; total premium \$31,552. It was noted this is a 9.54% increase over 2021.

**6. Contract for Professional Services; SWHP**

The Council reviewed the contract with Southwest MN Housing Partnership which would update and revise City Code and focus on Chapter 11; Land Use & Zoning. After discussion, motion by VonHoltum, second by Lonneman, motion carried 4/0 to approve the contract with SWHP.

**7. Community Concerns**

None at meeting time

**8. Rupp, Anderson, Squires, & Waldspurger Attorney Scott Anderson**

Council reviewed emails between RAS&W and Wolf regarding the summons and condition of the property. After discussion and brief review of the original summons, Wolf was instructed to contact RAS&W to inquire if the summons required removal of the aggregate and/or if Council could require Graham to remove such. It was noted the property has 'for sale' signs posted.

**9. Staff Reports:**

**Police:**

Langseth stated he has not noticed vehicles encroaching the driveway at 508 Kentucky; however, the street does get narrowed when both sides of the street have cars parked.

Langseth has continued to work with property owners regarding weeds and unlicensed vehicles.

Brief discussion on rumored unauthorized entering in a residence or residences during early morning hours. Langseth stated there was only one home involved that he was made aware of, stating there was an instance of an early morning doorbell ringing and an early morning pounding on a homeowner's door.

**Administration/Community Development:**

**2021 Street Project:** Wolf stated SCI is working on the punch list for the Street Project.

Regarding the ADA compliance issue with some sidewalks, the most imminent sidewalk approaches will get corrected this fall, the others may need to wait until spring, dependent on weather and bid letting timelines. There is one sidewalk that may include tree removal due to the proximity of the trees to the sidewalk, which is causing the sidewalk to buckle.

**Safe Routes to School:** The Southwest Regional Development Commission, in partnership with MNDOT's Safe Routes to School program, facilitated a hazard assessment and walk audit in early October. Several school and community residents observed students arriving at the elementary and high school and assessed any safety hazards or obstacles in the process. Upon completion of the assessment, the group performed a walk audit of the routes to the schools, football field and baseball fields. A portion of the group continued a walk audit of the parks and a possible route for a trail to connect the two parks. The data collected will be compiled by the SRDC and used for the SRTS Implementation Grant, which is due October 29<sup>th</sup> along with potential DNR trail grants which are available after January 1<sup>st</sup>.

**City-wide Leaf Pick-up:** As several communities offer leaf pick-up to residents and property owners, staff would like to explore options of renting a leaf vacuum from a neighboring community to provide that service in Adrian. If Council is interested, staff recommends the week of November 8<sup>th</sup> – 12<sup>th</sup> and potentially work with church and community groups for a 'Rake the Town' event to rake the lawns of older adults before the pickup date. Consensus of the Council to proceed if availability of equipment is determined.

**Transformer Profile:** Staff is working with MRES's Brian Remme and DGR Engineers to perform a study on the current condition of the City transformer to determine the future load needs through a load capacity profile. The study will show if a new transformer is needed, if an increase in load capacity would generate the need for a larger transformer or if the current transformer is in need of new equipment and/or a maintenance update.

**Nuisance Property:** This item was discussed previously under item #8

**City Code Revisions:** Discussed with the SWMHP Contract in item #6

**Storm Sewer Outlet – Suedkamp Addition:** The storm sewer north of sales lot 18 daylight on the east end of the lot which creates a drainage issue on the building lots to the North. Approval of the installation of a ditch to keep water on City property and move it to the waterway to the east was approved in August, 2019, however contractors were not able to complete the project. Since then, staff have been working with DGR Engineer Gary Kurth and contractors evaluating the ditch solution and other options. Kurth's recommendation is to extend the storm sewer pipe down to the drainage ditch, angling slightly to avoid the pedestal. A map and drawing were reviewed. Henning and Reker Construction will quote the project with construction to be in the spring of 2022.

**10. 2022 Budget Merit increases – Staff Advancement**

The personnel committee's recommendations for staff advancement for January 1, 2022 were discussed and included several employees advancing one step on the wage Chart. Discussion also included the full cost of family health insurance for the Administrator compared to the 70% offered to employees, if other City's pay full cost of insurance for Administrators and if an individual employee can be given a higher level of benefit(s). Also discussed was the possibility of paying 80% of the family coverage for 2022, then discuss paying 90% of the coverage for 2023 dependent of what the health insurance rates are and what the insurance industry does. It was noted the health insurance rates are not increasing for the 2022 renewal, so it is realistic that the 2023 renewal could show a substantial increase. When asked about giving higher levels of benefit(s) Boltjes stated comparable worth compliance is where it would be asked if all employee classes are given the same benefits. Consensus was that the Administrator position is its own classification. After discussion, motion by Lonneman, second by VonHoltum, carried 4/0 to increase steps for employees and to table the Administrator health insurance recommendation until the November meeting to allow more time for consideration and to confirm that a different level of benefit can be paid to an individual employee.

At this writing, comparable worth compliance is every three years, 1/31/22 is the next due date. The 1/31/19 report states 'Health Insurance benefits for male and female classes of comparable value have been evaluated and...there is no difference and female classes are not at a disadvantage'. As the Administrator position is in its own classification (comparable worth value), there should still be a 'no difference determination' on the next compliance check if benefit(s) are at a higher level for that position.

**11. Other Business:**

None

**12. Upcoming City Council Meetings:** By consensus, the Council acknowledged Monday, November 22<sup>nd</sup>, 2021, at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location. Reminder of the December 20<sup>th</sup> meeting at 7:00 starting with the Public Input meeting for the 2022 Budget and Levy; TNT

**13. Adjournment:** Meeting adjourned at 8:02 p.m. Motion made by Lonneman, second Hornstein. 4/0.

**Signed:**

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor