

City of Ada
Minutes of the City Council Meeting
July 10, 2018 – 6:00 p.m.
City Hall

Members present: Members: John Rosenberger, John Hintz, Jacob Kroshus, Tom Opheim, Josh Mathsen, and Crystal Stene. Absent Mike Nelson

Others present: Ashley Larson, Mark Askelson, Mayor Sawrey and others.

I. Citizen Forum – No one came forward

II. Consent Agenda:

- A. June 5, 2018 Council Meeting Minutes
- B. June 19, 2018 Special Council Meeting Minutes
- C. Accounts Payable amounts \$80,063.65
- D. City pre-paid checks amounted to \$308,286.72
- E. Block Party for Pub 21 and Baseline Sports Bar for September 8, 2018 for Fun In The Flatlands (4th Ave W and West Main St)

Motion by Member Opheim, second by Member Hintz to approve the Consent Agenda.

Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene.

Against: None. Motion passed.

III. Approve Agenda –

Motion by Member Stene, second by Member Rosenberger to accept the Agenda.

Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene.

Against: None. Motion passed.

Presentations with possible discussion and decision:

- A. Moore Engineering Update
- B. Brady Martz – Audit presentation

Dan Hanson of Moore Engineering brought to council a report of damage to a drain pipe on JD 51. There is a need to expose the pipe and determine what to do to repair the pipe. Visser Trenching was asked to give a quote to tie the pipe together with metal ties. It is being presumed that the damage was caused from a sliding of the slope. If, upon inspection, there is found to be negligence on the installation, a claim will be submitted to R.L. Larson, the contractor of the pipe installation.

Motion by Member Opheim, second by Member Rosenberger to have the repair of the pipe on JD 51 done by Visser Trenching, with a maximum bid price of \$24,223.60 and the funds to come from Long Term Capital I. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: None. Motion passed.

Mr. Hanson also brought to the attention of council issues regarding the water tower. The issue at hand was the freezing of water in the water tower itself last winter. It seemed that there was a failure of a mechanical piece of equipment that would normally circulate the water in the tower. It was decided to have Public Works review their maintenance policy for testing of the equipment at the tower site.

NO ACTION TAKEN

Brian Opsahl, form Brady Martz, reported to council on the 2017 Annual Audit. Mr. Opsahl presented three different reports; Communication with Council, Audit Report, and League of MN Cities Compliance Report.

NO ACTION TAKEN

IV. Reports of Department Heads and Committees

A. Mayor's report

- 1 Liquor Store Design Committee Update
- 2 August Council Meeting date change - due to National Night Out Event – to August 14, 2018.
- 3 Baseline Bar Update: review lease agreement
- 4 2018 Budget Discussion

Member Hintz, representing the Liquor Store Design Committee, updated council regarding the progress on the Off-Sale redesign. Member Hintz stated that some of the estimates have not come in, that they've requested, so there is a bit of delay. Hintz requested approval of removing a wall in the current Off-Sale and removal of some of the electrical, so they could proceed with the design. There is a bid from 4 Corner's Siding to remove the wall for \$800.00 and a bid for the removal of some of the electrical from Sorenson Electric for \$750.00. Concerns about how the Off Sale will operate, under construction was brought up. It was explained that the Committee will work with Manager Aasland to make the operation as efficient as possible.

Motion by Member Opheim, second by Member Mathsen to approve accepting the bids of 4 Corner's and Sorenson Electric for wall removal and electrical removal for \$800.00 and \$750.00 respectively. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: None. Motion passed.

Mayor Sawrey stated that due to the City's National Night Out, it was necessary to move the regular council meeting for August, from August 7th to August 14th.

Motion by Member Hintz, second by Member Stene to move Augusts' regular council meeting from August 7th to August 14th. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: None Motion passed.

Interim Administrator Ashley Larson proposed to council that we amend the lease agreement between Baseline Sports and the City of Ada. The language in the current agreement does not define the equipment that is the responsibility of the Lessee versus the Lessor. Member Opheim stated that the addendum to the lease should be tabled for a month to revise the addendum.

Motion by Member Opheim, second by Member Hintz to table the addendum to the lease agreement between Baseline Sports and the City of Ada. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed.

Discussion continued regarding the equipment that the Baseline Bar is using or has used and the assumption that these pieces of equipment were included in the lease. The ice machine that originally was in the building was viewed, but not operable, and subsequently the ice machine from the liquor store was brought over to the Baseline Bar and installed. This ice machine is now inoperable and a new one is being sought. The new machine would serve two purposes, the main being for the Baseline Bar, and the second for the Event Center Events.

