

MINUTES OF THE REGULAR MEETING
OF THE ADRIAN CITY COUNCIL HELD
IN THE COUNCIL CHAMBERS OF CITY
HALL MONDAY, JANUARY 23, 2017

CALL TO ORDER: The Regular Meeting was called to order by Mayor Faber at 7:00 P.M.

ROLL CALL: Roll call indicated the following present:

Councilmember's: John W. Faber, Dean Von Holtum, Ron Lonneman, Joe Hornstein, and Tracy Kunkel
Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Public Works Superintendent Adam Henning,
and Police Chief Shawn Langseth

City Staff: Deputy Clerk-Treasurer Rita Boltjes

Guests: Councilmember Kunkel's children: Bradden Kunkel, Kyler Kunkel, & Bryson Kunkel

OATH OF OFFICE CEREMONY; Mayor John W. Faber and Tracy Kunkel: The Councilmembers and the guests witnessed Mayor Faber's and Councilmember Kunkel's Oath of Office Ceremony. Everyone welcomed Faber and Kunkel to the City Council. After the proceedings, the Councilmembers and Staff convened to act or discuss the meeting's remaining items.

CONSENT AGENDA: Motion by Lonneman, second by Von Holtum, motion carried to approve the following consent agenda items. RCV 5-yes, 0-no

FINANCES; Accounts Payable/Pledge Securities: The above motion carried to approve any transfers as noted on the Monthly Financial Report along with claims paid; check #18549-#18630 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$235,622.99

Fire Relief Assn Investments: Wells Fargo 12/31/16 Year End

MINUTES: The motion, above, carried to approve/acknowledge receipt of the following minutes/reports:

Approved:

Council	12/19/16 (Budget [T&T] & Regular Council)
Park	1/9/17
Ambulance	1/9/17
Fire	1/4/17
Police	12/16
PUC	12/20/16, 1/17/17
HRA	12/21/16, 1/18/17
Community Development	2/17

Park Supervision; Henning & Seasonal Workers: Heitkamp will have an expanding role with the Suedkamp Addition and Community Development in 2017. Heitkamp will spend less time at the Campground Office than in previous years.

Park Baseball Fields; Pitcher's Mound and Home Plate: The Councilmembers reviewed a materials quote from Tessman Seed to replace the pitcher's mound and home plate area. Heitkamp was directed to obtain additional information and quotes to illustrate a true expense projection for this pending project.

Community Development; Initial Lot Marketing and Sales: Discussion ensued regarding the marketing and selling of Suedkamp Addition's Phase-1 lots. After discussion, motion by Hornstein, second by Von Holtum, motion carried directing Heitkamp and the City Hall Staff to sell the lots and to seek a realtor at a later date; if needed. Heitkamp was directed to assemble marketing items (signs and advertising quotes) for the February 22, 2017 Regular Meeting at 6:00 PM (changed date and time). City Attorney Brian Daiker and DGR Engineer Gary Kurth will be requested to attend this meeting. RCV 4-yes, 1-no (Lonneman voting no)

PERMITS/LICENSES: The previous motion, which carried to approve finances and minutes, also approves the permit/licenses, as submitted, contingent upon the Utilities Superintendent, Police Chief, and ADA Inspector Boltjes' approval, as necessary, and submission of all pertinent information and documents, as required: Renewal for Option Liquor (2:00 a.m.), Sunday On-Sale Intoxicating Liquor, One Day Temporary On-Sale Liquor, Gambling (including the repeating LG220 applications for 2017; which will be approved by the Administrator/Clerk-Treasurer).

