



Regular City Council Meeting
Monday, August 26, 2019 at 7:00 pm
Adrian Government Center, Council Chambers, 209 Maine Avenue, Suite 106, Adrian, MN

1. **Call to Order:** Mayor Faber called the meeting to order at 7:00 P.M.
2. **Roll Call:** Roll Call indicated the following present for the Regular Meeting:
Council Members: John Faber, Ron Lonneman, Joe Hornstein, Dean Von Holtum, and Tracy Kunkel
Department Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Police Chief Shawn Langseth, and Public Works Superintendent Adam Henning
Staff: Deputy Clerk-Treasurer Rita Boltjes
Guests: Nobles County Review's Deb Kroon and DGR Engineer Gary Kurth
3. **2020 Street Project; Project Planning & Cost Estimate:** Kurth presented the Council Members with information regarding year 2020 Street Projects and 2020 water & sanitary sewer project. The distributed areas of street improvements throughout Adrian were introduced. Discussion commenced regarding the cost of materials and the price increases in comparison to the 2008 Street Project (from \$52/ton in 2008 to a \$90/ton estimate in 2020). Kurth estimated \$95 per ton in offering estimates. Heitkamp will need to derive public hearing and bid requirements to start the bonding and assessment process, respectively. It is likely that resident assessments will be required to fund benefitting areas. Kurth will provide further details as the proposed project nears. The Council thanked Kurth for his visit.
4. **Boulevard Trees and the TH91; Rights and Responsibilities:** A resident stated they wanted to attend the Council Meeting to discuss: boulevard trees, tree maintenance, and pending liability. The resident didn't attend but the Council did review City Code Section 7.09 which explains maintenance requirements of boulevard trees within the City.
5. **Consent Agenda:** Motion by Kunkel, second by Von Holtum, motion carried to approve the consent agenda items and to acknowledge the following finance items, minutes, & reports. RCV 5-yes, 0-no
Finances; Accounts Payable /Pledge Securities: The Consent Agenda vote includes the approval of City finances in reference to any transfers as noted on the Monthly Financial Report along with claims paid; check #20596-#20670 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$132,651.84.
Minutes: The Consent Agenda vote acknowledged the following monthly minutes and reports:
Approved:
Council 7/22/19
Park 8/19/19
Ambulance 8/5/19
Fire 8/7/19
Police 7/19
PUC 8/20/19
HRA 8/20/19
Community Development 8/19
 - Park Board; Storage Shed: As a part of the Consent Agenda motion, the Council Members accepted the Park Board's recommendation to construct a storage shed next to the Campground Office.
 - Park Board, Fraternal Order of Eagles Grant; Campground and Pool Defibrillators: Heitkamp also explained that Park Board President Doug Kruse will be attending a Fraternal Order of Eagles Conference on Saturday, September 21, 2019 in Brainerd, MN to receive a grant award. The grant funds will be used to purchase defibrillators (2) for the Campground and the Swimming Pool.
 - Police Report: Langseth answered a question regarding how on-call hours were distributed.**Permits / Licenses:** The Consent Agenda vote also approved the following permits & licenses, as submitted, contingent upon the Public Works Superintendent, Police Chief, and possible ADA approval, as necessary, and with submission of all pertinent information and documents, as required: Zoning, Gambling, Demolition, and Request for Use City Street/Property
6. **Proposed Eagle Scout Project; Outside Archery Range:** Motion by Von Holtum, second by Lonneman, motion carried to approve an outside archery range; to be located within the Adrian Wellfield area. Prior to the motion, discussion commenced regarding Boy Scout Mason Wenzel's offer to construct the range. The Council Members reviewed Park Board and PUC Commission recommendations (within corresponding minutes) offered in support of the archery range. RCV 5-yes, 0-no
7. **2020 City Budget and Corresponding Levy; Preliminary Copy and Levy Request:** The Council Members reviewed a preliminary copy of the year 2020 City Budget. The attending staff all interjected input regarding the Budget's contents. Year 2020's cost estimate for the pending 2020 Street Project will need to be entered into the Budget yet. Prior to any changes, the Council Members acknowledged an Excess in Savings The budget acknowledged the health insurance increase, a cushion of 3% in personnel expenses, and forecasted Local Government Aid amounts. Discussion regarding the City's contribution toward the Fire Relief deposit was discussed; with no change acted upon. Staff will continue to amend the Budget to derive a corresponding Preliminary Levy amount and a Budget Hearing (T&T) date; which will be voted upon during the Monday, September 23, 2019 Regular Council Meeting.

- 8. Resolution #573-2019; Revising License Fees-Not Specifically Set by City Code:** Motion by Von Holtum, second by Kunkel, motion carried to adopt Resolution #573-2019 which sets license and permit fees that aren't acknowledged within City Code. The Hand Gun Permit fee and Bowling fee were both removed through this amended fee schedule. The Snow Removal (Private Sidewalks) fee was changed from \$50.00 to \$100.00 per hour; with a \$100.00 minimum charge. RCV 5-yes, 0-no
- 9. Past / Other Business:** The Council reviewed these past/other topics:
- Tyler Notify System; Customer Alerts and Notifications: Motion by Hornstein, second by Von Holtum, motion carried to approve upgrading the City's software to include Tyler's Notify System. The Notify System can be used by the City and PUC departments to offer information to customers & residents to offer real-time notices. RCV 5-yes, 0-no
 - Property Acquisition and Wellhead Protection Area Vulnerability: Heitkamp informed the Council that property acquisitions and a corresponding grant award was progressing. Both of the land owners have signed their purchase agreements and forwarded their abstracts to the City Attorney. Heitkamp turned in the Request for Proposal to receive Wellhead Protection Partner grant funds from Minnesota's Board of Water & Soil Resources. As of Friday, August 23, 2019; Heitkamp was informed that an appraisal was needed on the Dorn land. By consensus, the City Council acknowledged the progress being made and encouraged staff to continue efforts to finish the land acquisitions.
 - Suedkamp Addition; Proposed Drainage Project: Motion by Von Holtum, motion by Kunkel, motion carried to approve the installation of a ditch to keep water on City property and to move it to a waterway to the east. Prior to the motion, the Council Members reviewed a cost estimate to create the ditch. RCV 3-yes (Von Holtum, Kunkel, & Faber), 1-no (Hornstein), Lonneman abstained.
 - Senior Citizen's Agreement; Amended 2019 and 2020: Motion by Kunkel, second by Lonneman, motion carried to accept the amended 2019 and the 2020 Senior Citizen Agreements, respectively. Both plans acknowledged per month payments for providing senior citizen services in Adrian. Lonneman wanted to acknowledge Hornstein's (Slade Apartments) efforts for previously hosting the Senior Citizen's Center. RCV 5-yes, 0-no
 - Bruce A. Heitkamp, Resignation Letter: Heitkamp offered the City Council his resignation letter from full-time employment; effective Thursday, September 26, 2019. Heitkamp did offer to work on a contractual basis to assist until a new Administrator/Clerk-Treasurer was hired. Discussion commenced in regards to a vacancy notice and interviews.
- 10. Next Regular Council Meeting:** By consensus, the Council Members acknowledged Monday, September 23, 2019 at 7:00 PM within the Adrian Government Center for their next Regular Meeting.
- 11. Adjournment:** Motion by Von Holtum, second by Lonneman, motion carried to adjourn the meeting at 8:13 PM.