

City of Ada

Minutes of the City Council Special Meeting November 13th, 2018 – 6:00 p.m.

City Hall

I. Call to Order

II. Pledge of Allegiance

Members present: Members: John Rosenberger, John Hintz, Tom Opheim, Crystal Stene, Josh Mathsen, Jacob Kroshus, and Mike Nelson

Others present: Ben Burgener, Doug Marcussen, Mark Askelson, Mayor Sawrey and others

III. 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.*

IV. 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.** October 2nd, 2018 Council Meeting minutes
- B.** October 16th, 2018 Special Session minutes
- C.** City Pre-paid checks in the amount of \$165,958.71
- D.** City Accounts payables in the amount of \$40,579.31

Member Opheim made comment to the language in the minutes of the October 16th Special Session that “just cause” should be stricken from the minutes. Mayor Sawrey requested that the tape be reviewed from that session.

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

- V. **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 Hintz, second by Member Rosenberger to accept the Agenda as amended. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed.

VI. **Presentations with possible discussion and decision.**

A. Moore Engineering Update

Change order #1-Visser Trenching

Pay Request #1-Visser Trenching

LRIP Project Discussion

Tyson Hajicek, representing Moore Engineering, brought to council updates regarding the Park Street and 2nd Street project in the North Industrial Park. He presented a change order and a pay request from Visser Trenching, Inc. The change order was to put a fabric lining underneath the gravel for stabilization of the roadway, which would increase the life of the road. In addition to the fabric lining, a culvert was installed at the Rob's Country Towing sight for driveway access. The amount of the change order was \$6,128.00. A pay request in the amount of \$105,858.03 to Visser Trenching Inc. for the project, which does not include a retainage of 5% or \$5,571.00, was also brought before the council, since the project has been completed. Upon inspection and completion of the paperwork, the retained amount will be requested of council for payment.

There was a cost of \$24,000.00 to Moore Engineering for this project, to which Member Hintz suggested we pay that to Moore Engineering.

Motion by Member Hintz, second by Member Rosenberger to accept the change order from Visser Trenching, Inc., for the fabric lining and culvert on the Park St. and 2nd St. Pavement Project, in the amount of \$6,128.00. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Motion by Member Mathsen, second by Member Stene to accept the pay request from Visser Trenching, Inc. in the amount of \$105,858.03 for the Park St. and 2nd St. Pavement Project. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Motion by Member Hintz, second by Member Mathsen to approve paying \$24,000.00 to Moore Engineering for the engineering costs of the project. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Mr. Hajicek then brought before the council the State of Minnesota LRIP Grant proposal that had been submitted by Moore Engineering in the year 2017. The State approved \$520,000.00 for funding the Park Street and 2nd Street pavement project. This grant was sponsored by Norman County, so the City will have to enter into a contract with the county and the project will be managed by the county. The \$520,000.00 will cover the materials for the project. The City would be responsible for an estimated \$106,300.00 to cover costs not covered in the grant, which would include engineering costs and material testing. Mr. Hajicek stated that Moore Engineering would postpone a request for payment into 2020, to relieve budget pressure for 2019.

Motion by Member Kroshus, second by Member Stene to accept the LRIP Grant from the State of MN in the amount of \$520,000.00. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

VII. Reports of Department Heads and Committees

A. Mayors Report

- 1) Liquor Store Design Committee Update
- 2) Dekko Grant
- 3) City Website Upgrade
- 4) 2020 Census Update

Member Hintz and Member Stene, of the Liquor Store Design Committee, updated the council with regards to the progress of the Off-Sale Liquor Store. There is hope that the completion of the project be done before the end of the year.

NO ACTION TAKEN

Mayor Sawrey presented paperwork regarding the Dekko Grant of \$56,000 that was awarded to the City of Ada for the Tony Sipe Baseball Complex. The grant provides funding for improvements to the facility, as well as, a new scoreboard. A stipulation of the grant was that the City raise an additional \$10,000.00 for the project. It was stated that about half of the \$10,000.00 has been raised. Congratulations from the Mayor and Council to Michael Erickson, baseball coach for the Ada-Borup Baseball Team, for successfully completing and being awarded the grant.

