



Regular City Council Meeting

Monday, December 20, 2021, 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: Ron Lonneman, Joe Hornstein, Dean VonHoltum, John Faber and Tracy Kunkel.

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, Students from Adrian High School: Mayssa Tweet, Julia Bullerman, Josi Altman, Isaac Bullerman, Maddie Wagner and Quentin Wolf. Adrian School Board Members: Chris Wolf, David Bullerman, and Bobbie Kunkel Jr. Adrian Superintendent: Molly Schilling, Adrian High School Principal Kate Koehne and Resident: Jason Tweet.

4. **7:00 Budget Information Meeting; 2022 Truth in Taxation**
 - o Motion to adopt the final levy; Resolution #614-2021 made by Lonneman, second VonHoltum, motion carried 5/0 to adopt Resolution # 614-2021.
5. **Resident Only Parking Signs**
 - o AHS students addressed the council on parking concerns around the school. Isaac Bullerman gave a summary of what was discussed with council last month. AHS students asked if they could be given a two-to-three-month trial where all signs are covered and see if the students can handle parking correctly. After discussion which included school safety, parking violation enforcement, student safety and resident concerns, a motion was made to cover the signs and give tickets until the March meeting and discuss it further at that time, motion by VonHoltum, second by Hornstein, motion carried 5/0 to remove the resident only parking for a three-month trial period.
6. **Consent Agenda:** Motion by Kunkel, second by VonHoltum, motion carried 5/0 to approve the City Finances, Minutes and Permits/Licenses.

Finance:

Accounts Payable; December 2021

Cert for payment #2 for Central Specialties, Inc contingent on all signatures obtained

It was noted DGR is withholding the standard retainage to Central Specialties until the work is finished.

City Finances; November 2021 (PUC 11/2021)

Parr-McKnight; Fire Relief Account Balance – November 2021

Minutes:

Approved:

Council – 11/22/2021

Park – No meetings in off-season.

Ambulance – 12/7/2021 EMT's have a shortage across the US and our department is feeling the shortage. EMT's are needed.

Fire Relief Association – 12/1/2021

Fire – 12/1/2021

PUC – 12/15/2021 Faber would like to appoint Brent Henning and Chad Loosbrock as commissioners. Wolf will reach out to the individuals.

HRA- 12/15/2021

Permits / Licenses:

Request of Use:

1. Lorin Kruger on behalf of Sailor Plastics- use of the alley behind Sailor Plastics for storage of scrap equipment from 12/6/21 to 12/31/21 when a scrap metal company will remove it.

7. **Staff**
 - o Shaun Olson's 6-month review is January 6th; successful review will move him from New Hire to Step 1. Motion to move Olson up to Step 1 made by VonHoltum, second Kunkel, motion carried 5/0.
8. **Community Concerns**
 - o Vehicles leaving town on 6th Street West are traveling faster than 30 mph. In contacting the property owner, this situation has improved, still some speeding vehicles, but overall has improved.

- Dumpster at 521 Pennsylvania Ave is causing snow removal and mailbox issues. Langseth contacted Schaap Sanitation on December 10th and they have not come to get the dumpster. Schaap will be contacted again.

9. 2022 Board Appointments

- **PUC; Three seats open (one 3-year term, one 1-year term, & one 2-year term)**
 - Jared Henriksen agreed to serve another 3-year term
 - Wolf will be contacting Brent Henning and Chad Loosbrock per Faber's appointment.
- **Park; Two seats open (both 3-year terms)**
 - Keith Luettel has volunteered to serve one of the terms
- **HRA; There is one seat open**
 - Curt Ramerth agreed to serve another 5-year term
 -

10. 2022 Appointments, Assignments and Designations;

- Changes were made to the 2022 appointments for Council member Department and Board Assignments. Faber expressed his thoughts are everyone on the council learning the different parts of the city.
 - Fire Department- Lonneman
 - Public Utilities Commission- Kunkel
 - Ambulance- Faber
 - Community Education- Hornstein
 - Police/Emergency Management- Kunkel
 - HRA- Lonneman
 - Park- VonHoltum
 - Street- Hornstein
 - Administration- Hornstein
 - Community Development- Faber
 - Personnel Committee- Faber is waiting to assign this position
 - Fire Relief- Horstein
- Changes were made to the 2022 Fire Department Appointments.
 - Fire Chief- Brett Jackson
 - Assistant Fire Chief- Eric Marten
 - Treasurer- Tannar Heronimus
 - Secretary- Shawn Langseth
 - Training Officer- Brandon LeBrun
 - Maintenance Officer- Scott Banck
 - Relief Board- Scott Olson and Brandon LeBrun

11. 2022 Property, Vehicle, Liability (PVL) Insurance Policy

- Motion to renew the PVL policy was made by VonHoltum, second Lonneman, motion carried 5/0.

