

City of Ada
Meeting of the City Council
Tuesday, June 4th, 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 Nelson.**

Absent: Member Krieger

- 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.*

NONE

- 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.** May 7th, 2019 Regular Council Meeting minutes
 - B.** May 28th, 2019 Special Session minutes
 - C.** City Pre-paid checks in the amount of \$161,190.11
 - D.** City Accounts payables in the amount of \$53,151.07

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

VII. Presentations with possible discussion and decision.

A. Donation Requests

- 1) FCCLA as a whole group of 11 youth
- 2) Julia Nelson – representing 4H – Shooting Sports Nationals
- 3) Julia Nelson – representing AB FFA – Washington DC Leadership Conference
- 4) Catherine Nelson – representing St. Joseph’s Church – Jamaica Mission Trip

Before presentations were made, Member Opheim made comment as to the limitation of \$200.00 per donation to eligible requests. He thought the amount should be raised to \$300.00 maximum. These funds are given to the City, to distribute, from the Borup Community Club.

Motion by Member Nelson and seconded by Member Hintz to raise the donation request limit to \$300.00 from the previous maximum of \$200.00. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

Brianna Loosbrook and Julia Nelson sat before council representing the Ada Borup FCCLA. They requested a donation to assist in defraying costs to the national convention. A total of 11 kids will attend.

Motion by Member Opheim and seconded by Member Mathsen to donate \$300.00 to the Ada Borup FCCLA for their national convention. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

Julia Nelson, representing herself, requested assistance to defray costs, for her trip to the 4H Shooting Sports Nationals. Member Opheim commented that he did not want to start a precedent and give to individuals. Her request was denied.

NO ACTION TAKEN

Ms. Nelson then requested a donation for the FFA Chapter for their National Leadership Conference.

Motion by Member Opheim and seconded by Member Hintz to donate \$300.00 to the Ada Borup FFA Chapter for their national leadership conference. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

Catherine Nelson requested, on behalf of the St. Joseph's Jamaican Mission Trip, a donation to help defray costs both for the trip and the costs incurred while in the country, helping the needy of that country.

Motion by Member Kroshus and seconded by Member Mathsen to donate \$300.00 to the St. Joseph's Church Jamaican Mission Trip. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

B. Moore Engineering

1) Park Street LRIP bids

Dan Hanson of Moore Engineering updated council on the Park Street LRIP project. Mr. Hanson stated that two bids were opened and came in rather high, as anticipated. He went on to highlight parts of the contract that he felt were much higher, as compared to a similar bid five days earlier for another project they were working on. Mr. Hanson felt that at a more opportune time, we should expect lower bids under the same specs. The City would not lose its funding from the state. It would be likely that to bid the project out again in October, it's likely the bids will be lower, but not guaranteed. Council would need to recommend to Norman County that they should reject the bids as presented.

Motion amended by Member Opheim and seconded by Member Mathsen to recommend to Norman County to reject the two bids for the LRIP and wait to bid again this fall. Members voting for: Hintz, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None Motion passed

VIII. Reports of Department Heads and Committees

A. Mayors Report

1) Public Safety Committee – add Pat Pfund

Mayor Sawrey brought to council a request to add Pat Pfund to the Public Safety Committee. She is currently serving as the City's Safety Inspector.

Motion amended by Member Hintz and seconded by Member Opheim to add Pat Pfund to the Public Safety Committee as recommended by Mayor Sawrey. Members voting for: Hintz, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None Motion passed

2) Blight Update

Mayor Sawrey updated council on the progress of dealing with blight throughout the city. A biweekly report is being distributed and then followed up with regards to enforcement, if the blight had not been taken care of, through ticketing and processing through the City's Criminal Attorney.

NO ACTION TAKEN

B. Administrator / Clerk / Treasurer Report

1) Department Updates

- a) Liquor Store Misc. items
- b) Pet Clinic
- c) City Website Committee Update
- d) Event Center Kitchen Committee update
- e) City Administrative Search

- a) Interim Administrator Larson updated the council on some financial progress of the Ada Liquor Store. A comparison of 2018 dollars and 2019 dollars were reported. The report highlighted that overhead was reduced by 5%, as compared to 2018. Some suggestions were recommended as to marketing products and the liquor store in general.

Interim Administrator Larson brought to the attention of council the blight problems in the city this time of year. Grass clippings in the street are an issue with Public Works issuing 30 letters to violators of the ordinance.

NO ACTION TAKEN

- c) Interim Administrator Larson updated council regarding the New City Website. She presented a draft to council on the overhead projector and scrolled through some items that can be expected to be on the website. To launch it live will take another week or two.

NO ACTION WAS TAKEN

- d) Member Mathsen updated council on the status of the Event Center kitchen. The committee did a run through with General Parts. Inspections of the convection oven, gas oven, refrigerator, freezer and dishwasher were done and determined what needs to be done to each item; to fix or get rid of and to replace or not replace.

