

MINUTES OF THE REGULAR MEETING
OF THE ADRIAN CITY COUNCIL HELD IN
THE COUNCIL CHAMBERS OF CITY HALL
MONDAY, SEPTEMBER 26, 2016

CALL TO ORDER: The Regular Meeting was called to order by Mayor Wiese at 7:00 P.M.

ROLL CALL: Roll call indicated the following present:

Councilmember's: Robert Wiese, Joe Hornstein, Dean Von Holtum, and Don Shorter

Absent: Ron Lonneman

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

Guests: Resident and Adrian Property Owner Stan Wieneke, Nobles County Attorney Kathleen Kusz, and Adrian Branch Library's Meredith Vaselaar

PUBLIC PROTECTION AND PIT BULLS: Discussion took place regarding the breed of animals in residential areas; specifically Pit Bulls. After discussion, it was determined that residents with dogs have to ensure the public is protected from their animals. Neighboring residents have to ensure the dogs have their space as well. Communication between neighbors ensure that everyone stays safe. Langseth stated that he'll also reach out to neighbors in these situations to ensure public safety.

MINNESOTA SUBSCRIBER AGREEMENT OF MINNESOTA; Court Data Services: Motion by Shorter, second by Hornstein, motion carried to approve the Minnesota Subscriber Agreement and also to adopt Resolution #524-2016 entitled, "A Resolution Authorizing the County Attorney to Sign Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies." The Council's action will grant the Nobles County Attorney's Office to perform prosecution services for the City of Adrian. RCV 4-yes, 0-no

Population-Based Service Charges: Kusz requested additional time to introduce and discuss possible changes in the Nobles County Attorney's Office's contract to provide the City's legal prosecution services. Kusz is proposing a population-based invoicing method to the County Commissioners to provide local units of government with legal-prosecution services. Kusz stated that additional information will be shared. The Council didn't take any action regarding a population-based service.

ADRIAN BRANCH LIBRARY; Library Closing Inaccuracy: Vaselaar requested assistance from the City by sharing that Adrian's Branch Library is not going to close. Inaccurate word-of-mouth messages are sharing the close of the library. Vaselaar believes this is affecting the Library's attendance. Vaselaar stated the Adrian Branch Library is not closing and the commitment to improve the library building proves the County's commitment to the Adrian Branch Library.

Library Improvement Project Update: Vaselaar stated that fundraising efforts are going well for the library improvements. Vaselaar stated the funding goal is still \$80,000.00. She itemized the cost estimates for the project. Mayor Wiese shared the City's proposed contribution as part of the 2017 Budget Process.

CONSENT AGENDA: Motion by Von Holtum, second by Shorter, 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 #18277-#18347 and the ACH payables as listed on the City Council Accounts Payable Listing: Total Expenditures: \$167,177.32

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

Park Minutes: The Councilmembers briefly discussed improvements to the baseball field's pitcher's mound and the home plate area.

Police Report; E-Citation Progress: Langseth stated that he was still working with the State to fully utilize the E-Citation Network.

Ambulance Minutes: The Councilmembers acknowledged the Ambulance Minutes and the Ambulance Board's proposal to change on-call wages for weekend shifts. Sanford's Health Plan also proposed a contract for services; which is currently being reviewed by the City's Attorney.

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, Request for Use-City Property, and Demolition.

ORDERLY ANNEXATION PROCESS; Joint Resolutions #525-2016 (Olney) & #526-2016

(Westside): Heitkamp presented the Council with two joint (2) resolutions (#525-2016, #526-2016) for the Orderly Annexation of properties in Olney and Westside Townships, respectively. Each joint resolution represents an independent annexation process. The joint resolutions shared the Council's intent to: annex the stated properties, share funds annually with the Townships for three (3) years as a revenue-sharing effort, and to request the township's consent to waive waiting periods for the annexation process. The following illustrates the properties included and the townships affected by these annexation processes:

Joint Resolution #525-2016 with map; Orderly Annexation of Olney Township Parcels

- Parcel 14-0114-500
- Parcel 14-0114-250
- Parcel 14-0115-000
- Parcel 14-0110-500
- The Described Portion of Parcel 14-0107-000

Joint Resolution #526-2016 with map; Orderly Annexation of Westside Township Parcels

- Parcel 18-0075-100
- The Described Portion of Parcel 18-0131-000
- Parcel 18-0138-000
- Parcel 18-0135-000

After discussion, motion by Von Holtum, second by Hornstein, motion carried to adopt, with assistance the of City Attorney Brian Daiker, Joint Resolution #525-2016, which proposes annexation of the aforementioned Olney Township parcels, or portions thereof, with the cooperation of the Olney Township Board. The same motion also carried to adopt, on behalf of the City of Adrian, Joint Resolution #526-2016, which proposes annexation of the afore-mentioned Westside Township parcels, or portions thereof, with the cooperation of the Westside Township Board. RCV 4-yes, 0-no

AMBULANCE WAGES; Weekend On-Call Rate and Elimination of the Guaranteed Call Wage:

As it was on the Agenda, the Councilmembers briefly discussed the Ambulance Board's decision to increase the weekend on-call rate; effective Friday September 16, 2016. The weekend rate will run from Friday night at 6:00 P.M. until Sunday night at 6:00 PM. It is hoped that more people are attracted to the additional income and take weekend shifts.

