

MINUTES OF THE REGULAR MEETING  
OF THE ADRIAN CITY COUNCIL HELD  
IN THE COUNCIL CHAMBERS OF  
CITY HALL MONDAY, JULY 25, 2016

**CALL TO ORDER:** The Regular Meeting were 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, Joe Hornstein, Dean Von Holtum, and Don Shorter  
Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Public Works Superintendent Adam Henning, and Police Chief Shawn Langseth

Guests: Southwest Minnesota Housing Partnership's (SWMNHP) Michele Clarke, Lauren Madison and her mother Dawn Anderson, Adrian Branch Library's Meredith Vaselaar & Clint Wolthuizen, & Henning Construction's Ryan & Brent Henning

**SMALL CITIES DEVELOPMENT PROGRAM (SCDP); City Requirements (Resolution #522-2016):** SWMNHP's Clarke introduced the SCDP and several SCDP documents, including Resolution #522-2016 (Fair Housing Policy). Many of the documents pertained to the City's requirements to receive DEED funding and, subsequently, to assist in the rehabilitation of income qualified, owner-occupied homes. Clarke explained the program's processes and timelines. A resident-information meeting will be offered on Thursday, August 11, 2016 at 6:30 PM. After Clarke's presentation and some brief discussion, motion by Hornstein, second by Von Holtum, motion carried to approve and/or adopt the procedural documents relating to the SCDP, including Resolution #522-2016 and SWMNHP's Administration Contract, thus accepting the terms required for Adrian to accept the SCDP.

*The City of Adrian through the Small Cities Development Program (SCDP) will to the greatest extent feasible, market to low and very low-income persons or businesses, and female or minority owned contractors. RCV 5-yes, 0-no*

**ADRIAN BRANCH LIBRARY; Interior Renovations:** Vaselaar and Wolthuizen explained the rehabilitation effort taking place at the Adrian Branch Library. The Council was asked to support this rehabilitation effort of the Library's interior. General support was requested but also financial support. After discussion, motion by Hornstein, second by Von Holtum, motion carried to direct Heitkamp to identify and apply for grants to assist with the Adrian Branch Library's rehabilitation effort. RCV 5-yes, 0-no

**ESTABLISHMENT OF A "LITTLE LIBRARY"; Girl Scout Project:** Madison stated that she'd like to place a Little Library (Library) in a public location within Adrian. The Library is designed much like a mailbox in that patrons can drive or walk up and retrieve a book; or drop off a book. The cost of the Library would be \$300.00. The Henning Construction representatives offered to purchase the Library for Madison. Madison stated that she'd maintain the Library if it could be placed on City property. After discussion and receiving Madison's suggestion, motion by Hornstein, second by Von Holtum, motion carried to direct A. Henning to place a post on the north side of the Adrian Government Center for the Library. RCV 5-yes, 0-no

**CITY LAND FOR PRIVATE LAND EXCHANGE; Henning Construction:** Brent & Ryan Henning acquired the parcels of land at 201 Maine Avenue from Wes & Rose Henriksen. As stated during the February 22, 2016 Regular Meeting, Henning Construction and the City of Adrian will exchange the following parcels:

City will acquire

Original Plat, Block 6, Lots 1-3

Henning Construction will acquire

Original Plat, Block 6, Lots 15-18

Discussion was held regarding the City retaining the east 20' of Lots 17-18 for additional parking. However, an agreement could not be made during the meeting. Therefore, the parameters established during the February 22, 2016 Regular Meeting will be binding for this exchange:

- The exchange of the afore-mentioned lots
- Henning Construction will place a warming shed at the Adrian Sledding Hill
- Henning Construction will offer the City lifetime use of lot 15 for snow storage
- Henning Construction will allow the "City Celebration" to utilize lots 15-18; as long as the organization (planning the event) can include Henning Construction in the insurance coverage
- Upon Council approval (via zoning permit), Henning Construction may build on these lots if the planning organization (City celebration) chooses another location to hold the annual event.

**CONSENT AGENDA:** Motion by Lonneman, 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 #18095-#18176 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$119,383.17

**Fire Relief Assn Investments:** Wells Fargo 6/30/16

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

Approved:

Council	6/27/16
Park	7/18/16
Ambulance	7/11/16
Fire	7/6/16
Police	6/16
Public Utilities Commission	7/19/16
HRA	7/19/16
Community Development	7/16

**Community Development Report; Council Wages:** The consent agenda motion, above, also directs City Hall staff to present an ordinance to the Council during their August 22, 2016 Regular Meeting which proposes an increase in Mayor's annual stipend.

