

MINUTES OF THE BUDGET INFORMATION
AND THE REGULAR MEETING OF THE
ADRIAN CITY COUNCIL HELD IN
THE COUNCIL CHAMBERS OF CITY
HALL MONDAY, DECEMBER 21, 2015

CALL TO ORDER: The Budget Information and 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, Don Shorter, and Dean Von Holtum

Absent: Ron Lonneman, Joe Hornstein

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: Henning Construction, Incorporated's Brent Henning, Ryan Henning, and J. Scot Henning

2016 CITY OF ADRIAN BUDGET; Providing Information, Review, and Adoption of the Proposed 2016 Budget and Corresponding Levy:

Mayor and Council Comments: Wiese requested 2016 City Budget input from Councilmembers in the form of questions and/or comments. No questions were offered.

Public Input: Wiese then requested input and questions from the public in regards to the 2016 City Budget and the corresponding levy. After no comments were offered by the public, and by Councilmember consensus, Wiese announced the closing of the public input portion of the Budget Information Meeting.

Resolution #509-2015, Adoption of the 2016 Budget and Corresponding Levy: Motion by Shorter, second by Von Holtum, motion carried to adopt Resolution #509-2015; which approves and adopts the 2016 City of Adrian Budget. The City of Adrian's 2016 Final Levy will request \$503,949.00 (\$383,635.00 General Levy and \$115,314.00 Bond Debt Levy). This is a 4.25% increase from the levy requested for the 2015 City Budget. Heitkamp will sign and staff will deliver the levy sheet to the Nobles County Auditor-Treasurer's Office. RCV 3-yes, 0-no

NON-CONFORMING USE REQUEST; 217 Louisiana Avenue: Brent Henning, on behalf of Henning Construction, Inc., requested the 217 Louisiana Avenue property be used in a commercial/industrial manner. Staff announced that an adequate amount of petition signatures were received. Discussion took place about the use of this property and the 204 W. Third Street property that Henning Construction own. After discussion, motion by Von Holtum, second by Shorter, motion carried to authorize the non-conforming use of the 217 Louisiana Avenue, residentially-zoned, property for commercial and industrial use by Henning Construction. RCV 3-yes, 0-no

Commercial and Industrial Zoning; Original Plat, Block 6: After the Non-Conforming Request, the guests requested that block 6 of Adrian's Original plat be zoned (zoning change) for commercial and industrial use. Discussion commenced regarding the zoning request. Heitkamp indicated that notifications and a public hearing would be required for a zoning change. After discussion, motion by Von Holtum, second by Shorter, motion carried to prepare notifications and to call a public hearing regarding this zoning request for a future City Council Meeting. RCV 3-yes, 0-no

Interest in City Property: To close the discussion, R. Henning expressed interest in City-owned property; which is behind Adrian's Government Center. Discussion commenced with no decisions being made.

CONSENT AGENDA: Motion by Shorter, second by Von Holtum, motion carried to approve the following consent agenda items. RCV 3-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 #17,554-#17,655 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$124,615.79

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 11/30/15 Quarterly Report

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

Approved:

Council	11/23/15
Ambulance	12/7/15
Fire Relief	12/2/15
Fire	12/2/15
Police	12/14
PUC	12/15/15
HRA	12/2/15
Community Development	12/15

Consent Agenda; Continued:

Fire Relief Amount; Increase in the Unratified Fire Relief Amount: Langseth notified the Councilmembers that an unratified increase of the fire-relief amount was approved by the Fire Relief Board; effective January 1, 2016.

Ratified Fire Relief Amount; Request to Increase: On behalf of the Fire Relief Board, Langseth requested the City Council consider raising the ratified fire relief amount. By consensus, the City Council tabled any action regarding the ratified fire relief amount until all of the Councilmembers could review the request.

Police Report; Impound Lot: Langseth requested discussion regarding the establishment of an impound lot. Langseth shared that Adrian Auto would charge for the storage of towed vehicles. After discussion and by consensus, Langseth and Henning were directed to establish a site near the Adrian Power Plant to store the impounded vehicles.

Public Utilities Commission; Water Treatment Operator Pay: Heitkamp and A. Henning explained the Public Utilities Commission's action to pay the Water Treatment Operator on a monthly basis rather than an hourly basis; as indicated in the personnel policy and by the City's wage chart. The Water Treatment Operator pay will continue to be paid on a per-month basis until a full-time utilities employee obtains the necessary license to operate Adrian's Water Treatment Plant.

HRA Commission; Appointment of Troy Loosbrock to the HRA Commission: As a part of the consent agenda action, the appointment of Troy Loosbrock to the HRA Commission for a three-year term.

