

City of Ada Special Session Meeting Minutes

Location: Ada City Hall

Date and Time: Tuesday, April 10, 2018 at 5:30pm

Councilmember's present: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus.

Member absent: None. There were various representatives from the community.

I. City of Ada Buddy Poppy Week Proclamation

Mayor Sawrey declared the first week in May as Buddy Poppy Week in the City of Ada.

II. Internet for Events Center contract and wiring costs

Administrator Leiman presented to council details regarding a fiber optic hook up and fees for the Event Center Incubator room. A contract for services, as well as, equipment for rental or purchase and the respective costs were discussed. Leiman was negotiating some prices for a three year plan and a five year plan. After much discussion as to what was being proposed, Member Nelson motioned for a five year arrangement. This is for the equipment rental only, as there is a separate charge for the Internet Fiber Service, which was negotiated at \$65.00 a month.

**Motion made by Member Nelson , seconded by Member Hintz to approve signing into a five year lease with Arvig for Internet Equipment and Installation. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE
Motion passed**

III. Open proposals for the Ada Event Center Bar.

There was only one proposal in response to the RFP for leasing the bar area of the Ada Event Center. A business plan was presented to council and then the floor was open to questions and discussion. A variety of questions were asked of the person presenting the proposal, including financial and operational questions. A request of the terms was inquired, at which the presenter stated three years minimum would be requested. Additional discussion followed regarding the premises and what the expectations of the City versus Lessee would be. Insurance became the next topic of discussion regarding who is responsible for coverage of liability. The lease agreement will be reviewed at the May 8th Monthly Meeting.

Motion made by Member Opheim, seconded by Member Mathsen to accept the business proposal presented and to enter into a lease arrangement to lease the bar area in the Ada Event Center under the conditions that a credit score be provided and be reasonable and a letter of credit from a financial institution. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

IV. Appoint Off-Sale Design Committee

Mayor Sawrey stated that a committee hasn't been appointed, but will bring to Council recommendation to proceed with the future renovation of the City's Off-Sale Liquor Store.

V. Discuss next steps with respect to hiring a new administrator

Mayor Sawrey gave a brief history of the process that went into hiring the current City administrator. The cost to hire an employment agency last time ran around \$19,000.00 to \$20,000.00. Member Opheim asked Administrator Leiman what his thoughts and recommendations would be in the hiring process. Leiman suggested that council consider spending a \$1,000.00 on advertising for the position and then establish a process to interview and select the proper candidate. Leiman went on to say that employment agencies have their qualitative and quantitative methods that are worthy of finding a candidate, but that all depends on what the council is looking for. Additional discussion included the success in the past from the employment agency, as well as, the timing of getting the process started and completed.

Motion made by Member Hintz, seconded by Member Opheim to issue an RFQ for an employment agency to complete the process of hiring an administrator for the City of Ada. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

Adjourn

Motion to adjourn made by Member Kroshus and seconded by Member Opheim to adjourn at 6:19pm. Voting For: Opheim, Nelson, Mathsen, Rosenberger, Hintz, Stene and Kroshus. Against: NONE Motion passed

Respectfully submitted,

Todd Sawrey, Mayor

James Leiman, City
Administrator/Clerk/Treasurer