



**Regular City Council Meeting**  
**Monday, November 27, 2023, at 7:00 pm**  
**Adrian Government Center, Council Chambers, 209 Maine Avenue, Suite 106, Adrian, MN**

1. **Call to Order:** Mayor David Edwards called the 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:**  
Roll Call indicated the following present:  
City Council members present: Dylan Carlberg, Steve Kellen, Tracy Kunkel, Dean Von Holtum and David Edwards  
Department Heads: City Administrator/ Clerk- Sheri Platt, Crew Leader- Kendal Kane  
Staff: Deputy Clerk- Rita Boltjes, Community Assistant – Sarah Lenz, Police Chief Shawn Langseth  
Guests: Resident – Merlyn Inglett, Ambulance Squad Members – Jess Dibbern & Cindy Wolf, Homeowners – Bill & Betsy Wetering, Nobles County Review Representative - Deb Kroon
4. **7:00 Public Hearing for Variance; 1.) Ath Vongphachan and 2.) Sam Souvannaboupha**
  - a) Call to Order – Mayor Edwards called the public hearing to order at 7:03 p.m.
  - b) Purpose;  
**Ath Vongphachan** is requesting a variance to put a ramp going into the front door of his house. The ramp is 5’ from the street right of way and should be 30’.  
**Sam Souvannaboupha** is requesting a variance to build a deck. The deck needs to be 19’ from the street right of way and is closer than 19’.  
PW Crew Leader, Kane, indicated there were no issues with either permit.
  - c) Public Input - Hearing no input from the public, motion by Kellen, second by Von Holtum to close the public input portion of the hearing at 7:04 pm. 5/0
  - d) Variance Request Decision – Motion by Von Holtum, second by Carlberg to approve variance requests for Vongphachan and Souvannaboupha. 5/0
  - e) Adjourn Public Hearing - Motion by Von Holtum, second by Carlberg to adjourn the Public Hearing for Variance at 7:05pm. 5/0
5. **Consent to Remove Sidewalks:**  
401 Oklahoma Ave – Request to remove public sidewalk on Oklahoma from private sidewalk (the sidewalk leading to the front door of house) to the south. The property owner indicated it is their intent to replace/repair the sidewalk on Oklahoma from the private sidewalk (the sidewalk leading to the front door of house) to the north and replace the sidewalk on 4<sup>th</sup> Street (north side of the property). Also further indicated that if the city were to adopt an ordinance requiring sidewalks, they would willing to, and would be in favor of putting this section of sidewalk back in.  
Motion by Von Holtum, second by Carlberg to approve vacating the public sidewalk on Oklahoma from private sidewalk (the sidewalk leading to the front door of house) to the south. 5/0
6. **Consent Agenda:** Motion made by Von Holtum, second by Kellen, carried 5/0 to approve the City Finances, Minutes, and Permits/Licenses.  
**Finance**  
Accounts Payable; November 2023  
City Finances; October 2023  
Parr-McKnight; Fire Relief Balance; October 2023  
**Minutes**  
Council – 10/23/23 Regular  
Ambulance – 11/06/23  
Fire Relief Association – Quarterly meetings  
Fire – 11/01/23

PUC – 11/21/23

HRA – 11/15/23

## **Permits / Licenses**

### **Zoning:**

1. Sam Souvannaboupha, 400 W 2<sup>nd</sup> St - Deck
2. Eric Marten, 306 6<sup>th</sup> St E – Egress Windows
3. Ath Vongphachan, 109 Indiana Ave – Ramp

### **On-Sale/Off-Sale Liquor License:**

1. Sports Page Bar & Grill, changing ownership, Harders Saloon on 91 (Nick Harder)

## **7. Ambulance – Squad seeking approval of bid:**

One bid was received from Arrow Mfg, Rock Rapids, IA. Motion by Von Holtum, second by Kunkel to accept the bid received from Arrow Mfg for a 2024 Ford E 450 Type 3 Arrow Ambulance, Stryker Power Load System, Stryker Power Pro XT cot, and Custom Printed graphics package. 5/0

## **8. Community Concerns**

Carts in the isles of Dollar General. Concerned if there is a fire or other emergency. Platt contacted the League of MN Cities and they said this would fall on the City to take care of. Langseth said he researched this and found it falls on the Fire Marshall. Langseth said he will meet with the Fire Marshall and also spoke with Dollar General corporate.

## **9. Liquor License Listing; Year 2024 Applications:**

Motion by Von Holtum, second by Carlberg to approve the 2024 applications for Liquor, 3.2 Beer, Dance & Pool Table; contingent on receiving the necessary certificates of insurance for liquor liability and successful completion of background checks for liquor license applications. 5/0

## **10. Assessment Roll; Taxes Payable Year 2024:**

**2021/22 Street Assessments:** The Council reviewed the assessment roll which will be certified to the Nobles County Auditor for collection in 2024 for the 2021/2022 Street Improvement Projects.

**2023 Lien for Unpaid Mowing Charges (Resolution 650-2023):** Council reviewed Resolution #650-2023, which places a lien for unpaid mowing charges. It was noted that this property has been in transition. Motion by Kellen, second Carlberg to pass Resolution #650-2023. RCV 4 – Yes, 1- No

## **11. Property, Vehicle and Liability Insurance Coverage:**

The Council was informed the Property in the Open (PIO) throughout the City needs to be listed on the property schedule, with values to be covered for loss. That property is as follows, fence and lights around pool, baseball and softball fields. Playground equipment at Grove Park, Lower Park and Campground Park which includes jungle gym's swings, merry-go-rounds, spring rides, and Disc Golf. It was noted if one piece of equipment is damaged, the deductible applies. However, if a storm damages several pieces, one deductible applies to the entire event. After discussion, it is the consensus of the board to reach out to the PVL underwriter to find an appraiser to provide a replacement cost value for the playground equipment.

