



Regular City Council Meeting
Monday, April 24, 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 the 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:**
Roll Call indicated the following present:
City Council members present: Steve Kellen, Tracy Kunkel, Dean Von Holtum, Dylan Carlberg and David Edwards
Department Heads: City Administrator/ Clerk- Sheri Platt, Chief of Police Shawn Langseth
Crew Leader- Kendal Kane
Staff: Deputy Clerk- Rita Boltjes
Guests: Ambulance Representative, Bobbie White, Residents Merlyn Inglett, Ron Lonneman and CDS representative Justin McGraw via zoom.
Roll Call indicated the following staff absent; Community Assistant – Sarah Lenz
4. **7:00 - Public Hearing for Tax Abatement Request**
 - a) Call to Order
 - b) Purpose – Ronald & Leah Lonneman; Home & attached garage on parcels 21-0628-090 and 21-0628-080. Request a 5-year tax abatement on the dwelling as part of Nobles County initiative. to increase housing.
 - c) Public Input – hearing no input from the public, motion by Kunkel, second Von Holtum, carried 5/0 to close the public input portion of the hearing.
 - d) Council Action – Motion by Kunkel, second by Kellen to approve Resolution #644-2023 which approves a 5-year tax abatement of the City's taxes upon the residential dwelling on the parcels as listed. 5/0
Zoning permit for new home and unattached garage; Ron Lonneman was in attendance to answer any questions about his zoning permit for a new home and unattached garage which was listed as item 6 on the agenda. No questions were asked, motion by Von Holtum, second by Kunkel to approve 5/0
5. **CDS; 2022 Audit:** Justin McGraw with Conway, Deuth & Schmiesing presented the 2022 audit via zoom noting the financial statements are presented fairly and no compliance issues were noted. McGraw reviewed the cash & investment balances, revenues & expenses and capital projects of the various funds of the city and utility noting that most enterprise funds are adequately funded by rates. It was noted the funds of the cottages are now all under the pooled cash of the HRA. Also noted was the MN Cooperative Purchasing Venture and the need to update the site with the City's current point of contact. This site must be included as part of purchases over \$25,000 when competitive quotes are required. Purchases are not required to be made from the CPV; however the site needs to be searched for a possible match. The management letter was reviewed. Council was given opportunity for questions, hearing none the Mayor asked for a motion to accept the 2022 audit; motion by Kunkel, second Kellen to accept RCV 5/0
6. **Consent Agenda:** Motion made by Von Holtum, second by Kellen, carried 5/0 to approve the City Finances, Minutes, and Permits/Licenses.
 - Finance**
Accounts Payable; April 2023
 - Minutes**
Council – 03/27/2023 Regular, 04/18/2023 Special
Park – 04/17/2023
Ambulance – 04/03/2023
Fire Relief Association – held April 5; minutes will be available at the May meeting

Fire – 04/05/2023

PUC – 04/18/2023

HRA – 04/19/2023 Noted Troy Loosbrock was absent, not Curt Ramerth

Permits / Licenses

Zoning:

1. Scott Olson; 28 Oklahoma Ave-renew commercial bldg location & removal of some curb
2. Scott Olson; 28 Oklahoma Ave-shed (chicken coop)
3. Frances Erpelding; 623 Maine Ave – Replace back door platform/steps
4. Jerry Henning – 400 Tennessee Ave – driveway - noted there may be an easement in the area for electrical wires.
5. Tim Honermann – 512 East 6th St – addition to concrete driveway
6. Ron Lonneman – 832 Oklahoma Av – New Home and Unattached Garage

Renewal for 2am License/Permit:

1. Orvin Green; Big Orv's 217 Maine Ave

Request for Use:

1. Adrian Town and Country; East First Street on Friday July 21st for Johny Holm Str Dance
2. Adrian Town and Country; area behind City Hall for Friday's Ribs and Rims
3. Adrian Community United; lot behind City Hall for Side-by-Side run, Meal, & Concert

Noted the City owns the South 100' of property, request for use of additional area must be obtained from property owner Henning Construction.

Temporary On-Sale Liquor License

1. Adrian Town and Country; Friday July 21st for street dance

7. Award Grass Hay Bids

Four bids were received; motion by Kunkel, second by Von Holtum to accept highest bidder; Tom Bullerman. 5/0

8. Property, Vehicle & Liability (PVL) Insurance

It was noted the PVL was renewed to include Property in the Open (PIO) for various items, except the playground equipment as a value was not able to be obtained. Motion by Kunkel, second by Carlberg to accept renewal quote for PVL Insurance. 5/0

9. Juneteenth; June 19th has been declared a legal holiday which no public business can be conducted. The

bill goes into effect August 23, 2023, meaning offices must be closed June 19, 2024. Federal offices and the local bank will be closed this June 19, 2023. Motion by Edwards, second by Kunkel to recognize June 19th, 2023 as a holiday, closing City Hall and the Power Plant. RCV 2; yes, 3 no. Motion defeated. It was noted the Governor could pass regulation making the effective date June 2023.

10. Vacate City Alley(s)

Adrian Coop Oil; At this writing Brad Bullerman with Adrian Coop Oil has withdrawn his request for alley vacation.

Henning Construction; Attny Wetering continues to research if this alley has been vacated.