NO ACTION TAKEN

Jodi Buresh representing Saffire, Inc. joined the council meeting by speaker phone and gave a brief description of what her company does in the website design industry. There were documents for review by Saffire of samples and a fee schedule. Ms. Buresh explained options that the City could exercise different price options. There will be more information to be presented in the December meeting.

NO ACTION TAKEN

City Administrator Burgener updated council regarding the 2020 census and their request to partner with the City of Ada in obtaining a solid count for this census. The project won't begin until April 2019. At that time the City will proceed in agreeing to participating and partnering with the 2020 census.

NO ACTION TAKEN

B. Administrator / Clerk / Treasurer Report.

- 1) Jody Bueng – introduce new part time officer – technology upgrade - blight
- 2) Department Updates
 - Recognition from Health Dept to Public Works
 - Recommendations from Public Works
 - Carr's Tree Service
 - Tractor Rental – Bitker – Snow Blower
- 3) Event Center Update
- 4) Part Time Employee Ada Liquor Store

Police Chief Bueng handed out information for council to look at for the purchase of a squad car computer. The existing computer in the SUV squad car is approximately 5 to 6 years old. CDW gave a quote for a rugged and semi-rugged computer. Bueng stated that the rugged computer, currently in the Dodge squad car, was part of a grant and purchased as a requirement of the grant. Additional costs may be incurred is the docking station if a “rugged” computer were purchased. Due to the lack of additional information, it was recommended to table the request.

Motion by Member Opheim, second by Member Hintz to table the request for a new squad car computer until another bid comes in and that a solid dollar amount be presented for the request. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Chief Bueng introduced the name of the Part Time Officer that is in training. His name is Cody Benson. Due to his current employer's requirement of his time, it has been difficult to get away to train with our officers. It is hoped that he will be placed on duty in a couple of months.

NO ACTION TAKEN

Chief Bueng was requested to review the blight policy being enforced in the City of Ada. Bueng stated that he and Public Works Director Brian Rasmusson go around town and look for problem areas on a monthly basis. A list is updated regarding present problems and the resolve of the problem. It was recommended to have a blight check every two weeks from the spring of the year to the fall.

NO ACTION TAKEN

Administrator Burgener brought to the attention of council that the City of Ada Public Works Department received recognition for maintaining water quality within the City of Ada from the State of MN Health Department.

NO ACTION TAKEN

Administrator Burgener brought to council requests from the Public Works Department. The first was from Carr's Tree Service for trimming trees in and around the power lines within the city. A bid of \$5,500.00 from Carr's was proposed. Member Opheim requested a map and a list of what work would be performed for the proposed amount.

Motion by Member Kroshus and seconded by Member Opheim to table the proposal by Carr's to do tree trimming in the City. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Member Kroshus, representing the Public Works Committee, brought a recommendation to rent a tractor from Jake Bitker for the winter months to be able to attach the city's snow blower and remove snow for the 2018-2019 winter months. The terms would be the same as the prior year.

Motion by Member Hintz and seconded by Member Opheim to rent a tractor from Jake Bitker under the same terms as the 2017-2018 winter season. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Administrator Burgener brought to the attention of council the updates happening at the Event Center. He stated that the plumbing issue in the Baseline Bar has been repaired and the only remaining thing to do was to tile over the area that was breached. A duct cleaning service will be coming at the end of November to clean the duct work throughout the entire facility. There was conversation regarding dead bolt locks to be put on the hallway rest rooms to be locked unless an event was taking place, at which time, keys would be available to the renter of the Event Center rooms.

NO ACTION TAKEN

The last item brought before council by Administrator Burgener was the part time position open at the Ada Liquor Store. This item was brought forward as a recommendation from Mayor Sawrey to have Administrator Burgener present the item and discuss where the city was at with this issue. The position was being advertised and a wage range was established using the city's policy manual.

