

City of Ada
Meeting of the City Council
Tuesday, May 7th, 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.*

Stephanie Pederson spoke to council about an agenda item (Peddlers Permit). An operator of Top-Hawg sandwiches also addressed council regarding the proposed Peddlers Permit. Council agreed to move the agenda item up and discuss for the convenience of the concerned citizens' time.

- 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.** April 2nd, 2019 Regular Council Meeting minutes
 - B.** City Pre-paid checks in the amount of \$
 - C.** City Accounts payables in the amount of \$67,487.98

Motion by Member Krieger and seconded by Member Mathsen 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.*

Member Nelson joined the meeting at 6:08pm

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

- VII. Presentations with possible discussion and decision.**

A. Ordinance Mobile Food Vending

Member Hintz brought to council a recommendation from the Ada EDA to set fees for licensing of Food Vending trucks when serving in the city limits.

Motion by Member Opheim and seconded by Member Kroshus to approve the first reading of the Ordinance to require Mobile Food Vending Trucks to have permits issued by the City of Ada. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, Nelson and Stene. Against: None. Motion passed.

Discussion followed regarding a resolution following the approval of the ordinance. The EDA recommended that the fee be set at \$25.00 a day with a maximum of \$400.00 a year. These fees started a lengthy discussion regarding opinions as to the fees; how much per day and an annual maximum limit. Member Opheim motioned to have the daily fee set at \$10.00 per day. After the motion was seconded there was discussion as to setting an annual maximum fee limit. Member Opheim then amended his motion to include a maximum fee of \$150.00, and that the maximum fee limit begin Memorial Day weekend and end on Labor Day weekend.

Motion by Member Opheim and seconded by Member Hintz to approve a \$10.00 a day fee for Truck Vendors.

Motion amended by Member Opheim and seconded by Member Hintz to approve the Truck Vendor fee to \$10.00 a day with a maximum fee of \$150.00 during the summer months, starting Memorial weekend and ending Labor Day weekend. Members voting for: Hintz, Kroshus, Opheim, Nelson and Stene. Against: Mathsen and Krieger Motion passed.

B. Moore Engineering

- 1) Park Street LRIP project update
- 2) Water Tower Improvements
- 3) Lift Station Improvements
- 4) Task Order

Dan Hanson of Moore Engineering updated council on the Park Street LRIP project. E stated that the bids will be opened June 3rd at the Norman County level. Mr. Hanson made comment that the Task Order tied into the LRIP and was looking for a motion to accept the Task Order. The amount to cover administrative costs and design fees would be \$125,300.00. The contract is between the City of Ada and Moore Engineering. In addition to the costs to Moore Engineering, Mr. Hanson added that a cost for materials testing, up to \$10,000.00, would need approval, as well, to proceed. These dollars are not going to be billed in the short term, but will be upon completion of the project.

Motion amended by Member Hintz and seconded by Member Mathsen to approve the Task Order for the Park Street LRIP project. Members voting for: Hintz, Kroshus, Opheim, Nelson, Mathsen, Krieger and Stene. Against: None Motion passed

Moore Engineering updated council regarding the maintenance of the city's water tower. KLM submitted an estimate for council to get an idea what the costs would be to update the water tower that will also meet OSHA code. The estimate submitted was \$500,000.00. How this would be paid for and when the project would start, were some of the topics discussed after the estimate was presented.

NO ACTION TAKEN

The last topic discussed with Moore Engineering was Lift Station Improvements. Moore Engineering met with Public Works Manager to discuss the City's lift stations condition and what the need is to keep them in good condition. Moore representatives stated that a list of needs was sent to the MPCA and that in addition to water tower, the lift stations needed attending to. Moore added the lift stations to get scored as qualification for low interest loan dollars. Other means to fund these projects would be Municipal Bonds.

VIII. Reports of Department Heads and Committees

A. Mayors Report

- 1) Blight

Mayor Sawrey brought to council an update on how blight will be handled in the City of Ada during the summer months. Sawrey stated he met with City Attorney Brue, Police Chief Bueng, PW Director Rasmusson, and Interim Administrator Larson to identify, warn, allow cleanup, and citations regarding blight. Interim Administrator Larson explained the process and stated that Chief Bueng will be submitting blight addresses and will be giving verbal warning to the property owners. After the verbal warning a property owner will be given a written

warning if the blight has not been attended to. If the problem has not been resolved, seven days past the warning letter, a citation will be issued to the property owner. Attorney Brue made comment to the past and how blight has been handled. Brue stated that this process will bring consistency to enforcement. Interim Administrator Larson added that Chief Bueng will submit twice a month, the blight addresses and how the progress is going on them.

NO ACTION TAKEN

2) City Hall Hours

Mayor Sawrey addressed a request from City Hall staff with regards to “Summer Hours” from Memorial Day to Labor Day. The request was to change City Hall’s hours to summer hours. City Hall would be open from 7:30AM to 5:30PM Monday through Thursday and 8:00AM to 12:00PM on Friday. This would allow citizens to drop by before normal working hours or after normal working hours, to pay a bill or ask questions of City Hall staff.

Motion by Member Kroshus and seconded by Member Nelson to approve changing City Hall business hours for the summer months (Memorial Day – Labor Day) to 7:30AM- 5:30PM Monday thru Thursday and 8:00AM – 12:00PM Fridays. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, Nelson and Stene. Against: None. Motion passed.

1) Beautification Committee – Honey Olson

Mayor Sawrey had missed Honey Olson, by name, to the Beautification Committee when announcing committee members for each committee.

Motion by Member Opheim and seconded by Member Hintz to approve adding Honey Olson to the Beautification Committee. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, Nelson and Stene. Against: None. Motion passed.

B. Administrator / Clerk / Treasurer Report

1) Department Updates

- a) Dog Park
- b) Bike Rodeo
- c) Utility Bills

Interim Administrator Larson brought some added details to the Dog Park (Bosworth Park) proposal including; fencing materials, benches, and the area in Bosworth Park that would be fenced in. Also discussed was the removal of old playground equipment that is considered obsolete. A set of rules for the park were included in the council packets and Mayor Sawrey asked that a motion to approve the park would also include the rules of the park in the same motion.

Motion by Member Hintz and seconded by Member Opheim to approve a Dog Park in Bosworth Park as presented by the Beautification Committee, to include the rules for the park. Members voting for: Hintz, Krieger, Kroshus, Opheim, Mathsen, Nelson and Stene. Against: None. Motion passed.

Interim Administrator Larson brought to the attention of council that the Annual Bike Rodeo will take place May 8th, starting at the high school in Ada.

NO ACTION WAS TAKEN

Interim Administrator Larson wanted to inform and have council keep in mind for later this fall that the City is allowed to assess delinquent utility bills, if they are delinquent for more than three months, to the properties the delinquent bills are associated with. She reviewed the protocol that has been taking place over the last two years, and the improvements made to try to collect outstanding bills owed to the City.

NO ACTION WAS TAKEN

2) Event Center Update

Interim Administrator Larson brought to council a recommendation to hire or add additional hours for a current employee to maintain and check the City's Event Center. This would be above and beyond what general cleaning is done by the Norman County DAC. This individual would be at the Event Center working anywhere from 2 hours to 6 hours a week on average. Some concerns were addressed regarding this position: overtime coming into play and is this a new position that should be opened to advertisement. Larson made an additional recommendation to the council. The recommendation was to give Stephanie Knutson a raise of \$1.00 per hour as compensation for additional duties in her current position as well as overseeing the Ada Event Center's bookings, walk thru with customers, receiving rents and deposits, as well as managing the cleanliness of the facility.

Motion by Member Opheim and seconded by Member Krieger to give Stephanie Knutson a \$1.00 per hour raise to be the Ada Event Center scheduler. Members voting for: Hintz, Krieger, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

3) City Website Committee Update

Interim Administrator Larson updated council as to how soon the City can expect to have the new website launched. She sent council a snippet of what they expect to see from the website in their meeting packets. The committee would meet the following day to keep striving to complete the project.

4) Event Center Kitchen Committee update.

Member Mathsen, representing council on the Event Center Kitchen Committee, updated council with regards to the future use of the Event Center kitchen. A Minnesota State Health inspector evaluated the cleanliness and the efficiency of the existing equipment. The kitchen was found to be in decent shape and that the inspector suggested to the committee to get an equipment inspector to find the faults in the equipment and suggest repair.

Motion by Member Opheim and seconded by Member Krieger to have an inspector evaluate the equipment at the Event Center Kitchen. Members voting for: Hintz, Krieger, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

5) City Administrator Search

Member Hintz updated the council on the number of applicants that have applied for the position of City Administrator and the process of how to narrow down the number of applicants for the interview process. The final day to send applications in is May 15th, 2019. Council agreed to set a special session for May 28, 2019 to select applicants for the interview process.

6) Baseline delegation update

Member Opheim and Member Jacobson worked with Interim Administrator Larson to modify the original contract with Dani Sagissor (Baseline) and the City of Ada. An addendum was created and agreed upon by both parties. The addendum modifies the lease agreement to include the following: specifies the space being leased, the hallway restrooms are nonexclusive to the Baseline and that the City will be responsible for cleaning them one day a week and that the Baseline will maintain and keep clean the restrooms the rest of the time. Equipment was not specified in the original lease, now there is a list. The equipment (City property), if returned, would be returned to the City under good condition (normal wear and tear). If in the event that a repair to the said equipment that is over \$100.00, the City will decide to repair, and if not, Baseline would have the choice to accept the equipment and to repair on her own. One last thing; if substantial repairs or replacement of the premises, Baseline will not pay rent if it obstructs her way to do business. One other part of the addendum was a compromise on a monthly rent payment (\$1,000.00), that had not been paid, was reduced to \$500.00 due

to the compressor for the walk-in cooler being under repair. Member Opheim suggested this be signed by the Mayor and Administrator, on behalf of the City.

