

MINUTES OF THE REGULAR MEETING
OF THE ADRIAN CITY COUNCIL HELD
IN THE COUNCIL CHAMBERS OF CITY
HALL MONDAY, JUNE 23, 2014

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, Dennis W. Kruger, and Dean Von Holtum (arrived at 7:25 P.M.)

Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Police Chief Shawn Langseth (arrived at 7:12 P.M.), and Utilities Superintendent Terry Miller

City Staff: Deputy Clerk-Treasurer Rita Boltjes

Guests: James Gilman, Conway Death & Schmiesing Accounting Firm; Drew Hage, Southwest Regional Development Commission

PUBLIC HEARING; Variance Darling: Pursuant to due call and notice thereof, the public hearing was called to order at 7:00 P.M. for the purpose of soliciting public input and to consider the Petition for Variance as submitted by Curt Darling. The variance is for property located at 413 Pennsylvania Avenue for the purpose of constructing an addition at a minimum of three (3) feet from the South property line. It was noted the placement of the structure does not meet the setback requirement, per City Code.

No written comments or objections were received prior to the meeting. Heitkamp stated the neighbor to the south, verbally shared support for the project by phone. They also shared that Darling sought their support prior to submitting the application

After discussion, Shorter moved, second by Kruger, motion carried to approve the variance request from Curt Darling. The motion approves the home addition on 413 Pennsylvania Avenue; specifically upon the lot 4, Block 20, First Addition, City of Adrian, Nobles County, Minnesota. The same motion carried to adjourn the public hearing at 7:07 P.M. RCV 4-yes, 0-no

2013 AUDIT/FINANCIAL REPORTS: Gilman presented the 2013 Audit/Financial Report for the City of Adrian and the Public Utilities Commission. Gilman informed the Council that funds were adequately maintained and the financial condition of the City of Adrian was in favorable condition in comparison to similar-sized Cities. The City's assets equaled \$14,411,195 and the City's liabilities equaled \$5,657,131. The net assets of the City exceeded its liabilities by \$8,754,064. The City continued to decrease the existing debt principal in 2013. Gilman was issuing an unmodified opinion in connection with the audit; which is the highest-allowed rating for a City. At the end of Gilman's presentation, Shorter moved, second by Lonneman, motion carried to approve the 2013 Audit Report, as presented by Gilman. RCV 5-yes, 0-no

SAFE PEDESTRIAN WALKING; Drew Hage, Southwest Regional Development Commission: Hage offered examples of how a city could improve its walkways; sidewalks and on-street walking. Hage stated that grant funds may be available to make Adrian's walkways safer. The Safe Routes to School Program was one example that was used. Hage explained that a community trails and walkway plan would be needed to become eligible for the funding. A plan would need to be adopted as a part of land-use planning. In closing, Hage offered to supply information to the City Council about these programs.

CONSENT AGENDA: Motion by Kruger, 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 all the financial data provided. BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADRIAN THAT THE FOLLOWING BILLS ARE DUE AND PAYABLE AND THAT THE MAYOR AND ADMINISTRATOR/CLERK-TREAS. ARE HEREBY AUTHORIZED TO MAKE PAYMENT FOR SAME AND BE IT FURTHER RESOLVED THAT THE FUNDS ARE SUFFICIENTLY PROTECTED BY FDIC AND PLEDGE SECURITIES: Total Expenditures: \$797,381.85 (Res #824, AP Bk 7)

Fire Relief Assn Investments: Wells Fargo 5/31/14

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

Approved:

Council	5/19/14
Park	6/9/14
Ambulance	6/2/14
Fire	6/4/14
Police	5/14
PUC	5/20/14, 6/17/14
HRA	6/3/14
Community Development	6/14

Consent Agenda; Continued:

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: Zoning, Gambling, Request for Use; Street/Property, Temp. On-Sale/Off Premises Liquor License
Additional Zoning Permits: Several applications for Zoning Permits were offered during a later portion of the meeting. After brief discussion, motion Lonneman, second Von Holtum, motion carried to also approve those zoning permits. RCV 5-yes, 0-no

TOWNSHIP AMBULANCE AND FIRE AGREEMENTS: Motion by Lonneman, second by Von Holtum, motion carried to: increase the Fire Department's per-section fee, maintain the fire call charge (paid by the property owner) and to maintain the Ambulance Service's per-section rate for 2015 and 2016. RCV 5-yes, 0-no

RESOLUTION #485-2014; Adoption of Nobles County's All-Hazard Mitigation Plan and Intent to Request Assistance from Homeland Security and Emergency Management's (HSEM) Hazard Mitigation Program: Upon the recommendation of the Adrian Public Utilities Commission, motion by Shorter, second by Lonneman, motion carried to adopt Resolution #485-2014, which among other things, forward's the Council's intent to seek a Hazard Mitigation Grant from HSEM to acquire a stand-by generator for the Adrian well field. RCV 5-yes, 0-no

SOUTHWEST BUILDING SPECIALISTS; Two-Year Home Inspection Contract: Motion by Shorter, second by Von Holtum, motion carried to enter into a two-year contract with the Southwest Building Specialists (a corporation of the Southwest Minnesota Housing Partnership) to provide the City of Adrian with structural inspection services. RCV 5-yes, 0-no

GARBAGE CLEAN-UP (GC) RATE: Motion by Von Holtum, second by Shorter, motion carried to approve the current \$2.00 for GC on the utility refuse charge. RCV 5-yes, 0-no

SIGN RETROREFLECTIVITY POLICY: Motion by Lonneman, second by Von Holtum, motion carried to adopt the City of Adrian Sign Retroreflectivity Policy that establishes guidelines for the replacement of City street signs. RCV 5-yes, 0-no

2014 ELECTION JUDGES: Motion by Kruger, second by Lonneman, motion carried to approve the 2014 Election Judges for the City of Adrian Precinct. As a part of the motion, all judges will receive an increase in rate of pay from the prior Election Judge Wages. RCV 5-yes, 0-no

KANARANZI-LITTLE ROCK WATERSHED DISTRICT (KLR); Notice of Termination of Executive Secretary Services: Heitkamp requested input regarding the 2015 City of Adrian agreement to provide Executive Secretary services to KLR. The City Council discussed Heitkamp's time and the opportunity costs involved when Heitkamp acts as the KLR Executive Secretary. By consensus, the Council agreed the City of Adrian would be better served in terminating the annual agreement with KLR for an Executive Secretary position and to have Heitkamp spend more time on City of Adrian projects and grant opportunities.

Administrative Services: The City Council then discussed what services could be maintained to assist KLR. By consensus, the Council agreed to offer a bookkeeping and office/meeting-space administrative service to KLR as an annual, per year, contract. Mayor Wiese will sign a letter notifying KLR of the Council's decision.

ADJOURNMENT: With no further business appearing, motion by Kruger, second by Von Holtum, motion carried to adjourn the Regular Meeting at 8:48 P.M. RCV 5-yes, 0-no

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

/s/ Mayor Robert Wiese