

City of Ada
Minutes of the City Council Special Meeting
October 2, 2018 – 6:00 p.m.
City Hall

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

Others present: Doug Marcussen Mark Askelson, Mayor Sawrey and others.

I. Citizen Forum – No one came forward

II. Consent Agenda:

- A. September 4th, 2018 Council Meeting minutes
- B. September 14th, 2018 Special Session minutes
- C. September 15th, 2018 Special Session minutes
- D. September 20th, 2018 Special Session minutes
- E. Accounts Payable amounts \$45,898.49
- F. City pre-paid checks amounted to \$148,199.08

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

Members voting for: Hintz, Rosenberger, Opheim, and Stene. Against: None. Motion passed.

III. Approve Agenda –

Motion by Member Opheim, second by Member Rosenberger to accept the Agenda as

amended. Members voting for: Hintz, Rosenberger, Opheim, and Stene. Against: None. Motion passed.

Presentations with possible discussion and decision:

A. Moore Engineering Update

Dan Hanson of Moore Engineering updated council on the Park Street and 2nd Street water and sewer bids. Visser Trenching started work on the project and it is progressing well. Hanson also commented on the hole near one of the city's lift station. Hanson stated there was damage near a pipe that was installed by RL Larson Construction. Hanson stated that if it is found that the pipe was defective, we would approach RL Larson to fix at their cost. If the pipe is found damaged, it is no longer under warranty, and we would have to cover the cost. Mr. Hanson also brought to the attention of the council about having the City Dike certified every year by the Army Corps of Engineering. It is estimated that this may cost up to \$4,000 - \$5,000 a year.

IV. Reports of Department Heads and Committees

A. Mayor's report

- 1 Liquor Store Design Committee Update
- 2 City Administrator Contract
- 3 City Website Upgrade
- 4 November City Council Meeting change – November 13th, 2019

Member Hintz and Member Stene, representing the Liquor Store Design Committee, updated council regarding the progress on the Off-Sale redesign. Member Hintz stated that things are moving along. He stated the store front is complete and that the interior is about gutted. The contractors have been put on a schedule and will be working together to complete the project in phases.

No Action Taken

Interim Administrator Marcussen updated council regarding the contract for the new city administrator. There were a few items in the contract that needed to be worded differently. Pemberton law is working with the City of Ada and candidate Burgener to finalize the documents. It is likely that a special session would be needed to approve the final draft.

No Action Taken

Interim Administrator Marcussen updated council regarding the potential upgrade of the City of Ada's website. Mayor Sawrey and Marcussen met with Jodi Buresh of Saffire designs. Ms. Buresh introduced some options during their meeting and will bring to the November monthly meeting some samples to review. It is hoped that the City will coordinate with other organizations to be involved in this project. It is hoped that we can accomplish this at the November council meeting.

No Action Taken

Mayor Sawrey brought to the attention of the council that the November regular meeting would need to be changed from November 6th (Election Day) to November 13th at 6:00pm.

Motion by Member Hintz, second by Member Opheim to change the date of the November council meeting from November 6th to November 13th at 6:00pm.

Members voting for: Hintz, Rosenberger, Opheim, and Stene. Against: None.

Motion passed.

B Administrator / Clerk / Treasurer Report

1) Department Updates

Interim Administrator Marcussen updated council about the goings on within the different departments. He stated that the City Clerk Department is working on different ways to collect outstanding utility bills. One avenue is to attach delinquent bills to the property from where the utilities were used. Marcussen stated he is working with Pemberton Law to determine the proper channels to get this done. Marcussen updated council regarding the Ada Event Center, as well. Marcussen stated that a lot of events are being booked and that keeping up with managing the Center has been a challenge. Marcussen hoped that council will look at a solution for managing weeknights and weekends in the future, when a person is needed to answer questions, or help out at the Center. It was stated at the meeting that it will help when a new administrator is around to assist and to get a solution to the weeknight and weekend situation. Marcussen updated council regarding a problem in the Event Center's main HVAC system and is working with HVAC professionals to solve the problem. This should be complete in a few weeks.