NO ACTION TAKEN

VIII. Old Business – Requests from Fire Chief Petry for an upgrade of the departments 6-wheeler with accessories.

A request from the Ada Fire Department to purchase a new 4 passenger ATV with tracks and additional accessories was presented to the council. These would be new items and would be funded from multiple sources. The amount requested would come in at around \$30,000.00. Funds from the Borup Community Club, sale of used equipment, and capital outlay from the current year budget would finance these purchases. Additional conversation took place regarding the proposed sale of the old 6 wheeler, and was decided that it would be advertised to other departments and get sealed bids.

Motion by Member Opheim and seconded by Member Kroshus to authorize the fire department to spend up to \$30,000.00 to purchase a new 4 person ATV w/accessories and the funds to come from Long Term Capital Fund I. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

Fire Chief Petry presented to council a proposal to purchase a new pickup for the department. Because of the time frame in which the proposal was submitted it was recommended to table the request until the December meeting.

Motion by Member Stene and seconded by Member Rosenberger to table the request for a new pickup for the Ada Fire Department until the regular December meeting. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

An update on the mud jacking within the City was given by Mayor Sawrey. It was stated that they finished what was approved in a matter of days and the results were very positive.

NO ACTION TAKEN

An update to the council regarding the EDA's request for a resolution to carry forward funds from the current years unused budget dollars was presented. It was stated that there were some technicalities that had to be reviewed from the LMC and Pemberton Law regarding the proper procedure to this request. It will be determined by the December meeting.

NO ACTION TAKEN

XII. New Business

- A. Kaleidoscope guests, November – Hintz\Kroshus
- B. Brett Fetting – Eagle Scout Project - gambling funds request – \$200.00

Motion by Member Hintz and seconded by Member Mathsen to approve the \$200.00 request from Brett Fetting for his Eagle Scout Project, to be paid from the gambling funds account. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

- C. RFP – Attorney and Engineering Services

A request to get RFP's for the City's Criminal Prosecuting Attorney was requested due to the fact that the County Attorney cannot be in private practice. Since the County Attorney serves the City of Ada it was thought we would need to seek different council. Mayor Sawrey stated that he did some looking into this and found that the City could simply contract with Norman County and not directly pay Mr. Brue directly. The County would have to agree to this.

A request to get RFP's for the City Civil Attorney was brought up to council. Member Opheim stated that local attorney's should be given a chance to bid on the services for civil law needed by the City. Mayor Sawrey made comment that he likes the relationship we have with the present firm. Member Kroshus commented that he found no reason not to get RFP's, the same firm could be chosen or a better offer could come in.

Motion by Member Opheim and seconded by Member Mathsen to approve having the City Administrator to request RFP's from attorneys for Civil Legal Services for the City of Ada. Members voting for: Rosenberger, Opheim, Kroshus, Mathsen, and Stene. Against: Hintz and Nelson Motion passed

Discussion took place regarding the need or lack thereof to get RFP's for engineering services for the City of Ada. There was broad support for Moore Engineering to be retained as the City's engineer.

NO ACTION TAKEN

D. Set Truth In Taxation time and date

Council set the Truth in taxation meeting for December 4th, 2018 at 6:15 PM

E. Gambling Fund Request – Ada Chamber of Commerce – Santa Day - \$100.00

Motion by Member Hintz and seconded by Member Opheim to approve the \$100.00 request from the Ada Chamber of Commerce from the gambling fund, with the funds to be used for Santa Day at the Ada Event Center. Members voting for: Hintz, Rosenberger, Opheim, Kroshus, Nelson, Mathsen, and Stene. Against: None. Motion passed

XIII. Adjournment

Motion by Member Mathsen and seconded by Member Kroshus to adjourn the meeting at 7:18pm. Members for: Hintz, Nelson, Stene, Kroshus, Mathsen, Rosenberger, and Opheim. Against: None. Motion passed

Respectfully submitted,

Ben Burgener

City Administrator / Clerk / Treasurer

Todd Sawrey

Mayor