



Regular City Council Meeting
Monday, March 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 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: Steve Kellen, Tracy Kunkel, Dean Von Holtum, and David Edwards
City Council members absent – Dylan Carlberg
Department Heads: City Administrator/ Clerk- Sheri Platt
Department Head Absent: Police Chief- Shawn Langseth
Crew Leader- Kendal Kane
Staff: Deputy Clerk- Rita Boltjes, Community Assistant – Sarah Lenz, Police Officer- Ashley Kane
Guests: Deb Kroon, Nobles County Review and Resident Merlyn Inglett
4. **Consent Agenda:** Motion made by Kellen, second by Von Holtum, motion carried 3/0 with Kunkel abstaining to approve the City Finances, Minutes, and Permits/Licenses.

Finance

Accounts Payable; March 2023
City Finances; February 2023, PUC finances of February 2023 were acknowledged
Parr-McKnight; Fire Relief Account Balance – February 2023

Minutes

Approved:

Council – 02/27/2023 Regular
Park – 03/20/2023
Ambulance – 03/06/2023 Regular
Fire Relief Association – Quarterly meetings
Fire – 03/01/2023
PUC – 03/21/2023
HRA – 03/15/2023

Permits / Licenses

Zoning:

1. American Legion; 109 Maine Ave – cover existing patio
2. Roy Honermann; 412 Tennessee Ave – shed (hut type), Contingent on staff approval
3. Trent Bullerman; 500 Pennsylvania Ave – detached garage, Contingent on staff approval
4. Dale Bullerman; 500 E 8th Street – driveway

Gambling:

1. LG220 Application for Exempt Permit; American Legion Post 32 for a raffle to be held January 10, 2024 at the Legion; 109 Maine Ave.
2. LG220 Application for Exempt Permit; St Adrian Catholic Church for a raffle to be held April 30, 2023 at the St Adrian Ed Building; 108 6th Str.

Temporary on Sale Liquor:

1. American Legion Post #32; April 15, 2023, at the Adrian American Legion in connection with their Nifty Sixty event.

Request for Use:

1. Adrian Community United; Lower Park area and shelter on June 13th from 5pm to 8pm for the Community Night Out event.
2. Nobles County Mutual Aid Assn; EMS Building on various evenings from March 28th – May 6th (mostly Tuesday's & Thursday's) for EMR training

5. Juneteenth

Motion by Kellen to abide by the holiday after August 2023, second by Von Holtum. 2 yes, 2 no. Tabled until next month.

6. Ordinance #98, 2nd Series

Motion by Von Holtum, second by Kunkel to increase the fire call fee to \$750 per call, which is paid by the property owner. 4/0

7. Excess Property

Motion by Von Holtum, second by Kellen to deem approximately 12 air packs and 24 bottles owned by the Fire Department as excess property and allow the disposal of them. 4/0

8. Vacate City Alley(s)

After discussion by the city council, it was more information is needed as to the future use of the alley if it is to be vacated.

9. Staff

1. Public Works Employee: Consensus of the council that the interview committee will be Mayor Edwards and Councilmember Von Holtum.
2. Deputy Clerk-Treasurer: Motion by Kunkel, second by Von Holtum to extend the deadline to June 1st for use of vacation time. 4/0

10. Community Concerns

Property at 408 Kentucky Ave; Officer Kane reported that this house is currently in foreclosure. Chief Langseth will be sending a letter to the bank. He will also be sending a letter to the bank for the house on 4th & Oklahoma. Request from Von Holtum to also send a letter to the house at 412 Kentucky Ave. Edwards questioned what the next step would be after the letters are sent, if nothing is done. The next step would be that it would then come back to the City Council.

11. State Bound Sport Teams

Motion from Kellen, second by Von Holtum for a blanket approval to allow a send-off with police, ambulance, and fire truck escort from the school to the edge of town when sports team(s) advance to State playoffs. 4/0

12. Camera System at City Hall

After reviewing the estimate from Computer Clinic for four cameras to be located inside City Hall and two on the outside, motion made by Von Holtum, second by Kellen to accept the quote and purchase the new cameras. 4/0

13. Staff Reports

▪ Police

School Driving Complaints: The police department has been receiving complaints of driving complaints in the area of the school during the afternoon (when school is letting out). This will be patrolled more.