NO ACTION WAS TAKEN

- e) Member Hintz went over the agenda for the interview process with the City Administrator candidates.

IX. Old Business

A. Norman County Fair Budget Allocation

Mayor Sawrey brought to the table a suggestion regarding the annual contribution to the Norman County Ag Society. In last month's meeting a donation request, as presented in the agenda, was approved for \$200.00 to the Norman County Ag Society. Member Hintz motioned for that request, but he was under the understanding that it was for their fundraiser for picnic tables. The history with the Ag Society has been a sponsorship to support the fair on an annual basis in the amount of \$500.00. A conversation transpired regarding a disgruntled letter received of Member Hintz. After discussing with members of the Ag Society, the misunderstanding was resolved. Member Opheim did not agree with the request, since the disgruntled letter contained a statement requesting a \$1,000.00.

Motion by Member Hintz and seconded by Member Mathsen to give \$500.00 to the Norman County Ag Society as a sponsorship for the Norman County Fair. Members voting for: Hintz, Kroshus, Nelson, Mathsen, and Stene. Against: Opheim Motion passed.

B. Ordinance 477 Mobile Food Vending – 2nd Reading

Member Hintz brought back to the table the Food Vending Ordinance 477 – as a 2nd reading – and to legally pass the Ordinance to be voted on by roll call vote.

Motion by Member Opheim and seconded by Member Nelson to approve the 2nd reading of Ordinance 477. By roll call vote: Hintz, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

C. Resolution 2019-05-02 Mobile Food Vending

Member Opheim made reference to the newly passed Ordinance 477 now would be the legal time to pass Resolution 2019-05-02.

Motion by Member Opheim and seconded by Member Kroshus to pass Resolution 2019-05-02 – Mobile Food Vending permits. By roll call vote: For: Kroshus, Nelson, Mathsen, Opheim and Stene. Against: None Motion passed.

X. New Business

A. Kaleidoscope guests, June – Mathsen\Larson

B. \$200.00 Donation to Ada Borup Booster Club

A request for \$50.00 presented to council by a letter for a sponsorship at the Ada Borup Booster Club Golf Tournament

Motion by Member Hintz and seconded by Member Stene to accept the request of \$50.00 from the gambling fund to the Ada Borup Booster Club for sponsorship in their annual golf tournament. Members voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

C. \$6,800.00 Mosquito Spray Chemicals

A request from public works to purchase a bulk order of mosquito spray chemicals for the summer was presented to council. A discount is given when ordered in bulk.

Motion by Member Stene and seconded by Member Opheim to approve the request of public works to purchase a bulk order of mosquito spray chemicals for up to \$6,800.00 after receiving two quotes.

Members voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

D. Fire Department Water Tank

Fire Chief Petry presented to council a request to purchase a slide-in water tank with accessories for the fire department pickup. This unit would be used for grass fires, house fires, and other emergency purposes. The funding source is coming from the Ada Borup Fire Department Relief Association Fund.

Motion by Member Hintz and seconded by Member Stene to approve the purchase of a slide-in water tank for \$22,000.00 to be reimbursed by the Ada Fire Relief Association. Members Voting for: Kroshus, Opheim, Nelson, Hintz and Stene. Abstained: Mathsen Against: None. Motion passed

E. Public Works-Temporary Employee

Member Kroshus, representing the public works committee, wanted council to be aware of the need for temporary help to cover the amount of time that employee Bruce Nelson will be absent due to illness. The “seasonal” worker would be retained for 100 days, at which time, if Mr. Nelson was not back, the employee would become a temporary employee.

Motion by Member Opheim and seconded by Member Stene to approve the request of public works to maintain the employment of a seasonal worker for up to 100 days, at which time the employee would be considered temporary. Members Voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

F. Liquor Store Permit – off site tasting

Interim Administrator Larson brought to council a request from Liquor Store Manager Aasland to be allowed an off-site permit for a tasting that would be in coordination with McCollum Hardware’s Traeger Grill demos.

Motion by Member Opheim and seconded by Member Kroshus to approve the request of an off-site permit. Members Voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

G. Dekko furnaces

Interim Administrator\Dekko Center Manager Larson presented to council the need for two furnaces for the Ada Library and Dekko Center. The quote from Trane was \$9,800.00. Member Opheim made aware that the need for more than one quote was necessary in this case. Member Kroshus recommended getting quotes from local vendors.

Motion by Member Opheim and seconded by Member Kroshus to approve the purchase of two furnaces for the Ada Library/Dekko Center at the lower of the original quote from Trane or a second quote received. Members Voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

XI. Adjournment

Motion to adjourn at 7:14pm by Member Stene and seconded by Member Mathsen to adjourn. Members voting for: Hintz, Opheim, Kroshus, Mathsen, Nelson and Stene. Against: NONE Motion passed

Submitted by:

Interim Administrator Ashley Larson

Mayor Todd Sawrey