

City of Ada
Minutes of the City Council Special Meeting
September 4, 2018 – 6:00 p.m.
City Hall

Members present: Members: John Rosenberger, John Hintz, Josh Mathsen, Tom Opheim, Jacob Kroshus, Crystal Stene and Mike Nelson. Absent NONE

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

I. Citizen Forum – No one came forward

II. Consent Agenda:

- A. August 6th, 2018 Council Meeting minutes
- B. August 13th, 2018 Special Session minutes
- C. August 27th, 2018 Special Session minutes
- D. Accounts Payable amounts \$37,325.47
- E. City pre-paid checks amounted to \$181,114.39
- F. Correction to August 6th minutes, Member Opheim was absent and did not second a motion under the Moore Engineering presentation, it was Member Mathsen.

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

III. Approve Agenda –

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

Presentations with possible discussion and decision:

A. Moore Engineering Update

Dan Hanson of Moore Engineering updated council on the Park Street and 2nd Street water and sewer bids. Visser Trenching brought in the lowest bid in the amount of \$108,217.50. This project would be paid for by the Long Term Designated II Funds. Special Assessments to be charged to land owners in this benefit area was discussed and it was determined that the current owners would not be assessed, but was proposed that a hook up fee could be looked at to recoup some of the costs. Mr. Hanson then went on to discuss the RFP that was submitted to the State of MN and that

our RFP was accepted by the State of MN and that we can now move forward if it was found necessary that we entertain a need to start a project. Our lift stations and water tower were areas of concern in the next three years that should be addressed. Member Rosenberger asked Mr. Hanson what areas were of greatest concern that Visu-Sewer addressed to Moore Engineering and Public Works. Mr. Hanson stated that there is a report that highlights areas of concern. That report has been reviewed. Member Opheim requested an update about the drainage issue in the Cougar Addition behind Ann Miller's property. Two different options of where to drain the water were presented to Moore Engineer after reviewing the project. The initial option was bid at \$3,200.00 to drain to a natural drainage area. The second option is to drain to the ditch along 9th Street. This would cost an additional \$2,600.00. This bid was to be presented to council at the October Regular Council Meeting.

B. Northwest Minnesota Foundation Child Care Finance Program

Missy Okeson and Joan Berntson presented to council what the Northwest MN Foundation is doing to try to solve the child care issues in the Northwest Region. Joan is with First Children's Finance program that assists active daycares and start up daycare centers that are looking to increase slots in their daycares and/or to retain their numbers. A loan program for up to \$5,000.00 is available at a 0.00% rate of interest when wanting to increase slots in a daycare and a 1.5% interest rate for those needing assistance to retain slots. A study of a 20 mile radius was presented to council and focused on where needs are being met and not being met. There is a need for additional daycare in the region. Missy elaborated that the NW MN Foundation also has loans available for daycare providers and daycare centers. She discussed what they found in their assessments of the region. She stated that there is a lack of Plan B in the region regarding daycare for parents when another provider either shuts down or is closed due to illness or some other reason. Missy stated that they are in coordination with First Children's Finance and will assist in processing of their loan program. There is a website to assist daycares interested in this program.

IV. Reports of Department Heads and Committees

A. Mayor's report

- 1 Liquor Store Design Committee Update
- 2 City Administrator Search Update
- 3 City Website Upgrade
- 4 Parks/Beautification Project - 2019

Member Hintz and Member Stene, representing the Liquor Store Design Committee, updated council regarding the progress on the Off-Sale redesign. Member Hintz stated that they have met with management, Mayor Sawrey, Interim Administrator Marcussen, and committee members to collaborate and get details as to the design of the remodel. Contractors are in place to start the

exterior as well as the plumbing in the men's room for the Wine Cellar. To make things go a little easier, a meeting will be held with the assigned contractors to establish a time line with each one, so as to stay out of each other's way, as well as working together. Discussion of a storage unit for inventory, as well as a dumpster for demo, was also part of the plan.

No Action Taken

Mayor Sawrey updated council regarding the interview process of the candidates for the city administrator position. Mayor Sawrey proposed a social on Friday night, the 14th of September, instead of a dinner first and then a social. It was agreed that this was a good idea.

No Action Taken

Mayor Sawrey and Interim Administrator Marcussen discussed with council a proposal to have a website design firm address the options available to update our existing website. They will meet with a company that specializes in City website designs.

No Action Taken

Interim Administrator Marcussen brought forth a Parks/Beautification Project for 2019. It was a plan that has been in place before. Banners and Flower Pots along the Main Streets have been discussed with committees within the city. Maintaining new projects within the city was a concern of Public Works committee member Rosenberger. It was discussed further regarding alternatives to this project. This project will be further discussed, once a plan is established.

No Action Taken

B Administrator / Clerk / Treasurer Report

1) Department Updates

Interim Administrator Marcussen updated council about the goings on within the different departments. He stated that Ashley at the Dekko Center had her hot tub up and running, but there are future repair of other utility in the building. Marcussen stated that Public Works just received their new skid steer and the attachments that were purchased. They will be training with the company representative. Member Rosenberger addressed council with regards to future repairs to the water tower. Dan Hanson, of Moore Engineering, updated council with his discussions with Brian Rasmusson after inspection of the tower. Marcussen went on to talk about City Hall and the collection process and shut offs.

2) EDA Update

Member Opheim addressed council regarding the EDA and what is happening with their group. The discussion of a resolution to allow the EDA to retain its funds, if not spent from the prior year, and to use them for future grants or other uses they are

responsible for. Member Hintz also stated that being able to carryover monies would allow the EDA to establish programs to improve property and/or buyouts to help solve certain blight problems we have in the City. This would take a resolution to have language specific to how the monies would be retained and used. This would be in addition to the 206-Demolition Fund we have on our books.

3) Event Center Update

Interim Administrator Marcussen did not have a lot of ne information regarding the Event Center. Member Hintz inquired as to expenditures in the account. After further review, it was discovered that some of the costs were normal operating costs, as well as final expenses for the Entrepreneurial Center. The ice machine was to arrive by Thursday for the Baseline bar.

IX Old Business

A. Award Utility Extension Contract for North Industrial Park

Motion by Member Hintz, second by Member Mathsen to Award Utility Extension Contract for North Industrial Park to Visser Trenching in the amount of \$108,217.50. Members voting for: Hintz, Rosenberger, Opheim, Nelson, Mathsen, Kroshus and Stene. Against: None. Motion passed

VI New Business

A. Kaleidoscope guests.

September – Mayor Sawrey/Crystal Stene

B. Proposed 5% General Levy

A recommendation was made to implement a 5% levy to the City's General Funds. Discussion regarding the need for additional funds ranged from the annual employee COLA increase, long term planning, and next year's requests for funds from various department heads.

Motion by Member Opheim, second by Member Nelson to approve increasing the City of Ada's Preliminary General Levy to 5%. Members voting for: Hintz, Rosenberger, Nelson, Opheim, Kroshus, Mathsen and Stene. Against: None. Motion passed

C. EDA Resolution 2018 __-__ Authorizing the Economic Development Authority to establish a Capital Fund from unused budgeted dollars.

This topic was discussed under the EDA Updates section. Refer to the above minutes. The wording for this resolution is to be determined.

No Action Taken

VII Adjournment

Motion by Member Hintz at 7:21 p.m., second by Member Mathsen to adjourn the meeting. Members for: Hintz, Nelson, Mathsen, Rosenberger, Opheim, Kroshus and Stene Against: None. Motion passed

Respectfully submitted,

Todd Sawrey, Mayor

**Douglas Marcussen, Interim City
Administrator/Clerk/Treasurer**