

MINUTES OF THE PUBLIC HEARING & REGULAR
MEETING OF THE ADRIAN CITY COUNCIL HELD
IN THE COUNCIL CHAMBERS OF CITY HALL
MONDAY, SEPTEMBER 24, 2018

CALL TO ORDER: The Public Hearing and 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, Tracy Kunkel, Joe Hornstein, and Dean Von Holtum

Absent: Ron Lonneman

Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Public Works Superintendent Adam Henning, and Police Chief Shawn Langseth

Staff: Deputy Clerk Rita Boltjes & Patrol Officer Ashley Markus

Guests: Adrian Town & Country Association Members – Megan Vortherms, Brittany Jackson, Brenda Bullerman, Ray Bullerman, Ryan Lonneman, and Jason Winselman

PUBLIC HEARING; Vacate an Alleyway between Block D & Block E of the Original Plat:

Call to Order: Mayor Faber called the public hearing to order at 7:00 PM

Hearing Purpose; Vacating an Alleyway between Adrian Auto Service, LLC's land: The hearing is called to review an alleyway-vacation petition brought forth by Ryan Eidhammer from Adrian Auto Service, LLC. The alleyway is located between Block D and Block E of Original Plat. The alleyway dead ends at Adrian Auto's private property.

Public Input: A public hearing notice was published and posted with no public input or correspondence being received regarding the vacate petition. After reviewing information, motion by Kunkel, second by Von Holtum, motion carried to close the public-input portion of the meeting. RCV 4-yes, 0-no

Resolution #553-2018; Vacating and Alleyway: Motion by Kunkel, second by Von Holtum, motion carried to adopt Resolution #553-2018; which vacates the alleyway currently located between Block D and Block E of the Original plat. Resolution #553-2018 states, among other items, that Heitkamp is to offer a Notice of Completion to the Nobles County Auditor-Treasurer; which will also be recorded with the Nobles County Recorder. RCV 4-yes, 0-no

Adjournment: Motion by Von Holtum, second by Hornstein, motion carried to adjourn the public hearing at 7:03 PM. RCV 4-yes, 0-no

PROCLAMATION ACKNOWLEDGING THE ADRIAN TOWN & COUNTRY ASSOCIATION (ATC) FOR EXCEPTIONAL COMMUNITY SERVICE; Resolution #554-2018:

Motion by Von Holtum, second by Kunkel, motion carried to adopt Resolution #554-2018; which proclaims the exceptional community-service acts offered by the ATC. Prior to the action, Faber presented the guests with a leather proclamation plaque that can be displayed in a location of ATC's choice. The Council, Henning, and Langseth stated that it could be hung within the Adrian EMS Building; which is a common meeting location for the ATC.

STAFF INTRODUCTION; Ashley Markus, Patrol Officer: Langseth introduced Ashley Markus as Adrian's new Patrol Officer. Markus has been active in the Police Department for approximately a month. Markus introduced herself; stating that she worked for the Heron Lake Police Department prior to Adrian. The Councilmembers welcomed Markus to the City of Adrian.

CONSENT AGENDA: Motion by Lonneman, second by Von Holtum, motion carried to approve the following consent agenda items. RCV 4-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 #19882-#19943 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$98,311.69
Fire Relief Association Investments: Parr McKnight Wealth Mgmt. Statements; 7/31/18 & 8/31/18

MINUTES: The motion above also approves/acknowledges receipt of the following minutes/reports:

Council	8/27/18
Park	9/17/18
Ambulance	9/10/18
Fire Relief	8/23/18
Fire	9/5/18
Police	8/18
PUC	9/18/18
HRA	9/19/18
Community Development	9/18

Ambulance; Staffing Issues: The Councilmembers discussed the Ambulance Minutes and comments within the minutes that stresses staffing concerns. Difficult test requirements, high training costs, and pending retirements are creating real concerns for operating an Ambulance service in the future. Marketing efforts will continue to find staff that will be retained Ambulance members.

Consent Agenda; Continued:

Police; Speed Complaints: Complaints have been received within the last month regarding speeding along C.S.A.H. #35 and on State Hwy 91.

Speed Study: As a part of the motion, Langseth was directed to check into a speed study on State Highway 91; specifically the recently-annexed area to the south. It's likely the 30 mile per hour sign will need to be moved farther to the south.

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 the ADA Inspector's approval, as necessary, and submission of all pertinent information and documents, as required: Zoning (pending receipt of out-standing paperwork from Voss) & Request for Use; City Street/Property.

2019 CITY BUDGET; Preliminary Budget Updates: Boltjes and Heitkamp shared recent Budget updates to the preliminary copy of the 2019 City Budget. Budget modifications primarily within the Street Department accounted for positive changes to the Budget; which is now in an "Excess from Operations position". Henning offered a historical spreadsheet and a review of prior Street Budgets. Henning stated that he has been making efforts to reduce his department's budget.

