



**Regular City Council Meeting
2023 Budget Information Meeting (TNT)
Monday, December 19, 2022, at 7:00 pm**

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

1. **Call to Order:** Mayor John 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: Dean VonHoltum, John Faber, Tracy Kunkel, Ron Lonneman, and Joe Hornstein.
Department Heads: Acting Administrator/ Clerk- Treasurer Rita Boltjes, Crew Leader- Kendal Kane, and Police Chief Shawn Langseth.
Guests: Residents Merlyn Inglett and Kevin Harberts, Council elect David Edwards and Steve Kellen
4. **Public Information Meeting (TNT) for the 2023 Budget; Review of the Proposed Final 2023 Budget and Corresponding Levy**
Mayor and Council Comments; Mayor Faber requested input from the Council. There were no questions or input. Boltjes stated there were some line item changes in the budget reflecting campground fee increases, routing funds to the Equipment Revolving pool fund, as requested by the Park Board. Other line item changes were legal fees of the general fund, salary line items in the street and admin departments to reflect staff changes and State Aid and interest revenue to reflect actual 2022 revenues and increasing interest rates. Final assessments of the 2021 Street are still unknown. The final levy was left at the preliminary level.
Motion by Lonneman, second by Kunkel, carried 5/0 to adopt Resolution #639-2023 which approves and adopts the 2023 final levy at \$589,200; General \$406,176, Bond \$183,024 which is a 16.21% overall increase.
5. **Consent Agenda:**
 - Finance**
 - Accounts Payable; December, 2022
 - City Finances; November 2022, PUC finances of November, 2022 were acknowledged
 - Parr-McKnight; Fire Relief Account Balance – November 2022
 - Minutes**
 - Approved:
 - Council – 11/28/2022 Regular, 12/6/2022 Special
 - Park – no meetings during off season
 - Ambulance – 12/5/2022
 - EMT run pay was discussed, no change made
 - Fire Relief Association – 12/7/2022
 - Fire – 12/7/2022
 - Annual Fire Relief Amount; The Fire Department’s action to increase the Fire Relief Amount was acknowledged by Council. After discussion, motion by VonHoltum, second by Kunkel, carried to maintain the ratified amount. It was noted the last ratified increase was in 2020.
 - PUC – 12/13/2022
 - HRA – 12/14/22
 - Permits / Licenses**
 - Gambling LG214 Premises Permit Application
 - Robert Dolan on behalf of the TMB Sports Club for gambling at the Sports Page Bar & Grill Resolution #633-2022 required for LG214 applications. It was noted the Adrian Community Foundation continues to work toward the ability to apply for this lease and subsequent permit.

Johnson has asked this permit be approved until such time as the ACF has their gambling status in place. Motion by Kunkel, second by Lonneman, carried 5/0 to approve contingent that Resolution wording states ACF will be granted a lease for same when their gambling status is obtained.

6. **Ordinance No 97, 2nd Series:** As directed, and with input from attorney Cronen, Ordinance No 97, 2nd Series, which mirrors State Statues and allows the sale of off-sale liquor on Sunday's between 11 a.m. and 6 p.m. for applicable establishments was drafted. After discussion, motion by Lonneman, second by VonHoltum, carried 5/0 to approve.
7. **Acceptable Use of Technology Policy:** The City's computer IT Scot Heibult, with Computer Clinic, suggested the adoption of an Acceptable Use of Technology Policy which would apply to all employees as they utilize city computers and programs both at work and in work at home environments. Motion by Hornstein, second by VonHoltum, carried 5/0 to adopt.
8. **Community Concerns;** The Council reviewed a concern regarding recent parking tickets due to snow removal. After discussion Boltjes was instructed to place a notice in the paper informing residents of the ability to receive text messages when snow emergencies are declared.
9. **Staff Reports:**
 - Police:** School parking was discussed as it relates to the 15 minute parking area. Langseth will talk to Koehne.
 - Administration/ Community Development:** No written report
10. **2023 Board Appointments:** Motion by VonHoltum, second by Lonneman, carried 5/0 to appoint Chad Loosbrock to the PUC for a three year term and to appoint Kate McCann to the HRA for a five year term. There were no volunteers for the Park Board. Staff will place another notice in the paper.
11. **Resolution for Donations:** Motion by Kunkel, second by VonHoltum, carried 5/0 to adopt Resolution #638-2022 Accepting Donations from various sources to the Fire and Ambulance departments.
12. **2023 Appointments, Assignments and Designations:** As there will be three new council members taking office January 1st, motion by Kunkel, second by VonHoltum, carried 5/0 to table the appointments until the regular January meeting.
13. **Staff:** Community Assistant Associate position was accepted by Sarah Lenz. She will start full time December 21st, however is able to work on the 12th and 16th as well.
Merit Increases: during the employee evaluations it was noted all the public works staff have obtained their CPO and CDL licensing and should increase a grade. Motion by Kunkel, second VonHoltum, carried 5/0 to approve this increase. It was noted Crew Leader Kane was increased due to WW certification.
14. **2023 Budget:** Motion by Lonneman, second by Kunkel, carried 5/0 to approve the 2023 Proposed Final Budget with the changes as noted during the public input portion of the meeting.
15. **Other Business:** Economic Development Authority: Noted the HRA November minutes included the suggestion of hiring an Economic Development consultant to work with the City/HRA to form an Economic Development Authority and analyze the existing funds and potential funding sources to create business investments and incentives. Consensus of the Council this would be a project of the new Administrator.
PVL Dividend: Council was informed of the dividend from LMC Insurance. Funds will be allocated to the departments, by percentage, based on the premium paid.
Salt/Sanding of parking lots; Boltjes informed the council of the arequest for salting/sanding of commercial parking lots. Due to liability reasons, consensus of the Council to not offer this service.
16. **Upcoming City Council Meeting:** Next regular meeting will be held Monday, January 23rd at 7:00 p.m.
17. **Adjournment:** Motion by Lonneman, second by VonHoltum, carried 5/0 to adjourn at 7:40 p.m.