## **12. Personnel Policy Revisions:**

**Current policy covering Holidays, Vacation, and Sick Leave:** The Council reviewed changes in vacation accrual, as noted in the audit report. The change accrues vacation each pay period rather than lump sum on date of employment which eliminates the “use it or lose it” situation. After discussion, motion by Carlberg, second by Kunkel to change the personnel policy for vacation to a per pay period accrual schedule, effective January 1, 2024. 5/0

**League of MN Cities Model Policy; Earned Sick and Safe Leave:** The Council reviewed the ESST sample policy from the League of MN Cities. Mayor Edwards asked if there are any conflicts between the ESST policy and our current sick leave policy. Boltjes said there are not any conflicts, the ESST adds circumstances that employees can take sick leave for. After discussion, consensus of the board to table the decision of the policy until next month.

**MN Dept of Labor Sample Employee Notice to Employees:** The Council reviewed the MN Dept of Labor sample employee notice to employees. After discussion, consensus of the board to table the decision of the notice until next month.

### 13. Ordinance to Regulate Pull Tab Revenue:

The Council reviewed a newspaper article about a pull tab ordinance that Luverne put in place to regulate lawful gambling to ensure that 80 percent of gambling proceeds in spent in their community. While the Council liked the idea of keeping proceeds of gambling local, they did not feel they had enough to go on at this time to put an ordinance in effect. After discussion, it is the consensus of the board to table the decision for now. Carlberg will discuss with some local organizations and Platt will get a copy of the ordinance from Luverne.

### 14. Board Positions – Expiring Terms:

The Council was informed of board expiring terms; one on the PUC, two on the Park Board and one on the HRA. As PUC and Park Board members have indicated a willingness to serve a second term, staff were directed to advertise for the one Park Board and one HRA Board openings for terms beginning January 1<sup>st</sup>.

### 15. Staff Reports:

- **Police:**

Langseth said they are still working on completing their state audit.

- **Administration/Community Development:**

2021-22 Street Project Legal Matter: Attorneys continue to work on tracking down an appraiser.

DDA - Compensation Study/ Market Analysis Amend: Dr Tessia Melving is working on 3<sup>rd</sup> option per City Council request. This 3<sup>rd</sup> option was presented to City Council at meeting.

Substation Transformer Addition: CTS has performed a geotechnical exploration at the new substation transformer location. Continuing to work on submission for a U.S. Department of Commerce, Economic Development Administration disaster supplemental grant.

Adrian Housing & Redevelopment Authority: HRA is working on expanding the sidewalk & driveway removal and replacement loan program.

Suedkamp Addition: There are 2 pending Suedkamp Addition lots with purchase agreements being worked on.

Commercial Lot: The attorney is working on the purchase agreement.

MRES Distribution Maintenance: MRES came to have a meeting regarding how things have been going with the distribution maintenance supplement services. Attending this meeting were Terry Wolf, Jeff Becthold, Brian Remme, David Edwards, Jared Henriksen, Kendal Kane, and Sheri Platt. We will continue to use MRES' on-call support that we currently have set up.

Safe Routes to School Grant: Letter of intent has been submitted for Routes to School.

Water Treatment Plant: SEH is working on Water Treatment System Improvement Final design. We are also exploring potential water project funding.

Gro-Shed: Kane is looking into the cost to have the water put in at the gro-shed.

The Council asked Kane if he was able to get cost information for the gro-shed. He said that he didn't get an exact cost, but it would be high because the curb stop for this location belongs east of the house on Kentucky Ave.

### 16. 2024 City Budget & Corresponding Levy:

**Compensation Study/Market Analysis and 2024 Wage:** The Council reviewed the recommendations from DDA with the 3% increase approved and in the budget. The councilmembers expressed concern that they would like more time to look at the market analysis to get more detailed information, especially with the way the budget looks right now. After discussion, it is the consensus of the council that the previously approved 3% increase would remain in effect and a personnel committee (comprised of Administrator Platt, Crew Leader Kane, Deputy Clerk-Treasurer Boltjes, Mayor Edwards, and Councilmember VonHoltum) would meet with employees to conduct annual reviews and make decisions on merit increases.

**PUC Increase on Utility Billing:** The PUC increased their usage rates, effective January 1, 2024, for Electric by \$0.01, Water by \$0.75, Garbage by \$2.00, Sewer by \$.75 and no increase to Recycling. For three years, \$0.005 of the electric will transfer to the city levy with the stipulation that the City Council will increase the levy.

After discussion of the compensation study/market analysis and PUC Increase on utility billing, the Council asked Deputy Clerk-Treasurer Boltjes to calculate the budget for raising the levy by 10.54% and 15.13% for the December council meeting taking into account the 3% COL/merit increases and PUC increase.

**17. Other Business:**

Councilmember Kellen briefed the Council on the report he gave at the SRDC board meeting. The report covered what Adrian and other local towns are working on/toward. For Adrian, he covered the transformer substation project, the new ambulance, the safe routes to school grant, and the HRA updates to the street/sidewalk program.

**18. Upcoming City Council Meeting:**

By consensus, the Council acknowledged Monday, December 18<sup>th</sup>, 2023, at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location.

**19. Adjournment:** Meeting adjourned at 8:58 p.m. Motion made by Kunkel, second by Von Holtum. 5/0.