**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 Bill Boltjes' approval, as necessary, and submission of all pertinent information and documents, as required: Zoning, Demolition, & Request for Use-City Property

**SENIOR CITIZEN'S AGREEMENT:** Motion by Lonneman, second by Shorter, motion carried to seek a 2017 agreement with the Adrian Senior Citizens to provide senior programs. The motion included an annual contribution increase. RCV 5-yes, 0-no

**2017 CITY ASSESSOR AGREEMENT:** Motion by Lonneman, second by Von Holtum, directing staff to seek an Assessor Agreement with Gary Spaeth for the same amount and terms as in 2016.

**2017 BUDGET; Process & Timelines:** The Council briefly discussed the budget process. The department heads will be directed to offer budget input by August 12, 2016. A complete budget proposal will then be presented to the City Council during their August 22, 2016 Regular Meeting. The Council can then decide a course of action in order to derive a preliminary levy by September 30, 2016.

**SUEDKAMP ADDITION; Pro-Forma & Planning:** Heitkamp presented the Council with a pro-forma financial analysis to estimate the Suedkamp Addition's development revenues and expenses. The Council discussed: street improvements, sidewalk improvements, and Henning Construction's pending installation of sanitary, water, & storm sewer infrastructure.

**PUBLIC UTILITIES COMMISSION (PUC); Councilmember Attendance:** Hornstein requested input regarding a Council representative at PUC Meetings. By consensus, the Council decided to address this during December when appointments, assignments, and designations are acted upon.

**FIREWORKS DISCUSSION:** The Council discussed the use of fireworks in Adrian and in Minnesota. Langseth explained that he received complaints in recent years and that precipitated the necessity to market City Code provisions pertaining to the prohibited use of fireworks in Adrian.

**EXCESSIVE VEHICLE NOISE ENFORCEMENT; Sign is Not Posted Yet:** Heitkamp shared that MNDOT hasn't installed a sign yet to acknowledge Adrian's vehicle noise enforcement.

**SOUTHERN "WELCOME TO ADRIAN" SIGN; Possible Placement to a Different Location:** The Council discussed the "Welcome to Adrian" sign that resides on the location of Adrian's former southerly corporate limits. The corporate city limit now is much farther south with recent annexations. No plans were made but the Council acknowledged that moving this sign farther south could occur with the Suedkamp Addition housing development.

**PENNSYLVANIA/TENNESSEE AVENUE ALLEY; Cost to Reestablish:** A. Henning requested input regarding the establishment of an alley between Pennsylvania and Tennessee Avenue. The Council discussed ways to obtain the opinions of land owners in the immediate vicinity. Additional discussion will commence once expense amounts are known.

**POOL HALL PROPERTY (115 MAINE AVENUE); City Purchase Offer:** Heitkamp explained that Nobles County Auditor-Treasurer Beth Van Hove wouldn't recommend the County sell the 115 Maine Avenue property for \$1.00. Van Hove stated that thousands of dollars were invested by the County and the demolition expenses did not mandate the property be sold for the first dollar. By consensus, the Council directed Heitkamp to contact Van Hove to ascertain a fair price for the property.

**AMBULANCE WEEKEND PAY; Member Survey Results:** The Council discussed survey results that seemed to indicate that Adrian Ambulance members supported a pay rate differential for weekend on-call shifts. The Ambulance members will revisit the topic during their August 1, 2016 meeting.

**ANNEXATION; Split Parcel Review:** Heitkamp indicated that two parcels were under the review of a MNDOT Cartographer. Parcels 18-0131-000 in Westside Township and 14-0107-000 in Olney Township are proposed to be split as the households are currently part of much larger parcels. The split-off (larger) portion of the existing parcels doesn't pertain to the City services that are currently being received.

**NOBLES COUNTY ATTORNEY'S OFFICE; Council Consent to and Request for Prosecution Services from the Nobles County Attorney's Office:** Langseth stated that Nobles County Attorney Kathleen Kusz requested the Council's consent to have phone consultations with Chief Langseth, at the same billing rate as face to face consultations, regarding the City's prosecution services. After brief discussion, motion by Hornstein, second by Von Holtum, motion carried to allow phone consultations to take place for legal prosecution services. RCV 5-yes, 0-no

**ADJOURNMENT:** With no further business appearing, motion by Von Holtum, second by Shorter, motion carried to adjourn the Regular Meeting at 9:25 P.M. RCV 5-yes, 0-no

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

/s/ Mayor Robert A. Wiese