

City of Ada
Meeting of the City Council
Tuesday, July 2nd, 2019 – 6:00 P.M. – Council Chambers

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call – Present: Members Mathsen, Krieger, Hintz, Kroshus, Stene, and Nelson.**
Absent: Member Opheim
Others Present: Mayor Todd Sawrey, Mark Askelson (KRJB), Dan Hanson (Moore Engineering) and others
- 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.*
NONE
- V. 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.** June Council 2019 Regular Council Meeting minutes
 - B.** June Special Session 2019 Council Meeting minutes
 - C.** City Pre-paid checks in the amount of \$134,042.57
 - D.** City Accounts Payable from June updated to \$52,913.77
 - E.** City Accounts payables in the amount of \$133,701.35
 - F.** National Night Out – move August 6th regular council meeting to August 13th.
 - G.** September regular council meeting – September 10th.

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

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

VII. Presentations with possible discussion and decision.

A. Moore Engineering

- 1) Special Assessment – Park Street/2nd Street-LRIP project
- 2) Special Assessment Policy Manual
- 3) Resolution 2019-07-01

Dan Hanson of Moore Engineering was present to educate the council as to the process to go forward at special assessing the Park Street/2nd Street LRIP project. He explained how the individual property owners would be assessed as well as the City of Ada, having the public works property tied into this project. Mr. Hanson recommended getting a motion for three different areas relating to this LRIP project. The first is the adjustment to the contract, second is to have council agree that any dollars, above and beyond the grant, be assessed and third as to how the corner lots will be assessed. Mayor Sawrey updated council regarding a special assessment manual that he would like to see completed by December of 2019. This would be a guide that would be instrumental in assisting future council members and city employees the assessment process of projects in the City of Ada.

Motion by Member Hintz and seconded by Member Kroshus to approve the adjustments made to the Park Street/2nd Street contract as proposed by Moore Engineering. Members voting for: Hintz, Nelson, Kroshus, Mathsen, Krieger and Stene. Against: None. Motion passed.

Motion by Member Kroshus and seconded by Member Mathsen to approve that assessments will include any amount above and beyond the grant dollars received. Members voting for: Hintz, Nelson, Kroshus, Mathsen, Krieger and Stene. Against: None. Motion passed.

Motion by Member Mathsen and seconded by Member Stene to approve Resolution 2019-07-01, a resolution that instructs Moore Engineering, Inc. to report to council as to the necessity, cost

effectiveness and feasibility to the Park Street and 2nd Street Improvement project. Also, to inform council as to whether to connect the project to another, clarity as to the cost of the project, and a descriptive methodology in calculating the individual assessments to the affected parcels. By roll call vote: Members voting for: Hintz, Nelson, Kroshus, Mathsen, Krieger and Stene. Against: None. Motion passed.

VIII. Reports of Department Heads and Committees

A. Mayors Report

B. Administrator / Clerk / Treasurer Report

1) Department Updates

- a) Parks and Recreation Department Head Position
- b) Fire Department Summer Smoker
- c) Bruce Nelson Benefit
- d) City Administrator Contract
- e) Audit Update
- f) IMPACT Coalition-Compliance checks
- g) Lifeguards-Dekko Center
- h) Baseline Committee meeting

Administrator Larson updated council on the happenings within the departments of the City. The Ada Liquor Store is looking to liquidate some of the old liquor store inventory (glasses, signs and others). Council suggested to auction items of value and to donate any other items of lesser value. Public works and the Ada Police are staying diligent to blight properties.

Public works is trying to stay on top of the weed problems within the city. Larson then went on to discuss the open position of the Parks and Recreation Department Head. She would like to advertise the position starting July 3rd and to close the application process on July 16th. She was hoping to have a committee to review applications and to select the best candidates to interview. Mayor Sawrey made a recommendation to have the committee to be made up of Cindy Peterson, Crystal Stene, Ashley Larson and Todd Sawrey.