Motion by Member Mathsen and seconded by Member Opheim to approve the addendum, as submitted by the delegation, with Baseline Bar (Dani Sagissor) and the City of Ada. Members voting for: Hintz, Krieger, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

IX. Old Business

A. Havercamp Land Purchase – Resolution 2018-08-04

Interim Administrator Larson brought to council a previous Resolution that was passed but not exercised by the City of Ada and Havercamp Utilities. Mr. Havercamp was approached a number of times after the resolution was passed and was not able to make payment at the time of request to act on the resolution.

Motion by Member Opheim and seconded by Member Mathsen to give Mr. Havercamp two weeks to make full payment to purchase Lot 12 in the North Industrial Park. Members voting for: Hintz, Krieger, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

B. Baseball Field Score Board Bids

Interim Administrator Larson brought bids to the attention of the council regarding the new scoreboard to be placed at the Tony Sipe Field, under the Dekko Grant awarded to the city. These bids were acquired by Michael Erickson, the in-charge of the project. The City will purchase and the grant dollars will reimburse the city.

Motion by Member Opheim and seconded by Member Hintz to accept the bid as requested by Michael Erickson for the scoreboard to be placed in the Tony Sipe Baseball Field. Members voting for: Hintz, Krieger, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

C. Public Works Pickup Bids

Member Jacob Kroshus, of the public works committee, presented to council two bids for the purchase of a Dodge Pickup that is replacing the old public works Ford pickup. Kelly's Chrysler and Burns Ford in Hawley provided bids. The bid from Burns did not include all specs that were requested and that skewed their bid. The recommendation from Member Kroshus was to go with the Kelly's bid. Member Opheim stated that he felt we should have sought similar bids and

discard the Burns bid, due to it not being a comparable bid. Interim Administrator Larson stated she got a legal opinion stating that these were acceptable bids.

Motion by Member Mathsen and seconded by Member Krieger to accept the bid from Kelly's Chrysler for a pickup for public works. Members voting for: Krieger, Kroshus, Nelson, Mathsen, and Stene. Against: Opheim Abstain: Hintz Motion passed.

A. Sale of Property to Norman County Highway Department Purchase Agreement

Attorney James Brue, representing Norman County, briefed the council with the history of the Flood Hazard Mitigation projects. On May 8th, 2018 the City of Ada agreed to sell property to Norman County near Judicial Ditch 51. The State of Minnesota has approved this purchase and a Purchase Agreement can now be put in place.

Motion by Member Opheim and seconded by Member Stene to approve the Purchase Agreement with Norman County. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

B. Sale of City Property to Norman County Highway Department Deed

Member Opheim made a motion to authorize the Mayor and the Interim Administrator to sign the Deed once the City has received the \$13,000.00 agreed upon purchase price.

Motion by Member Opheim and seconded by Member Mathsen to authorize Mayor Sawrey and Interim Administrator Larson to sign the deed. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Hintz and Stene. Against: None. Motion passed

C.

X. New Business

A. Kaleidoscope guests, May – Larson

B. \$200.00 Donation to Ada Summer Children's Theatre
A request for \$200.00 from Ada Summer Children's Theatre (Missoula Theatre)

Motion by Member Hintz and seconded by Member Kroshus to accept the request of \$200.00 from the gambling fund to the Ada Summer Children's Theatre. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

- C. \$200.00 Donation to Norman County Developmental Activities Center First Annual Fall Fundraiser

Motion by Member Opheim and seconded by Member Mathsen to accept the request of \$200.00 from the gambling fund to the Norman County Developmental Activity Center. Members voting for: Krieger, Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

- D. \$200.00 Donation to Auxiliary Buddy Poppy Fund

Motion by Member Kroshus and seconded by Member Stene to accept the request of \$200.00 from the gambling fund to the VFW Auxiliary Buddy Poppy Fund. Voting for: Krieger, Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

- E. \$500.00 Donation to NC Fair Board – NC Fair Sponsorship

Member Hintz commented that it has been normal practice to requests from the gambling fund that they do not exceed \$200.00. This request has been an annual request for a number of years at the \$500.00 level.

Motion by Member Hintz and seconded by Member Krieger to donate \$200.00 to the Norman County Fair Board for the annual fair. Voting for: Krieger, Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

XI. Adjournment

**Motion to adjourn at 7:458pm by Member Hintz and seconded by Member Mathsen to adjourn. Members voting for: Hintz, Krieger, Opheim, Kroshus, Mathsen, Nelson and Stene. Against: NONE
Motion passed**

Submitted by:

Interim Administrator Ashley Larson

Mayor Todd Sawrey