



Regular City Council Meeting
Monday, December 21, 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, and Deputy Clerk Rita Boltjes.
Guests: Deb Kroon, Nobles County Review; Nancy Green, Connie Lupkes, Dave and Linda Reese, and Jacob Cuperus.
4. **7:00 Budget Information Meeting; 2021 Truth in Taxation:** Called to order at 7:00 p.m.
Lonneman asked how many years the levy has remained stable? Boltjes stated for 3 years. Motion was made by Lonneman to approve the adoption of the final levy; Resolution #596-2020 and seconded by Von Holtum; carries 5/0. Motion to adjourn the meeting was made by Lonneman and second by Von Holtum.
 5. **Consent Agenda:** Motion by Kunkel, second by Hornstein motion carried unanimously to approve the City Finances, Minutes and Permits/Licenses. Following roll call vote, 5/0
Finance: Accounts Payable; December, 2020
City Finances; November, 2020
PUC; November, 2020
Parr-McKnight; Fire Relief Account Balance – November, 2020
Minutes:
Approved:
Council- 11/23/2020
Ambulance – 12/07/2020- No minutes were presented.
Park – No Meeting
Fire – 12/02/2020 The suburban is being sold.
Fire Relief Association- 12/02/5252
PUC – 12/14/2020
HRA – 12/16/2020

Permits / Licenses: Boltjes explained that there is a permit for Cesar Morales but it will not be presented at this meeting. Message was left with Morales that additional details are needed.
6. **Community Concerns:**
 - o **302 E 7th Street;** concerns with a dog issue
 - o **209 Maine Avenue;** concern with public works staff utilizing the handicap parking space, with the boom truck, to change out the flags in front of the City Hall. Public Works staff used proper protocol prior to, and during, this project.
7. **2021 Appointments, Assignments and Designations:**
 - o Kunkel would like to step down from the ambulance. Von Holtum said he could take over in 30 to 60 days. Kunkel said she could cover until then. Wolf asked if someone could serve on the Community Education. Faber stated he could.
8. **2021 Appointments Board Appointments;**
 - **PUC;** Steve Kellen volunteered to serve another three year term.
 - **PARK;** Laura Ramerth volunteered to serve another three year term.
Eileen Henning volunteered to serve a three year term.
 - **HRA;** Troy Loosbrock volunteered to serve another five year term.
9. **2021 Property, Vehicle, Liability (PVL) Insurance Policy;** motion by Lonneman and seconded by Von Holtum not to waive the monetary limits on tort liability as established by MN statutes.
10. **Staff Reports:**

Administration/Community Development –
CARES ACT Funding: Nobles County Commissioner's voted to grant the County's remaining funds to the small businesses that received a first round of CARES Act funding. The City received funds and served as an acting agent for the County and sent out additional equal funds, to the 25 businesses that qualified for our Small Business Assistance Program.

Enhanced Home Care Grant: Deb Kroon, serving as the Intergenerational Coordinator, submitted a grant to the Minnesota River Area Agency on Aging for funds that could be used toward private snow removal for older adults. If awarded, the private contractor would remove snow for qualifying older adults in our community and submit a bill to the City, in which we would pay the private contractor until grant funds run out. This is for 60 years of age and older.

AMI Project Update: We purchased the necessary software to work with Tyler Technologies and Eaton to perform the Mass Meter Swap. The Smart Meter Portal software will allow us to import the account information and sync it with the new automated meters. Public Works staff have been talking inventory of the new meters and sorting them out by quadrant and matching the meter number to the address in which they will be installed. Our goal date of January 4th is on schedule to have the Allegiant crew here for deployment. Allegiant is estimating the installation of electric meters to take 3-4 weeks. Commercial meters were installed in September, but were not programmed correctly. We are working with Eaton and Tyler Technology to troubleshoot the problems. Water meter installation will commence after the electric meters are installed and communicating to the gateways. A different crew, with Ferguson, will be installing the water meters and anticipate a February to April timeframe. A Public Works employee will be entering homes with installation crew and performing a sump pump inspection at the same time.

Water Treatment: As previously discussed, our Water Treatment Facility is in dire need of repairs. We will begin looking in to options for either renovation or a new facility, gathering costs and looking at potential funding sources. As a buck-up plan if we would have an immediate need for water treatment, the PUC has voted to re-instate the Lincoln-Pipestone Rural Water line that was initially used to back feed their system. We are looking to clean out the pipeline, reinstall a new meter, and have available to access Rural Water in the case of something happening with our Water Treatment facility. Current water is testing at 13 coming out of the wells, and 3.2 coming out of the water treatment facility. The state limit is under 10, preferable to anything under 7. Von Holtum stated he remembered Worthington needing to flush all their pipes to make the switch to Rural Water. It was stated that at employee reviews every Public Works employee stated being concerned about the water treatment plant.

