



Regular City Council Meeting
Monday, November 23rd, 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 7:00 p.m.
2. **Pledge of Allegiance:** The meeting opened with the Pledge of Allegiance.
3. **Roll Call:** City Council members present: Mayor John Faber, Ron Lonneman, Tracy Kunkel
Joe Hornstein and Dean VonHoltum
Department Heads: Administrator/Clerk-Treasurer Jill Wolf and Police Chief Shawn Langseth.
Staff: Community Assistant Associate Megan Vortherms, Deputy Clerk Rita Boltjes, and Public Works Employee Wade Hieronimus
Guests: Deb Kroon, Nobles County Review; Olivia and Kris Weidert.
4. **7:00 Hearing for Variance:** Called to order at 7:00 p.m. Public Works staff shared the measurements obtained from the property, indicating insufficient room for the home addition. There were other zoning permit violations on the property, along with a pool void of the required fence. Public Works staff and Police staff addressed these issues with Reckamp month(s) prior to this particular zoning/variance application. Concern about visibility issues were noted if the thirty foot (30') setback requirement is not enforced. The Council denied the variance on a motion by Von Holtum and second by Hornstein. A letter will be sent to Reckamp explaining the denial and to correct other zoning violations and to submit the required zoning applications. All will need to be done by a certain date or the council will take additional steps. Kunkel would like an ordinance included in the letter. Motion carries 5/0. Motion to adjourn the meeting was made by Kunkel and second by Von Holtum.
5. **Consent Agenda:** Motion by VonHoltum, second by Lonneman motion carried unanimously to approve the City Finances, Minutes and Permits/Licenses. Following roll call vote, 4 voted in favor; Kunkel abstained.

Finance: Accounts Payable; November, 2020 Election judges hourly wage was increased. Boltjes will correct that error.

City Finances; October, 2020

Parr-McKnight; Fire Relief Account Balance – October, 2020

Minutes:

Approved:

Council- 10/26/2020 (Reg) 11/9/2020 (Spec) 11/12/2020 (Cavass) Kunkel asked if the two lots in the Suedkamp Addition had been closed on. Wolf stated they are almost done. Kunkel asked if an updated map could be placed on our website and on the sign by the lots. Wolf stated the sign had been updated and would get it posted on the website and in the paper.

Ambulance – 11/02/2020

Park – No Meeting

Fire – 11/04/2020 Faber asked why the suburban was being sold now. Langseth stated that the consensus of the members at the last meeting was to sell it. They will wait to make the final decision with the Fire Chief at the December meeting.

Fire Relief – 11/04/2020

PUC – 11/17/2020 Louisiana project will wait until the council decides to move forward on road improvements. Brine Pump was ordered. It is costing a little over \$3000.

HRA – 11/18/2020

Permits / Licenses:

Zoning: #1670-1673

- 1) Russell (Cody) Reckamp; 620 Nevada Ave- house extension, garage was denied.

Request for Use;

- 1) Michele Kruse on behalf of the Music Parents Association; use of the North stalls in the Fire Hall for fruit & frozen food fundraiser distribution
- 2) Katelyn Olson on behalf of the Adrian Town and Country Association; use of various city streets for a Santa Parade to be held Saturday, December 5th at 10:00 a.m. Also requesting Police car lead the 'Santa truck' and Fire Truck follow, for visibility.

6. Liquor License Listing; Year 2021 Applications

- o 2021 Listing- approval is contingent on receiving the necessary certificates of insurance for Liquor Liability and completion of background checks. Motion to approve contingent to background checks coming back clear made by Von Holtum, seconded by Kunkel. 5/0.

7. Board Positions- Expiring Terms;

- **PUC;** Steve Kellen is finishing J. Scot Henning's term which expires 12/31/2020
- **PARK;** Laura Ramerth and Julie Winselman terms expire 12/31/2020 (first 3 year terms) Winselman would like to step down. Wolf has contacted a couple of individuals and it will be posted in the paper.
- **HRA;** Troy Loosbrock's term expires 12/31/2020 (first 5 year term)

8. Ordinance No. 95, 2nd Series; Ordinance raises the Mayor salary from \$2,000 to \$2500. The Council person salary from \$1,500 to \$2,000. It removes the City-related meeting pay (committee meetings) the special meeting pay, which is Subd. 3 in Code, remains at \$40 for Mayor and \$30 for Council persons. Motion to approve Hornstein, seconded by Von Holtum. 5/0 passed.