11. SW MN Housing Partnership Proposal for Services

Motion by Von Holtum, second by Carlberg to accept SW MN Housing Partnership proposal for MN Accessibility Code Compliance Services. It was noted, although the City has not adopted the State Building code, commercial projects must adhere to the ADA requirements. 5/0

12. Resolution #645-2023

Motion by Kunkel, second by Kellen to accept Resolution #645-2023 Establishing & Revising License & Permit Fees Not Specifically Set by City Code. It was noted that the Dog pick up charge is a city fee. 5/0

13. Department of Energy/WAPA - Renewable Energy Certificates Program:

As recommended by the Adrian Public Utilities Commission (APU), motion by Von Holtum, second by Kunkel to approve the contract with MRES to manage Renewable Energy Certificates (RECs) on behalf of Adrian Public Utilities. It was noted MRES does not charge a fee for this service. 5/0

14. Adrian Public Utilities Substation Transformer:

As recommended by the APU, motion by Von Holtum, second by Carlberg to move forward with the Master Agreement for Professional Services with DGR; Task order no. 3. 5/0

15. Vehicle Replacement: Noted the 1995 red street pickup truck is budgeted to be replaced in 2023. Staff would like consideration given to purchase a side-by-side in its place and offered two pricing options for consideration. Councilmember Carlberg offered to check for dealer pricing discounts and/or rebates. Decision tabled for more information.

16. Community Concerns

Sidewalks throughout Adrian. This was a topic from 2020, when minutes indicate cost prohibited for sidewalk repair/replace from Indiana Ave to Maine along West Second Street and from West Second Street to West Fourth Street along Indiana Ave. It was noted ADA compliant corners were placed at street corners as part of the 2021/2022 Street Project. Also noted was resident removal of certain sidewalks, it was noted all sidewalk removal requires city council approval.

17. Staff Reports

▪ **Police**

Helmley Charitable Trust: The Grant Officer Kane applied for was received for four AED's for Emergency Services. The current AED's will be allocated back into the community.

Nuisance Properties: Letters have been sent.

Office Relocation: This is an ongoing process, a desk has been ordered.

▪ **Administration/Community Development**

HRA vs. EDA: Platt is continuing to look at consultant companies and possible options available that they have to offer. Nobles County uses a company that we have been in contact with to see if there would be assistance that they could provide. Councilmember Kellen has been in contact with Nobles County Commissioner Ahlers regarding this matter.

Pool Committee: A pool contractor from Sioux Falls is coming to do some pressure testing and look at possible options we could do with our current pool. We are waiting to hear back from a few more design companies on a new pool project. The pool committee is almost complete. We are still looking for someone from the Lismore and Ellsworth areas.

Tile at the Post Office: Additional tiles have been located and we are waiting for pricing from a contractor to replace the damaged tile and apply a clear coat.

Suedkamp Covenants: Discussion was had with Attorney Cronen with RASW law firm regarding the Suedkamp Covenants. There are three options. After discussion, consensus for staff to draft a letter to the property owners who signed the covenants of the information received from the attorney and if they wish to address the City Council to attend an upcoming meeting.

Zoning Ordinances: Council reviewed the information gathered from minutes and notes dated April 2022 from Attny Scott Anderson with RASW regarding the Zoning Ordinance as drafted by SW MN Housing Partnership. It was noted Attny Anderson retired on March 31, 2023.

Chapter 7; City Streets & Sidewalks & Chapter 10; Public Protection, Crimes & Offences: Council reviewed information gathered from the May 2022 City Council meeting regarding Chapter 10. Noted no changes have been made to this chapter of the Code.

Electrical Service at the Fire Hall: During the City Celebration, sponsored by the Town & Country Association, the food stand is in the north bays of the Fire Hall. Many extension cords are utilized so the circuits are not overloaded, causing the breakers to trip. Adrian Plumbing & Electric were contacted about the issue. They could run extra wire through the conduit so there would be three circuits rather than one; three outlets on three separate circuits should not cause overload issues. The cost would be \$400-\$500. In contacting the president of the Town & Country, he indicated they would probably share in the cost. Motion by Carlberg, second by Von Holtum to approve the expense and T/C financial participation. 5/0

18. Past Business

Property Request; Tabled from the March meeting. As recommended by the PUC, consensus of the City Council to not rent the property South of the Adrian Building Center or for it to be utilized for any purpose other than City/Utility use.

19. Other Business

June Board Meetings; As it is now, Administrator Platt is out of the office June 20th through the 26th, which covers the dates of the PUC, HRA and City Council meetings. Comm Assistant Assoc Lenz will be out of the office June 26th through 30th. It is the consensus of the City Council to move the dates of the June Board meetings up one week and the City Council meeting to June 19th, 2023 unless the Juneteenth holiday is passed by Governor Waltz, at which time the June City Council meeting could be scheduled for Tuesday June 27, 2023.

20. Staffing

Public Works Position; After discussion, consensus that the interviewing committee members meet again to discuss the position and remaining two applicants, a decision/offer be made to their next candidate, with the final decision coming back to the May Council meeting for official vote and hiring.

21. Upcoming City Council Meeting:

The Board of Appeal and Equalization will meet Wednesday, May 3, 2023 at 1:00 p.m. within the Council Chambers of the Adrian Government Center.

By consensus, the Council acknowledged Monday, May 22, 2023 at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location.

22. Adjournment: Meeting adjourned at 9:10 p.m. Motion made by Kunkel, second by Von Holtum. 5/0.