

MINUTES OF THE REGULAR MEETING
OF THE ADRIAN CITY COUNCIL HELD
IN THE COUNCIL CHAMBERS OF CITY
HALL MONDAY, JULY 24, 2017

CALL TO ORDER: The 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, Dean Von Holtum, Ron Lonneman, Joe Hornstein, and 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 in attendance

PARKING ORDINANCE; SEMI TRUCK/TRACTOR & TRAILER PARKING: Faber explained that two truck drivers were invited to the meeting to discuss truck parking within Adrian. As was evident, the drivers did not attend the meeting. Discussion commenced regarding truck parking and the present translation of City Code language. Faber also stated that several layers of City management should receive complaints prior to people issuing them at his home. By consensus, the Councilmembers offered their support in citing people who violate parking ordinances within Adrian.

Ordinance #90; Second Series – Truck Parking: Motion by Lonneman, second by Von Holtum, motion carried to adopt Ordinance #90, Second Series entitled "Truck Parking". Ordinance #90, Second Series amends City Code Chapter 9, Subdivision 2 reflecting that it is unlawful to park a detached truck-tractor or semi-truck/tractor, a detached semi-trailer, nor a semi-truck/tractor & trailer combination upon any City street, City-owned parking lot, or other public property, except in sign-posted areas within the City of Adrian. RCV 5-yes, 0-no

CONSENT AGENDA: Motion by Hornstein, second by Von Holtum, 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 #18969-#19036 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$126,520.87

Fire Relief Assn Investments: Wells Fargo 6/30/17 Monthly Report

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

Approved:

Council	6/26/17
Park	7/17/17
Ambulance	7/10/17
Fire	7/13/17
Police	6/17
Public Utilities Commission	7/18/17
HRA	7/18/17
Community Development	7/17

Park Board; Loud Noise and Cancellation Policies: By consensus, the Council requested the Park Board review policies regarding late-night noise (specifically DJ's) and last-second cancellations within the Campground. A complaint was voiced with a Councilmember regarding late-night campground noise.

Ambulance; Ending a Sanford-Luverne Service Agreement: The Ambulance Service is choosing to end ambulance agreement (#2015608) with Sanford-Luverne. The Ambulance Service received staffing and maintenance services through the Agreement. The Adrian Ambulance personnel will now fill this role themselves. The Consent Agenda action acknowledges the end of this contract.

Data Practices & Record's Retention; City Medical Records: In regards to Sanford Health Services, Heitkamp stated that Sanford Clinic-Adrian presently stores records (City's permanent records). Sanford would like to continue storing this information. After discussion, the Council consented to Sanford Health acting as a storing agent of the City, if it was deemed acceptable by the State of Minnesota's Information Policy Analysis Division. The Consent Agenda action acknowledges Sanford's appropriate storage of the City's permanent medical records if it is deemed legal.

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, Moving, Demolition, and Gambling

ANNEXATION; Update: Heitkamp stated, to date, little-to-no correspondence has been received from anyone following the Thursday, July 20, 2017 Mediation Meeting. City Hall Staff were busy compiling public-request information for Attorney Reece Almond from Davenport Evans Lawyers; per a subpoena. Heitkamp plans to deliver those items to the Davenport Evans Law firm on Tuesday, July 25, 2017; a day before the July 26, 2017 deadline.

Annexation Hearing; August 4, 2017: The Councilmembers acknowledged the Friday, August 4, 2017 Annexation Hearing. Mediation is still possible prior to the Annexation Hearing. However, the limited amount of notification days makes another mediation meeting unlikely before the Hearing.

Ordinance #91, Second Series – Municipal Utility Services Outside of the City: The Council discussed City Code provisions pertaining to their recent efforts to annex unincorporated parcels that are being served by Adrian Public Utilities. Consensus was that future utility customers should obtain, and provide permission from the Township, consenting to an Orderly Annexation process that will conclude within six (6) months of obtaining services from Adrian Public Utilities. After discussion, motion by Von Holtum, second by Kunkel, motion carried to adopt Ordinance #91, Second Series, thus amending City Code Chapter 3, Subdivision 7 entitled, “Municipal Utility Service Outside the City”. RCV 5-yes, 0-no

REBUILD ADRIAN PROGRAM; Ruppert/Hanson Familial Agreement: Discussion commenced regarding a Familial Agreement being made available regarding the possible demolition of the late Rose Ruppert’s home at 612 Maine Avenue. The Council acknowledged Sheryl McBride’s siblings as partnering Rebuild Adrian Program applicants during the June 26, 2017 Regular Meeting. After discussion regarding reserve balances and funding logistics, motion by Hornstein, second by Von Holtum, motion carried to offer the Ruppert/Hanson family a Rebuild Adrian Program grant for the demolition of 612 Maine Avenue’s dilapidated property; per the language of the Familial Agreement. As a part of the motion, the Council only consented to this project’s grant funding pending receipt of a Demolition Application and if the City can directly pay the awarded contractor. All unlicensed vehicles and nuisance items must be removed prior to payment.

Jim & Anne LeBrun; Pending Application: The prior motion approved a grant to Jim & Anne LeBrun for the acquisition and pending demolition of the dilapidated home at 312 Pennsylvania Avenue. A construction grant for reestablishing tax base upon the parcel will be decided at a later date.

