

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

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call – Present: Members Opheim, Mathsen, Hintz, Kroshus, Stene, and Krieger.**
Absent: Member Nelson
- 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.*
No one came forward to speak to council
- 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.** March 5th, 2019 Regular Council Meeting minutes
 - B.** City Pre-paid checks in the amount of \$182,445.57
 - C.** City Accounts payables in the amount of \$46,416.85
- Motion by Member Mathsen and seconded by Member Krieger to accept the Consent Agenda as amended. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, 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 Opheim and seconded by Member Mathsen to accept the Agenda as amended. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

VI. Presentations with possible discussion and decision.

A. Moore Engineering Park Street LRIP project update

Dan Hanson of Moore Engineering presented to council an update of the Park Street LRIP Project. This project is being sponsored by Norman County. He stated that actual construction would be about 45 days not including the bid process. Costs of the project were a concern, but Mr. Hanson was optimistic about the costs being lower than estimated. The costs (approximately \$180,000.00) to the City would be taken from the Long Term Debt Fund.

Motion by Member Opheim and seconded by Member Kroshus to approve the County to bid the project upon the success of the plan of the project being approved. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

B. Al's Disposal City Clean Up Days

Charlie and Julie Bitker of Al's Disposal were present to discuss the City of Ada's Annual Spring Clean Up Days for 2019. The dates chosen for this year will be May 2nd thru May 4th. Hours of service: May 2nd 5-8PM – May 3rd 8AM-8PM – May 4th 8AM – 5PM. The site for disposing of eligible products will be at the parking lot of Old City Hall. In case of inclement weather or other unforeseen circumstances – the following Thursday thru Saturday would be used.

VII. Reports of Department Heads and Committees

A. Mayors Report 1) Discuss Administrators 3 Month Review Process

Mayor Sawrey brought to council the formality of the 3 Month Review process. Statute D.05 sub. 3 states that the review of the administrator will go to closed session.

Motion by Member Krieger and seconded by Member Hintz to close the meeting to draft the 3 month review process of the City Administrator who reports to council. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed

Mayor Sawrey brought to attention of the public that a review was completed by council, absent of Member Opheim, by using a scoring system to rate Administrator Burgener's performance to date. Criteria included supervision, economic development, budgeting, government relations, city council relations, community relations, planning and financial management. Mr. Burgener's average score was 3.88 – resulting in an above average performance rating.

Motion by Member Mathsen and seconded by Member Stene to approve the process and results of the review of Administrator Burgener. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

2) Set a date for City Administrators review

Discussion took place regarding the process as to how Department Heads and other employees approach the Administrator with concerns regarding requests of the Administrator or how they might be challenged in carrying out their duties as Department Heads and/or employees. A document will be used to review the Administrator's performance, under his probationary period, to document City Council, Department Heads, and EDA president's evaluation of the Administrator. This document would be available April 3rd and a meeting be set to review the performance evaluations. April 9th will be the deadline to return the evaluations and April 16th to be the date set to meet to review.

3) Event Center Kitchen Committee

Mayor Sawrey was asked to handle the kitchen issues at the Ada Event Center. He asked to have the responsibility of this task to be forwarded to the Vice Mayor as he felt there was a conflict owning a business in the food industry. Vice Mayor Hintz then proceeded to announce the selection of a committee to oversee the issues in the kitchen. Hintz appointed Pat Pfund, Angie Nelson, and Bob Kinkade from the public as well as council persons Josh Mathsen and Jacob Kroshus. Concerns about the direction that the committee takes arose, at which, Vice Mayor Hintz commented that this is an advisory committee and will come back to council with recommendations.

Motion by Member Opheim and seconded by Member Krieger to approve the appointment of the Kitchen Committee at the Ada Event Center. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

- 4) Announcement of the Norman County EDA's public input meeting set for April 11th at the Ada Event Center at 6PM

B. Administrator / Clerk / Treasurer Report

- 1) Department Updates
 - a) Spring Prep
 - b) Audit
 - c) Potential Dog Park
 - d) USDA Grant Application Submitted
 - e) Tablets for Council

Administrator Burgener updated council on a variety of events that have taken place during the last month. He gave kudos to Public Works and their efforts over the winter. The annual audit will be completed on April 18th. The beautification committee will bring to council recommendations of a future dog park, potentially at Bosworth Park. The USDA Grant was submitted on time.