12. 2022 Budget

- **Merit Increases- Administrator**
 - Motion to merit increase was made by Kunkel, second VonHoltum.
- **Approval of the 2022 Final Budget**
 - Motion to approve the final budget made by Kunkel, second Hornstein, motion carried 5/0

13. Resolution for Donations

- Resolution #615-2021 Accepting Donation from the Adrian Baseball Association to the Park's Departments. Also included is a financial synopsis of baseball upgrades.
- Resolution# 616- 2021 Accepting Donations from various sources to the Fire and Ambulance Departments.
- Motion was made to accept the donations by Kunkel, second VonHoltum, motion carried 5/0.

14. Staff Reports:

Police:

Langseth reviewed several items

Administration/Community Development:

Safe Routes to School: Continuing to work with SRDC, Nobles County Public Health, DGR, and Adrian Public Schools to collect data and complete the Round Three MNDOT Safe Routes to School grant application.

EMS Recruitment: An Emergency Services meeting was held with representation from Ambulance, Police, and Fire. Each of the Departments gave updates and shared concerns and needs. Police Chief Langseth is looking at hiring a part-time patrol officer and will be moving their office to the Government Center. Fire Chief, Brett Jackson, said the Fire Department is looking into replacing air tanks. They are looking into grants to fund the new tanks. The Department is also starting to look into potentially replacing the tanker/pumper. Chief Jackson reported the main concern with the Department is recruiting new members. The consensus is that too much training is involved before being able to join. Ambulance President, Sarah Lenz, shared concerns the same concerns about recruitment of new members. There is a universal shortage of EMTs, and Adrian is feeling the effects of it and having to be out of service for a large chunk of

time, due to those shortages. City staff is going to set up a meeting with Senator Bill Weber, Representatives Rod Hamilton and Joe Schomacher to discuss the training requirements, retirement benefits and the challenges involving rural ambulance services. The discussion also led to hiring a full or part time EMT. Suggestions were made to hire a Full-Time Officer and have part-time patrol and the rest of the time an Emergency Services Coordinator (ESC). The role of the ESC would be to do scheduling for the Ambulance, required reporting, work with billing and be on-call as an EMT during daytime hours. This position would also do reporting and coordinating for the Fire Department, as well as Building and Vehicle Maintenance. More research and funding solutions will be concluded. It was determined that an EMS meeting should be held quarterly. Following the meeting, research was done on Firefighter requirements. It was determined that the State only requires Firefighter 1 training. The rest of the requirements are set by City Council, as recommended by the Department.

Local Board of Appeals: We now have the training link to get certified for the Local Board of Appeals. Wolf will set up joint training session in City Hall, it will be online, or interested individuals can take the training online themselves.

City Code Revisions: City staff have been working with SWMHP to develop the first draft of revisions to Chapter 11 Land Use & Planning, and a couple of Sections in Chapter 7. A Building & Zoning Committee will be established and meet to review the Code revisions, make recommendations and changes, then will be presented to the Council for consideration of adoption. The proposed committee would consist of a Council rep, HRA rep, City Administrator, Public Works Staff, real estate rep, community member at large. Lonneman will also sit on as HRA/ Council rep.

Elementary School Driveway: Adrian Public Schools bonded for facilities improvements, one of the improvements involves the Elementary School parking lot. Currently, during school drop-off and pick-up there is a log jam of vehicles in the circular lot. The engineers working on the project are proposing an additional driveway to the north side of the lot, making the traffic flow a U-shape with a one-way entrance and exit. Before pursuing this option further, the engineering firm wanted the City Council to discuss it and determine if there were any issues with the proposed plans. Proposed additional driveway entering 5th Street on the northside of the parking lot.

Public Works Training & Tools: All Public Works Staff have now completed the Certified Pool Operator Course. As per LMCIT requirements for Snowplow Drivers, staff will be completing CDL testing. The city will provide the examination fees, and the cost will be forgiven 20% each year of employment. PW staff performed inventory of tools and will be updating tools carried in the trucks. Mason City has a two-day training. If test is not done by February 7th the most will be going up and there will be more training required.

Senior Dining: City Staff and Senior Citizen Committee members have been meeting and in communication with Lutheran Social Services to resume more congregate meals. LSS has said the Adrian site will need to maintain 20 ore more regular diners to have hot meals served on site. Local businesses and organizations are offering to sponsor meals throughout the year. One business is sponsoring one meal each month for 2022. It would be advantageous to find more businesses or organizations that would like to sponsor a meal each month. The cost to the business is \$2.50/person. The most recent sponsored event had 35 participants.

Snow Removal- A maintenance policy was found but was never adopted by the council. Kane believes it would be good to have a policy that way the Public Works staff know the procedure and it would benefit everyone.

15. Other Business:

Dividend from League of MN Cities was received and was divided among the departments that paid Premium Dollars.

16. Upcoming City Council Meetings: By consensus, the Council acknowledged Monday, January 24th, 2022, at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location.

17. Adjournment: Meeting adjourned at 8:34 p.m. Motion made by Hornstein, second Lonneman 5/0.