

**City of Ada**  
**Minutes of the City Council Meeting**  
**February 6, 2018 – 5:30 p.m.**  
**City Hall**

**Members present:** Members: John Rosenberger, Mike Nelson, Jacob Kroshus, Rich Pinsonneault, Tom Opheim, and Mike Triplett. Absent Mayor Todd Sawrey

**Others present:** James Leiman, Mark Askelson, Pat Pfund and others.

**Citizen Forum** – No one came forward

- I. Consent Agenda:** Accounts Payable amounts \$51,649.93  
City pre-paid checks amounted to \$469,590.16. There was also a Gambling fund request from the HOV Recreation foundation for \$200.00 for Kid’s Lessons and activities cost.

**Motion by Member Opheim, second by Member Pinsonneault to accept the Consent Agenda. Members voting for: Hintz, Rosenberger, Nelson, Kroshus, Triplett, Opheim, and Pinsonneault. Against: None. Motion passed.**

**II. Approve Agenda –**

**Motion by Member Opheim, second by Member Triplett to accept the Agenda. Members voting for: Hintz, Rosenberger, Nelson, Kroshus, Triplett, Opheim, and Pinsonneault. Against: None. Motion passed.**

**III. Presentations with possible discussion and decision:**

- A. Moore Engineering Update  
a. Discuss and approve Special Session/Public Hearing on February 21, 2018 @ 5:30PM.

**Motion by Member Opheim, second by Member Hintz to approve the Special/Public Hearing on February 21, 2018 @ 5:30PM Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, Opheim and Pinsonneault. Against: None. Motion passed**

## IV. Reports of Department Heads and Committees

### A. Mayor's report

- 1 Committee Appointments/Event Center Design Committee/Norman County EDA – attached are the recommendations by the Mayor.

**Motion by Member Opheim, second by Member Kroshus to approve the recommendations for Committees representing the City of Ada.**

**Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

- 2 Award electrical work for the Event Center

Three bids were presented to the council for electrical work to be done on the Event Center to wire furnaces, water heaters, air conditioning units, and lighting and to convert 3 phase to single phase. Discussion followed about the process of getting bids from the three companies interested in bidding. In the process to bid the RFP, the lighting component and air conditioning components were removed from the original RFP which caused some confusion in the bids. Two of the three bids had most of the RFP covered, while one bid was incomplete. It was decided that since there was inconsistency in the discussions that took place during the touring of the facility by the contractors (independently) to rebid the RFP and to have the RFP read specifically what the needs of the Event Center were at the present time. Administrator Leiman will address the issue and the re-bid opening will be at the February 21, 2018 Special Meeting.

**Motion by Member Opheim, second by Member Triplett to reject the bids presented and have new bids presented at the February 21, 2018 Special meeting.**

**Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

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

### **1) Department Updates**

- a. Administrator Leiman updated the council on the departments of the City. Leiman touched on a variety of topics going on at City Hall and in the City of Ada. Employee reviews, Annual City Audit, New business progress, Speed Detection Mechanisms, New Police Cruiser, Public Works winter work, and grant work on a new venture (Barn Quilts).
- b. Flag purchases for street poles. Member Rosenberger brought to council the request for new flag poles on the street lights. The need is to keep the flags from furling.

**Motion by Member Opheim, second by Member Hintz to postpone the discussion of new flag pole rings until the February 22, 2108 Special Meeting. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, Opheim and Pinsonneault. Against: None. Motion passed**

- c. Utility payment – in office credit card reader to collect using debit and credit card.

**Motion by Member Pinsonneault, second by Member Hintz to approve a credit card reader at City Hall to collect utility payments. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, Opheim and Pinsonneault. Against: None. Motion passed**

- d. Administrator Leiman continued with updating the council on the Airport Authority transitioning its accounting work to the County. It was previously being done by a private accounting firm. The next topic of conversation was the water shortage issue on January 18<sup>th</sup>, 2018. Leiman explained what happened in the pump houses that occurred simultaneously. The problem is being resolved and future troubleshooting is being planned to organize emergency planning if a water shortage event takes place in the future. Safety issues were discovered when the water shortage event took place. These were being addressed with the Public Works Committee. Administrator Leiman then addressed the council regarding the progress on the Event Center project. He stated that a resolution amendment is on the agenda to change some wording to accommodate a purchase agreement. It is estimated that once signed work can begin the first week of March. Administrator Leiman enclosed a copy of the LMCIT Loss Control Report. We are on the progressive end of the spectrum, as the City is satisfying the reporting process required of the LMC.