- 2) Event Center Update
 - a) Smoking near entrance
 - b) Cooler\floorboard\baseboard\faucet\ceiling tile
 - c) Baseline behind on rent one month

Administrator Burgener brought to council issues relating to the Event Center and Baseline Bar. He stated that the smoking area in front of the Event Center has created a mess and that proposals to move the receptacle be addressed. Burgener also updated council regarding the repairs done in the Baseline Bar, including the compressor for the walk in cooler, flooring issues and repairs to a faucet in the bar. The compressor issue created a problem for the tenant as to keeping product cold, and the tenant stated that she will not be paying March's rent due to the "loss of business" during the time the compressor was down. This led to a discussion regarding the responsibilities of the parties contractually. Member Opheim proposed an addendum to the contract to be reviewed and signed by both parties involved with the Baseline Bar.

Motion by Member Opheim and seconded by Member Hintz to have Member Opheim and Member Kroshus to create an addendum to the original contract. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

- 3) Liquor Store Design Committee Update

Member Hintz updated the council regarding the final phases of the Off Sale Liquor Store Remodel. Both positive and negative comments were made

regarding the process, but putting those aside, the end result was the completion of a very nice facility and that it exceeded what was expected.

4) City Website Committee Update

Administrator Burgener updated what the committee has accomplished so far regarding the implementation of the new website.

5) City Administrator out of office for vacation

Administrator Burgener will be on vacation from April 19th thru May 3rd.

VIII. Old Business

A. HA Thompson/Trane Contract-Dekko

Administrator Burgener updated and was requesting a motion to approve a contract regarding maintenance service at the Dekko Center. HA Thompson and Trane were the two contractors that bid for the services requested. Discussion took place regarding the history of each company and the strengths of one over the other. Dekko Manager Ashley Larson requested we go with Trane, due to their knowledge of the pool pack system. Trane is the one who provided the pool pack and have been great in dealing with their staff. This was not so with the HA Thompson staff and management.

Motion by Member Hintz and seconded by Member Mathsen to approve the contract with Trane for maintenance at the Dekko Center. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

B. Generators for Event Center and Police/Fire Department

Administrator Burgener presented council with an estimate as to how much it would cost to install backup generators at the Ada Event Center and the Police and Fire Department. \$30,000.00 each was an estimate for each entity. Discussion pursued and it was decided to look further into options as to the needs and funding sources for this project. Fire Chief Petry commented to the council that the Fire Department was not involved with the estimate process and made comment that a possible funding source would be the DNR. Member Opheim suggested Fire Chief Petry look into this and also to get together with Police Chief Bueng to discuss that needs of a backup power source for their building.

Motion by Member Opheim and seconded by Member Hintz to have Fire Chief Petry inquire with the DNR as to a possible grant for backup power for emergency services in the City of Ada. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

C. Event Center Pricing Clarification

Administrator Burgener brought to council the concern about certain organizations being charged to use the Ada Event Center and how to distinguish whether to charge or not to charge for a meeting or event. It was concluded that any Non Profit Organization or Government entity in need of the Meeting Room, that is holding a regular meeting of their organization and not soliciting for funds will not be charged for use of the Meeting Room. If an event, for these same type entities, is for fundraising purposes or not used in their normal course of business will be charged for use of the Meeting Room and/or Ballroom.

Motion by Member Opheim and seconded by Member Hintz to approve the amendment to the Ada Event Center Fee Schedule to not charge for use of the Meeting Room to Non-Profits and Government Entities for their normal course of business. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

D. Fire Truck-Pickup Expense/Plaques for retirement

Fire Chief Steve Petry presented to council proposals from two dealerships for a new pickup for the City of Ada Fire Department. Christian Motors – Ford 1 Ton - \$35,157.00 / Kelly's Chrysler – Dodge 1 Ton - \$37,696.00 (Kelly's included built in storage compartments as well as other amenities – as requested by the Fire Department). Member Opheim made the motion to accept Kelly's Chrysler bid, even though it is the higher of the two bids, the Ram Box and other amenities make up the difference in price. This pickup purchase was discussed during the 10 year budget process and the City will be using Long Term Capital monies to fund this purchase.

Motion by Member Opheim and seconded by Member Stene to accept the bid from Kelly's Chrysler. Members voting for: Krieger, Kroshus, Opheim, Mathsen, and Stene. Abstained: Hintz Against: None. Motion passed.

The retirement plaques were discussed and prices were presented with emblem options. It was decided to table the process until the firefighters selected an option, within budget, they found best fit the department's retirees.

