



Regular City Council Meeting
Monday, May 23rd, 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: Joe Hornstein, Dean VonHoltum, John Faber and Tracy Kunkel. Ron Lonneman was absent.
Department Heads: Administrator/Clerk-Treasurer Jill Wolf Crew Leader- Kendal Kane, and Police Chief Shawn Langseth.
Staff: Deputy Clerk- Rita Boltjes and Customer Assistant Associate- Megan Wolf.
Guests: Nobles County Review representative Deb Kroon, Resident Merlyn Inglett, Residents Barb Kruse, Resident Steve Kellen, Bruce Heitkamp, County Administrator, Gene Metz, County Board Member, and Scott Anderson, Rupp, Anderson, Squires.
4. **7:00- Public Hearings for Tax Abatement Request and Land Use Regulation ‘Zoning’**
Mayor Faber called the public hearing to order at 7:00 p.m.
Nobles Home Initiative;
Marty & Ginger Lonneman; Requested a 5-year tax abatement on the dwelling as part of Nobles County initiative to increase housing. Motion to approve Resolution #625-2022 was made by VonHoltum, second Kunkel. 4/0.
Variance Petition for Zoning Permit;
Brad & Vanessa Luettel; Attached garage, which replaces existing garage. New construction is to be twenty-four feet from the Connecticut Avenue Street right of way. Motion made by VonHoltum, second Hornstein. 4/0.
Motion to adjourn public hearing at 7:04 p.m. made by VonHoltum, second Kunkel. 4/0.
5. **Nobles County Program Information**
 - o Local Official NIMS Training- Heitkamp recommended the council participate in the completion of IS-100 and IS-700 to plan for emergency situations.
 - o Nobles Home Initiative & Renewal Process- This program has been very successful. 120 homes have been built and seven will be approved at the next meeting on May 24th. The county is planning to renew the program.
6. **City Code Revisions**
 - o Scott Anderson from Rupp, Anderson, Squires presented to the council revisions to the City Code Chapter 7; City Streets & Sidewalks and City Code Chapter 10; Public Protection, Crimes and Offences. It was discussed the codes need to be easier for residents to understand and to be up to code with the law. Anderson stated Adrian is a very nice looking town and its important to keep it that way. It was discussed the main concerns would be nuisance, junk yard, height, and sidewalks. J. Wolf will get a list of areas the council feels improvements are needed after the council has time to review the changes and meets to discuss what is needed.
7. **Consent Agenda:** Motion by Hornstein, second by Kunkel, motion carried 4/0 to approve the City Finances, Minutes and Permits/Licenses.
Finance
 - Accounts Payable; May 2022
 - City Finances; April 2022 (PUC 4/2022)
 - Parr-McKnight; Fire Relief Account Balance – April 2022

Minutes

Approved:

Council – 3/28/22, 4/25/2022, and 4/27/2022

Park – 5/16/2022

Ambulance – 5/2/2022 It was mentioned that the council was impressed with the hours out of call.

Fire Relief Association – 5/4/2022

Fire – 5/4/2022

PUC – 5/17/2022 Line Truck was bought for \$25,000. The old truck will be sold and taken off the final cost of the new truck. The rest of the purchase price will be split between the City and PUC 50/50.

HRA- 5/18/2022

Permits / Licenses

Zoning:

1. Marty & Ginger Lonneman; 822 Oklahoma Ave South- new home (NHI)
2. Brad & Vanessa Luettel; 420 Connecticut Ave- attached garage
3. Ryan & Lindsay Henning; 320 Kentucky Ave- addition to home
4. Trent & Christine Bullerman; 500 Pennsylvania Ave- addition to garage, cover patio

Request for Use of City Street/Property

1. Adrian High School; Use of various streets for graduation parade
2. Adrian Community United; Lower park for Adrian Community Night Out. June 25th.

Demolition Permit

1. Ron Van Horsen; 629 Maine Ave- garage.

8. Ambulance Retirement Pay

It was discussed to take the funds the ambulance will be receiving to split it 25% for recruitment and 75% for retirement. Hornstein will bring this to the next ambulance meeting and will report back to council on what the ambulance crew thinks.

9. Community Concerns:

- 308 Nevada Ave- branch pick up should be weekly rather than just after storms.
It was discussed to get signs up at the dump to identify what area is for grass clippings and sticks.
- New transformer box between Carl's Farm Store & Sailor's Building is not complete. Light pole broken at ground level on east side of Carl's old office building. Wires are sticking out of ground. Kane stated these projects are on the list for MRES to get done.

10. Ambulance Mutual Aid Agreement

- Mutual Aid Agreement with Sanford Worthington has been signed and is moving forward. Sanford Luverne had several staff leave so they are unable to help at this time due to the staff shortage so they are working on hiring and will then reevaluate the agreement.

11. Staff Reports:

Police:

Langseth stated he spoke with the IT staff and it wouldn't cost much to move over to the government building. He is also checking with the company that would supply the cameras. The one complaint at the school for parking no citation was given due to the car being parked legally. A resident asked what was being done with the school. Council stated at the last meeting it was decided to let the kids finish the school year out and that the school would come to the meeting in August with a plan for parking this next school year.

Administration/ Community Development:

Election: A special primary election will be held Tuesday, May 24th, 2022 to determine which party candidates will be on the ballot in the August primary to fill the vacancy for Jim Hagendorn's U.S. Senate seat. The Council Chambers will be used as the official polling place for the City of Adrian. Polls will be open from 7:00 am to 8:00 pm.

Adrian Sign: The gateway to Adrian sign on the south side of town was set into place by Henning Construction last fall. We are working with Jason Hendel to develop landscaping around the rock.

Storm Sewer Outlets: The large storm sewer outlet by the sledding hill is starting to have maintenance issues and is in need of repair. We are working on getting quotes to repair it and hope to have one available soon. The Council previously approved to extend a storm sewer outlet in the Suedkamp Addition, it may be beneficial to include the two projects together and potentially, other outlet extensions. The larger scope of the project may help with costs and the urgency of getting the project completed. VonHoltum made a motion to get bids of all of the outlets to extend out, second Kunkel. 4/0.

Adrian Municipal Pool: City Staff are working hard to get the pool ready for opening. The goal is to be open by Memorial Day weekend. A job fair at the school has spurred interest in summer employment at both the pool and campground.

Wellhead Protection Land: City staff will be spraying and seeding the land purchased for Wellhead Protection. The seed is a mix put together by Nobles County Soil & Water and was purchased using BWSR funding.

Preparation for Energy Emergencies: Projections of energy shortages during the summer of 2022 have been made by both the Midcontinent Independent System Operator (MISO) and the Southwest Power Pool (SPP). MRES is researching possible solutions and partnerships with the private sector to reduce load or implement forced outages. MRES is also preparing information and education to municipal utilities on developing emergency response plans, both to reduce load and manage outages. City utility staff will be taking part in a training on June 2nd to develop and implement an emergency response plan. The emergency response plan will help identify what the critical loads are in our community, private sector generators, circuit information, high risk customers (medical needs), obtaining critical customer information and communication with customers.

Community Site Leases: City staff are working with Midco and AT&T on Antenna site leases within the city.

Water System Improvement: The PUC approved an agreement to move forward on Preliminary Engineering, Design and Feasibility for a renovation of the isep in the Water Treatment Facility. We are also working on funding options for the improvements and maintenance, the PUC voted to increase water and sewer rates in an effort to continue to fund these improvements and maintenance in order to continue to provide safe and healthy drinking water to the community. The last increase saw a 1.22% change in 2017, in comparison to surrounding communities, we are significantly lower.

MRES Distribution Maintenance: A meeting was held with MRES to discuss the current Distribution Agreement and evaluate if it is meeting the needs of our community. We are currently on a 30-day re-occurring agreement. The PUC will discuss the topics from the meeting and determine if it is feasible to continue moving forward in this direction.

Utility Payment Campaign: We are currently rolling out a Utility Billing Payment Campaign starting June 1st. City staff have been working very hard to research and train in new payment methods, in an effort to simplify and offer updated options for collecting monthly payments. There will be a 24-hour toll free number to call to pay bills over the phone. This service is offered and will be provided by Tyler Technologies and is currently part of our Incode Utility Billing package. Another option will be a Text-to-Pay. The customer will receive a text message about their utility bill, and they will be able to click on a link in the text to pay their bill. The City of Adrian will also have their own QR code. The QR code can be scanned by a mobile device and will bring customers to the online payment portal. The online payment option will be updated as to how it appears on the website.

Website Upgrade: M. Wolf stated that with the new payment campaign it was suggested we update our website so online payments can be found easily. Wolf stated the website is very hard to find information on and when researching with GovOffice the city has the most basic package you can get. The package they are suggesting is \$5,495 a year. Wolf will look into other websites and other options with GovOffice and bring them to the next meeting.

12. Other Business

- Council Chairs- The cost of new chairs was discussed. Council will make a decision at the next meeting.

13. Upcoming City Council Meetings: By consensus, the Council acknowledged Monday, June 27th, 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 9:00 p.m. Motion made by Kunkel, second Hornstein. 4/0.