Motion by Member Hintz, seconded by Member Stene to purchase a new ice machine for no more than \$2,000.00. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed

Another piece of equipment that was brought to the council's decision was on the AutoFry machine that was brought over from the Liquor Store's On-Sale. This item was requested, along with High Top Tables and Stools, to be allowed to use before the Baseline Bar was open. Council members agreed that the Auto Fry was allowed to be used, but not to become a fixture of the City of Ada and to be replaced by the City. The Auto Fry is in need of replacement and the council agreed to give her the machine to trade, sell, or junk, but would not assist in the replacement.

Motion by Member Hintz, seconded by Member Mathsen to give the Auto Fry to the Baseline Bar to fix or sell, but the City will not assist in replacing. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed

Mayor Sawrey brought forward that the 2019 Budget – Administration and Department heads will be reviewing their budgets before the next regular council meeting.

B Administrator / Clerk / Treasurer Report

1) Department Updates

Interim Administrator Larson updated council that department heads will be meeting with Doug Marcussen before the next regular council meeting. Former Administrator Leiman had department heads, last year, put together a ten year plan for budget purposes. These documents will be reviewed.

2) Event Center SOP Update

Interim Administrator Larson then walked through with council the SOP for the Event Center. Larson stated that she would like to see an increase in fees to rent the Event Center, especially for those groups with less than 30 guests. There are certain costs that are incurred whether there is one person or 31 persons. Council stated they would like to see a change in fees. Larson also brought up the charging of a fee to reserve the room the day prior to an event to decorate or prep the room. This would be a minimum \$50.00 fee. Other changes proposed by

Motion by Member Opheim, second by Member Hintz to approve adjusting the fees to rent the Event Center based on an estimated number attending the event. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed.

Motion by Member Mathsen, second by Member Kroshus to approve charging a \$50.00 fee to reserve the Event Center the day before an event. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed.

Motion by Member Opheim, second by Member Kroshus to approve having the Event Center SOP to read that a scheduled event “walk-through” would take place no sooner than a week prior to the event. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed.

Motion by Member Opheim, second by Member Hintz to approve having the Event Center SOP to read that a clean-up schedule be determined by management. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed.

Motion by Member Mathsen, second by Member Stene to approve having the Event Center SOP to include a clean-up check list with the renter after the renter’s event with follow up by management. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: NONE Motion passed.

3) Skid Steer Purchase

Interim Administrator Larson brought a request to council to purchase a skid steer as part of the Tree Grant. The net cost is \$33,000.00, of which \$11,000.00 would satisfy the City's obligation for the grant and the remaining \$22,000.00 would come from Long Term Capital I. The grant allows attachments for the Skid Steer to be purchased with grant dollars. Public Works will also be able to utilize this piece of equipment for snow removal, post-hole drilling, compost site work, etc. Further discussion about what else we would be able to purchase through the grant to satisfy our \$11,000.00, the remaining grant dollars. Larson stated that items related to the tree project; additional trees, landscape related materials, and non-motorized tools and equipment qualify. The old City skid steer would be traded in with a \$6,000.00 trade-in value, which was a positive thing.

Motion by Member Mathsen, second by Member Kroshus to approve the purchase of a new skid steer for \$33,000.00 after trade in. Members voting for: Hintz, Rosenberger, Kroshus, Mathsen and Stene. Against: Opheim. Motion passed.

4) Tree Removal-Dekko Center

A large tree needs to be removed from the SW side of the Dekko Center. Public Works will remove this tree. Member Opheim voiced some concern regarding liability.

5) Visu-Sewer invoice

Interim Administrator Larson presented to council the final bill from Visu-Sewer for the video and clean out of the sanitary system in the City of Ada. The total project cost was \$91,000.00 with the recommendation from council that the total bill be run against the Water and Sewer Maintenance account versus Long Term Capital. The amount was more than the original bid, due to problem areas along the system. Dan Hansen of Moore Engineering was on hand to discuss the results of the project and stated that Public Works Manager, Brian Rasmusson, approved and agreed the additional costs were justified and necessary.

Motion by Member Opheim, second by Member Hintz to approve the final invoice of \$27,444.98 from Visu-Sewer. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: None. Motion passed.

6) Emergency Action

Interim Administrator Larson reviewed procedures with regards to the City of Ada's emergency services and the coordination with Norman County's Dispatcher. Currently, the on duty officer will notify dispatch of threatening weather and/or Norman County Dispatch will monitor radar and the weather service before sounding the sirens in the City proper. On the morning of June 29th, the sirens were sounded approximately 15 minutes late. This was a public safety concern. Larson stated that there is a meeting planned to discuss the coordination efforts of the City and Norman County, along with Norman County's Emergency Services Coordinator Gary Johanssen. There is hope that this will resolve the issue of activating the emergency sirens. Another concern was the accessibility of an emergency shelter for citizens that don't have proper shelter.