E. Addendum for Baseline Bar – Personal property

Refer to Section B Item 2 of the Administrator Report

IX. New Business

A. Kaleidoscope guests, April – Sawrey/Hintz

B. Liquor License & Gambling Licenses

Motion by Member Stene and seconded by Member Krieger to approve the Liquor and Gaming Licenses of establishments within the City of Ada as presented. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

C. Mowing Bids

Bids for mowing of City properties were presented. Ada MN Labor, Mike Skansgaard, and Leon Sip were awarded the mowing contracts. Discussion followed regarding policy of to the contracts. A concern was addressed that if the contracts were dropped and a replacement mowing contract was let and if there was an increase in price, that the original bidder pay the difference in the contract for the remainder of the contract.

Motion by Member Hintz and seconded by Member Mathsen to approve the language of the mowing contracts to include that if the contract is let go, that the difference in price from the original contract and a new let contract be paid by the original bidder. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

Motion by Member Opheim and seconded by Member Hintz to approve awarding the low bidders of all the mowing contracts within the City of Ada for 2019. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

D. Mud Jacking

Member Kroshus brought before council a concern of the success of the mud jacking project from 2018. There was some settling of last year's mud jacking and a suggestion was for Public Works to wait until after spring thaw, then review the work and contact the contractor to fulfill their warranty on the damaged property. There were two different contractors, but the concern was still the same.

E. Discussion for Ordinance of where to pile snow

Member Kroshus and Member Krieger brought concerns regarding residents piling snow on top of fire hydrants and /or near roadway signs. It was suggested that an ordinance be made to address these concerns.

Motion by Member Hintz and seconded by Member Stene to approve drafting an ordinance that would restrict residents from piling snow within 30 feet of roadway signs and fire hydrants within the City of Ada. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

F. Tractor/Snow Blower share agreement with the County for next year

Member Kroshus brought to council a proposal from Public Works Director Rasmusson and Norman County's Bob Ramstad that the County is willing to share their tractor in exchange for use of our snow blower. The City would have priority to use the snow blower, the County would then use as needed and available. This is to be put into writing as a contractual arrangement. There is no cost to either entity and that if there is damage or repair, the party using the equipment at the time will be responsible for the repair.

Motion by Member Mathsen and seconded by Member Krieger to approve the equipment share with Norman County and that a legal document be drafted and signed with the two parties. This document would spell out the arrangements made between the party's representatives. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

G. Food Truck Permits

Vice Mayor Hintz was asked to take this item, due to the Mayor's personal business matters being a conflict of interest. Member Opheim stated that the EDA addressed this concern and made comment that there is not an ordinance in the City that addresses Food Trucks. He also stated that the current fee charged to food and peddling vendors is currently \$5.00 and the EDA's recommendation is that the fee be increased from \$5.00 per day to \$25.00 per day and or \$100.00 for the week.

Motion by Member Opheim and seconded by Member Mathsen to approve the creation of an ordinance that addresses Food Truck Permits. The language would include the recommendations of the EDA for rates to be charged to such vendors. Members voting for:

Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

H. Resolution 2019-04-01 for roadway funding

Resolution 2019-04-01 – a resolution to support the State of MN’s Comprehensive Road and Transit Funding Program to assist the State of MN in budgeting for future needs of the City’s in the State of MN for Transit Funding.

Motion by Member Hintz and seconded by Member Krieger to approve supporting the State of MN’s Comprehensive Road and Transit Funding requests program. By roll call vote: Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

I. Donation requests:

1) Valley Food Shelf

Motion by Member Opheim and seconded by Member Hintz to approve a \$200.00 request from the Valley Food Shelf. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

2) Imagination Library

Recommended to table the request.

3) Post Prom Committee – 2019

Motion by Member Opheim and seconded by Member Hintz to approve a \$200.00 request from the Ada Borup Post Prom Committee. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

4) Norman Mahnomen Public Health-Bike Rodeo

Motion by Member Hintz and seconded by Member Stene to approve a \$200.00 request from the Norman Mahnomen Public Health for the bike rodeo. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

5) Ada Borup Special Education

Motion by Member Mathsen and seconded by Member Stene to approve a \$200.00 request from the Ada Borup Special Education Dept. for materials relating to autism. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

X. Adjournment

Motion to adjourn at 8pm by Member Stene and seconded by Member Mathsen to adjourn. Members voting for: Hintz, Krieger, Opheim, Kroshus, Mathsen, and Stene. Against: NONE Motion passed

Submitted by:

Interim Administrator Ashley Larson

Mayor Todd Sawrey