

**City of Ada**  
**Minutes of the Regular Meeting of the City Council**  
**Tuesday, June 5, 2018– 6:00 P.M. – Council Chambers**  
**City Hall**

**Members Present:** Mayor Todd Sawrey, Members John Rosenberger, John Hintz, Jacob Kroshus, Josh Mathsen, Crystal Stene, Mike Nelson, Tom Opheim. Absent NONE

**Member Absent:** None

**Others present:** Ashley Larson, Mark Askelson, Pat Pfund, Dan Hanson (Moore Engineering) and others

**I. Citizen Forum –No**

**II Consent Agenda** – Listed on the Consent Agenda was: the May 8th meeting minutes and May 22<sup>nd</sup> Special Session Council Minutes. A request of \$500.00 from the Norman County Ag Society for fair projects. City pre-paid checks totaling \$197,505.92 and City accounts payable for \$67,371.31.

**Motion by Member Opheim, second by Member Rosenberger to approve paid checks and accounts payable as amended. Members voting for: Rosenberger, Kroshus Stene, Mathsen, Nelson, Opheim and Hintz. Against: None. Motion passed.**

**I. Approve Agenda –**

Changes to the Agenda include moving Ann Miller drainage problem to #1 in the Mayor’s report and adding discussion to change the regular meeting for the July Council meeting to the Mayor’s report.

**Motion by Member Hintz, second by Member Mathsen to approve the Agenda as amended. Members voting for: Rosenberger, Kroshus, Stene, Mathsen, Nelson, Opheim and Hintz. Against: None. Motion passed.**

**II. Presentations with possible discussion and decision.**

A. Dan Hanson (Moore Engineering)

Dan gave a presentation regarding the IUP that was submitted to the State of MN. A 4.5 million dollar request was submitted to the State for consideration. The PPL should be out soon and we will then know where we are with regards to funds for a project (Water and Sewer).

**No action taken.**

### **III. Reports of Department Heads and Committees**

#### **A. Mayors Report**

##### **1) Request from Ann Miller to fix a drainage problem in the Cougar Addition.**

Ann Miller's request to fix a drainage problem in the Cougar addition was brought to the table. She stated that water is not draining properly from her property and she would like to have the problem rectified. Dan Hanson of Moore Engineering explained some options for immediate relief, as well as long term. A bid from Visser Trenching in the amount of \$3,500.00 was presented to create a trench to the West and also for re-seeding. Mr. Hanson brought to the attention of council that he thought drainage easements should be drafted and signed by property owners affected by this work. Member Opheim then made a motion to proceed with the expense of fixing the drainage problem after drainage easements have been signed.

**Motion by Member Opheim, second by Member Hintz to approve proceeding with the expense of fixing the drainage problem on Ann Miller's property, after drainage easements have been signed. Members voting for: Rosenberger, Kroshus, Stene, Mathsen, Nelson, Opheim and Hintz. Against: None. Motion passed.**

##### **2) Review RFP's for hiring a recruiter and award the contract based on proposals.**

Three proposals were received, after a request for RFPs were issued, to assist in the hiring of a new City Administrator. There was a lengthy discussion regarding the cost of services and how each company charged out for its services. Hue Life, David Drown LLC, and GHRUSA had similar proposals and the price differential was within \$2,000.00 of each other, and because of ala carte items on some of the contracts, council discussed, further, regarding the past selection process and its highs and lows. Mayor Sawrey gave his opinion regarding the process that took place when seeking the previous administrator and pointed out that he was not in favor of re-inventing the wheel. He sided towards Hue Life (previous contractor who assisted in hiring former administrator James Leiman). Member Hintz and Member Rosenberger discussed the price differences and came to a conclusion that a max price for services needed would be around \$23,000.00. Member Opheim recommended a cap be put on the price for which we would want to pay.

**Motion by Member Hintz, second by Member Stene to approve hiring HUE Life, with a cap of \$22,975.00, to proceed with the hiring of a new City Administrator. Members voting for: Kroshus, Stene, Mathsen, Nelson, Opheim and Hintz. Against: Rosenberger Motion: Passed**

### **3) Liquor Store Design Committee**

Member Hintz updated council on the process of renovating the Off Sale at the municipal liquor store. They met recently, on site, and went through a question and answer session with input from Manager Aasland. To get a better vision of the space available for expansion, the committee recommended removing the bar and the existing east wall of the Off Sale. The cost would be below asking for council approval, but it was recommended that an ad in the local newspaper be placed seeking bids. Member Opheim recommended that the bar be placed up for sale by Interim Administrator Larson and sold to and removed by the highest bidder; council agreed.

