

City of Ada

Minutes from the Meeting of the City Council Tuesday, December 4, 2018 – 6:00 P.M. – Council Chambers

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 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.
- VI. **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. November 13, 2018 Council Meeting minutes
 - B. City Pre-paid checks in the amount of \$165,958.71
 - C. City Accounts payables in the amount of \$27,778.85

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

- VII. **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 and seconded by Member Opheim to accept the Consent Agenda as amended. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

- VIII. **Presentations with possible discussion and decision.**
 - A. Moore Engineering Update
 - 1) Geotechnical Quotes for LRIP

Dan Hanson of Moore Engineering was present to discuss quotes received for the Geotechnical portion of the LRIP project within the City of Ada. Hanson stated that the bill would be the City's responsibility. Three quotes were given with the lowest being submitted by NTI in the amount of \$3,000.00. Hanson went on to discuss the relationship the City will have to have with Norman County in order to fulfill the requirements of the

LRIP. Jerilyn Swenson, Norman County's Engineer, has been in touch with Moore Engineering and is on board with the project. Paperwork will be completed in the near future.

Motion by Member Kroshus and seconded by Member Rosenberger to accept the quote by NTI to do the geotechnical work on the LRIP project. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

2) Corps of Engineers – Levee

Dan Hanson briefed the council regarding the Levee and being part of an annual inspection with the Army Corps of Engineers. This program is intended to assist the City in managing and maintain the ring dike. There is no cost to the annual inspection. The Army Corps would give the City a bill of health of the dike on an annual basis and if they find any problems, it would be recommended that the problems be fixed. If the problems are not fixed, the City could be removed from the program. Moore Engineering would assist the Army Corps to get the program started. Mr. Hanson stated that Moore's expense to work with the Corps to establish the inspection would be less than \$5,000.00.

Motion by Member Rosenberger and seconded by Member Mathsen to pay Moore Engineering up to \$5,000.00 to assist the Army Corps. with the necessary documents to join the annual levee inspection program with the Army Corps of Engineers. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

IX. Reports of Department Heads and Committees

A. Mayors Report

- 1) Set Date for the Special Session – Dec. 13th, 2018 @ 6:00PM

B. Administrator / Clerk / Treasurer Report.

- 1) Department Updates

Administrator Burgener updated council regarding the activities within each of the departments. He gave kudos to the Public Works department for their efforts in helping the other agencies within the City in the month of November.

- 2) City Website Upgrade

Administrator Burgener updated where the city was at with regards to working with Saffire Inc., a website design company. The concept is to improve the current website, which is not very user friendly, and to be a functional tool to facilitate the many areas the

city deals with. The contract is for \$9,000.00 setup and \$250.00 a month for maintenance. This is pro-rated through June 2019.

Motion by Member Opheim and seconded by Member Stene to accept the contract with Saffire, Inc. to setup and maintain the City of Ada website design for \$9,000.00 initial setup and \$250.00 monthly admin. fee. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

3) Event Center Update

Administrator Burgener updated council with regards to the happenings at the Event Center. A couple of issues were discussed regarding the cleaning arrangement between the Norman County DAC and the City. There has been an issue with regards to the number of hours being provided versus the number of contracted hours agreed to. Another area of concern was the ice machine in the Baseline Bar. The filter system that was installed was not adequate for the machine and a factory filtration system was being ordered to see if that would help the situation.

Motion by Member Hintz and seconded by Member Mathsen to table the change in the contract arrangement with the Norman County DAC for cleaning services at the Ada Event Center. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

4) Liquor Store Design Committee Update

Member Hintz updated council regarding the progress on the Off Sale Liquor Store remodel. Hintz stated that the gypcrete has been poured and the next steps can now be completed. There is hope that the project will be done by the end of the December.

NO ACTION TAKEN

5) Security Cameras for Event Center and Liquor Store

Administrator Burgener addressed the council regarding security at the Off Sale Liquor Store and the Ada Event Center. There was a quote from the current security company that we are using for the City's security systems. The proposal is to install cameras from liquor store plus two additional and place those in the Event Center and then to purchase six new cameras for the Off Sale Liquor Store. The quote for the Event Center setup including installation was \$4,169.00. Remaining funds from the Community Fund would be used to cover the cost. The quote for the new cameras and installation for the Off Sale Liquor Store was \$3,699.00. There was discussion regarding the placement of cameras in both facilities. Outdoor cameras for entries and exits are a little more expensive, but may

be necessary. Discussion then took place regarding the number of cameras necessary for the Off Sale Liquor Store.

Motion by Member Hintz and seconded by Member Kroshus to accept the quote of \$4,169.00, for the camera installation in the Ada Event Center. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Motion by Member Hintz and seconded by Member Opheim to approve installation of four cameras in the Off Sale Liquor Store instead of the quote for six cameras. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

6) Police Department Update – Blight/Technology

Administrator Burgener brought before council the request for an upgrade of a computer in the older squad car. Discussion took place regarding the quotes from Office Supplies Plus and CDW. There were two options for computers to choose from and whether the need for different docking stations was needed or not was brought to the councils attention.