IX Old Business

A. Ann Miller drainage update

Dan Hanson of Moore Engineering was asked to explain the update from Visser Trenching to drain the water from behind the Miller residence to the west, all the way to the existing ditch vs the old bid where the water was proposed to drain into a natural water way. Hanson explained that by running it all the way west, the city would not have to worry about it down the road, if there were future development in the Cougar #2 Addition. Visser's new bid of \$5,800.00 would run the water all the way to the West ditch.

**Motion by Member Hintz, second by Member Rosenberger to accept Visser Trenching's new bid of \$5,800.00 to extend the drainage all the way to the West ditch. Members voting for: Hintz, Rosenberger, and Stene.
Against: Opheim Motion passed**

VI New Business

A. Kaleidoscope guests.

October – Nelson\Rosenberger

B. Norman County EDA gambling funds request - \$500.00 – Kickoff Event

A request of \$500.00 from the Norman County EDA to help fund a Kick-Off event at the AAPC building on November 17, 2018. Discussion of granting \$200.00 maximum from the gambling fund was had and it was determined that the additional \$300.00 would come from the General Fund as a marketing expense.

Motion by Member Hintz, second by Member Opheim to approve the request for \$500.00 from the NCEDA-\$200.00 from the gambling fund and \$300.00 from the general fund. Members voting for: Hintz, Rosenberger, Opheim, and Stene.

Against: None. Motion passed

C. Ada Promotions Committee gambling funds request - \$500.00 – Kick-Off EDA

A request of \$500.00 from the Ada Area Promotions Committee was brought before the council. These funds will be taken from the gambling fund and the general fund. The funds will be used for the Kick-Off in coordination with the NCEDA.

Motion by Member Opheim, second by Member Stene to approve the request for \$500.00 from the AAPC-\$200.00 from the gambling fund and \$300.00 from the general fund. Members voting for: Hintz, Rosenberger, Opheim, and Stene.

Against: None. Motion passed

D. Fire Department request for a new side by side and slide in water unit and side stretcher.

Steve Petry, Fire Chief for the City of Ada Volunteer Fire Department presented to council a request for a new side by side 4-passenger ATV and a slide in water kit and stokes basket for the department to be used for NC Raceway events, grass fires and winter rescue missions. Petry discussed the features of the unit and how it would be utilized. Petry had mentioned that it was possible for the City Public Works department to utilize the existing six wheeler. Petry also brought to the attention of the council a need for a new tanker pickup. The existing pickup is a 1999 Chevrolet and is suffering suspension problems. A request from Member Opheim to get multiple estimates for the Fire Department's proposals was motioned. Petry stated he will be attending his annual Fire Chief meeting and bring back options for the council to choose from.

Motion by Member Opheim, second by Member Hintz to approve the request to get multiple estimates from the Fire Department for their requests for a six wheeler with accessories and a different pickup truck. Members voting for: Hintz, Rosenberger, Opheim, and Stene. Against: None. Motion passed

- E. Request of \$200.00 from gambling funds from Tanner Kassel – Eagle Scout Project – Ada Event Center landscape project.**

Motion by Member Hintz, second by Member Rosenberger to approve the request for \$200.00 from Tanner Kassel from the gambling funds for the Ada Event Center landscape project – Eagle Scout Project. Members voting for: Hintz, Rosenberger, Opheim, and Stene. Against: None. Motion passed

- F. Request of \$200.00 from gambling funds from Jacob Sip – Eagle Scout Project – Ada Fire Dept. Sign project.**

Motion by Member Rosenberger, second by Member Opheim to approve the request for \$200.00 from Jacob Sip from the gambling funds for the Ada Fire Dept. Sign project – Eagle Scout Project. Members voting for: Hintz, Rosenberger, Opheim, and Stene. Against: None. Motion passed

VII Adjournment

Motion by Member Opheim at 7:16 p.m., second by Member Stene to adjourn the meeting. Members for: Hintz, Rosenberger, Opheim, and Stene Against: None. Motion passed

Respectfully submitted,

Todd Sawrey, Mayor

**Douglas Marcussen, Interim City
Administrator/Clerk/Treasurer**