

REGULAR CITY COUNCIL MEETING
April 14th, 2020

Pursuant to due call and notice thereof a regular meeting was duly held at City Hall at 7:00 PM on the 14th day of April 2020.

Council present: Brian Anderson, Michael Cherney, Paul Kirtz, Ella Noterman, and Karen Ruechel.

Council absent: None.

Motion made by Cherney, seconded by Ruechel, to approve the City Council meeting agenda with the addition of Resolution #12-2020, and appliance clean-up day discussion. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Motion made by Noterman, seconded by Ruechel, to approve the March 10th, and March 24th, 2020 minutes as presented. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Mayor Anderson updated the City Council on maintenance activities the past month. The maintenance department has been alternating work weeks due to the COVID-19 pandemic. The department will return to a regular schedule next week. Approval was given by the City Council for the purchase of a used sander for the City pickup, and a used generator for the pump house. Signs will be posted stating that the City Park will be closed until further notice due to the COVID-19 pandemic.

The bills payable were reviewed.

Motion made by Cherney, seconded by Kirtz, to approve payment of bills as presented. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

The city clerk presented the February 29th, 2020 financial statements. Motion made by Ruechel, seconded by Noterman, to approve the financial statement as presented. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Motion made by Ruechel, seconded by Kirtz, to approve building permits to James Johnson (406 Lincoln St. NW) for a house addition, and to Barry Kirtz (203 4th St.) for a one-year extension to a permit issued May 15th, 2019. Votes in favor: Kirtz, Cherney, Noterman, and Ruechel. Votes against: None Motion carried.

The City Council discussed renewing the Ricoh copier lease. The new four-year lease provides a new Ricoh copier and increases monthly fees from \$237.00 to \$240.00 per month payable to US Bank. The lease also requires a service agreement with Metro Sales. The service agreement has a base quarterly fee of \$66.00, the fee for color copies is .0593 cents, and .011 cents for black and white copies over 6000. Motion made by Ruechel, seconded by Noterman, to approve the Ricoh copier lease and the Metro Sales service agreement. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

The City Council revisited a request from the Adams Booster Club to have the City provide electricity for events to be held on Commerce Street during Dairy Days. The Booster Club has temporary electricity installed every year at a cost of \$650.00. City Clerk Jim Kiefer presented a quote from Schmitz Electric

for installation of two 100-amp services on Commerce Street, the services would provide permanent electricity for activities and vendors during Dairy Days. The quote from Schmitz Electric was \$3,130.00 for two services. Motion made by Kirtz, seconded by Ruechel, to approve a quote of \$3,130.00 from Schmitz Electric for installation of two 100-amp electrical services along Commerce Street. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Jim Kiefer updated the City Council on the 2020 Street project. Jim reported that the City has been tentatively approved for a low interest loan of \$783,800.00 from the Minnesota Public Facilities Authority. The interest rate of the loan would be 1.25%, for a term of 15 years. The City would save approximately \$150,000.00 in interest comparing the anticipated rate of 3.5% for a bond issue. A motion was made by Kirtz, seconded by Noterman to sign the loan agreement from the Minnesota Public Facilities Authority when issued. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None. Motion carried. City Clerk Jim Kiefer reported that City Engineer Bryan Petzel has submitted the contracts and bonds for signature by the BCM Construction Inc. president. The anticipated start date of the project is June 1st, 2020. The project manager from BCM Construction will meet with City employees next week to survey the streets involved in the project.

Discussion was held on bonding scenarios for the 2020 Street Project. City Clerk Jim Kiefer presented to spreadsheets from Northland Securities advisor Jessica Green. The spreadsheets display a 12-year bond issue and a 15-year bond issue. Both bonds assume the City obtaining a loan from MPFA for \$793,800.00, and a bond issue of \$1,790,000.00. A motion was made by Kirtz, seconded by Ruechel to have Northland Securities begin the process of issuing a 15-year bond totaling \$1,790,000.00 for payment of the 2020 street project. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

The City Council reviewed the current status of the North Park Addition development. The Council directed the City Clerk contact the City Engineer for an updated lot concept and updated costs associated with the new concept. The City Clerk was also directed to contact a developer that showed interest in developing the addition last summer.

Discussion was held on a grant proposal for bathroom/shower facilities in the City campground. Karen Ruechel asked if an anonymous donation received by the City earlier could be used to help fund the facilities. The City Clerk informed the Council that the donation is in reserves and can be spent on whatever they wish.

City Council member Karen Ruechel presented an updated job description for the City Clerk position. The policy was reviewed by Council members Karen Ruechel and Ella Noterman last week. An addition to the policy was allowing use of a City credit card by the City Clerk. The City Clerk was directed to set up a City credit card account. A motion was made by Kirtz, seconded Cherney to approve the updated City Clerk job description. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Mayor Brian Anderson presented Resolution #13-2020, a resolution declaring a local state of emergency for the City of Adams. The declaration establishes policies to be followed dealing with the COVID-19 pandemic. A motion was made by Kirtz, seconded by Cherney, approving Resolution #13-2020, a declaration of emergency for the City of Adams. The City Clerk was directed to put the proclamation on the City website. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Motion made by Ruechel, seconded by Noterman, to approve Resolution #12-2020, a resolution approving an application for funding to the State of Minnesota Department of Natural Resources. The City of Adams will act as a legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources. The snowmobile trails will be managed by the Mayor and City Council of Adams. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Due to the stay at home policy implemented for Minnesota the appliance clean-up day scheduled for May 2nd will be postponed. The clean up day will be rescheduled for a date in the fall.

The next City Council meeting was scheduled for April 28th, 2020 at City Hall. The City Council will review spending requests from all City Departments.

Motion made by Kirtz, seconded by Noterman, to adjourn. Votes in favor: Cherney, Kirtz, Noterman, and Ruechel. Votes against: None Motion carried.

Jim Kiefer

Clerk/ Treasurer