

**City of Ada**  
**Minutes of the City Council Meeting**  
**January 2, 2018 – 5:30 p.m.**  
**City Hall**

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

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

**Citizen Forum** – No one came forward

- I. Consent Agenda:** Accounts Payable amounts \$27,778.30  
City pre-paid checks amounted to \$245,263.44. Administrator Leiman pointed out that the final Accounts Payable will be different due to Stephanie Knutson being on vacation.

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

- II. Approve Agenda** – Mayor Sawrey postponed the State of the City Address.

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

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

- A. Orpheum Theatre and new ADA requirements
- B. Moore Engineering

Mark Anderson from the Orpheum Theatre was seeking assistance from the City of Ada to help cover the cost of ADA equipment required of his business. He needs this implemented by June 2018. The total cost is close to \$4,500.00. Mark explained what was required of him to meet the ADA requirement. It was recommended to donate \$200.00 for seniors and \$200.00 for Youth from the City of Ada.

**Motion by Member Pinsonneault, second by Member Hintz to approve donating 2-\$200.00 donations to the Orpheum Theatre to go towards the new ADA devises at the theatre.**  
**Members voting for:** Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault.  
**Against:** None. **Motion passed**

Dan Hanson representing Moore Engineering presented a check of \$10,000.00 to the council as a donation to the City of Ada for the event center. This will be paid out over a period of payments. Dan also brought forward a final request for payment on the levy project in the amount of \$4,945.75. This will be reimbursed through the DNR grant. Mr. Hanson continued his presentation and had an actual contract for work on the Wastewater Study. It was previously approved to have Moore Engineering to work ahead so as to not delay or lose the opportunity to get a request into the State for funding. The contract from Visu-Sewer in the amount of \$39,500.00 to inspect the sewer system by camera was presented by Dan Hanson from Moore Engineering. This will stay in effect until December 2020.

**Motion by Member Pinsonneault, second by Member Nelson to approve the payment to Moore Engineering in the amount of \$4,945.75 as the final request on the levy project, to be reimbursed by the DNR Grant. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

**Motion by Member Kroshus, second by Member Rosenberger to approve the contract by Visu-Sewer in the amount of \$39,500.00 for inspecting the sewer system by camera to determine needs for a preliminary PFA report to be submitted by Moore Engineering to the State of MN for scoring by March 3, 2018. The amount of billing by Moore Engineering is not to exceed \$10,000.00 for this preliminary work. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

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

##### **A. Mayor's report**

##### **1 State of the City Address**

Postpone to February

##### **2 Committee scope discussion and nominations**

###### **A Scope ideas:**

- i. Policy Development/guidance to SOP creation**
- ii. Maintenance schedule development/Capital Purchase recommendations**
- iii. Training requests**
- iv. Quarterly briefs to council**

Mayor Sawrey addressed the council regarding committees that are advising the City of Ada. He stated that there are currently 40 members on the various committees. There was a lack of response to a request for feedback on the committees that are currently active. The discussion led to the necessity of some committees to sunset. Council discussed the involvement or lack thereof of the members and of the purpose of the committees. The Flood Committee, for example, has served its purpose. The Cemetery/Beautification committee has been very active this past year and has received good feedback. Council was then asked respectively about their involvement in their respective committees which led to a decision to dissolve four committees (Dekko, Public Safety, Flood, and Fire Advisory).

**Motion by Member Pinsonneault, second by Member Triplett to approve the elimination of the Dekko Committee, Public Safety Committee, Flood Committee, and the Fire Advisory Committee. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

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

### **1) Department Updates**

Administrator Leiman updated the council on the departments of the City. Getting close to closing the books for 2017, the numbers look positive. He also touched on the Event Center progress and getting close to the \$250,000.00 target. Discussion then went to the details of the Event Center and the RFP for the bar area. There has been some fear of the costs of utilities and rent as well as the “causing” of the present on-sale to close. The old bar RFP has expired. Member Hintz requested a new RFP for the bar area be extended to 60 days.

**Motion by Member Hintz, second by Member Pinsonneault to reissue an RFP for the leasing of the bar area of the Ada Event Center and for that RFP to be good for 60 days. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

### **2) PT activity request-University of MN**

Administrator Leiman brought to the council a request to seek a part time job with the University of MN system of education. This is a requirement of the administrator to inform and request from council.

**Motion by Member Pinsonneault, second by Member Hintz to approve the request by administrator Leiman to take a part time position with the University of MN. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

**3) Administrator Leiman will be on vacation January 5<sup>th</sup> – 10<sup>th</sup> and again on January 18<sup>th</sup> and 19<sup>th</sup>.**

**4) Columbarium purchase request**

Administrator Leiman presented a request from the Beautification Committee to purchase a Columbarium for the Cemetery. A 64 niche columbarium with lock and key and a concrete base is being sought. This was recommended by Earl Visser and his concerns of future lack of space in the cemetery for plots. Member Pinsonneault, representing the beautification committee, discussed how the cost would be recouped through selling the niches.

**Motion by Member Pinsonneault, second by Member Hintz to approve the purchase request of the beautification committee for a 64 niche columbarium in the amount of \$33,585.00. The funds would come from the Long Term Asset Fund. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus, and Pinsonneault. Against: None. Motion passed**

**5) Flag Pole purchase request for East and West Main Streets**

There was some confusion regarding the request and was suggested it go back to the beautification committee for more details.

**6) State Water Protection Plan and Report**

Administrator Leiman brought to council the State Water Protection Plan and Report that was originally reviewed back in December. He was seeking approval for the report.

**Motion by Member Kroshus, second by Member Nelson to approve the State Water Protection Plan and Report. Members voting for: Hintz, Rosenberger, Nelson, Triplett, Kroshus and Pinsonneault. Against: None. Motion passed**

**7) Essentia \$5,000.00 and repayment to City Cooffers.**

A check from Essentia for monthly utilities included a \$5,000.00 donation to the event center. This check was deposited and a check was then issued from the City of Ada checkbook to the Event Center. This is for information only.

**V Old Business**

NONE

**VI New Business**

**A. Kaleidoscope guests.**

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

**B. Closed Session – Evaluate the performance of an Individual Subject to Council Authority – Administrative Annual Review.**

**Motion by Member Hintz, second by Member Kroshus to close the meeting at 6:35pm to evaluate the performance of an Individual Subject to Council Authority – Administrative Annual Review. Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Triplett and Rosenberger. Against: NONE Motion passed**

**Motion by Member Triplett, second by Member Hintz to re-open the meeting at 6:45pm. Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Triplett and Rosenberger. Against: NONE Motion passed**

**VII Adjournment**

**Motion by Member Hintz at 6:45 p.m., second by Member Rosenberger to adjourn the meeting. Members for: Hintz, Nelson, Kroshus, Pinsonneault, Rosenberger, Triplett Against: None. Motion passed**

**Respectfully submitted,**

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**Todd Sawrey, Mayor**

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