



Regular City Council Meeting
Monday, September 23, 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, Joe Hornstein, Dean Von Holtum, and Tracy Kunkel
Absent: Ron Lonneman
Department Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Police Chief Shawn Langseth (7:18 PM), and Public Works Superintendent Adam Henning
Staff: Deputy Clerk-Treasurer Rita Boltjes
Guests: Nobles County Review's Deb Kroon, Merlyn Inglett, and Ehlers' Todd Hagen
3. **Housing Development Revenue Refunding Bonds-\$1,780,000; Resolution #574-2019:** Hagen explained an opportunity to refinance the Adrian Country Living Cottages through revenue refunding bonds. The estimated savings over the life of the bonds was discussed. The HRA already adopted Resolution #30-19 to offer their approval of the refinancing effort. Hagen continued to explain the refinancing schedule that will conclude with a November 6, 2019 sale closing. The redemption date for the existing Build American bonds is February 1, 2020. After Hagen's review and discussion, motion by Von Holtum, second by Kunkel, motion carried to adopt Resolution #574-2019 which acknowledges the City's government obligation; also authorizing the HRA's refunding efforts. The Council will meet during its October 28, 2019 Regular Meeting to consider further action required for the sale of G.O. bonds. Ehlers were authorized to prepare an official statement and to execute the bonds on behalf of the City of Adrian. RCV 4-yes, 0-no
4. **Consent Agenda:** Motion by Kunkel, second by Hornstein, motion carried to approve the consent items; as stated: 4-yes, 0-no
Finance; 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 #20671-#20741 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$85,067.57.
Parr-McKnight Fire Relief Account; 8-31-19: \$386,573.39
Minutes: The Consent Agenda vote acknowledged the following monthly minutes and reports:
Approved:
Council - 8/26/19
Park - 9/16/19
Ambulance - 9/9/19
Fire - 9/4/19
Police - 8/19
PUC - 9/17/19
HRA - 9/18/19
Community Development - 9/19
Park Minutes Acknowledgement: The consent agenda vote also approves the Park Board's recommendation to improve the Campground's shower house flooring.
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
5. **Resolution #575-2019; 2020 City Budget and Corresponding Levy:** Motion by Hornstein, second by Von Holtum, motion carried to adopt Resolution #575-2019 which sets the preliminary levy amount at \$506,999.00 (\$381,675.00 General Purpose, \$12,500 Nobles Home Initiative Abatements, and \$112,824 Bond Indebtedness). The motion also schedules the Public Input Meeting at November 25, 2019 at 7:00 PM within the Adrian Government Center's Council Chambers. Budget adoption will take place during the December Regular Council Meeting; which is now set for December 23, 2019. RCV 4-yes, 0-no
2020 Budget Amendment; Annual Fire Relief Deposit: Motion by Von Holtum, second by Kunkel, motion carried to increase the total annual Fire Relief Association deposit within the 2020 City Budget. RCV 4-yes, 0-
6. **Minnesota River Area Agency on Aging; Age Friendly Grant Contract:** Motion by Kunkel, second by Von Holtum, motion carried to contract with the Minnesota River Area Agency on Aging to administer to a \$10,000.00 Age Friendly Community grant. There is no cost to the City of Adrian but there are reporting requirements associated with the grant contract. Prior to the action, Faber explained that stakeholder meetings have begun to effectively use the grant funds. RCV 4-yes, 0-no

- 7. Annual (2019-2020) Safety Program and JTS Utility Training; Minnesota Municipal Utility Association (MMUA):** Motion by Hornstein, second by Von Holtum, motion carried to approve the Safety Management Program's 2019-2020 Amendment to Service Agreement with MMUA (contract 75-2020). The program is being offered for less than the 2018-2019 Agreement. RCV 4-yes, 0-no
- 8. Street Parking; Signs on the Elementary School Property (Bus Parking):** By consensus, the Council Members agreed that "Bus Parking Only" signs with time allotments should be installed on the north side of the Adrian Elementary School property (Sixth Street East). As a part of discussion, staff were encouraged to notify school officials so the bus-congestion issue can be shared with: staff, parents, and other school attendees.
- 9. Past / Other Business:** The following were also discussed as past or other items:
 - Suedkamp Addition; Landscaping Discussion: The Council Members discussed the Suedkamp Addition's lots and whether fill should be added to low-lying lots (sales lots: 6, 7, & 8). After discussion and by consensus, it was decided that fill was not required within those lots. A walk-out basement home may require the existing elevation differences.
 - Land Acquisition Update: The Board of Water & Soil Resources will offer grant dollars to the City within the next few weeks. Appraiser Rick Johnson will offer his official appraisal, of the Dorn land, within the same three-week timeline. Finally, DGR is also completing their land surveys. All of the available information indicates that property closings will be scheduled by the third week of October, 2019.
 - Ellis & Eastern Rail; Grant Letter to Illustrate Support: Faber explained that he signed a letter illustrating Adrian's support toward a Ellis & Eastern grant to improve railroad infrastructure between Sioux Falls and Worthington.
 - Staff Resignation; Bruce A. Heitkamp: By consensus, the Council acknowledged Bruce A. Heitkamp's resignation with the City and Public Utilities Commission; effective Friday, September 27, 2019. The application deadline is being extended to Thursday, October 3, 2019 to obtain additional applications. In the interim, Heitkamp will work part time until a new person is hired for the Administrator/Clerk-Treasurer position.
 - Acting Administrator/Clerk-Treasurer; Rita Boltjes: By consensus, the Council acknowledged the appointment of Boltjes as the Acting Administrator/Clerk-Treasurer until a new person is hired. This appointment includes acting as the City of Adrian's Responsible Authority and all other authorities that is required with the Administrator/Clerk-Treasurer position.
- 10. Next Regular Council Meeting:** By consensus, the Council acknowledged Monday, October 28, 2019 at 7:00 PM within the Adrian Government Center as their next Regular Meeting date, time, and location.
- 11. Adjournment:** Motion by Kunkel, second by Von Holtum, motion carried to adjourn the meeting at 8:02 PM.

Signed:

/s/ John W. Faber; Mayor

/s/ Bruce A. Heitkamp; Administrator/Clerk-Treas