**Motion by Member Opheim, second by Member Rosenberger to have Interim Administrator Larson place the bar portion of the old On Sale be sold and removed by the highest bidder within two weeks of advertising. Members voting for: Kroshus, Stene, Mathsen, Nelson, Opheim, Rosenberger and Hintz. Against: NONE Motion passed.**

### **4) Event Center Update**

Interim Administrator Larson updated council regarding the completion of the Ada Event Center. A large portion of the work is completed, with a few minor things left to complete. Those items would be a minor plumbing issue, the sound system install, and the hanging of sponsor signage.

### **5) Move the July regular meeting from July 3<sup>rd</sup> to July 10<sup>th</sup>.**

**Motion by Member Hintz, second by Member Opheim to change the regular monthly meeting date from July 3<sup>rd</sup> to July 10<sup>th</sup>. Members voting for: Kroshus, Stene, Mathsen, Nelson, Opheim, Rosenberger and Hintz. Against: NONE Motion passed.**

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

### **1) Department Updates**

Interim Administrator Larson updated the council on a variety of items. The Municipal Liquor Store changes were discussed, including new hours of operation and the change in wage per hour for part time staff. The police department finished installing the radar sign by the school. This was part of the safe plan rule within the City of Ada. Public Works is in summer mode and have been a great help in assisting when needed at the Event Center. The Dekko Center is in summer mode, as well, with swimming lessons being a major activity. Other events include sand volleyball and monthly special events sponsored by the Dekko Center.

## **2) Liquor Store Off Sale hours of operation**

Member Hintz proposed changes to the hours of operation of the Off Sale Liquor Store. Previously, Administrator Leiman had provided council with POS statistics on when volume of sales were taking place on a regular work week. It was reported that the Off Sale was getting a significant increase in volume after the 12PM hour of operation. Member Hintz recommended changing the hours of operation to Monday thru Thursday 12Pm to 10PM and Friday and Saturday hours from 10AM to 10PM. These hours may be revisited in the future. This would also change the hours demand for management and staff.

**Motion by Member Hintz, second by Member Rosenberger to change the hours of operation for the Off Sale to Monday thru Friday 12PM to 10PM and Friday and Saturday 10AM to 10PM. Members voting for: Kroshus, Stene, Mathsen, Nelson, Opheim, Rosenberger and Hintz. Against: NONE Motion passed.**

## **3) Tree Grant Utilization Plan**

Interim Administrator Larson proposed to council that the City go forward with purchasing the trailer and watering system as previously presented to council.

**Motion by Member Rosenberger, second by Member Mathsen to move forward with the allowed purchases, as previously presented, related to the Tree Grant Utilization Plan. Members voting for: Nelson, Hintz, Opheim, Rosenberger, Kroshus, Stene, and Mathsen. Motion passed**

## **4) November 2018 Election Timeline**

Interim Administrator Larson brought council up to speed regarding the upcoming elections this fall. Election judges are being recruited by Stephanie Knutson and arrangements for their training and scheduling for elections is in place.

**No Action taken**

## **5) Visu-Sewer Coding**

A request for clarification from Payable Clerk Knutson as to where we will be taking funds from for the Visu-Sewer bills. Previous discussions were not specific as to where the funds would come from to cover these costs. A bill from Visu-Sewer was not available, but the concern of Interim Administrator Larson was that if it came out of Water and Sewer as repairs, we would be over budget. It was decided to bring the discussion to the next council meeting.

**No action taken.**

## **6) Mosquito Spraying**

Interim Administrator Larson updated council regarding the summer's mosquito spraying procedure. Since there were no bids to independently do the spraying, Public Works will be doing the mosquito spraying this year. They will be spraying on Tuesdays and Thursdays.