9. Ordinance No. 96, 2nd Series: This Ordinance formalizes current practice of permits issued for the life of the golf cart, with permit holders updating cart information as necessary. It changes the issuance of permits from persons 18 years of age with a MN driver's license to persons who have a valid driver's license. It removes the wording 'all golf carts shall use the most direct route to and from the golf course', thus allowing golf carts to be driven on all streets, except State Highway 91. There was discussion if stickers should be given for easy identification of the license. There was also discussion on how to handle campers having a golf cart and driving them around town. It was discussed they would need to have a temporary license that the campground would charge them for a give them a sticker. It will be discussed with the park board at their next meeting. Motion to approve the changes was made by Kunkel, seconded by Von Holtum. 5/0 passed.

10. Assessment Roll; Taxes Payable Year 2021; 2008 Street Assessments. Kunkel asked if these could be paid off early. Boltjes stated they can be but we ask that they are paid by November 15th so it can be relayed to the County. The assessment is for three more years. Motion to approve Lonneman, seconded by Von Holtum, passed 5/0.

11. Community Concerns:

No new forms submitted

12. Staff Reports:

Administration/Community Development –

CARES ACT Funding: The City received funds from the State and County which were transferred to the HRA. 97.6% of all the funds went back into the community for economic recovery and COVID relief. The remaining 2.4% was used for PPE. Nobles County still has a remaining balance. Commissioners are required to give the remaining amount to the businesses that have applied and received grants. The City of Adrian will receive additional funds which will be transferred to the HRA. Those additional funds will be evenly distributed to each business that received original funding.

Age-Friendly Grant: The final submissions are reporting for the Age-Friendly Grant were submitted on Monday, November 16th. The initiatives that took place from the grant included: Community Garden; Introduction to Technology and Social Media classes; Aging mastery Program; Apple Crunch; Smartphone Classes; Tie Blankets for Older Adults (created by teenagers); Recordings of young children reading books for older adults and older adults reading books for children; large print books; 2 web cams and cd players (audio books) for the library; games and a laminator for the senior center; Art supplies for a virtual Canvas & Coffee class; Water Aerobic equipment; #BetterTogether Virtual Marathon t-shirts; Christmas lights and accessories for the Adrian Festival of Lights. Many of the supplies can be used for upcoming programs and continued activities.

Water Treatment Plant- John Bloome with the MN Department of Health did an inspection of our water treatment plant and testing. Inspection went well, he emphasized the City needs to begin planning a renovation of the Water Treatment Plant. A new Brine pump is being purchased for around \$3,000.

AMI: The target date for deployment is the beginning of January and should take 3-4 weeks.

Enhanced Home Care Grant: A grant was submitted for Title III Enhanced Home Care Snow Removal/Chore Services. This would allow a private contractor to purchase equipment and perform snow removal for older adults 60 plus. The contractor would not charge homeowners for the services, but would turn in their hours and get paid from the grant fund.

City Code Digitization: The digital version is almost ready to be uploaded. Once it is complete, we can add it to the City website. The Code will become searchable and easy to reference. Should be complete next week.

Safe Routes to School Grant: Wolf is working with School Administration to update the Safe Routes to School Plan and submit a grant application.

Teamsgiving: City staff enjoyed a socially distanced Thanksgiving dinner together during lunch on Monday, November 23rd.

Police Dept – Langseth has been looking for a new police vehicle. It was noted sufficient funds are available in Equipment Revolving for this purchase. Availability is hard to find right now. Kunkel asked where they were on new hire as interviews took place a while ago and just wondering how long the process was. Langseth stated the background check came back with everything being sufficient. Going down the list right now to make sure all boxes of the background check have been addressed. Will start training next week. Council asked how the 10:00 p.m. curfew had gone. Langseth stated there were issues on Friday night but the other nights were fine.

Public Works/Utilities – The Public Works crew has been patching holes, trimming trees in the campground and around town, moving snow and hanging Christmas lights. They have also been servicing vehicles and preparing them for winter snow removal.

13. Sidewalk Accessibility: Discussed in Community Concerns.

14. 2021 City Budget & Corresponding Levy- As stated in November 12th minutes, the Personnel Committee will be meeting in the coming weeks to establish merit increases which will be incorporated into the budget.

15. Past/Other Business;

- Letter from MPCA dated October 23rd regarding the Compliance Evaluation Inspection Report. This inspection, related warning letter and recommendation(s) were discussed in the Administration/Comm Dev Report in October.
- Time cards for 2020 stipend and meetings are included. Reviewed and submitted to Boltjes.
- Lonneman asked when it was decided the City would be closed on Fridays. Wolf explained that it started due to COVID and has been continued during COVID. Public is welcome by appointment or phone call on Fridays. Staff are still working on Fridays in office and there to help if anyone needs anything. Lonneman would like the office to be opened back up starting Friday, December 4th.

16. Next Regular Council Meeting: By consensus, the Council acknowledged Monday, December 21st, 2020 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time and location. Will start off with Public Input meeting, as required for Truth in Taxation.

17. Adjournment: Meeting adjourned at 8:02 p.m. and council went into a closed session.

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor