

MINUTES OF THE PUBLIC HEARING AND THE REGULAR MEETING OF THE  
ADRIAN CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY  
HALL MONDAY, JANUARY 25, 2016

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

**ROLL CALL:** Roll call indicated the following present:

Councilmember's: Robert Wiese, Ron Lonneman, Joe Hornstein, and Dean Von Holtum

Absent: Don Shorter

Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp and Public Works Superintendent Adam Henning

Absent: Police Chief Shawn Langseth

City Staff: Deputy Clerk-Treasurer Rita Boltjes

**PUBLIC HEARING; Local Support of a Small Cities Development Program (SCDP) Grant:**

**Council & Staff Comments:** The Councilmembers discussed the SCDP program. The Southwest Minnesota Housing Partnership is assisting with Adrian's SCDP Application; which will be offered to Minnesota's Department of Employment and Economic Development (DEED). The City is requesting funds which would offer 20 units of funding (improving up to 20 homes). Heitkamp explained that surveys demonstrated sufficient interest from Adrian's qualified, owner-occupied, home owners. Adrian is proposing a city-wide project. The projects within Adrian will need to be completed by December 31, 2018.

**Public Input:** No members of the public attended the meeting, offered verbal input, nor wrote written correspondence which raised any concerns. Motion by Von Holtum, second by Lonneman to close the public input portion of the hearing. RVC 4-yes, 0-no

**Acknowledgement of the Citizen Participation Plan:** Motion by Von Holtum, second by Lonneman, motion carried to acknowledge a Citizen Participation Plan in conjunction with the SCDP. The current hearing and future information meetings would coincide with the Citizen Participation Plan. RCV 4-yes, 0-no

**Resolution #514-2016; Support of a Small Cities Development Program Project (SCDP):** Motion by Von Holtum, second by Lonneman, motion carried to adopt Resolution #514-2016; which: acknowledges the City of Adrian's legal sponsorship and support for the SCDP, confirmed Adrian's commitment in observing all laws and program regulations, and it also authorized the Mayor and City Administrator/Clerk-Treasurer to sign SCDP documents on behalf of the City of Adrian. RCV 4-yes, 0-no

**Adjourn:** With no other business appearing for the public hearing, motion by Von Holtum, second by Lonneman, motion carried to adjourn the hearing at 7:12 PM. RCV 4-yes, 0-no

**CONSENT AGENDA:** Motion by Hornstein, second by Von Holtum, motion carried to approve the following consent agenda items. RCV 4-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 #17,656-#17,735 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$1,161,183.06 (2008 Street Bond Pay-Off = \$1,057,945.00 & other payments of \$103,238.06)

**Fire Relief Assn Investments:** Wells Fargo 12/31/15

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

Approved:

Council	12/21/15
Park	1/11/16
Ambulance	1/4/16
Fire	1/2/16
Police	12/15
PUC	1/19/16
HRA	1/6/16
Community Development	1/16

**Park Minutes; Adrian Campground's 2016 Red Site Improvement Project:** The Councilmembers discussed the January 11, 2016 Park Board Minutes; which raised concerns about State-mandated plumbing requirements. The mandates would have raised the Project's projected expenses by 80%. As a part of Consent Agenda Action, the City Council accepted the Park Board's project recommendation to install 50-Amp service and cable TV within all fourteen (14) of the Campground's "Red" sites. Only four or five of these sites (Red 1-4, possibly Red 5) will have natural flowing sanitary-sewer services installed. By acknowledging the fore-mentioned changes, the mandates can now be satisfied. The Councilmembers were notified that funds were already transferred in 2015 in anticipation of the Project. The action approving the Consent Agenda also approves the completion of the 2016 Red Site Improvement Project.