**No Action Taken**

## **Old Business**

### **A. Second Reading: Ordinance No. 476 An Ordinance Amending City of Ada Animal Code Sec. 14-100**

**Motion by Member Hintz, second by Member Kroshus to approve the Second Reading: Ordinance No. 476 An Ordinance Amending City of Ada Animal Code Sec. 14-100. By roll call vote - Members voting for: Rosenberger, Kroshus, Mathsen, Stene, Nelson, Opheim, and Hintz. Against: None. Motion passed.**

### **B. Second Reading: Ordinance No. 477 an Ordinance Amending City of Ada Nuisance Code Sec. 34-33**

**Motion by Member Opheim, second by Member Rosenberger to approve the Second Reading: Ordinance No. 477 An Ordinance Amending City of Ada Nuisance Code Sec. 34-33. By roll call vote - Members voting for: Rosenberger, Kroshus, Mathsen, Stene, Nelson, Opheim, and Hintz. Against: None. Motion passed.**

### **C. Discuss reduction in council size from seven to five members and eliminating wards.**

Josh Heggem, of Pemberton Law, was Skyped in to go over the process to change council size and eliminating wards in the City of Ada. A changing of the charter is necessary to get these changes done. Josh went on to state that the time line to get this done in 2018 would be tight. There are two ways to get this done: The Charter Commission would work with council to propose the amendment to the charter or the council could formally amend the charter by ordinance. The leg work involved, once a method is chosen, is fairly cumbersome. Public hearings, drafting ordinances and notices, publication notice, approval of council, etc. are just a few of the processes that would need to get done before a vote of the public. Member Opheim stated he would not support a change in the number

of members to council or the elimination of wards. Member Opheim stated that he liked more members making decisions for the City versus a smaller number of members that may have been chosen by a certain sector of the population could cause misrepresentation of the citizens. Member Rosenberger was not against the reduction of member size, but was not necessarily in favor of ward reductions. Rosenberger stated that the citizens he's talked to liked the representation of members on their side of town. Member Hintz stated the reason he brought up member size was to also bring to the table the discussion of wards in a city the size of Ada. Hintz stated that he didn't see a reason that representation HAD to be from one side of the tracks or not, and that at certain times, when replacing retiring or resigning members, it gets very difficult to find people and the ward limits a part of the population that may want to run. Mayor Sawrey made a recommendation to table the decision on moving forward with the process. Member Hintz stated that revisiting the topic in January would give us time to complete the process in a timely manner.

### **No Action taken**

## **XII. New Business**

### **A. Kaleidoscope guests**

June – Nelson\Rosenberger, July – Sawrey\Opheim, August-Hintz\Kroshus

### **B. Electrical transformer purchase for Public Works**

Two quotes were presented to council for the purchase of additional transformers. New projects and damage to existing transformers are the reasons for the additional units. The recommendation from the Public Works committee was to purchase 12 units to take advantage of price break points. Purchasing five 25 kbas, five 37 kbas and 2 50kbas was the request. B & B Transformer's bid was \$13,640.00 and T & R Electric's bid price was \$10,235.00. Member Rosenberger did state that the T & R Electric transformers were rebuilt, but carried the same three year warranty.

**Motion by Member Stene, second by Member Mathsen to purchase 12 transformers from T and R Electric for the price of \$10,235.00. Members voting for: Nelson, Hintz, Opheim, Rosenberger, Kroshus, Stene, and Mathsen. Motion passed**

### **C. Parking lot repair at Public Works \$6,850.00**

Member Rosenberger, representing the Public Works committee, brought to council a request to fix the entrance to the Public Works driveway. This repair is in addition to what was approved last year. At the present time, the first repair has not been completed, but was the reason the price was less expensive, since the same company will be doing both repairs. Rosenberger stated that the repair included a 30 x 45 foot area and that the company would be milling down five inches to accommodate the load limit that is needed for the equipment used by Public Works.

**Motion by Member Mathsen, second by Member Hintz to approve the repair of the Public Works parking lot for the bid price of \$6,850.00. Members voting for: Rosenberger, Kroshus, Stene, Mathsen, Nelson, Opheim, Hintz. Against: None. Motion passed.**

**XIII. Adjournment**

**Motion by Member Opheim, second by Member Nelson to adjourn at 7:29. Members voting for: Rosenberger, Kroshus, Stene, Mathsen, Nelson, Opheim, Hintz. Against: None. Motion passed.**

**Respectfully submitted,**

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**Todd Sawrey, Mayor**

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**Ashley Larson, Interim City  
Administrator/Clerk/Treasurer**