

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, August 13, 2019 - 6:00 P.M. - Council Chambers**

**Council Minutes**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call – Member Stene was absent**  
**Others present – Mayor Sawrey, Local Media, Moore Engineering, David Drown & Assoc.**
- IV. Citizen Forum - *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.***
- V. Consent Agenda - *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.***
  - A. July Council 2019 Regular Council Meeting minutes**
  - B. July 29, Special Session 2019 Council Meeting minutes**
  - C. August I, Special Session 2019 Council Meeting Minutes**
  - D. City Pre-paid checks in the amount of \$ 366,056.86**
  - E. City Accounts payables in the amount of \$51,301.52**
  - F. One Day Liquor License for Rib Fest - Pub 21 for Fun in the Flatlands (4<sup>th</sup> Ave Wand West Main St)**

**Motion by Member Opheim, seconded by Member Mathsen to approve the Consent Agenda as amended. Voting for: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger.**  
**Against: None Motion Passed**

- VI. Approve Agenda-*No item of business shall be considered unless it appears on the agenda for the meeting. Council Members may add items to the agenda by a majority vote of the council.***

**Motion by Member Nelson, seconded by Member Krieger to approve the Agenda as amended. Voting for: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger.**  
**Against: None Motion Passed**

- VII. Presentations with possible discussion and decision.**

- A. Moore Engineering- Special Assessments**

Representation from Moore Engineering gave a review of the Special Assessment process and a cost estimate as to what each parcel in the North Industrial lots would run. A resolution needs to be passed to approve the preliminary engineering report and to schedule a public hearing to hear what the owners concerns would be regarding the assessments.

**Motion by Member Opheim, seconded by Member Mathsen to approve Resolution 2019-08-02, a resolution accepting the engineering report and to set a public hearing notice regarding the Park Street Project. By roll call vote - For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

**B. Audit 2018 - Brady Martz**

Brian Opsahl, representing Brady Martz (auditing firm), was present to review the 2018 Annual Audit for the City of Ada. Mr. Opsahl highlighted the good things that took place in 2018 and the areas of concern that were noted to council and the recommendations to fix or improve as printed in the audit booklet.

**NO ACTION TAKEN**

**C. David Drown and Associates**

Jason Murray of David Drown and Associates was in council chambers to present to council a proposal to assist the City of Ada in Long Term Planning. Long Term Planning includes the levy process, utility billing, and financing long term projects. Mr. Murray stated that the information gathered will be very valuable to the City when it comes to the process of when and how to plan for long term projects and also how to budget on an annual basis. The startup cost is \$5,000.00 to gather data and to analyze information and to also give the City three updates when needed.

**Motion by Member Opheim, seconded by Member Hintz to approve having David Drown and Associates to start the process of gathering financial data to analyze long term project planning and assist in the budget process at a cost of up to \$5,000.00. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

**VIII. Reports of Department Heads and Committees**

**A. Mayors Report**

**1) Part Time Police Officer**

Discussion took place regarding the hiring of a part time police officer. Council was informed that the previous hire didn't work out due to scheduling and the hires difficulty in getting free time from his current employment. Member Hintz made a recommendation to expand the scope of advertising for the position and that the deadline for applications be in by September 13<sup>th</sup> and that the rate of pay be the same as was previously advertised.

**Motion by Member Hintz, seconded by Member Opheim to approve that the Public Safety Committee, Chief Bueng, Mayor Sawrey and the City Administrator proceed with the advertising of the part time police officer position, to have the applications in by September 13<sup>th</sup>, to review the applications and to bring back a proposal to the council.**

**Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

**2) Nomination to Norman County EDA**

Mayor Sawrey brought before council a nomination for the Norman County EDA – the nominee is Greg Slotten.

**Motion by Member Mathsen, seconded by Member Opheim to approve the nomination of Greg Slotten to the Norman County EDA. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

## **B. Administrator/ Clerk/ Treasurer Report**

### 1) Department Updates

Administrator Larson updated council regarding the different departments within the city. Public works is without 2 employees and will retain Tanner Kasel to fill in until necessary. The liquor store continues to promote itself in a variety of ways, all are going good. The police department held its national night out, which went well. Up-coming event for the police department is their annual police academy. One other item Larson brought up was that a niche from the columbarium was sold last week.

### 2) Preliminary Budget Discussion for 2020

#### a) Set Special Session for budget discussion

August 27<sup>th</sup> @ 6PM was approved for a special session to discuss the 2020 City budget.

### 3) Mid Minnesota Credit Union Conditional Use Permit Request

A request from Mid Minnesota Credit Union that the alley be turned into a one way (North to South) to be able to install a drive thru in their new bank (the old DIVA's site).

**Motion by Member Opheim, seconded by Member Kroshus to approve the conditional use permit to Mid Minnesota Credit Union for a drive thru and that the alley be turned into a one way, running north to south. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

### 4) Baseline

The lease arrangement between the City of Ada and Baseline Bar was brought to the council table. The tenant is and has been delinquent on the payments of rent on a consistent basis. Discussion took place regarding the eviction process if the tenant continues to be late on the rent payment.

**Motion by Member Opheim, seconded by Member Hintz to approve sending a 15 day notice to the tenant to get rent and outstanding repair reimbursement current with the City of Ada. Termination of the lease will commence if not satisfied after the 15 days. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

## 5) Old Business

NONE

## 6) New Business

- a. Kaleidoscope Guests August- Nelson/Mathsen, September - Sawrey/Opheim, October - Stene/Krieger
- b. Resolution 2019-08-01 Authorizing official signatures on City of Ada's Investment and Bank Accounts

**Motion by Member Opheim, seconded by Member Mathsen to approve Resolution 2019-08-01, a resolution authorizing official signatures on the City of Ada's Investment and Bank accounts. By roll call vote For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

c. Liability Coverage - Waiver Form

**Motion by Member Opheim, seconded by Member Krieger to approve that the City of Ada does not raise its liability limits and that we sign the waiver form. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

d. Public Works Equipment

Member Kroshus informed council regarding the future of the City's street sweeper. A new unit would run anywhere from \$200,000.00 to \$250,000.00. The current unit is limping along. The topic will be brought up again in the near future, during budget conversations.

NO ACTION TAKEN

e. Ada Chamber of Commerce gambling funds request for Fun in the Flatlands in the amount of \$300.00

**Motion by Member Hintz, seconded by Member Opheim to approve a \$300.00 request from the gambling funds to the Ada Chamber of Commerce for Fun in the Flatlands. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

f. Ada Chamber of Commerce gambling funds request for National Night Out in the amount of \$300.00

**Motion by Member Hintz, seconded by Member Opheim to approve a \$300.00 request from the gambling funds to the Ada Chamber of Commerce for National Night Out. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

g. Marsh River discussion

Member Kroshus brought to the attention the water problems and drainage issues tied into the Marsh River on the south side of town. Currently the City is pumping water over the ring dike to move water out of town, instead of the drain pipe that should be letting the water flow. The lack of flow on the Marsh does not let the water drain properly. A recommendation to talk with the Wild Rice Watershed District to see if there is a resolve was discussed.

**7) Adjournment**

**Motion by Member Mathsen, seconded by Member Krieger to adjourn. Voting For: Opheim, Nelson, Mathsen, Hintz, Kroshus, and Krieger. Against: None Motion Passed**

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**Administrator Larson**

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**Mayor Sawrey**