



**Regular City Council Meeting**  
**Monday, November 22, 2021, at 7:00 pm**

**Adrian Government Center, Council Chambers, 209 Maine Avenue, Suite 106, Adrian, MN**

1. **Call to Order:** Acting Mayor Ron Lonneman 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: Acting Mayor Ron Lonneman, Joe Hornstein, Dean VonHoltum, and Tracy Kunkel. Absent; Mayor John Faber  
Department Heads: Administrator/Clerk-Treasurer Jill Wolf and Police Chief Shawn Langseth  
Crew Leader- Kendal Kane.  
Staff: Deputy Clerk Rita Boltjes and Community Assistant Associate Megan Wolf.  
Guests: Deb Kroon, Nobles County Review; Adrian resident, Merlyn Inglett, Tanner Loosbrock, and Carly Jeffers. Students from Adrian High School: Mayssa Tweet, Julia Bullerman, Josi Altman, Isaac Bullerman, and Quentin Wolf.
4. **Consent Agenda:** Motion by Hornstein, second by VonHoltum, motion carried 4/0 to approve the City Finances, Minutes and Permits/Licenses.
  - Finance:**
    - Accounts Payable; November 2021
    - City Finances; October 2021 (PUC 10/2021 for information purposes)
    - Parr-McKnight; Fire Relief Account Balance – October 2021
  - Minutes:**
    - Approved:
      - Council – 10/25/2021
      - Park – No meetings in off-season.
      - Ambulance – 11/1/2021
      - Fire Relief Association – No meeting held.
      - Fire – 11/3/2021
      - PUC – 11/16/
      - HRA – 11/17/2021- Wolf explained there is a current member that has moved out of town but is a Nobles County resident. According to bylaws one member can live outside of Adrian but needs to live in the county to serve on the board. It was decided to let the current member finish out their term. Motion was made by VonHoltum, second Kunkel. 4/0.
  - Permits / Licenses:**
    - Zoning:
      1. Alan Henning- 112 9<sup>th</sup> Street E; cement pad for propane tank. It was decided you could be on the easement of the property just not over the easement.
      2. John Manigold- 521 Louisiana Ave; chain link fence- This will create a fenced in yard for their 3 dogs. Manigold's are new to Adrian & were not aware of the 2-dog per household limit. Council advised a letter being sent stating the rule of 2-dogs. They can keep their 3 dogs but when one passes, they cannot replace the dog.
5. **Liquor License Listing; Year 2022 Applications**
  - 2022 Listing- approval will be contingent on receiving the necessary certificates of insurance for Liquor Liability and upon completion of background checks approved by Langseth. Motion to approve pending background checks made by Kunkel, second VonHoltum. 4/0.
6. **Assessment Roll; Taxes Payable year 2022**
  - 2008 Street Assessments and 2021 Lien for Unpaid Utility Charges (Resolution #613-2021) Motion to send assessments to the county made by VonHoltum, second Kunkel. 4/0
7. **Community Concerns**
  - 508 Kentucky- Parking continues to be an issue in front of this residence.
  - Discussion took place regarding the resident only signs placed and the removal of some signs by previous property owners. Also discussed was if the school could help alleviate the parking issue by altering the times the doors are locked. Hornstein made a motion to remove the resident signs, Kunkel second. 2/2. This will need to be voted on at the next council meeting when the mayor is back and can vote. Lonneman stated all signs will be

replaced as soon as possible. Kane stated it would be next week for sure before they would be able to replace them.

- 528 Delaware Ave- Vehicles leaving town on 6<sup>th</sup> Street West are traveling faster than 30 mph. Would like to see a speed limit sign for west bound traffic. Not opposed to the sign being on their property. It was decided to have police patrol the area more and do a speed test and revisit next month.

## 8. Board Positions- Expiring Terms:

- **PUC-** Jared Henriksen's term expires 12/31/2021, he indicated he is willing to serve another three-year term. Mel Kroon will be resigning as of 12/31/2021 and Steve Kellen resigned as of 11/16/2021.
- **Park-** Kellie Thier's term expires 12/31/2021, this is her second term, therefore can't serve another. Doug Kruse's term expires 12/31/2021, can serve another but indicated he will not seek reappointment.
- **HRA-** Curt Ramerth's term expires 12/31/2021, this is his first term, he can be reappointed and has indicated he is willing to serve another five-year term.
- Consensus is to reappoint Henriksen and Ramerth, Advertise that two PUC members and two Park members are needed.

## 9. Staff Reports:

### Police:

Langseth stated the burglary listed someone was in the home, but nothing was taken. Theft was a phone call scam.

### Administration/Community Development:

**Safe Routes to School:** MNDOT notified the City of Adrian that our request for the implementation Round Grant Proposal has been approved. We are now invited to submit the third and final round grant application for the Implementation Phase of the SRS grant. We are planning to include Phase 1 (sidewalk on 5<sup>th</sup> Street southside connecting Elementary and High Schools and asphalt on alley from HS to Football Field), and Phase 2 (sidewalk and walking lane from High School to Baseball Fields and Swimming Pool). The construction of a sidewalk along 5<sup>th</sup> Street, regardless of the SRTS funding due to the replacement of the sidewalk approach, will involve the removal and potential replacement of 5 to 6 trees. City staff are researching the cost of replacement boulevard trees and will present more information.

**Transformer Profile:** City staff met with MRES Crew Leader Brian and DGR Engineer Paul to discuss the status of the transformer. A load forecast study was recommended to determine future electrical consumption in the city. The current transformer is 4.2 MW. Mid-week around 10:00 am in the fall, there is approximately 2 MW of usage. A Transformer Profile performed by DGR would take about 6-8 months for completion. We are currently waiting on oil samples to be returned. A new transformer may cost around \$1.5 to \$2 million. This would be a 4-5-year project once the study begins and will also involve researching funding options and possible utility bonds. City staff will be bringing a detailed proposal from DGR to the PUC for the Transformer Profile.

**Water Infrastructure Study:** A meeting was held with SEH representatives to solicit a proposal for a Water Infrastructure Study. A proposal from DGR has been received to date. SEH consultants discussed a retrofitting option for the water treatment facility that would be adequate and more cost effective than a new plant. The study will also provide models of both the water and sewer systems. The modeling will confirm the correct sizing and condition of the underground piping via televised video with a camera, the modeling will be in partnership with an audible audit of the water system to determine leaks that could be contributing to water loss. The study will focus primarily on the water system as the wastewater and sewer will have a high-level overview due to being in good condition.

**MMUA Safety Training:** All City staff participated in the State required MMUA Safety Training and were certified in CPR, as well as AED training.

**MRES:** Staff continue conversations and assessments with MRES to evaluate the success of the Distribution Maintenance contract. A few minor adjustments have been made that have proven successful. Meetings are held weekly with Luverne crew leader Brian.

## 10. 2022 Budget

- **Merit Increases- Administrator**
  - Approval of the personnel committee's recommendation for Administrator merit increase.
- **2021 Street Project Assessments-**
  - The preliminary 2022 budget includes assessment revenue for the 2021 Street Bond via property taxes. As the 2021 Street Project/Louisiana Utilities have not been completed, final assessments could not be calculated for approval at tonight's meeting, we will not receive those funds. Adjustments will need to be made to individual line items.

## 11. Other Business:

Timecards for the 2021- turned in. Reminder: Ordinance 95, second Series increased the annual stipend and removed the committee meeting stipend.

## 12. Upcoming City Council Meetings:

By consensus, the Council acknowledged Monday, December 20th, 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 8:50 p.m. Motion made by VonHoltum, second Hornstein. 4/0.

**Signed:**

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor