



Regular City Council Meeting
Tuesday, August 28, 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: Dylan Carlberg, Steve Kellen, Tracy Kunkel, Dean Von Holtum and David Edwards
Department Heads: City Administrator/ Clerk- Sheri Platt, Crew Leader- Kendal Kane
Staff: Deputy Clerk- Rita Boltjes, Community Assistant – Sarah Lenz, Police Chief Shawn Langseth
Guests: Residents - Nobles County Review representative - Deb Kroon, Merlyn Inglett, Steve Van Horsen
4. **7:00 - Public Hearing for Tax Abatement Request**
 - a) Call to Order – Mayor Edwards called the public hearing to order at 7:03 p.m.
 - b) Purpose; Glen and Lila Erlandson requested a 5-year tax abatement at 508 County Road 34 East as part of the Nobles County initiative to increase housing.
Vickie Loosbrock; requested a 5-year tax abatement at 829 and 825 Oklahoma Ave South as part of the Nobles County initiative to increase housing.
 - c) Public Input - Hearing no input from the public, motion by Von Holtum, second by Carlberg to close the public input portion of the hearing. 5/0
 - d) Council Action – Motion by Von Holtum to approve Resolution #647-2023 and Resolution #648-2023, second by Carlberg. 5/0
 - e) Adjourn Public Hearing - Motion by Von Holtum, second by Kunkel to adjourn the Public Hearing for Tax Abatement Request. 5/0
5. **Consent Agenda:** Motion made by Von Holtum, second by Kunkel, carried 4/0 to approve the City Finances, Minutes, and Permits/Licenses with Kellen abstaining.

Finance
Accounts Payable; August 2023
City Finances; July 2023
Motion by Kellen, second by Kunkel to approve the transfer of funds from the Suedkamp Fund to the ER Fire Equipment fund for the purchase of the new fire truck; thus, reassigning the use of the Suedkamp funds. 5/0
Motion by Kunkel, second by Von Holtum to approve payment #2 (final) for Hulstein Excavating, contingent upon DGR & Hulstein signing off on the project. 5/0
Parr-McKnight; Fire Relief Balance; July 2023

Minutes
Council – 7/24/23 Regular
Council and PUC – 8/01/23 Special
Park – 8/21/2023
Ambulance – 8/07/23
Fire Relief Association – Quarterly meetings
Fire – 8/02/23
PUC – 8/15/23 Regular
PUC – 8/21/23 Special
HRA – 8/16/23

Permits / Licenses

Zoning:

1. Ed Nelson; 110 N Maine Ave – Privacy Fence
2. Lauren Wright; 205 Oklahoma Ave – Steps and Deck
3. Dick Eilders; 509 Pennsylvania Ave – Deck
4. Vickie Loosbrock; 829 Oklahoma Ave, New House
5. Adrian American Legion; 109 Maine Ave, Concrete slab for storage shed
6. Wayne Jones; 205 Oklahoma Ave; Replace Driveway

Golf Cart:

1. David & Joyce Eickhoff; 401 Delaware Ave

Moving:

1. Adrian American Legion; 109 Maine Ave, Moving in a storage shed

6. 1995 Chevy Pickup Bids:

Two bids were received; motion by Von Holtum, second by Carlberg to accept the highest bidder.. 5/0

7. Fire Department:

Motion by Kunkel, second by Von Holtum to declare the 1981 fire truck as excess property and place it for sale on MN Bid. 5/0

8. City Burning Dump Lease:

Dan Matthiesen has asked that the city spray the weeds at the dump. After discussion, motion by Von Holtum, second by Kellen for Matthiesen to spray the weeds and invoice the City. 5/0

9. Compensation Study/Market Analysis:

The council reviewed the Proposal for Job Classification and Compensation services and cost from David Drown Associates Company. The last wage market study was completed by the City of Adrian was in 2004. Platt stated the services offered by David Drown Associates Company would be a 5-week lead time to get together. Motion by Von Holtum, second by Carlberg to approve services Option #2 (Compensation Study/Market Analysis Amend or Establish Compensation System). 5/0
Kunkel asked what budget these services would come out of. Boltjes advised it would be professional services, likely split 50% City / 50% PUC.

10. Suedkamp Addition Covenants:

The City Attorney advised to make a declaration and release of the covenants then move forward with using the City Code in Suedkamp Addition. Motion by Von Holtum, second by Kellen to complete the declaration and release of the covenants then move forward with using the City Code in Suedkamp Addition. 5/0

11. 2024 Budget

The preliminary budget was provided to council members in their agenda packets. Boltjes covered the following increases for 2023-2024; Health Care Increase of 6.3%, Cost of Living of 3.2%, Minimum Wage of 2.46%. A preliminary levy must be certified by September 30th. The final levy will be adopted in December. Mayor Edwards asked Platt to schedule a special city council meeting to discuss the 2024 budget within the next couple of weeks. Council member Kunkel asked that information regarding Public Works employees gaining certifications and step-increases be provided at the special city council meeting being scheduled.

12. Public Works Compact Loader:

Quotes for new compact loader were reviewed and discussed by council members. Motion by Kellen, second by Carlberg to approve the quote from Titan machinery.

13. Community Concerns:

Chickens not being confined to a coop and numbers exceeding the allowed amount by a property owner. Langseth said the owner of the chickens was issued a verbal warning regarding the number of chickens and that the chickens had to be fenced in. If the issue is not resolved, Langseth stated a citation will be the next step.

Property in the 600 block of Pennsylvania. Langseth has been monitoring the property.

14. Staff Reports:

- **Police:**

Nuisance Properties were reviewed:

400 Blk of E 2nd Street, Oklahoma Ave and Maine Ave and 200 Blk of Delaware Av

Langseth said PD has been trying to deal with houses that have multiple junk cars. The owners of a house on Connecticut with multiple cars was talked, no written notice has been issued.

Charging Station in Squad: Currently waiting for a docking station.

Download of camera in Squad: the camera storage in the squad was discussed.

- **Administration/Community Development:**

2021-22 Street Project Legal Matter: The city attorney has a call set up with the property owners attorney for a status update.

15. Ambulance Vehicle Replacement:

Ambulance President, Sarah Lenz discussed the need for a new ambulance with council members. The box of the current ambulance has been remounted on a new chassis twice. The ambulance is currently at 80,000 miles and spending more time at the mechanic with some costly repairs. The committee formed by the ambulance two years ago for the ambulance search met with Arrow in Rock Rapids to view their current inventory and get preliminary cost estimates for an ambulance. The quotes were included in agenda packets for council members. Lenz said the ambulance squad is seeking their approval to continue the search with the intent to purchase a new ambulance within the next couple of months. It is the consensus of the council members that the ambulance squad continue the search for the new ambulance.

16. Past/Other Business:

Ordinance No 100, 2nd Series: After discussion and review of section 10.44 Property Maintenance and Nuisance Guidelines, motion by Von Holtum, second by Carlberg to adopt into ordinance Section 10.44, Property Maintenance and Nuisance Guidelines. 5/0

City Administrator/Clerk Treasurer: Mayor Edwards asked Council members to consider an increase in step for Platt, effective of her 6-month probationary period. Mayor Edwards advised that he was on the hiring committee and Platt had informed the committee during the interview process that she would be taking a significant reduction in pay to leave her current position to take the City Administrator/Clerk-Treasurer position and would take the position with a review of an increase after a 6-month probationary period. Motion by Kellen, second by Von Holtum to move Platt one step, effective July 9, 2023.

17. Upcoming City Council Meeting:

By consensus, the Council acknowledged Monday, September 25, 2023, at 7:00 PM, within the Council Chambers of the Adrian Government Center, as their next Regular Meeting date, time, and location.

18. Adjournment: Meeting adjourned at 8:16 p.m. Motion made by Kunkel, second by Von Holtum. 5/0.