

City of Ada

Minutes from the Meeting of the City Council Tuesday, January 8, 2019 – 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. **Swearing in of New Council and Mayor:**
Administrator Burgener swore in the following:
 - Todd Sawrey – Mayor
 - Josh Mathsen – Council Member-at-Large
 - Crystal Stene – Council Member-at-Large
 - Casey Krieger – Council Member-at-Large

- 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. December 4, 2018 Council Meeting minutes
 - B. December 13, 2018 Special Council Meeting Minutes
 - C. City Pre-paid checks in the amount of \$162,467.74
 - D. City Accounts payables in the amount of \$50,320.53

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

VIII. Presentations with possible discussion and decision.

A. Moore Engineering Update

1) MOU for LRIP

Dan Hanson of Moore Engineering was present to update council regarding the LRIP and his discussions with Norman County, the sponsor of the project. Moore Engineering put together a Memorandum of Understanding that takes Norman County off the hook for costs not covered under the grant, and puts the City of Ada as the responsible financial party. Norman County hasn't approved the MOU as of the meeting date. Hanson stated that if they did not approve the MOU or changed the MOU, the City would act upon the County's decision.

Motion by Member Opheim and seconded by Member Krieger to accept the MOU, put together by Moore Engineering between the City of Ada and Norman County regarding the financial responsibility of the LRIP project. Members voting for: Hintz, Krieger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

IX. Reports of Department Heads and Committees

A. Mayors Report

1) 2019 Legislative Conference Feb. 20-21 2019

Mayor Sawrey announced that he would be attending this conference.

2) Council Members on Committees assigned by the Mayor:

- i. EDA – John Hintz and Thomas Opheim**
- ii. Public Works – Jacob Kroshus and Casey Krieger**
- iii. Public Safety – Mike Nelson and Josh Mathsen**
- iv. Planning and Zoning – Casey Krieger and Crystal Stene**
- v. Airport Authority – Jacob Kroshus**
- vi. Beautification – Crystal Stene and Josh Mathsen**

Motion by Member Mathsen and seconded by Member Opheim to accept the committee assignments set forth by Mayor Sawrey. Members voting for: Hintz, Krieger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

- 3) Election of Vice Mayor:
 - a. Motion by Member Opheim to nominate John Hintz
 - b. Motion by Member Opheim that all nominations cease and ballots be cast.

Motion by Member Opheim and seconded by Member Nelson to accept the nomination of John Hintz as Vice Mayor and to accept that all nominations cease and ballots be cast. Members voting for: Hintz, Krieger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

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 during a power outage that took place on New Year's Eve. He also stated that this department has been very helpful in their continued support of other departments.

- 2) City Website Upgrade

Administrator Burgener updated where the city was at with regards to working with Saffire Inc. A meeting has been set to visit with Saffire on a plan and get an idea of a time line to get the Website up and running. Mayor Sawrey will be finalizing a committee to assist in the Web Design project.

- 3) Event Center Update

Administrator Burgener updated council with regards to the happenings at the Event Center. Another area of concern was the continued odor in the vent system. The plumbing in the Baseline Bar was re-routed and this stopped wastewater from entering the vent system.

- 4) Liquor Store Design Committee Update

Member Hintz updated council regarding the progress on the Off Sale Liquor Store remodel. Administrator Burgener issued an update report to council. Progress continues.

X Old Business

A. Training

Administrator Burgener wanted clarification as to who will be attending conferences in January and February for council and administrative training. Members of the Council and Administrator Burgener will be attending in Mankato or Brainerd.

B. DAC Cleaning Contract

Administrator Burgener brought back to council some specifics regarding the contract between the NC DAC and the City of Ada. The original cleaning contract stated that the DAC would commit to 35 hours per month. If 35 months was not met, a rental check would be made to the City of Ada at \$10.00 an hour times the hours not met by the DAC. Rent is currently not being paid by the DAC for use of the Hidden Treasures building. Administrator Burgener stated he would clarify with DAC Administrator Chisholm what will be enforced from here on out, regarding rent being paid or not. It was agreed to table the contract discussion until after Administrator Burgener had a conversation with Ms. Chisholm.

XII. New Business

A. Kaleidoscope guests – January – Mathsen/Krieger

B. RFP for Civil Law

Two RFP's were received, upon request from the City of Ada, for attorney services in Civil Law matters. Member Opheim was first to comment about his choice as to which RFP he would choose. Member Opheim stated that Julin Law Office is a local firm that employs local people. Member Opheim stated that Ms. Julin has some Municipal experience and believes she could handle a large majority of the issues the City faces. If a subject was beyond her scope, the City could choose to seek additional legal counsel for that matter. Member Opheim also pointed out the fact that Julin Law Office was \$55.00 an hour less than the Pemberton Law Firm. Members Mathsen, Hintz, Kroshus, and Nelson agreed with Member Opheim regarding the argument for a local firm, but all agreed that Pemberton Law had a broader selection of expertise and that's why they would side with Pemberton Law. A motion by Member Opheim to go with Julin Law Office as the City's Civil Attorney died for a lack of a second.

Motion by Member Nelson and seconded by Member Stene to choose the Pemberton Law Office as the City of Ada's Civil Law firm at a rate of \$190.00 per hour.

Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: Opheim Motion passed

C. Tablets for Council members

Administrator Burgener brought forward a proposal to have council use electronic tablets. The use of these tablets would be for City emails only, electronic council packets, and less paper use by the City. The estimate for each tablet is around \$450.00. Burgener went on to state that he would like to purchase an Apple Tablet and see if it's what he hoped for to support the benefits.

No Action Taken

D. James Brue Contract

Administrator Burgener presented council with a contract that Attorney Brue had sent over from Norman County. This contract is now with Norman County, and is under the same scope of what Attorney Brue was providing before becoming County Attorney.

Motion by Member Hintz and seconded by Member Opheim to approve the contract for services provided by James Brue through Norman County. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, Opheim and Stene. Against: NONE
Motion passed

E. Raise the Blight/Demo Limit from \$3,000 to \$8,000.00

Member Hintz explained to council that the cost of demolition has gone up and the number is closer to \$8,000.00. The City presently assists the owner with costs associated with a demolition. This process would not change, but would allow the EDA to go forward with granting more dollars to assist homeowners.

Motion by Member Hintz and seconded by Member Mathsen to approve raising the demolition limit to \$8,000.00. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, Opheim and Stene. Against: NONE
Motion passed

F. R & J Broadcasting Contract 2019

Administrator Burgener brought before council the contract for advertising through R & J Broadcasting. The contract is for over \$5,000.00 annually and a motion is needed to approve the contract. It was noted that this was an increase of 3% over the prior year's contract.

Motion by Member Mathsen and seconded by Member Stene to approve the advertising contract with R & J Broadcasting, Inc. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, Opheim and Stene. Against: NONE
Motion passed

G. New Hire List – Ada Fire Dept.

A new hire list was brought before the council for approval. The following are new recruits wanting to be on the Ada-Borup Fire Department: Justin Kaste, Justin Wilhelm, Robert May, Taylor Myers, Bryce Johnson, and William Hunt.

Motion by Member Opheim and seconded by Member Mathsen to approve the list of new recruits wanting to become firefighters with the Ada-Borup Fire Department. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, Opheim and Stene. Against: NONE
Motion passed

XIII. Adjournment

A motion by Member Kroshus and seconded by Member Krieger to adjourn at 6:35PM. Members Voting for: Hintz, Krieger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Ben Burgener
Administrator/Clerk/Treasurer

Todd Sawrey
Mayor