- e. A request from the Ada Economic Development Committee was brought forward to request that the forgiven Tubby's EDA loan funds, approximately \$11,600.00, be transferred to an EDA's store front fund. These funds will be used to boost the efforts of store front renovation in downtown Ada.

**Motion by Member Opheim, second by Member Hintz, to approve transferring \$11,600.00 to an EDA Store Front Fund, the funds coming from the loan forgiveness of Tubby's EDA loan (a part of the Event Center purchase). Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, Opheim and Pinsonneault. Against: None. Motion passed**

## **IX Old Business**

- A. DAC Lease for building formally known as "the Kuball"

A lease to the Norman County DAC was presented with a few changes to be made. It was requested that the document be signed by the Mayor and Administrator.

**Motion by Member Pinsonneault, second by Member Opheim, to approve the lease arrangement between the City of Ada and the Norman County DAC for the Kuball building: to be signed by the City Mayor and the City Administrator. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, Opheim and Pinsonneault. Against: None. Motion passed**

- B. RESOLUTION 2018-02-01: A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY FOR PURPOSES OF ECONOMIC DEVELOPMENT

This resolution is to purchase of the Tubby's building for the future Ada Event Center. There is a change to the resolution whereas the seller shall provide title insurance. Member Opheim stated that the legal description was not a good legal description. He stated that the verbiage "meets and bounds" should be in the description. He would like it corrected on the deed and the purchase agreement.

- C. **Motion by Member Opheim, second by Member Kroshus, to approve RESOLUTION 2018-02-01: A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY FOR PURPOSES OF ECONOMIC DEVELOPMENT – a resolution to purchase the Tubby's Tavern property, with the addition to the resolution, that the seller provide title insurance. Members voting by Roll Call vote - For: Hintz, Rosenberger, Nelson, Triplett, Kroshus, Opheim and Pinsonneault. Against: None. Motion passed**

## VI New Business

### A. Kaleidoscope guests.

February – Nelson\Opheim; March – Pinsonneault\Rosenberger; April – Hintz\Kroshus;  
May - Triplett

### B. Joint Powers Agreement between the MN Bureau of Criminal Apprehension and the City of Ada on behalf of the Prosecuting Attorney for access to Criminal Justice Data Communications as well as Court Data Services Subscriber Amendment.

This is a standard agreement that is presented on an annual basis.

**Motion by Member Opheim, second by Member Hintz to approve the Joint Powers Agreement between the MN Bureau of Criminal Apprehension and the City of Ada on behalf of the Prosecuting Attorney for access to Criminal Justice Data Communications as well as Court Data Services Subscriber Amendment. Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Triplett, Opheim and Rosenberger. Against: NONE Motion passed**

### C. RESOLUTION 2018-02-02 – A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ADA ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT.

**Motion by Member Opheim, second by Member Pinsonneault to approve RESOLUTION 2018-02-02 – A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ADA ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT. By Roll Call Vote Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Triplett, Opheim and Rosenberger. Against: NONE Motion passed**

### D. RESOLUTION 2018-02-03: A RESOLUTION AUTHORIZING THE SALE OF PARCELS OF LAND IN THE CITY OF ADA.

**Motion by Member Triplett, second by Member Nelson to approve RESOLUTION 2018-02-03: A RESOLUTION AUTHORIZING THE SALE OF PARCELS OF LAND IN THE CITY OF ADA. By Roll Call Vote - Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Triplett, Opheim and Rosenberger. Against: NONE Motion passed**

## **VII Adjournment**

**Motion by Member Opheim at 6:46 p.m., second by Member Kroshus to adjourn the meeting. Members for: Hintz, Nelson, Kroshus, Pinsonneault, Rosenberger, Triplett, and Opheim. Against: None. Motion passed**

**Respectfully submitted,**

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**Todd Sawrey, Mayor**

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**James Leiman, City  
Administrator/Clerk/Treasurer**