

City of Ada
Minutes of the City Council Meeting
December 5, 2017 – 5:30 p.m.
City Hall

Members present: Mayor Todd Sawrey, Members: Tom Opheim, John Rosenberger, Mike Nelson, John Hintz, Jacob Kroshus, and Rich Pinsonneault,. Absent Mike Triplett

Others present: James Leiman, Mark Askelson, Pat Pfund and others.

Citizen Forum – No one came forward

- I. Consent Agenda:** Accounts Payable amounts not posted – should be \$45,072.60
City pre-paid checks amounted to \$151,496.41.

Motion by Member Opheim, second by Member Rosenberger to accept the Consent Agenda
Members voting for: Hintz, Rosenberger, Nelson, Kroshus, Opheim, and Pinsonneault.
Against: None. Motion passed.

- II. Approve Agenda** – Mayor Sawrey added Greg Slotten to the Mayor’s Report to address council relating to the EDA. Member Opheim added to the agenda under the Mayor’s Report - RFP’s for Tubby’s Tavern.

Motion by Member Opheim, second by Member Hintz to accept the Agenda as adjusted.
Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault.
Against: None. Motion passed

III. Presentations with possible discussion and decision:

- A. Orpheum Theatre and new ADA requirements
- B. Moore Engineering

There was no representation from the Orpheum Theatre

Dan Hanson representing Moore Engineering addressed the council requesting a payment to Moore Engineering for \$1,119.13 for Flood Hazard Mitigation work to be reimbursed from the DNR grant. He also updated the council on the State of MN PPL list and PFA’s. Hanson went on to state that they would like to start on the preliminary PFA work not to exceed \$10,000.00. Moore Engineering would be getting the ground work started to have proper application requirements ready for the March 3, 2018 deadline.

Motion by Member Rosenberger, second by Member Hintz to approve the payment to Moore Engineering in the amount of \$1,119.13 for work done on the Flood Hazard Mitigation Project, reimbursed by the DNR. Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault. Against: None. Motion passed

Motion by Member Kroshus, second by Member Rosenberger to approve Moore Engineering to begin working on the preliminary PFA report due to the State of MN by March 3, 2018 with the billing not to exceed \$10,000.00 for this preliminary work. Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault. Against: None. Motion passed

IV. Reports of Department Heads and Committees

Mayor's report

A. Greg Slotten, chairman of the EDA, addressed the council

Mr. Slotten updated what the EDA has been active in during the year. He also addressed council regarding a housing issue in the City of Ada and the lack of multiple unit properties and single family homes available for rent or ownership.

B. RFP's for Tubby's Tavern – Event Center

Member Opheim brought forward his displeasure of finding, in the local newspaper, that the City of Ada was requesting RFP's for the Event Center. His concern was that it was presumptuous that we were seeking RFP's on a project that hasn't been approved by City Council yet. Member Opheim also stated that, in his opinion, the Council should be approving anything that is being advertised to the public. He went on to state that a constituent communicated to him that they felt that this project was being forced down the citizens throats, without public input. Administrator Leiman stated that he is allowed to advertise under his budget and that he has, in the past, requested RFP's, without Council approval, six times since he has been administrator. Mayor Sawrey asked other Members if they felt the same as Member Opheim, which met with no reply. Mayor Sawrey asked Council if they would like make a motion to formally accept these previous RFP's, there was no motion. Member Pinsonneault interjected that it was important to get the RFP's to get an estimate of the costs the Council may face and whether it would involve a request for additional funds from the City. No action was taken on this topic.

Administrator / Clerk / Treasurer Report

- 1) Department Updates**
- 2) Award contract for DAC building retail interior work**

Administrator Leiman brought to Council RFP's for the demolition and construction of the Kuball building for the DAC retail store. Havercamp Utilities and 4-Corners Construction submitted proposals for this RFP request. Havercamp Utilities submitted the lower of the two proposals. Member Rosenberger requested the contractors be licensed and bonded. Member Opheim stated, as well, that workman's compensation be a requirement.

Motion by Member Hintz, second by Member Nelson to approve the proposal by Havercamp Utilities, under the premise he has proper licensure and bonding in place. Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault. Against: None. Motion passed

- 3) \$5,000 request for a dash camera in the new police cruiser**

Administrator Leiman brought to the council a request from Police Chief Bueng to add a dash cam to the new cruiser. This was not discussed earlier when the cruiser was being purchased. The current cruiser has one. The new dash cam would cost \$5,000.