Motion by Member Rosenberger and seconded by Member Mathsen to approve the purchase of the less expensive option of a computer from CDW. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

7) Thanksgiving Holiday – Friday after

Administrator Burgener brought a request to council to add the Friday after Thanksgiving to the Holiday schedule of full time employees due to the quietness of the day after and that many other businesses are closed that day. Discussion took place and a resolve to the request was to make Columbus Day a working day and the Friday after Thanksgiving a legal holiday. This will be a change to the union contracts, which will have to be addressed. This topic will be discussed at a later date.

NO ACTION TAKEN

8) Norman County Loan Pool – Appointee

Administrator Burgener addressed the need for an appointee to the Norman County Loan Pool to represent the City of Ada. Burgener stated he would be willing to represent the City on this committee.

Motion by Member Hintz and seconded by Member Opheim to approve the appointment of Administrator Burgener to represent the City of Ada on the Norman County Loan Committee. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

X Old Business

A. October 16th, 2018 Special Session minutes

Clarification of some wording regarding the City Administrator contract was questioned and it was stated that the wording was accurate in the contract.

NO ACTION TAKEN

B. Carr's Tree Service Proposal

Administrator Burgener brought before council an hourly bid proposal from Carr's Tree Service to trim and remove trees within in the City of Ada in and around power lines.

Motion by Member Opheim and seconded by Member Rosenberger to approve spending up to \$6,000.00 for Carr's Tree Service to trim and remove trees within the City of Ada. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

C. Pickup request from the Ada Fire Department

Fire Chief Petry spoke to council regarding the status of the pickup the City Fire Department was looking to purchase. The one pickup they had looked at was sold and they have the option to purchase a different vehicle (preferably red) when the state bidding process comes up again in 2019.

Motion by Member Rosenberger and seconded by Member Kroshus to table the pickup purchase request of the Ada Fire Department. Members voting for: Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Abstain: Hintz Against: None. Motion passed

XII. New Business

A. Kaleidoscope guests, December – Sawrey/Opheim

B. Truth In Taxation (6:15PM)

Motion by Member Opheim and seconded by Member Kroshus to close the Truth In Taxation portion of the meeting. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

C. EDA Budget Requests

Member Opheim brought before council a request to grant the EDA sole discretion to handle the authority/approval of requests from the Demolition program in the City of Ada. The Demolition account is a line item within the General Fund. There was discussion as to the cap per request from the Demolition account. In the past this amount has been a maximum amount per request of \$1,500.00. A recommendation to change that amount to \$3,000.00 was presented as part of the motion. There was an additional request to have funds from the year end EDA budget to be transferred to a store front renovation grant fund to be used to assist businesses in the City of Ada. The cap on each request is a \$3,000.00 matching amount to be paid upon completion of the project.

Motion by Member Opheim and seconded by Member Hintz to grant the EDA sole discretion to handle the authority/approval of requests from the Demolition account in the City of Ada up to a \$3,000.00 cap per request. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Motion by Member Opheim and seconded by Member Hintz to have funds from the year end EDA budget to be transferred to a store front renovation grant fund to be used to assist businesses in the City of Ada. The cap on each request is a \$3,000.00 matching amount to be paid upon completion of the project. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

D. Resolutions for the following:

- 1) Add Administrator Ben Burgener to City Bank Accounts

Resolution 2018-12-06 – a Resolution to add Administrator Ben Burgener to the City's bank accounts.

Motion by Member Opheim and seconded by Member Kroshus to wave the reading of the resolution before council and to approve Resolution 2018-12-06 – a Resolution to add Administrator Ben Burgener to the City's bank accounts. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

2) Certify Election Results

Resolution 2018-12-01 – a Resolution to certify the election results from the 2018 City Elections.

Motion by Member Opheim and seconded by Member Kroshus to pass Resolution 2018-12-01 – a Resolution to certify the election results from the 2018 City Elections as amended to change the date to December 4th, 2018 as the certification date.

Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

- 3) Union Members-Dekko Memberships
- 4) Union Members-FSA to HSA
- 5) Full Time-non-union employees Dekko Membership
- 6) Full Time-non-union members from FSA to HSA

Administrator Burgener brought before council a request to add to the union contracts a new benefit – membership to the Dekko Community Center and a change to the union contract to add an HSA (Health Savings Account) and remove/restrict the FSA benefit.

Motion by Member Opheim and seconded by Member Rosenberger to table the requests of the City of Ada Union Members to add Dekko Community Center Memberships to their contract in addition to the request to change the benefit of an FSA to an HAS, due to lack of negotiation . Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

7) Resolution in setting the 2019 final tax levy collectible

Reading of Resolution 2018-12-02 – a Resolution to Levy taxes for the General Fund, Library Fund, Long Term Capital Fund and Public Works Fund to be collected in 2019.

Motion by Member Hintz and seconded by Member Mathsen to approve Resolution 2018-12-02 – a Resolution to Levy taxes for the General Fund, Library Fund, Long Term Capital Fund and Public Works Fund for collection in 2019.

By Roll Call Vote: Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

E. Member Rosenberger Closing Remarks

XIII. Adjournment

A motion by Member Kroshus and seconded by Member Opheim to adjourn at 6:32PM. Members Voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Ben Burgener
Administrator/Clerk/Treasurer

Todd Sawrey
Mayor