

City of Ada Special Session Meeting Minutes

Location: Ada City Hall

Date and Time: Thursday, April 19, 2018 at 5:30pm

Councilmember's present: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus.

Member absent: None. There were various representatives from the community.

I. Appoint a representative from the City of Ada to the Norman County EDA

Mayor Sawrey brought forth an appointee, Hiliary Chisholm, to represent the City of Ada on the Norman County EDA Board. He was approached to fill the position.

Motion made by Member Hintz , seconded by Member Mathsen to approve appointing Hiliary Chisholm to the Norman County EDA. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

II. Approve the Northern States Power contract extension

Motion made by Member Opheim , seconded by Member Rosenberger to approve an extension of the Northern States Power contract. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

III. First Reading, Ordinance No. 475: An Ordinance Amending the City of Ada Intoxicating Liquor Licenses Chapter 6, Section 51 and 59 and 3.2 Percent Malt Liquor Licenses Chapter 6, section 91

Mayor Sawrey presented to council the details regarding the Ordinance. Mayor Sawrey proceeded to clarify the changes to the Ordinance; where the City requires a person to have to reside in Ada for at least a year before being able to obtain a liquor license is deemed unconstitutional. Another change is the requirement to have 60% of food sales and 40% liquor sales to maintain a liquor license; this will be changed by council, it is not a state law. A few other details regarding a license were discussed, but nothing with regards to this Ordinance.

Motion made by Member Hintz, seconded by Member Kroshus to approve the First Reading, Ordinance No. 475: An Ordinance Amending the City of Ada Intoxicating Liquor Licenses Chapter 6, Section 51 and 59 and 3.2 Percent Malt Liquor Licenses Chapter 6, section 91. By Roll Call Vote For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

IV. Grant licensee a variance on requirements of current ordinances based on changes to Ordinance 475 upon receipt of application on May 8th.

Mayor Sawrey brought forward a request of a variance of Ordinance 475. The variance allows the lessee to be to begin business (after obtaining proper state authorization) if the premise is ready to occupy. Administrator Leiman stated that the City's attorney gave verbage to the fact that this would be acceptable and upon approval of the Ordinance coinciding with the Lessee's licensure, the Lessee would be granted a Liquor License.

Motion made by Member Hintz, seconded by Member Kroshus to grant licensee a variance on requirements of current ordinances based on changes to Ordinance 475 upon receipt of application on May 8th. Vote For: Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: Opheim Motion passed

V. Set Special Session date for Monday April 23, 2018 at noon for Second Reading of Ordinance 475.

Motion made by Member Mathsen , seconded by Member Stene to set Special Session date for Monday April 23, 2018 at noon for Second Reading of Ordinance 475. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

VI. Approve Lease for Dunk.

Administrator Leiman and Member Opheim reviewed the original draft of the lease and subsequently made some changes to the language of the lease. They were satisfied with how the lease read.

Motion made by Member Kroshus , seconded by Member Stene to approve the Lease of the Ada Event Center Bar to Lessee (Dunk). Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

VII. Set On-Sale closure date

a. Thursday before Dunk full opening

Mayor Sawrey made a statement regarding the agreement that the On-Sale of the Ada Liquor Store will close the Thursday before Dunk opens its door. This date is set upon the announcement of the opening. Member Rosenberger stated he was concerned about the announcement being a surprise to the employees based on their scheduled employment. Administrator Leiman stated the Off-Sale will remain open and need to be staffed and that the hours of business will only change to the Off-Sale hours, therefore staff will continue to be needed. He went on to state that he will have a conversation with Manager Aasland about the employee's hours and a plan to set hours when the time comes to close the On-Sale.

Motion made by Member Opheim, seconded by Member Nelson to approve the Ada Liquor On-Sale closure date to the Thursday before the Lessee (Dunk) opens its doors. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

VIII. Flooring costs for bar; ceiling tiles and moving forward.

- a. \$9,900 for labor in meeting room, suspended ceiling in ball room and hallways; \$1,700 for grid; tiles on track to meet costs**
- b. \$6,231 for flooring and ceiling work in bar area**
- c. Lighting for meeting and ballroom, est. \$9,000**

Administrator Leiman updated the council about additional costs of the ceiling in the ballroom area, due to a false ceiling concept implemented to avoid a problem in dealing with asbestos of the original ceiling. Administrator Leiman has been tracking the costs and stated that this cost is in addition to what was budgeted. Conversation about the decision making process was discussed and council agreed that Mayor Sawrey should get involved regarding the continued management of the project.

Motion made by Member Opheim, seconded by Member Hintz to approve the costs and additional costs being assessed to the Ada Event Center as per the contracts provided by the vendors. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

IX. Review RFQ's for hiring recruiter and award a contract based on proposals

Mayor Sawrey brought forward a single RFQ from the request for services to recruit for a new city administrator. Sawrey expressed that the intention of the council was to have multiple bids. Member Opheim stated that it wasn't necessary to have two quotes. It was decided to move towards an RFP and hope to get multiple offers for services to complete the hiring process. It was motioned to place a 30 day RFP with hopes to obtain multiple offers. Member Hintz commented that extending the time to June 1st would allow more time for companies to put an RFP together. Hintz thought the June 5th regular meeting would be ideal to open the RFPs.

Motion made by Member Hintz, seconded by Member Kroshus to amend the RFP request to June 1st, 2018 from employment agencies to hire a city administrator. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

Motion made by Member Opheim, seconded by Member Mathsen to request an RFP for 30 days from April 20, 2018 from employment agencies to hire a city administrator. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

X. Adjourn

Motion to adjourn made by Member Rosenberger and seconded by Member Opheim to adjourn at 6:05pm. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

Respectfully submitted,

Todd Sawrey, Mayor

James Leiman, City
Administrator/Clerk/Treasurer