

SPECIAL CITY COUNCIL MEETING

April 28th, 2020

Pursuant to due call and notice thereof a special meeting was duly held in City Hall on the 28th day of April 2020, at 5:30 pm.

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

Council absent: Paul Kirtz.

Mayor Brian Anderson presided at the meeting.

Jim Kiefer, Craig Hegge, Al Sorenson, and Jessica Green attended the meeting through a tele communications zoom meeting due to the coronavirus pandemic.

Motion made by Karen Ruechel, seconded by Ella Noterman, to approve the agenda as presented. Votes in favor: Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Northland Securities Managing Director Jessica Green presented a financial plan and proposed resolution to issue \$1,790,000.00 in general obligation improvement bonds for the 2020 street project. Payment of the bond issue will be from special assessments and City levies. Payment of the bonds will be spread over 15 years. The expected interest rate on the special assessments is 4.2%. The expected tax levy for the City will average approximately \$112,000.00. Jessica reminded City Council members that an anticipated PFA loan will be paying for \$793,800.00 of the 2020 Street project. Motion made by Karen Ruechel, seconded by Michael Cherney, to approve Resolution #14-2020, a resolution approving the issuance of series 2020A general obligation bonds. Votes in favor: Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Discussion was held on the upcoming search for the City Clerk position. City Clerk Jim Kiefer is planning to retire in October. A motion was made by Michael Cherney, seconded by Ella Noterman to have Karen Ruechel lead the search for the City Clerk position. Votes in favor: Brian Anderson, Ella Noterman, and Michael Cherney. Votes against: None Motion carried. Applications and resumes will be directed to Karen. The position will be posted in local newspaper and League of Cities website. Salary range for the position was set at \$40,000.00 to \$55,000.00 depending on qualifications. The City Clerk was determined to be an exempt employee in the personnel policy.

An updated personnel policy was reviewed by the City Council. The City will be implementing a PTO payroll program to replace the current vacation/sick day policy in place. Items discussed were City Hall hours of operation, employee work hours, compensatory time accumulation, performance reviews, health care benefits, and the proposed PTO schedule. Approval of the personnel policy was tabled to allow for more discussion at the next City Council meeting.

Motion made by Karen Ruechel, seconded by Michael Cherney, to approve a building permit to Troy Steinkamp (206 4th St NW) for placement of a storage shed in the back yard. Votes in favor: Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Motion made by Anderson, seconded by Ruechel, to approve a one day burning permit to Rick Hinz, contingent on not burning while the burning ban is in place. Votes in favor: Michael Cherney, Ella Noterman, and Karen Ruechel. Votes against: None Motion carried.

Discussion was held on future expenses that need to be looked at for the City of Adams. Maintenance supervisor Craig Hegge listed an additional well, a new water tower, additional sewer pipe lining, generator for well, and looping of existing water mains as future needs of the City. Jim Kiefer listed shingling or tinning the City Hall roof, purchase of property east of City Hall, purchase and installation of 130 water meters to complete the transition to automatic meter reading.

City Clerk Jim Kiefer reviewed the March 31st, 2020 Adams Health Care Center financial statement with the City Council. Motion made by Karen Ruechel, seconded by Ella Noterman approving the March 31st, 2020 Adams Health Care Center financial statement as presented.

Votes in favor: Michael Cherney, Ella Noterman, and Karen Ruechel. Votes against: None
Motion carried.

Mayor Brian Anderson suggested that the City Council extend the declaration of 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 Michael Cherney, seconded by Karen Ruechel, approving a two-week extension of the declaration of emergency for the City of Adams. Votes in favor: Cherney, Noterman, and Ruechel. Votes against: None Motion carried.

Motion made by Karen Ruechel, seconded by Mike Cherney, to adjourn. Votes in favor: Michael Cherney, Ella Noterman, and Karen Ruechel. Votes against: None Motion carried.

Meeting adjourned,

Jim Kiefer, City Clerk