Moving offices: Waiting on locks/keypads to be installed.

Portable Radios: Kellen asked if the radios are in, Officer Kane noted they have not arrived.

Laptop for Squad: Kellen asked if the laptop for the squad is up and running, Officer Kane noted it is not.

Food Trucks: After city council discussion, it is consensus of the city council that Food Trucks on private owned property do not need a permit or request for use of property. Food Trucks on city owned property will require a request for use of property form to be filled out prior to parking on the property.

▪ Administration/Community Development

HRA vs. EDA: Continuing to look at consultant companies and possible options available that they have to offer.

Pool Committee: Waiting to hear back from contractors for pool designs and information. There is a company that Kane has found in Sioux Falls that will do high quality pool plastering and pool renovations. Platt has reached out and is waiting to hear back on this option.

Department of Energy/WAPA – Renewable Energy Certificates Program: The WAPA-UGPR REC program provides each WAPA Firm Electric Service customer the option to manage its RECs itself or designation another entity, such as MRES, to manage the RECs on the customer's behalf. MRES is offering to perform REC management services on its members' behalf with respect to RECs issued by WAPA. Missouri River Energy Services is doing this for their customers with no added fees and we will get the renewable credits. When this agreement from WAPA arrives, it will need council approval.

Tiles at the Post Office: Post Office staff feels with the shifting of the floor and subsequent cracking of the tile at the entrance of the Post Office, work should be completed to avoid tripping issues. We have reached out to another contractor for more cost-effective solutions.

Suedkamp Addition/Future Lot Sales: We are currently working on a potential sale of a lot. In contacting Bill Wetering for assistance on the purchase agreement, he asked if the council wants to consider adding a time frame for construction of a home – 12 or 24 months? Note this will be the 18th lot of 28 lots. When developed we hoped for 25 to 28 houses, as it stands now, we will have 11 houses on these 18 lots that have been sold. It is possible that four of these lots, sold to two different individuals have been purchased as an investment, which was not the intent of the council at the time this property was developed.

City Hall Server: The server at City Hall needs to be upgraded to continue to run our Incode programs properly. Working with Computer Clinic on the purchase and set up of a Dell T350 PowerEdge Server. Not clear if there will be a cost to have Incode load their programs onto this server. Motion by Kellen, second by Kunkel to upgrade the server. 4/0

Snowmobile/ATV/UTV/Safety Course Fee: Officer Kane is taking a class which would allow her to teach a Snowmobile/ATV/UTV driving Safety Course, which is required for individuals aged 12-16 to obtain certification and an endorsement on their driver's license. The DNR will allow us to charge a fee of \$10 for the class, we in turn, must utilize those funds to construct the actual course. We will bring a new resolution, which will incorporate this new driving safety course fee, update other fees identified by the council and eliminate fees identified by the council, to the April meeting for adoption.

14. 2023 Board Appointment

Park Board: One seat open for a three-year term; At the time of this writing, Victor Fernandez has volunteered to serve on the Park Board. He will begin his term April 1, 2023.

15. Other Business

Property Request: Request to rent property East of the Power Plant or possible sale of the property. Kane states that the main transformer line goes through this property and after talking with DGR, that property would be a backup option for where a new transformer could go. After discussion, the consensus is to defer this request to the PUC and to make the requester aware of this, with the final decision on the request coming back to the City Council.

Vehicle Replacement: Kane told the City Council that the red pickup owned by the Street Department was to be replaced a long time ago. He wanted the City Council opinion on replacing the pickup with a UTV rather than another pickup. The consensus of the council was that this is a budget item and would be okay to look into if the budget allows. Kunkel added that if this purchase was made it would be nice for it to have a blade for it to assist with snow in the winter.

16. Upcoming City Council Meeting: By consensus, the Council acknowledged Monday, April 24, 2023 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 8:48 p.m. Motion made by Kunkel, second by Kellen. 4/0.