Motion by Member Opheim, second by Member Hintz to approve the purchase of a dash cam for \$5,000.00 for the new cruiser. These funds would come from the Long-Term Capital Fund. Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault. Against: None. Motion passed

- 4) Request from Ada Fire Dept to increase retirement checks to \$975.00 per year of service. (maintains a 15% reserve in the Relief Fund)**

Administrator Leiman brought to the attention of the Council that about two years ago the council approved a pay increase but not a step increase for the retirement fund to the Ada Fire Department. The increase would be \$975.00 per year of service for future retiring firemen. There would be a requirement to retain a 15% reserve in the Fire Department Retirement Fund.

Motion by Member Hintz, second by Member Rosenberger to approve the increase to the Ada Fire Dept. Retirement Pay to \$975.00/year of service (while maintaining a 15% reserve in the Ada Fire Department Retirement Fund). Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault. Against: None. Motion passed

5) Tractor Rental for Winter 2017-2018

Member Rosenberger brought to the Council proposals for tractor leases for Public Works in lieu of buying a tractor. Of the three proposals, the lesser of the three came in at \$50.00/hour for a minimum of 50 hours and \$30.00/hour after the first 50 hours. This proposal came from a private party. Public Works Committee recommended the least costly proposal submitted by a private party.

Motion by Member Pinsonneault, second by Member Hintz to approve the Private Party proposal for a tractor lease for the 2017-2018 Winter. Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, and Pinsonneault. Against: None. Motion passed

6) Update on Norman County EDA

Administrator Leiman updated the Council regarding the Norman County EDA on what the future holds for this group. The Norman County EDA is meeting on December 6th for their last meeting of the year. A proposed list of scope, mission, and budget was sent out to county leaders to recap what the group would like to accomplish and achieve in the future. This would include looking for grants and other sources funds to assist in their mission to promote the county to attract and/or retain jobs.

7) Moving forward on Ada Event Center and request to forgive \$11,706.42 of the Tubby's loan once the purchase is complete.

- a. Permission to execute once \$200,000 has been collected/pledged and allocated.**

Administrator Leiman brought to the table a breakdown of how the funds have come together to move forward with the Ada Event Center. At the time of the meeting, the amount raised and pledged was over \$190,000.00. Leiman was seeking permission to purchase the building once \$200,000.00 was raised. Member Hintz made a motion to move the trigger amount to \$250,000.00 with the reasoning that there has been discussion with Leiman and the fund raising committee that additional monies from outside sources was achievable. This would reduce the risk to the City of having to spend more monies to complete the Event Center as proposed. Member Opheim reminded the council that their past commitment has gone from; the hesitation to sign a letter of intent; to waiting for the proposed \$300,000.00 project be complete by private parties; to purchasing the property with public/private funds and moving on the project after \$200,000.00 was raised. Member Hintz commented that the Council agreed on the \$300,000.00 (brought to them by estimates of various vendors that examined the building) months ago. Member Hintz continued that the Council continues to seek the communities support and that, it being so close to year end, hoped that more financial support would come in to get to the

\$250,000.00. Member Opheim stated that he was hesitant due to the potential that funds may not be raised and the City of Ada be left having to finish the project. He stated that he agreed the community has stated they want an event center, and that the council is still committed to that. Member Pinsonneault stated that he was comfortable with the motion, under the financial premise that the City would be relieving some financial pressure from the On-Sale losses that have been incurred in the past. He was also optimistic that the future expanded Off-Sale would generate additional profits to offset potential losses incurred from the Event Center. Member Nelson commented that he was not in favor of waiting for \$250,000.00 due to the momentum that has been generated from recent fundraisers and private funds that have been donated. Further discussion between the public and council about moving forward or waiting for additional funds to be raised continued and the concern was whether waiting for additional funding would slow down the fund raising effort or not. Mayor Sawrey commented that going ahead with the \$200,000.00 target would slow the fund raising effort with the premise that the City would be in possession of the building. Member Opheim concurred. Member Opheim then motioned to table the topic, which failed. Member Hintz stated that he hopes that the additional funding from private sources comes in soon.