**Mosquito Spraying:** Henning can purchase mosquito-spraying equipment from the Luverne Public Works Department for about the same cost of the budgeted amount of out-sourcing the spraying, the cost of spray would be additional. However, the purchase could possibly save Adrian thousands of dollars over the life of this equipment. The motion, approving the Consent Agenda, also directed Henning to negotiate and to purchase this equipment.

**PERMITS/LICENSES:** The previous motion, which carried to approve finances and minutes, also approves the permit/licenses, as submitted, contingent upon the Public Works Superintendent, Police Chief, and ADA Inspector Boltjes' approval, as necessary, and submission of all pertinent information and documents, as required: Zoning, Gambling, & Request for Use City Street/Property.

**ZONING INQUIRY; Original Plat, Block 5 for Commercial Use:** Representatives from Henning Construction made an official request during the December 21, 2015 Regular Meeting; requesting that block 5 of Adrian's Original Plat be rezoned for commercial use. Staff were directed prepare a public hearing for this zoning request. Preparation for the public hearing is underway. Residents within 350 feet of Adrian's Original Plat, Block 5, must receive written notification of the pending public hearing to review this rezoning request. The public hearing notice must be published 10 days prior to the hearing.

**FIRE RELIEF AMOUNT; Maintain the Ratified Fire Relief Amount:** The Councilmembers discussed the Adrian Fire Relief Association and the Ratified Fire Relief Amount; as specified in the Adrian Fire Relief By-Laws. The Adrian Fire Relief Board recently acted to increase the unratified Fire Relief Amount. After discussion, Wiese requested discussion or action to increase the City of Adrian's Ratified Fire Relief Amount. No motion was offered to increase the Ratified Fire Relief Amount.

**SOUTHEAST SUBDIVISION; First Phase Development Planning:** According to the January, 2016 Community Development Report, the Housing Task Force Committee (Committee) recommended the City develop lots upon the newly-annexed subdivision; found on the southeast portion of Adrian. The Committee believed development should start at Eighth Street East; as sanitary sewer service is found there. Two options were offered as infrastructure-installation recommendations. The first option proposed the development of eleven (11) lots by Eighth Street E. The second option would offer contractors an alternate-bid solicitation for the installation of all remaining water and sanitary-sewer infrastructure. After reviewing the Committee's recommendation, motion by Lonneman, second by Von Holtum, motion carried to accept the Committee's recommendation. If the alternate bid amount is accepted, the Councilmembers may consider developing fewer lots at the Eighth Street E. location and then developing additional lots east of State Hwy 91. RCV 4-yes, 0-no

**2016 STREET MAINTENANCE; Seal Coat and Crack Sealing:** Henning stated that crack sealing and seal coating were planned in 2016. Crack sealing will take place wherever it is needed. The seal coat was planned for the avenues from Second Street W. to Sixth Street W and for streets from Indiana Avenue westward to Arkansas Avenue. If funds are available; Rice Street, Franklin Street, the easterly portion of Franklin, and possibly street and avenue locations found on the east side of Maine Avenue can be completed. Crack sealing efforts were supported. By consensus, the Councilmembers directed Henning and Heitkamp to contact DGR Engineer Gary Kurth to prepare quote solicitations for the 2016 Seal Coat Project.

**2015 CITY AUDIT; Service Agreement with Conway, Deuth, & Schmiessing Accounting Firm (CDS):** Motion by Lonneman, second by Von Holtum, motion carried to approve a service agreement with CDS to perform the 2015 City of Adrian Audit. RCV 4-yes, 0-no

**OFFICE OF ADMINISTRATIVE HEARINGS; Annexation of Three City-Owned Properties:** The Councilmembers reviewed the annexation approval of: the Adrian Well Field, land west of the Adrian Water Tower, and housing subdivision land located on the southeast portion of Adrian.

**ADJOURNMENT:** With no further business appearing, motion by Hornstein, second by Von Holtum, motion carried to adjourn the Regular Meeting at 8:40 P.M. RCV 4-yes, 0-no

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

/s/ Mayor Robert Wiese