Preliminary Levy; Resolution #555-2018: Motion by Hornstein, second by Von Holtum, motion carried to adopt Resolution #555-2018; which among other items, approves the \$506,999.00 total preliminary levy amount. The following levy amounts comprised the total levy: RCV 4-yes, 0-no

General Purpose:	\$381,675.00
Nobles Home Initiative	12,500.00
Bond Indebtedness	112,824.00

Public Input Meeting Date; Truth in Taxation: The afore-mentioned motion also acknowledged the details of the Public Information Meeting; which will be held December 17, 2018 at 7:00 P.M. within the Council Chambers. The Public Information Meeting will introduce the 2019 City Budget to the public.

PERSONNEL; Public Works-Street Maintenance II: By consensus, the Council acknowledged Chittakorn Keophilalay as a new Public Works employee. Keophilalay will fulfill a Street Maintenance II position; starting on November 5, 2018.

Health Insurance; Proclaiming Plans for 2019: By consensus, the Council agreed to offer the same health insurance plans as in 2018 (CMM \$1,000 deductible and CDHP 872/876 \$2,250.00/\$4,500 deductible). Both plans are offered through the Southwest/West Central Service Cooperative and Blue Cross/Blue Shield of Minnesota. As Lonneman wasn't in attendance, the Council's decision will be tabled if Lonneman doesn't agree with this decision. Heitkamp will reach out to Lonneman after the meeting. No decisions were made regarding the employee/employer funding ratios for health insurance.

SUEDKAMP ADDITION: Sales Lot #12-#14 Area: The area of land which comprises portions of Sales Lots 12-14 will likely be sold to a second interested party. This area was previously offered to another party; who couldn't close the sale. As was previously-discussed, the first-interested party will be returned their earnest money (10%), less any applicable fees, upon the successful sale of this afore-mentioned area to the second-interested party. This second interested party hasn't signed a Purchase Agreement yet. Heitkamp will draft a purchase-agreement release to the first party so work can begin with the second party.

S.W. Design Build; Inability to Construct a Twin Home in 2018 and the Release of Sales Lot #25 and Sales Lot #27: Heitkamp notified the Councilmembers that S.W. Design Build will not construct a twin home in 2018. They may consider constructing a twin home in 2019; if they can find an interested party who'd purchase the first unit. With this news, Heitkamp informed the S.W. Design Build representatives that Sales Lot #25 and Sales Lot #27 will be released for sale to any interested party. The S.W. Design Build representatives understood; stating that they'd choose a neighboring lot if Sales Lot #25 or Sales Lot #27 wasn't available. A letter requesting the extension of S.W. Design Build's zoning permit will likely arrive within the next month.

HIGH SCHOOL PARKING; Reduced Parking and School-Administration Complaint: Kunkel and Heitkamp both received complaints regarding the recent loss of day-time parking spots in front of the Zion Lutheran Church and the 413 Indiana Avenue residence. The Council discussed the use of available spots surrounding the School. An empty City-owned lot (parcel 21-0326-000) along Third Street West was mentioned as a possible green-space replacement; if required and the School wanted an additional parking lot. Additional School parking spaces could also be created if a diagonal, or a perpendicular, parking structure was constructed along Kentucky Avenue; and possibly also Fifth Street West.

Additional Signage; Monday-Friday, 7:00 A.M.-4:00 P.M. to Resident-Only Signs: After discussion, Henning was directed by the Council to order "Monday – Friday, 7:00 A.M. – 4:00 P.M." signs to be placed under the existing "Resident-Only Parking" signs. The additional signage will replace the annual Request for Use-City Street requirement (sign-covering procedure); which allows parking in those locations during School events.

SENIOR CENTER; Relocation-Effort Update: Henning, Langseth, and Heitkamp met with Adrian contractor Tim Honermann on Friday, September 21, 2018 to review the Adrian EMS Building as a potential site for the Adrian Senior Center. Honermann took some notes and will derive the project's cost estimate and construction timeline. Heitkamp will keep the Council informed as information becomes available.

LAND-PURCHASE APPRAISAL; Appraisal Quote Acceptance: By consensus, the Council acknowledged the quote from Richard Johnson Appraisal Services from Nerstrand, MN. This appraisal and possible land-purchase project will be a cost-share endeavor with the Public Utilities Commission. The appraisal is necessary in order to make the City eligible for State (Board of Water & Soil Resources) cost-share. The appraisal should be completed within the next 30-days.

ADRIAN PUBLIC UTILITIES COMMISSION (PUC); Electric Service Area Annexation Purchase: Heitkamp introduced the Councilmembers to an administrative PUC project which will officially make all of Adrian's corporate city limits a service area of Adrian's Electric Department. The PUC is proposing an agreement with Nobles Cooperative Electric to finish this electrical "annexation". Many of the properties south of Seventh Street are currently within a "Disputed Area" classification. The agreement will establish the PUC's monetary settlement to the Nobles Cooperative Electric Cooperative. The Minnesota Public Utilities Commission will then also acknowledge Adrian's current city limits as Adrian PUC's Electric-Service Area.

NEXT REGULAR COUNCIL MEETING; Monday, October 22, 2018: The Council will convene on Monday, October 22, 2018 at 7:00 PM within the Adrian Government Center's Council Chambers to hold the next Regular Meeting.

ADJOURNMENT: With no further business appearing, motion by Kunkel, second by Von Holtum, motion carried to adjourn the Regular Meeting at 8:15 P.M. RCV 4-yes, 0-no

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

/s/ Mayor John W. Faber