NO ACTION TAKEN

IX Old Business

1) Park Street and 2nd Street Utilities

Dan Hansen of Moore Engineering presented to council an update on the LRIP that was presented to the State of MN in hopes of being approved for funding to improve Park Street and 2nd Street in the City of Ada. Hansen stated that the LRIP is in the running with the State and we are awaiting that decision for acceptance of the LRIP. Mr. Hansen went on to explain the process the City and the businesses and individuals would go through once a plan was in place. Member Opheim asked Mr. Hansen what would be an estimated cost to do an estimate for water and sewer in the Park Street – 2nd Street area. Mr. Hansen stated that a cost estimate of \$2,500.00 to obtain a report of costs for water and sewer.

Motion by Member Opheim, second by Member Rosenberger to spend up to \$2,500.00 for an estimate report from Moore Engineering to determine cost estimates for the Park Street – 2nd Street project. Members voting for: Hintz, Rosenberger, Kroshus, Opheim, Mathsen and Stene. Against: None. Motion passed.

VI New Business

A. Kaleidoscope guests.

July – Sawrey\Opheim August; Hintz\Kroshus

B. Rage Addition Lot Sale-Mark Klevgaard

Mark Klevgaard has put in an earnest money deposit to purchase a lot in the Rage addition. His intention is to build a group home that will replace an existing group home he owns in the City of Ada. Mr. Klevgaard is interested in Lot 10 of the Rage addition. Discussion took place regarding the placement of Mr. Klevgaard's house. Based on a recommendation of the EDA and a few council members, the thought was to lean towards Lot 11 or Lot 11 and split Lot 10 and offer the east half of Lot 10. This would allow making Lot 9 and the West half of Lot 10 to be a more desirable. Mr. Klevgaard agreed to take Lot 11 and the East half of Lot 10 in the Rage addition at the cost of \$15,000.00 plus special assessments.

Motion by Member Opheim, second by Member Rosenberger to enter into a purchase agreement with Mr. Klevgaard for Lot 11 and the East half of Lot 10, of the Rage addition, in the amount of \$15,000.00 plus special assessments. Members Voting for: Hintz, Kroshus, Mathsen, Stene, Opheim, and Rosenberger. Against NONE Motion passed

C. Election judge wage discussion.

Interim Administrator Larson requested to have council increase the election judge wage per hour to \$10.00 an hour from the previous \$9.00 per hour. Member Ophiem voiced it should go to \$12.00 an hour. No other discussion was had.

Motion by Member Hintz, second by Member Mathsen to increase election judge wages from \$9.00 an hour to \$10.00 an hour. Members Voting for: Hintz, Mathsen, Stene, Kroshus and Rosenberger. Against: Opheim Motion passed

D. Resolution 2018-07-01, Appoint Election Judges

Interim Administrator Larson brought forth the list of election judges for the upcoming Primary and General Election.

E. Motion by Member Opheim, second by Member Hintz to approve Resolution 2018-07-01, Appoint Election Judges By Roll Call Vote: Members for: Hintz, Kroshus, Mathsen, Rosenberger, Stene, and Opheim. Against: None. Motion passed

F. Resolution 2018-07-01-02 Approving Minnesota Joint Powers Agreement

The Resolution was corrected before it was voted upon to change some technical errors.

Motion by Member Mathsen, second by Member Opheim to approve Resolution 2018-07-01-02 Approving Minnesota Joint Powers Agreement. By Roll Call Vote: Members for: Hintz, Kroshus, Mathsen, Rosenberger, Stene, and Opheim. Against: None. Motion passed

G. Ada Chamber of Commerce gambling funds request Fun in the Flatlands

A request of the Chamber of Commerce for \$200.00 to defray costs for the Fun in the Flatlands Event. Member Opheim questioned what the balance in the gambling fund was. It was stated that the account balance was over \$2,000.00 at the time of the request.

Motion by Member Hintz, second by Member Rosenberger to approve the request for \$200.00 for the Ada Chamber of Commerce for the Fun In the Flatlands event. Members for: Hintz, Kroshus, Mathsen, Rosenberger, Stene, and Opheim. Against: None. Motion passed

VII Adjournment

Motion by Member Mathsen at 7:59 p.m., second by Member Rosenberger to adjourn the meeting. Members for: Hintz, Kroshus, Mathsen, Rosenberger, Stene, and Opheim. Against: None. Motion passed

Respectfully submitted,

Todd Sawrey, Mayor

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