Food Shelf: AES did a holiday food drive and received an abundance of food and monetary donations. The school counselor heading up the project would like to see more donations like this stay local and proposed the idea of starting a food shelf in Adrian. Discussions lead to the possibility of using the EMS building as the storage area for a food shelf and having churches designate volunteers to staff it or be on-call. Wolf has invited Greg Wede, of Love, Inc., to hold a meeting in the Council Chambers in January to discuss opportunities to expand services in Adrian.

Website/Cable Access Channel: Wolf has been shopping around and meeting with various website developers to discuss revamping the City website to make it more accessible. It would be beneficial to build or revamp our website to access it via mobile, and also to make it more user-friendly. We are adding more interactive features such as, online bill-pay, City Code, fillable permits and licenses, possibly campsite reservations and purchasing pool memberships, and online class sign-ups. The website and streamlining social media can be used as a valuable marketing tool for economic development and housing. Wolf is exploring options to sell advertising space to local businesses to help off-set the hosting costs.

759 Kentucky Ave- Outlot A: The County Assessor notified Wolf that when two parcels were split on the corner of 8th Street and Kentucky Avenue, it was recorded incorrectly. The parcel was intended to be split down the middle of where 8th Street would continue, but was recorded for Lot 24 (759 Kentucky Avenue) to extend over the entire area, essentially blocking access to the driveway for the other property owner. Upon talking with the property owner at 759 Kentucky Avenue, they were open to giving the paved portion of the Lot to the City to extend 8th Street. This would make sense for the City as it would allow access to the property, and would allow easier snow removal for the Public Works Department. Von Holtum added they would need to be careful when pushing the snow that way due to an underground tank. It was discussed to go ahead and get it surveyed.

Staffing: Employee Reviews were held on Monday, December 14th. A lot of staffing changes have taken place in the past year. A resignation from a member of the Public Works staff was received. The Personnel Committee has had several long meetings discussing the staffing changes and have agreed redefining some of the positions would be a beneficial change. They will propose a joint meeting with the City Council and PUC to be held to explore the options of a long term contract with MRES and look at more concrete costs. It was discussed to have a Crew Leader. With the current resignation, Wolf asked if they could hire the next applicant from the last interview/hiring process as there was another qualified applicant that the personnel committee think would be a great fit. Wolf also contacted the League of Minnesota to make sure this would be allowed and they stated that if it was an opening in the same position it could be done. It was decided to go ahead and hire the next applicant. Hieronimus stated he would be willing, on his own time, to help get the skating rink and pool started.

Street Project: Is it something we would like to do in 2021? Costs will be similar to the 2020 estimate. It was stated we don't have a choice roads need to be fixed. It was discussed that with the water treatment needing work would it be better to wait a year and do both projects at the same time. It was noted that welding in some areas of the water treatment facilities is not possible due to lack of material to weld. The PUC will have their planning meeting in February. It can be discussed at that meeting.

Police Dept – Langseth reviewed his monthly call report.

Public Works/Utilities – Included in Wolf's report.

11. Employee Resignation & Hiring: Discussed in Staff Reports.

12. 2021 City Budget: Boltjes will be making some changes.

- Wolf stated City Employees said the pool will need some problems fixed next year.
- Langseth stated the EMS Building concrete is getting bad by the bay and should be watched to be replaced.
- A motion to approve the budget with Boltjes' changes was made by Kunkel, and seconded by Lonneman. Motion carried 5/0.

13. Past/Other Business;

- Dividend from League of MN cities; funds will be divided among the departments that paid premium dollars.
- Brenda Parsley, with CDS, will be in Adrian on Tuesday, January 5th for inventory and to complete fraud interviews. A councilmember needs to be designated to complete an interview. Hornstein and Kunkel were assigned to this.

14. Next Regular Council Meeting: By consensus, the Council acknowledged Monday, January 25, 2021 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time and location.

15. Adjournment: Meeting adjourned at 8:15 p.m. Motion made by Kunkel, second Von Holtum. 5/0.

/s/ Jill Wolf; Administrator/Clerk-Treasurer

/s/ John W. Faber; Mayor