Suspension of the Rebuild Adrian Program: The prior motion also acted to suspend the Rebuild Adrian Program again until the Dilapidated Building Fund is replenished. The afore-mentioned grants will be paid from the 2017 budgeted transfer of from the General Fund. RCV 5-yes, 0-no

SUEDKAMP ADDITION; Henning Construction Pay Request #3 (Final): Motion by Kunkel, second by Lonneman, motion carried to authorize payment of Henning Construction Pay Request #3 (Final). RCV 5-yes, 0-no

Reker Construction Pay Request #1: Motion by Kunkel, second by Lonneman, motion carried to authorize payment of Reker Construction Pay Request #1. RCV 5-yes, 0-no

Change Order Notification; Gacke Barn Removal: Henning and Heitkamp notified the Council that building remnants were removed from the Suedkamp Addition. Reker Construction unearthed several large segments of concrete and livestock equipment from the area that was once the former Art Gacke farm. A future pay request will acknowledge the removal of the non-hazardous debris.

2018 CITY BUDGET; Work Paper Distribution and Budget Preparation: Discussion commenced regarding the development of the 2018 City Budget. Departmental work papers were offered to the City Council. Departmental Council Representatives will work with the Department Heads and City Hall Staff to develop a Preliminary Budget and Corresponding Levy. This Preliminary Budget will be available for Council review during their August 28, 2017 Regular Meeting.

Hiring/Staffing Committee: Discussion commenced regarding the assembly of members for the Hiring/Staffing Committee. After discussion, Faber appointed Lonneman to join the PUC’s David Edwards and himself as the committee to review the 2018 wages.

Adrian Housing & Redevelopment Authority (HRA); Presentation of the HRA Budget: As directed by Statute, the Adrian HRA included their 2018 HRA Budget in the Agenda Packet. The HRA will request the same levy; as was the case in 2017. The HRA will hold their Budget Information Meeting on Tuesday, August 15, 2017 at 7:00 PM within the Council Chambers. By consensus, the City Council acknowledged receipt of the 2018 HRA Budget.

COMMUNITY DEVELOPMENT DEPARTMENT; Program Flyer: Heitkamp distributed a draft copy of a Community Development Flyer that could be used to introduce and promote the following programs to commercial and residential inhabitants of Adrian: Small Cities Development Program (residential), Nobles Home Initiative (residential), HRA Revolving Loan Fund (commercial), and the HRA Program Fund (commercial). After discussion and review, motion by Lonneman, second by Von Holtum, motion carried to produce the Community Department Department’s flyer and to direct mail them to everyone in Adrian. RCV 5-yes, 0-no

ACTIVE LIVING PLAN; Council Support to Meet the Established Plan Goals: Heitkamp explained that Nobles County's Christine Bullerman and her staff have been supportive in finding smaller grants to accomplish some of the Active Living Plan goals. After discussion, motion by Lonneman, second by Von Holtum, motion carried to offer the Council's support regarding finding grants to accomplish the identified goals of the Active Living Plan. RCV 5-yes, 0-no

HENNING CONSTRUCTION; Land Exchange Agreement: Heitkamp reported that Henning Construction signed their Purchase Agreement and the Land Exchange Agreement. City Attorney Brian Daiker will now prepare the closing documents so Henning Construction can obtain the following: Henning Construction will receive the following after closing - Original Plat, Block 6, Lots 15-18 City of Adrian will receive the following after closing - Original Plat, Block 6, Lots 1-3

FRATERNAL ORDER OF EAGLES (FOE); Grant for Children Games: The Council reviewed an FOE grant award of \$2,000.00. The funds will be utilized by Boy Scout's Brody Loosbrock and Blake Madison to construct a Ga-Ga Ball Court (Loosbrock's Eagle Scout Project) and a life-size chess set (Madison's Eagle Scout Project) for the City at the afore-mentioned Park Department locations.

LEAGUE OF MINNESOTA CITIES; Senator Bill Weber Recognition: The Council reviewed a recognition letter to Senator Bill Weber from the League of Minnesota Cities. After review and by consensus, the Council directed Heitkamp to write Weber and to thank him for his legislative efforts to assist Minnesota's cities.

SMALL CITIES ASSISTANCE PROGRAM; Funded: The City received funds from the Small Cities Assistance Program. The Program acknowledges street-infrastructure needs of Minnesota's small cities. Heitkamp believed the funds are the first of two payments that will be received in 2017. Hopefully this program will continue to be funded into the future.

STREET REPAIRS; 2017 Seal Coat: Caldwell Asphalt will arrive later in August to apply a seal coat to: First Street East, Second Street East, Third Street East, Fourth Street East, Fifth Street East, Seventh Street East, Eighth Street East, Nevada Avenue, Rice Street, N. Louisiana Avenue (by the Pool), and the easterly portion of Franklin Street.

FIFTH STREET EAST; Dip Repair: Henning reported that his crew will be repairing a dip on Fifth Street East; between Maine Avenue and Nevada Avenue. The repair could be completed by the end of July, 2017. Paving will take place when a paving contractor is available.

ADJOURNMENT: With no further business appearing, motion by Lonneman, second by Von Holtum, motion carried to adjourn the Regular Meeting at 8:08 P.M. RCV 5-yes, 0-no

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

/s/ Mayor John W. Faber