2017 CITY OF ADRIAN BUDGET; Draft Proposal: The Councilmembers reviewed the updated 2017 City of Adrian Budget draft. The draft illustrated the following: monetary contribution to the Adrian Branch Library, lowering of the transfer from General Fund to the Dilapidated Building Fund, the 2017 wages established by the Hiring Committee, and the inclusion of a Nobles Home Initiative Program Expense; which will offset Nobles Home Initiative revenues.

George Gmach Recommendations to the City of Adrian Wage Chart: Wiese explained that he and Councilmember Ron Lonneman are two of the three members of the Hiring Committee; along with PUC President David Edwards. The Hiring Committee will be recommending a new City of Adrian Wage Chart based upon Gmach's recommendations. Wiese had Heitkamp explain the construction of the Wage Chart, the updating of staff wages, and the future merit-based wage increases. The Council discussed the Hiring Committees work and the condensing of the Wage Chart. The Council requested additional details prior to accepting the Wage Chart and the resulting staff wages.

2017 Budget Meeting; December 19, 2016: Staff recommended the 2017 Budget Meeting, commonly referred to as "Truth in Taxation", be set for Monday, December 19, 2016 to avoid the Christmas holiday. This date is also in the date range provided by the State of Minnesota. Therefore, the 2017 Budget Hearing will be held on Monday, December 19, 2016 at 7:00 PM in the Council Chambers of the Adrian Government Center.

Preliminary Levy; Resolution #527-2016: Motion by Von Holtum, second by Shorter, motion carried to adopt Resolution #527-2016, which establishes the 2017 do-not-exceed levy amount for the City of Adrian. The motion carries to approve the \$498,949.00 Preliminary Levy (\$381,675.00 General, \$117,274.00 debt); which is equal to the levy for the 2016 City of Adrian Budget. As a part of the motion, staff are directed to prepare the 2017 Preliminary Levy Form for Taxes Payable 2017 and Heitkamp is directed to ensure its delivery to the Nobles County Auditor-Treasurer's Office prior to September 30, 2016. RCV 4-yes, 0-no

FOURTH STREET WEST; No Parking on the North Side of the Street (300 Block): Motion by Von Holtum, second by Shorter, motion carried directing City staff to utilize measures to stop parking on the north side of the 300 block of Fourth Street West. The Councilmembers discussed traffic and parking congestion at this location because of school classes and activities taking place at the Adrian High School. RCV 4-yes, 0-no

CITY CODE REGARDING PUBLIC PROTECTION; Laying Hens: Langseth and Heitkamp were directed to create a draft ordinance that proposes to allow up to six (6) laying hens on residential properties within Adrian's corporate limits. By consensus, the Councilmembers directed that no chickens raised for meat production, or roosters, should be included in the draft ordinance.

BASEBALL FIELD AGREEMENT; Adrian School District: Heitkamp introduced a proposed agreement between the City of Adrian and the Adrian School District (ISD #511) to formalize the ISD #511's use of the fields.

FIRE DEPARTMENT; Acknowledgement of the Use of Equipment Revolving Funds: Heitkamp stated that it was possible the Fire Department could utilize the Equipment Revolving Funds to purchase a different tanker truck and/or a Fast Attack vehicle.

SUEDKAMP ADDITION; Sanitary Sewer, Water, & Partial Storm Sewer Update: Heitkamp explained that Henning Construction was utilizing subcontractors to start the Suedkamp Addition housing development. Pete Clausen Construction of Sibley, IA is presently installing the sanitary sewer main throughout the development. Adrian Plumbing & Heating will come in next to install sanitary sewer lateral connections for each of the lots.

Electrical Improvements: The PUC is currently reviewing diagrams and cost estimates for the electrical improvements. Henning stated that installing electrical infrastructure in the rear (back) of the lots is adding to the expense of the electrical project. The PUC Commissioners are adamant in ensuring the development is aesthetically appealing after the electrical installation project is complete.

ESTABLISHMENT OF AN ALLEY; Between Pennsylvania Avenue & Tennessee Avenue:

Henning stated the Street Department would prepare for people to utilize the alley area where a City easement is placed. However, the establishment of an alley would likely not upset people, who lived without an alley, for many decades. Henning is communicating with residents who want the alley so it isn't intrusive to other long-term area residents.

CITY GRASS BURNING; Prairie Grass Learning Area, Campground, Softball Field, and Lower

Park: Staff explained that Park Department areas will be burnt sometime during autumn. These maintenance procedures will take place in favorable wind conditions. The Worthington Dispatcher's Office will be notified in the event that someone calls in the fire. The Adrian Fire Department's Grass Rig will be utilized to ensure public safety and damage to Park Department assets.

ADJOURNMENT: With no further business appearing, motion by Hornstein, second by Von Holtum, motion carried to adjourn the Regular Meeting at 8:53 P.M. RCV 4-yes, 0-no

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

/s/ Mayor Robert A. Wiese