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.

2016 APPOINTMENTS, ASSIGNMENTS, AND DESIGNATIONS: Motion by Von Holtum, second by Shorter, motion carried to proclaim the 2016 appointments, assignments, and designations: RCV 5-yes, 0-no
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

Councilmember Department & Board Assignments:

- Administration, Community Development, & Street - Wiese
- Fire Department & Police/Emergency Management – Lonneman
- Ambulance & Community Education – Shorter
- Park – Von Holtum
- HRA – Hornstein

Annual Designations:

- Acting Mayor (in the event Wiese is absent) - Lonneman
- Official Depository – Adrian State Bank
- Custodian of Pledged Securities – United Banker's Bank or designee of ASB
- City Attorney – 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 – Langseth
- Assistant Emergency Management Directors – A. Henning
- Official Publication - Nobles County Review and the Worthington Daily Globe (for election purposes)

2016 VOLUNTEER BOARD TERMS: Motion by Von Holtum, second by Shorter, motion carried to approve the following volunteers' terms to the corresponding boards: RCV-3-yes, 0-no

- Public Utilities Commission; Wes Henriksen (three-year term)
- Park Board; Kellie Thier and Michelle Bulau (three-year term)
- Housing and Redevelopment Authority; Troy Loosbrock (five-year term)

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST; 2015 Property, Vehicle, & Liability (PVL)

Dividend: Motion by Von Holtum, second by Shorter, directing staff to apply the City's portion of the 2015 PVL dividend to the City departments (insurance line items) in which the payments originally derived. RCV 3-yes, 0-no

ACTIVE LIVING PLAN IMPLEMENTATION; Funding, Support and Maintenance of Facilities:

Motion by Von Holtum, second by Shorter, motion carried to approve the following resolutions; which illustrates the City of Adrian's commitment to: match funds for the proposed projects, agree to maintain the facilities, and illustrates the City Council's support of the Active Living Plan Implementation and the related activities that are proposed to make Adrian safer for all residents and visitors: RCV 3-yes, 0-no

- Resolution #510-2015; Matching Funds as Support for the Proposed Adrian, MN TAP-Funded Active Living Plan Implementation Project
- Resolution #511-2015; Section 4: Resolution Agreeing to maintain Facilities
- Resolution #512-2015; Section 7: Resolution of Support from the Local Unit of Government

S.E. HOUSING DEVELOPMENT; Request for Input from the Housing Task Force Committee: By consensus, Heitkamp was directed to organize a meeting of the Housing Task Force Committee to offer the City Council recommendations relating to the development of housing lots to the S.E. of Adrian. Wiese and Shorter will serve on the Housing Task Force Committee on behalf of the City Council. Von Holtum will attend the January Housing Task Force Meeting(s) as Shorter will be out of the area in January.

PARK DEPARTMENT; Hiring of a Part-Time & Seasonal Park Supervisor: Heitkamp explained that staff had differing ideas of the City Council's directives regarding the hiring of a Park Department Supervisor. Heitkamp requested clarification regarding the Park Supervisor's schedule and the benefits offered to the position. After discussion and by consensus, staff were directed to post the position as a 25-hour seasonal position (months of March-November) with none of the observed personnel-policy benefits being offered.

FEMA FIRE-ASSISTANCE GRANT; City Council Support: Motion by Von Holtum, second by Shorter, motion carried to acknowledge the City Council's support of the Adrian Fire Department's efforts to obtain funding from the FEMA Fire Assistance Program for the purchase of a new pumper truck. Heitkamp was directed to forward Adrian Fire Department information to Development Services, Incorporated (DSI) and the FEMA Fire-Assistance Personnel to secure the grant funding for the tanker truck.

CITY COUNCIL INFORMATION: As part of the City Council Packet, the following information was also offered to the Councilmembers:

- Summary of Bond Issue Details; Government Obligated Improvement Refunding Bonds, Series 2015A
- The P.U.C.'s 2016 Utility Rate Schedule – Electric, Water, Sewer, & Refuse
- 2016 Standard Mileage Rate; acknowledged as \$.54 per mile for City & PUC mileage reimbursements
- The City's 2015 (2nd half) Tax Distribution
- S.E. Housing Development Land; Statement of Proposed 2016 Property Taxes
- Small Cities Development Program; Adrian's proposal being listed as marginally competitive

ADJOURNMENT: With no further business appearing, motion by Shorter, second by Von Holtum, motion carried to adjourn the Regular Meeting at 7:57 P.M. RCV 3-yes, 0-no

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

/s/ Mayor Robert Wiese