

City of Ada

Minutes from the Meeting of the City Council Tuesday, February 5, 2019 – 6:00 P.M. – Council Chambers

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Members present: Nelson, Mathsen, Hintz, Kroshus, Stene, and Krieger. Absent: Member Opheim. Other present: Mayor Sawrey, Administrator Burgener and citizens of Ada.

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.*

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. January 8, 2019 Council Meeting minutes

B. Final Accounts Payable for December 2018 in the amount of \$109,876.39

C. City Pre-paid checks in the amount of \$294,632.84

D. City Accounts payables in the amount of \$42,966.74

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

VII. Presentations with possible discussion and decision.

A. Moore Engineering Update

1) MOU

Dan Hanson of Moore Engineering was present to update council regarding the LRIP and his discussions with Norman County, the sponsor of the project. One update was that Moore Engineering put together a Memorandum of Understanding that would supersede the MOU that was passed at the last council meeting. Mr. Hanson stated that the Norman County Engineer's office would be taking on more of the administrative end of the LRIP due to its role as lead in the project.

Motion by Member Stene and seconded by Member Kroshus to accept the new MOU, put together by Moore Engineering, between the City of Ada and Norman County for the LRIP project. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

B. Public Information Meeting – 6:30pm

1) Wellhead Protection Plan

The council meeting was opened at 6:30pm to discuss the Wellhead Protection Plan. Brain Rasmusson was present for questions if any arose. There were no questions for the council or Public Works Director Rasmusson and the open meeting was closed.

VIII. Reports of Department Heads and Committees

A. Mayors Report

- 1) 2019 Legislative Conference Feb. 20-21 2019
- 2) Vacation from February 6th – 16th
- 3) Council Members and Public Members Committees assigned by the Mayor:
 - i. EDA – John Hintz, Thomas Opheim, Jim Birkemeyer, Rodney McCollum, and Greg Slotten
 - ii. Public Works – Jacob Kroshus, Casey Krieger, Bob Ramstad, Bruce Visser, and Shawn Roux
 - iii. Public Safety – Mike Nelson, Jacob Kroshus, Bob Johnson and Greg Holmvik
 - iv. Planning and Zoning – Tom Opheim, Mike Nelson, Jim Austinson and Dan Ness
 - v. Airport Authority – Josh Mathsen and Rodney Syverson
 - vi. Web Design – Crystal Stene, John Hintz, Ashley Larson and Stephanie Knutson
 - vii. Beautification – Crystal Stene, Josh Mathsen, Pat Pfund, Mike Ganje, Erin Stoltman, Jim Austinson, Janice Lee and Deb Mickelson

Motion by Member Nelson and seconded by Member Mathsen to accept the committee selections from Mayor Sawrey, as listed above. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

4) Northwest Regional Development Commission

Mayor Sawrey requested a nomination of either the council or mayor to represent the City of Ada on the NWRDC.

Motion by Member Mathsen and seconded by Member Hintz to nominate Mayor Sawrey to represent the City of Ada on the NWRDC. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

5) Blight

Mayor Sawrey updated council regarding the enforcement of blight charges against those that violate the City Ordinance. A meeting was held with the City's attorney and the enforcement of violations. After hearing from the City attorney and how the enforcement process will proceed, a second meeting will take place and put into effect the process of enforcement.

B. Administrator / Clerk / Treasurer Report.

1) Department Updates

Administrator Burgener updated council regarding the activities within each of the departments. He gave kudos to the Public Works department for their efforts during recent snow falls and snow removal, also for their continued assistance to other departments within the City. Mr. Burgener stated that the Dekko Center and Ashley Larson have been busy planning a hockey tournament. Mr. Burgener updated council regarding progress on the Liquor Store remodel. He also updated council regarding the Website design and how that process has been progressing.

IX. Old Business

A. Training

Mayor Sawrey brought forth the highlights of the training that some of the council members attended in the past month. The feedback was that there was little value to the training due to it being a very entry-level training. There was a suggestion to have the materials from the training to be made available to new council members and that there be some training from within when necessary.

B. Tablets for Council members

Administrator Burgener updated council with the advancement of having council using tablets for their convenience at meetings. He set up a process to track each councilperson's tablet for issue and in case of repair or replacement ease of documenting each unit.

C. DAC Cleaning Contract

Administrator Burgener updated council on the contract between the NC DAC and the City of Ada. The original cleaning contract stated that the DAC would commit to 35 hours per month. If 35 months was not met, a rental check would be made to the City of Ada at \$10.00 an hour times the hours not met by the DAC. Administrator Burgener found that the DAC was cleaning the public works building as well, and built in an allowance to count those hours towards their 35 hour commitment. This should cover the hours necessary to appease the contract. There was some clarification regarding days when the DAC is off due to weather or other regular closings. The DAC would make up the hours, when they could, during the month.

X. New Business

A. Kaleidoscope guests – February – Stene/Burgener

B. Brady Martz – Audit Confirmation

Administrator Burgener brought to council the engagement letter from council to approve to have CPA firm Brady Martz prepare the audit for calendar year 2018. The audit is planned for the end of March.

Motion by Member Hintz and seconded by Member Kroshus to approve the contract with Brady Martz to complete the 2018 City of Ada audit. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

C. Bids to sell the fire departments Polaris 6-wheeler and it's trailer

Two bids came in after the offer to sell the fire departments older 6-wheeler and trailer. The winning bid was \$7,000.00.

Motion by Member Hintz and seconded by Member Stene to accept the high bid of \$7,000.00 for the fire departments old 6-wheeler and trailer. The funds would be put back into the fire departments capital outlay account. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None Motion passed

D. Hazard Mitigation News Release

Administrator Burgener brought forward a request by Garry Johanson, Norman County's Environmental Services Director, to encourage the public to bring forth their ideas and opinions as to the safety of the City's assets and their own personal assets in the event of a disaster. The public is to consider what natural hazards do you feel are the greatest risk to the City, have you experienced a previous natural disaster, and what concerns and suggestions do the citizens and businesses have to give to the Emergency Preparedness Plan.

No Action Taken

XI. Closed Session

A. Performance Review of the City Administrator

Motion by Member Hintz and seconded by Member Stene to close the meeting to proceed with the performance review of the City Administrator. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None Motion passed

Motion by Member Stene and seconded by Member Kroshus to open the meeting to the public. Members voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None Motion passed

XII. Adjournment

A motion by Member Hintz and seconded by Member Mathsen to adjourn at 7:03PM. Members Voting for: Hintz, Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Ben Burgener
Administrator/Clerk/Treasurer

Todd Sawrey
Mayor