Motion by Member Hintz, second by Member Pinsonneault to execute the purchase of the Tubby's building once \$250,000.00 has been acquired from public and private sources. Members voting for: Hintz, Rosenberger, Nelson, Kroshus, and Pinsonneault. Against: Opheim. Motion passed

Motion by Member Opheim, second by Member Hintz to table the motion the purchase of the Tubby's building once \$250,000.00 has been raised. Members voting for: Hintz, Rosenberger, and Opheim. Against: Nelson, Pinsonneault, Kroshus and Mayor Sawrey (tiebreaker vote) Motion failed

8) RFP's for the On-Sale bar rental at the future Event Center and those RFP's that have been requested for the Event Center improvements.

Member Pinsonneault made a motion to allow Administrator Leiman to go forward with RFP's for the lease of the bar area in the future Event Center and to approve the RFP's that have been collected relating to the future improvements of the Event Center.

Motion by Member Pinsonneault, second by Member Opheim to allow Administrator Leiman to seek RFP's for the lease of the bar portion of the future Event Center and to approve the RFP's that have been executed for the improvements to the future Event Center. Members voting for: Hintz, Rosenberger, Nelson, Kroshus, Opheim, and Pinsonneault. Against: None Motion passed

9) One day liquor license for the HOV Golf banquet.

**Motion by Member Opheim, second by Member Rosenberger to grant the one-day liquor license to the HOV for their golf banquet. Members voting for: Hintz, Rosenberger, Nelson, Kroshus, and Pinsonneault. Against: None
Motion passed**

V Old Business

NONE

VI New Business

A. Kaleidoscope guests.

December – Nelson; January 2018 - Sawrey.

B. City of Ada Truth and Taxation Hearing

Motion by Member Rosenberger, second by Member Nelson to open the City of Ada Truth and Taxation Hearing at 6:00pm. Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Opheim and Rosenberger. Against: NONE Motion passed

There were no objections from the public at this hearing

Motion by Member Hintz, second by Member Kroshus to adjourn the City of Ada Truth and Taxation Hearing at 6:02 pm. Members Voting for: Hintz, Kroshus, Nelson, Pinsonneault, Opheim and Rosenberger. Against: NONE Motion passed

C. RESOLUTION NO. 2017-12-02: RESOLUTION SETTING 2017 FINAL TAX LEVY COLLECTIBLE IN 2018 FOR SUPPORT OF THE GENERAL FUND & OTHER FUNDS OF THE CITY OF ADA – 3%

The preliminary levy proposed to the public was a 5% levy. Some discussion was had regarding the dollar amounts that are generated from this levy. Administrator Leiman stated that the 2% difference may be made up through our utility increases.

Motion by Member Hintz, second by Member Opheim to approve RESOLUTION NO. 2017-12-02: RESOLUTION SETTING 2017 FINAL TAX LEVY COLLECTIBLE IN 2018 FOR SUPPORT OF THE GENERAL FUND & OTHER FUNDS OF THE CITY OF ADA – 3% By roll call vote: Members voting for: Hintz, Kroshus, Nelson, Pinsonneault, Opheim and Rosenberger Against: NONE Motion passed

D. RESOLUTION NO. 2017-12-03: RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY FOR THE PURPOSE OF ECONOMIC DEVELOPMENT

Due to previous decisions, earlier in the meeting, this item was skipped.

E. RESOLUTION NO. 2017-12-04: RESOLUTION ADOPTING FINAL CITY OF ADA BUDGET FOR FISCAL/CALENDAR YEAR 2018

Motion by Member Rosenberger, second by Member Nelson to approve RESOLUTION NO. 2017-12-04: RESOLUTION ADOPTING FINAL CITY OF ADA BUDGET FOR FISCAL/CALENDAR YEAR 2018

By roll call vote: Members voting for: Hintz, Kroshus, Nelson, Pinsonneault, Opheim and Rosenberger Against: NONE Motion passed

VII Adjournment

Motion by Member Opheim at 6:45 p.m., second by Member Hintz to adjourn the meeting. Members for: Hintz, Nelson, Kroshus, Pinsonneault, Rosenberger, Opheim Against: None. Motion passed

Respectfully submitted,

Todd Sawrey, Mayor

**James Leiman, City
Administrator/Clerk/Treasurer**