2017 APPOINTMENTS, ASSIGNMENTS, AND DESIGNATIONS: Motion by Von Holtum, second by Shorter, motion carried to proclaim the 2017 appointments, assignments, and designations: RCV 5-yes, 0-no
Annual Designations:

- Acting Mayor (in the event Faber is absent) - Lonneman
- Official Depository – Adrian State Bank
- Custodian of Pledged Securities – United Banker's Bank or designee of Adrian State Bank
- Legal Representation – Brian J. Daiker from Hedeem, Hughes & Wetering (prosecution services being outsourced to the Nobles County Attorney's Office (Kathleen Kusz – Nobles County Attorney))
- Emergency Management Director – Police Chief Shawn Langseth
- Assistant Emergency Management Director – Public Work's Superintendent Adam Henning
- Official Publication - Nobles County Review

2017 Appointments, Assignments, and Designations; Continued:

Councilmember Department & Board Assignments:

- Administration, Community Development, & Street – Faber
- Fire Department & Public Utilities Commission – Lonneman
- Ambulance, Police/Emergency Management, & Community Education – Kunkel
- Park – Von Holtum
- HRA – Hornstein

Fire Department Appointments:

- Fire Chief – Ray Bullerman
- Assistance Fire Chief – Jim LeBrun
- Treasurer – Ron Lonneman
- Secretary – Shawn Langseth
- Maintenance Officer(s) – Scott Olson & Tannar Heronimus (sharing duties)
- Training Officer – Brett Jackson

RESOLUTION #532-2017; Machine-Signed Signatures: Motion by Faber, second by Hornstein, motion carried to adopt Resolution #532-2017, which authorizes City Hall Staff to utilize facsimile signatures (Ex. Stamps) for Mayor John W. Faber and Public Utilities Commission President David Edwards. These facsimile signatures will be used on checks, drafts, and/or other payment orders issued to the City's official depository, the Adrian State Bank. Adrian's Public Utilities Commission also approved Resolution #532-2017 during their January 17, 2017 Regular Meeting. RCV 5-yes, 0-no

ORDINANCE #87, 2nd Series; SOLAR ENERGY SYSTEMS: Motion by Von Holtum, second by Kunkel, motion carried to adopt Ordinance #532, 2nd Series; which states the rules and regulations relating to Solar Energy Systems in Chapter 3 of Adrian's City Code, entitled "Municipal Utilities-Rules and Regulations". RCV 5-yes, 0-no

AUDIT ENGAGEMENT LETTER; Conway, Deuth & Schmiesing (CDS) Accounting Firm: Motion by Hornstein, second by Von Holtum, motion carried to authorize Mayor Faber to sign CDS's Engagement Letter; which directs CDS to perform the 2016 Annual City Audit. RCV 5-yes, 0-no

SUEDKAMP ADDITION; Phase 1 Streets and Lot Marketing: These topics were addressed during the Consent Agenda portion of the meeting.

EXCESS PROPERTY; 1965 Chevy Truck with Sand Box & Sander: Motion by Von Holtum, second by Lonneman, motion carried to proclaim a 1965 Chevy truck with a sand box & sander as excess property. Henning and Heitkamp are directed to sell this equipment and to deposit the funds in the Equipment Revolving-Street Account. RCV 5-yes, 0-no

BOARD OF REVIEW; Board Certification: Faber alerted the Councilmembers that Von Holtum was the only "Board Certified" member of the Council. The other Councilmembers were encouraged to become certified through online classes prior to February 1, 2017.

FEBRUARY REGULAR MEETING DATE; Changed to Wednesday, February 22, 2017 at 6:00 PM: Two Councilmembers alerted Mayor Faber that they would not be able to attend the Monday, February 27, 2017 Regular Meeting. After discussion and by consensus, Heitkamp was directed to notify the public of a Wednesday, February 22, 2017 Regular Meeting of the City Council in the Council Chambers at 6:00 PM.

ADJOURNMENT: With no further business appearing, motion by Hornstein, second by Von Holtum, motion carried to adjourn the Regular Meeting at 8:36 P.M. RCV 5-yes, 0-no

/s/ Administrator/Clerk-Treasurer Bruce A. Heitkamp

/s/ Mayor John W. Faber