

MINUTES OF THE BUDGET INFORMATION
AND THE REGULAR MEETING OF THE
ADRIAN CITY COUNCIL HELD IN THE
COUNCIL CHAMBERS OF CITY HALL
MONDAY, DECEMBER 18, 2017

CALL TO ORDER: The Budget Information and 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, Ron Lonneman, Joe Hornstein, Dean Von Holtum, & 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: none

2018 CITY OF ADRIAN BUDGET; Review of the Proposed 2018 Budget and Corresponding Levy;

Mayor and Council Comments: Faber requested 2018 City Budget input from Councilmembers in the form of questions and/or comments. No input or questions were offered at this point of the meeting.

Public Input: Faber acknowledged that no members of the public were present for questions. Heitkamp did not receive any form of correspondence relating to concerns and/or questions relating to the 2018 City Budget.

Resolution #543-2017; Adoption of the 2018 Budget and Corresponding Levy: Motion by Lonneman, second by Von Holtum, motion carried to adopt Resolution #543-2017; which approves and adopts the 2018 City of Adrian Budget. The City of Adrian will request a \$507,115.00 Final Levy. RCV 5-yes, 0-no

2017 BUDGET AMENDMENT; Suedkamp Addition Acknowledgement: Motion by Kunkel, second by Hornstein, motion carried to acknowledge Suedkamp Addition transfers and expenses within the 2017 City Budget. Prior to the motion, Heitkamp stated the Council planned for the Suedkamp Addition. However, Suedkamp Addition bidding didn't commence until March of 2017. The Council's vote to include the Suedkamp Addition within the 2017 Budget provides the public of accurate depiction of the Council's planning efforts. RCV 5-yes, 0-no

HEARING CONTINUANCE; Variance Request at 117 Oklahoma Avenue: By consensus, the Council agreed to continue the public hearing to consider a zoning variance at 117 Oklahoma Avenue for one more month. The hearing continuance will take place during the January 22, 2018 Regular Meeting at 7:00 PM.

CONSENT AGENDA: Motion by Hornstein, second by Lonneman, 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 #19312-#19357 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$138,273.08

Year-End Transfers: The year-end transfers were shared as a part of the financials. The budgeted work-for-hire agreement payments to the Fire Department and Ambulance Department will be allocated to the Equipment Revolving Fund-Work for Hire.

Fire Relief Assn Investments: Wells Fargo 11/30/17 Monthly Report

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

Approved:

Council	11/29/17
Ambulance	12/4/17
Fire Relief	12/6/17
Fire	12/6/17
Police	11/17
Community Development	12/17

As part of the minute approvals, the Council acknowledged that no Park Board Meeting took place in December and the following meetings would commence later in the month: Public Utilities Commission (12/19/17) and Housing & Redevelopment Authority (12/20/17).

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: Solicit

2018 APPOINTMENTS, ASSIGNMENTS, AND DESIGNATIONS: Motion by Kunkel, second by Von Holtum, motion carried to approve the 2018 Appointments, Assignments, and Designations. This action appoints the various firms, individuals, and newspapers that will represent the City of Adrian in 2018. Councilmember department and board appointments were also approved in this action. Finally, the Adrian Fire Department appointments were also acknowledged with this action. RCV 5-yes, 0-no

2018 VOLUNTEER BOARD TERMS: By consensus, the Council approved the following volunteer's term to the Adrian Public Utilities Commission: RCV 5-yes, 0-no

- J. Scot Henning (three-year term)

The Councilmembers acknowledged openings on the following Boards:

- Adrian Park Board; 2 openings (3-year term)
- Adrian Housing & Redevelopment Authority; 1 opening (5-year term)

LICENSE & PERMIT FEES; Adopt & Acknowledge: The Council acknowledged the listing of various license & permit fees that are charged by the City. After discussion, motion by Von Holtum, second by Lonneman, motion carried to add "snow removal" as a \$50.00 per hour charge; which is the same amount as the hourly mowing charge. RCV 5-yes, 0-no

ANNUAL FIRE RELIEF AMOUNT; Increase of Ratified Amount: The Council acknowledged the Adrian Fire Relief Board's action on December 6, 2017 to increase their Fire Relief Amount by \$50.00. After discussion, motion by Faber, second by Hornstein, motion carried to increase the City's Ratified Fire Relief Amount. RCV 4-yes, 0-no (Lonneman abstained as he is a member of the Adrian Fire Department)

CONWAY, DEUTH & SCHMIESING, PLLP; 2017 Financial Audit Engagement Letter: Motion by Lonneman, second by Von Holtum, motion carried directing Heitkamp to sign an engagement letter that appoints Conway, Deuth & Schmiessing, PLLP to perform the 2017 City of Adrian Financial Audit. The audit will take place between January, 2018-April, 2018. RCV 5-yes, 0-no

2018 STANDARD MILEAGE RATE; \$.545 Per Mile: By consensus, the Council acknowledged that staff mileage for driving to and from business-related events will be reimbursed at a rate of \$.545 per mile for 2018.

ADJOURNMENT: With no further business appearing, motion by Kunkel, second by Von Holtum, motion carried to adjourn the Regular Meeting at 7:25 P.M. RCV 5-yes, 0-no

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

/s/ Mayor John W. Faber