



Regular City Council Meeting
Monday, January 24, 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: 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.
Guests: Nobles County Review representative Deb Kroon

- 4. Consent Agenda:** Motion by Hornstein, second by VonHoltum, motion carried 5/0 to approve the City Finances, Minutes and Permits/Licenses.

Finance

Accounts Payable; January 2022
City Finances; December 2021 (PUC 12/2021)
Parr-McKnight; Fire Relief Account Balance – December 2021

Minutes

Approved:

Council – 12/20/2021

It was noted the minutes of the special meeting held 1/2/2022 were inadvertently omitted from the packet, they will be included in February.

Park – No meetings in off-season.

Ambulance – 1/3/2022

Fire Relief Association – No meeting held

Fire – 1/5/2022- It was noted several applications for fireman were received

PUC – 1/18/2022

HRA- 1/19/2022

Permits / Licenses

Zoning:

Pride Neon Signs on behalf of Adrian Family Dental – new sign

Request for Use:

Donna Lewis; use of EMS Senior Dining area for a card marathon 4/11/22 at 2:00 p.m.

Renewal for 2am License:

Weldona LLC dba Sports Page Bar & Grill

Gambling:

LG230 Application to Conduct Off-Site Gambling; Eagles Club #3282 for a raffle to be held July 10, 2022 at the Adrian Municipal Campground, 501 Franklin Ave. Resolution #620-2022

LG220 Application for Exempt Permit; Adrian Area Country Club for a raffle to be held June 18, 2022 at the Country Club, 849 Maine Avenue

5. Annual Resolutions

Motion by Kunkel, second VonHoltum to approve the following Resolutions. 5/0

- Resolution #618 – 2022 Allowing Electronic Funds Transfers & Wires & Approving the Applicable Policy; Appendix A
- Resolution #619 – 2022 Contracting with a City Councilmember and/or City Board member
At this writing, HRA board members are not included in Res #619 as their activities do not include purchases from local businesses.

6. **Community Concerns** none received

7. **2022 Board Appointments**

One seat remains open on the Park Board

8. **Adrian Fire Department Annual Fire Relief Amount**

Motion by Von Holtum, second by Kunkel to acknowledge the Adrian Fire Relief Board's action to increase the 2022 Fire Relief Amount. Motion also maintains the City's ratified Fire Relief amount. 4/0
Lonneman abstained. It was noted the ratified amount was last increased in 2020.

9. **Auditor's Agreement for 2021 Audit**

Motion by VonHoltum, second Kunkel to approve the agreement with CDS to perform the 2021 annual audit. Noted estimated cost does not include any additional auditing items. 5/0

10. **Snow Removal Policy**

After review, motion by VonHoltum, second Lonneman, carried to approve the Snow Removal Policy. 5/0

11. **Mileage Rate**

It was noted that, in keeping with the IRS standard, mileage will be 58.5 cents per mile driven for City and/or Utility business.

12. **Staff Reports:**

Police:

Discussion regarding the parking around school. One resident reported to Langseth difficulty in seeing oncoming traffic when backing out of their driveway. Langseth shared pictures of the area. After discussion which included church parking, school posted reserved parking on Indiana Avenue and fire lane access, it was the consensus to allow the three-month trial basis to pass before making any changes in resident only parking signage.

Administration/Community Development:

Safe Routes to School: The SRTS grant was submitted. The award announcement will be in March. If awarded the grant, DGR will start the bid process with plans to complete construction in 2022. The next Committee planning meeting will be February 16th, Faber and VonHoltum are the Council Reps on the SRTS committee.

Snow Removal Maintenance Policy: was discussed and passed in item #10.

Fire Department Grant: A grant was submitted to FEMA for the purchase of Air Packs, with awards to be announced later this spring. Also will be collaborating with the County for a second FEMA grant for new radios that will be compatible with current technology.

Local Board of Appeals: All LBAE members must be certified by 2/1/22. Lonneman and Kunkel are certified. Faber and VonHoltum will take the certification training on January 27th.

CDL Updates: All Public Works employees now have CDL permits. The in-person course and test are being scheduled at Northland CDL Training.

Louisiana Avenue Project and Correction of Sidewalk Approaches: Meetings have been held with DGR Engineers to determine the scope of the Louisiana Street Project and to correct sidewalk approaches to be ADA compliant. The PUC recommends to camera water and sewer lines along Louisiana; if in decent condition then bid lining them, rather than a full replacement. To access some of the utilities, some sidewalks will need to be demolished on the east side of Louisiana. It will be a bid option to do full replacement of sidewalk along that east side, upon completion of the project.

Water/Wastewater Study, Improvements & Modeling: Staff have been working with engineering firms to determine needs and scope of project for proposals to improve the water/wastewater infrastructure within the city. The priority of the project will be to focus on the water treatment plant and determine the necessary improvements and costs for the ISEP controller. The primary function of our treatment facility is to reduce nitrate levels and provide safe and DOH compliant drinking water. Other items in the study would include an analysis of the condition of all the underground utilities. This will help identify a plan moving forward on repairs and lining or replacement of pipes. Another focus will be to determine where the water losses are occurring and how to correct them. The water modeling will survey the pressure within the system. SEH and DGR Engineering Firms have submitted study proposals. The PUC will award the contract in February.

COVID-19 Policy Update: Currently working with the League of MN Cities and review of our attorney to update COVID-19 Policies. Under the guidelines for vaccination requirements, with under 100 employees, our current policy should be sufficient. LMC has offered trainings on leave and what should be paid. ARPA funds are eligible to use if paid sick leave would be required for Covid isolation. More information should be forthcoming.

City Code Revisions: Working with SWMHP to develop the first draft of revisions to Chapter 11 Land Use & Planning, and some Sections in Chapter 7. The Plan Review Committee will be meeting the week of Jan 31st-Feb 4th to review the revisions and suggest changes. Final revisions are anticipated to be presented to Council for suggestions & possible adoption at the February meeting.

Building Repairs & Maintenance: USPS has requested replacement of the flooring in their rental space. Upon contractor evaluation, their suggestion was to replace the entire floor in the halls of the Government Center. Costs of materials and labor are being requested. Costs will also be obtained for consideration to replace or repair the Council tabletop and for the replacement of the chairs.

13. Upcoming City Council Meetings: By consensus, the Council acknowledged Monday, February 28th, 2022 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location.

14. Adjournment: Meeting adjourned at 7:40 p.m. Motion made by VonHoltum, second Lonneman 5/0.