Motion by Member Hintz and seconded by Member Nelson to approve the hiring committee to select a candidate for the Parks and Recreation Department Head Position. Members voting for: Hintz, Nelson, Kroshus, Mathsen, Krieger and Stene. Against: None. Motion passed.

Administrator Larson proceeded with her items on the agenda. She extended an invitation to council from the Ada/Borup Fire Department's Smoker. This is being held on July 8, 2019.

The City Administrator contract was next on the agenda. Member Krieger updated council regarding changes made to the contract. Krieger mentioned they worked with Pemberton Law with the contract, which mirrored much of the previous contract that was in place with former administrator Burgener. Two changes made were the accrued vacation and sick leave Ashley Larson has on record and would like to maintain, as well as leaving out “moving expense” reimbursement.

Motion by Member Nelson and seconded by Member Hintz to approve the City Administrator Contract as presented. Members voting for: Hintz, Nelson, Kroshus, Mathsen, Krieger and Stene. Against: None. Motion passed.

Administrator Larson made reference to the Annual Audit. It is complete and will be distributed to the State Auditor’s Office. A member of the Brady Martz audit team will be at the next regular council meeting to review the audit.

Administrator Larson continued and informed the council that the City is involved with an IMPACT Coalition on reducing drug and tobacco use within Norman and Mahanomen Counties. The effort is to enforce compliance checks within the counties businesses and have the county’s law enforcement units to get these checks done.

Administrator Larson informed council as to a modification in the rate of pay to attract and to keep present lifeguards at the Dekko Pool. Larson stated that the need for lifeguards at the Dekko Pool is at a high and the number of available guards is dwindling. She recommended the lifeguard pay start at \$10.88 per hour, an increase from the minimum wage of \$9.86 per hour. She hopes this attracts and maintains her lifeguard numbers.

Administrator Larson suggested to council that the Baseline Bar Committee meet soon to discuss happenings with the Baseline Bar.

IX. Old Business

A. Dekko Furnace Replacement

Administrator Larson had previously referenced the need for new furnaces at the Dekko Center. She originally brought to council a bid from TRANE for \$9,800.00. It was requested of her to get a second bid. After comparing the bids, she recommended going with TRANE, due to their continued service being done at the Dekko and their reputation in dealing with commercial properties. There was a \$300.00 difference in bids. The other bidder was Norman County Heating with a bid of \$9,500.00.

Motion by Member Nelson and seconded by Member Mathsen to approve the bid from TRANE in the amount of \$9,800.00 for new furnaces at the Dekko Community Center. Members voting for: Nelson, Kroshus, Mathsen, Krieger and Stene. Against: Hintz. Motion passed.

X. New Business

A. Kaleidoscope guests, July – Hintz/Kroshus, August – Nelson/Mathsen, September – Sawrey/Opheim, October – Stene/Krieger

B. EDA – Blight and Demolition Applications

Motion by Member Hintz and seconded by Member Mathsen to approve the Blight and Demolition Application as presented by the EDA. Members voting for: Kroshus, Mathsen, Nelson, Hintz Krieger and Stene. Against: None. Motion passed

C. Donation Requests – Gary Cares

It was noted that missing member Opheim was opposed to this request, being it be an outside city limit organization. It was stated in the meeting that the youth of Ada do benefit from this program as well as other kids in Norman County.

Motion by Member Hintz and seconded by Member Mathsen Opheim to approve the request from Gary Cares for a donation in the amount of \$250.00, from the gambling fund. Members voting for: Kroshus, Mathsen, Nelson, Hintz, Krieger and Stene. Against: None. Motion passed

XI. Adjournment

Motion to adjourn at 6:37pm by Member Krieger and seconded by Member Mathsen to adjourn. Members voting for: Hintz, Kroshus, Mathsen, Nelson and Stene. Against: NONE Motion passed

Submitted by:

Administrator Ashley Larson

Mayor Todd Sawrey