

MINUTES OF THE REGULAR MEETING  
OF THE ADRIAN CITY COUNCIL HELD IN  
THE COUNCIL CHAMBERS OF CITY HALL  
MONDAY, OCTOBER 26, 2015

**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, Don Shorter, Joe Hornstein, and Dean Von Holtum  
Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Police Chief Shawn Langseth, and Public Works Superintendent Adam Henning  
City Staff: Deputy Clerk-Treasurer Rita Boltjes  
Guests: Ehlers & Associate's Financial Advisor Rebecca Kurtz and resident's Wade Hieronimus, Sheena Eidhammer, and Christale Castenada

**CONSENT AGENDA:** Motion by Lonneman, second by Shorter, 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 #17,435-#17,507 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$119,232.82

**Fire Relief Assn Investments:** Wells Fargo 9/30/15 monthly, 9/30/15 quarterly

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

Approved:

Council	9/28/15 (Reg), 10/14/15 (Sp)
Park	10/12/15
Ambulance	10/15/15
Fire	10/7/15
Fire Relief	10/7/15
Police	9/15
PUC	10/20/15
HRA	10/6/15
Community Development	10/15

**Park Minutes:** The City Council held a brief discussion regarding the 2016 camping fees and the electricity used by large campers at the campground.

**PERMITS/LICENSES:** The previous Consent Agenda 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: Zoning, Demolition and Request for Use-EMS Building.

**STANDARD & POORS BOND RATING; City of Adrian as an "A+" Rated Municipal Entity:** Kurtz explained that Standard & Poor's Financial-Rating Service performed a rate study on the City of Adrian's financial position; and subsequently offered the City an "A+" rating. The rating acknowledges the City of Adrian as being in a good financial position. A plaque was presented to Boltjes for the City of Adrian. The City Council congratulated Boltjes and the attending staff for the condition of the City's finances.

**RESOLUTION #508-2015; Sale of \$640,000.00 of General Obligation Improvement Bonds for the Refinancing of the 2008 Street Improvement Project:** Kurtz stated the bond rating offered better-than-expected offers for bonds that will refinance the 2008 Street Project. There were four (4) interested bidders with this sale. Kurtz recommended the low bidder (Security Bank & Trust from Glencoe, MN) be awarded the bond sale. Kurtz forwarded Security Bank & Trust's offer for financing at 1.49%; which acknowledged more in savings than first anticipated. The overall savings of the bond reissuance will be \$125,744.00. After Kurtz's review, motion by Lonneman, second by Von Holtum, motion carried to award Security Bank & Trust the sale of \$640,000.00 of General Obligation Improvement Bonds. RCV 5-yes, 0-no

**ADRIAN CARE CENTER; Future Planning:** Heitkamp offered the City Council a new proposal from ElderCare of Minnesota's Jim Birchem during the meeting. Birchem also included a pro-forma budget with his proposal. By consensus, the City Council tabled any discussion or action pending further review.

**ACTIVE LIVING PLAN; Transportation Alternative Program (TAP) and Safe Routes to School:**

Motion by Von Holtum, second by Shorter, motion carried to acknowledge support for the City's involvement and contribution (50% of the local requirement) if a TAP or Safe Routes to School grant is received. Prior to the Council's action, the Councilmembers reviewed the Adrian School District's proposal with the Southwest Regional Development Commission to write a grant seeking assistance for: the implementation of sidewalks, an automated crosswalk, and an enhanced drop-off location on the south side of the Elementary School. RCV 5-yes, 0-no

**ORDINANCE #82, 2<sup>nd</sup> Series; General Parking Provisions:** Motion by Hornstein, second by Von Holtum, motion carried to adopt Ordinance #82, 2<sup>nd</sup> Series; which amends language which prohibits the parking of a utility trailer, recreational camping vehicle, or other object with an overall length in excess of twenty-one (21') feet on or within the limits of any street, alley, or right-of-way. Prior to Council action, Hieronimus requested input regarding the new ordinance and a discussion regarding any future action that would further-reduce the size of utility trailers. RCV 5-yes, 0-no

**PUBLIC WORKS INFRASTRUCTURE IMPROVEMENTS; Overhead Doors & Openers on the North Storage Building:** Motion by Von Holtum, second by Shorter, motion carried to pay for 50% of the expenses related to installing overhead doors and garage-door openers on the Public Works' North Storage Shed. The Public Utilities Commission has already acted to finance the remainder of that improvement's expenses. RCV 5-yes, 0-no

**Back 32'x40' Shed Improvements:** As advised by Henning, the City Council tabled action regarding the improvements related to a 32'x40' Public Works Shed. That shed may need additional upgrades that wasn't initially anticipated.

**CITY/PUC STAFFING; The Hiring of Andrew Echternach as a Street Maintenance II Employee:** Motion by Lonneman, second by Von Holtum, motion carried acknowledge Andrew Echternach as a new hire as a Street Maintenance II employee (95% City position/5% PUC). Echternach will receive benefits as specified in the City of Adrian Personnel Policy. RCV 5-yes, 0-no

**SMALL CITIES DEVELOPMENT PROGRAM; Owner-Occupied Housing Assistance Application:** Motion by Lonneman, second by Von Holtum, motion carried to accept the Southwest Minnesota Housing Partnership's recommendation to seek an owner-occupied grant through the Department of Employment and Economic Development's (DEED) Small Cities Development Program. Prior to the vote, Heitkamp explained that there was not enough local support to apply for a comprehensive grant; which would have offered assistance to rented homes and commercial properties. The Public Utilities Commission did offer matching funds through their Conservation Improvement Program (CIP); which hopefully will improve Adrian's chances of acquiring the grant.

**CITY IMPOUND AREA; Installation of a Gravel Lot:** By consensus, the Councilmembers decided to simply install gravel at a location near the Power Plant rather than to install fences and gates. Fences and gates may be considered at a later time. There was not enough time this autumn to acquire and to install fences and gates prior to the ground freezing.

**EXCESS CITY/PUC ITEMS SALE:** The Councilmembers reviewed a listing of items that was previously acknowledged by the City Council and the Public Utilities Commission as excess equipment. Staff will accept signed quotes until Friday, November 6, 2015 at 4:00 PM. By consensus, the Councilmembers authorized the Department Heads to use their discretion in accepting dollar amounts for the sale of these items.

**JOB DESCRIPTION REVIEW and COMPARABLE WORTH STUDY:** By consensus, the Councilmembers directed Heitkamp to obtain a cost estimate prior to hiring a professional firm to compare and to combine job descriptions of several City positions.

**ADJOURNMENT:** With no further business appearing, motion by Shorter, second by Hornstein, motion carried to adjourn the Regular Meeting at 8:40 P.M. RCV 5-yes, 0-no

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

/s/ Mayor Robert Wiese