

SPECIAL CITY COUNCIL MEETING

June 23rd, 2020

Pursuant to due call and notice thereof a special meeting was duly held in City Hall on the 23rd day of June 2020, at 5:30 pm.

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

Council absent: None.

Mayor Brian Anderson presided at the meeting.

Motion made by Paul Kirtz, seconded by Mike Cherney, to approve the agenda with the addition of a Covid-19 response plan, City Clerk introduction, personnel policy approval, and City Council computer upgrade. Votes in favor: Paul Kirtz, Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Motion made by Karen Ruechel, seconded by Ella Noterman, to approve the June 9th, 2020 minutes as presented. Votes in favor: Paul Kirtz, Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Craig Popenhagen of Clifton Larson Allen was present to review the annual city audit report for 2019. Craig stated that the 2019 expenditures were in line with the 2019 budget. Craig reported that no significant adjustments were required to the 2019 financial statement during the audit. A clean opinion was received on legal compliances. Motion made by Paul Kirtz, seconded by Ella Noterman, to accept the Clifton Larson Allen 2019 financial audit. Votes in favor: Michael Cherney, Paul Kirtz, Karen Ruechel, and Ella Noterman. Votes against: None Motion carried.

Council member Karen Ruechel updated the City Council on the search for a new City Clerk. Karen introduced Jake Goodale to the City Council . Jake has accepted an offer to become the new City Clerk. Jake will begin duties on July 13th, 2020. Motion made by Karen Ruechel, seconded by Ella Noterman, to install Jake Goodale as the new city clerk pending a background check. Votes in favor: Paul Kirtz, Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Motion made by Karen Ruechel, seconded by Paul Kirtz, to approve a building permit to James Johnson (406 Lincoln St. NW) for an addition to garage. Votes in favor: Paul Kirtz, Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

A building permit to Barbara Staples (311 6th St NW) NW) for a retainer wall was tabled until the next council meeting. A verification is needed to ensure the retainer wall is not in the flood plain.

Motion made by Paul Kirtz, seconded by Mike Cherney, to approve Resolution #17-2020, a resolution setting a public hearing for July 14th, 2020 to vacate a portion of an alley between Lewison Street and Water Street, and 2nd Street and 4th Street. Description of alley is all that part of the alley dedicated in Kresbach's Addition, according to the recorded plat thereof, City of Adams, Mower County, Minnesota, described as follows: Commencing at the most southerly

southwest corner of Lot 1, Block 1, Southland Schools, according to the recorded plat thereof; thence North 00 degrees 59 minutes 58 seconds West (assumed bearing) on the west line of said Lot 1, a distance of 175.31 feet to a point on the south line of said alley, said point also being the point of beginning; thence South 89 degrees 02 minutes 04 seconds West on said south line, 62.61 feet; thence North 00 degrees 57 minutes 56 seconds West, 20.00 feet to a point on the north line of said alley; thence North 89 degrees 02 minutes 04 seconds East on said north line, 62.59 feet to a point on the west line of said Lot 1; thence South 00 degrees 59 minutes 58 seconds East on said west line, 20.00 feet to the point of beginning, according to the recorded plat thereof. Votes in favor: Paul Kirtz, Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

Jim Kiefer informed the City Council that the Health Care Center will be turning over all financial records to the City Clerk at the end of June. The Health Care Center's financial manager has been handling payment of bills and collection of revenues through an agreement at the time of sale. Jim Kiefer will work with the financial director in taking over the accounting entries and records. Jim Kiefer reviewed the May 31st, 2020 Adams Health Care Center financial statement with the City Council. Discussion was held on the matrix care computer program that is currently used by the Health Care Center. The new owners are not using the Matrix program, they have not renewed the contract for medical record storage. The City of Adams would need to renew the Matrix contract to have access to medical records that are required to be stored under the records retention policy. The City would also need to continue the financial package with Matrix Care to have access to the financial records. A motion was made by Karen Ruechel, seconded by Ella Noterman, to renew the medical records contract, and continue the financial package with Matrix Care. Cost of the medical records lookup program will be \$225.00 per month renewable every three years, cost of the financial package is \$6,589.00 annually, which can be cancelled with 60 days notice and a 50% early termination fee. Votes in favor: Paul Kirtz, Ella Noterman, Karen Ruechel, and Michael Cherney. Votes against: None Motion carried.

The City Clerk gave an update on the 2020 Street project. The project has started with removal of trees and the street bituminous. The bond proceeds have been received from Northland Securities. A newsletter setting the work schedule was sent to residents along the project. The newsletter is on the City website and posted at City Hall.

An updated personnel policy was reviewed further by the City Council. The City will be implementing a PTO payroll program to replace the current vacation/sick day policy in place. Motion made by Paul Kirtz, seconded by Mike Cherney, to approve the personnel policy as presented, effective June 23rd 2020. Votes in favor: Michael Cherney, Paul Kirtz, Ella Noterman, and Karen Ruechel. Votes against: None Motion carried.

Discussion was held on purchasing new laptop computers for the City Council. City Clerk Jim Kiefer distributed a quote on an HP laptop from Staples. Jim was directed to contact S & M Controls to make sure this laptop would meet the City Council needs.

A draft of a Covid-19 response plan was distributed by City Clerk Jim Kiefer. The City Council will review the plan, and adoption will take place at the next Council meeting.

Discussion was held on progress of the North Park Addition. A planning commission meeting will be setup in the next couple weeks to review the latest development plans. Ella Noterman is working on a sign to advertise lots for sale in the development. Ella will contact Jeremy Bottoma to construct the sign. The council is considering Zillgitt Civil Design to engineer the street plans for the development. Jim Kiefer was directed to see if Mike Zillgitt would be able to attend the next city council meeting.

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

Meeting adjourned,

Jim Kiefer, City Clerk