

**City of Ada**  
**Minutes of the Regular City Council Meeting – July 6, 2011**

**Members present:** Mayor Ellefson, Members Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault.

**Others present:** Shelley Kappes, Anne Rasmusson, Diane Ista, Tyson – Moore Engineering, Eric Robb, Wade Krohmer, Brian Rasmusson, Ryan Merkens, Jerry Merkens, John Kappes, Tim Halle, Gerrie Aasland, Don Merkens, Al Leiran, and others.

The meeting was called to order at 6:00 p.m.

**III. Citizens forum.** Diane Ista addressed the council regarding the status of diking around Ada. She would like to see a public meeting as soon as possible to get their input on diking.

**IV. Consent Agenda.** Listed on the consent agenda was: June 7, 2011 regular council meeting minutes, City pre – paid checks, City accounts payable in the amount of \$68,297.38.

**Motion by Member Pinsonneault, second by Member Edwards to move the City accounts payable to Finance / Labor and approve the remainder of the items on the consent agenda. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**V. Agenda.** Added to the agenda was: Warning System, Siren – public service announcement, Personnel Policy – meal receipts, City Attorney questions, Tyson – Moore Engineering.

**Motion by Member Edwards, second by Member Erickson to approve the agenda with the additions. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**VI. A. Mayor's report.** Mayor Ellefson stated that the West Main Street project is almost complete.

**B. Ryan Merkens – Eagle Scout Project.** Ryan explained that he would like to put flags up at the baseball field at the Dekko Park. There would also be some landscaping around the flag poles.

**Motion by Member Pinsonneault, second by Member Peterson to allow Ryan Merkens to build his flag monument on City property. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Motion by Member Robertson, second by Member Hansen to donate \$1,000 towards Ryan Merkens Eagle Scout Project out of the Rec Development Funds. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**B. 1. Dekko Community Center. Pool maintenance.** Eric discussed a different system for the pool. He went over the pros and cons of a different system. He would prefer to keep the current one.

**2. Approve hiring Vicki Wambach and Lucas Hokkanen for cleaning.** Eric explained that Lucas had only worked a few days and was no longer able to work there so Vicki would pick up where he left off.

**Motion by Member Robertson, second by Member Peterson to approve hiring Vicki Wambach and Lucas Hokkanen for cleaning. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**3. Handicapped accessibility.** Eric is working on gathering information.

**4. Painting.** Eric is looking at having the weight room and locker rooms painted. It is estimated to cost \$1,100 and he would take it out of the Maintenance funds.

**5. Mowing at baseball fields.** Eric stated that the school asked if they could mow the baseball fields in exchange for a reduction in the lease amount. This would be addressed for next years' lease agreement.

**C. Planning and Zoning.** Nothing for action.

**D. 1. Public Safety. Discharge of firearms.** The council discussed this proposed ordinance.

**Motion by Member Erickson, second by Member Pinsonneault to approve the first reading of Ordinance #449.** Attorney Rasmusson stated that they would need to have the actual ordinance prepared and available before the first reading. Because it is not available, the first reading will have to be at the next council meeting.

**2. Roof repairs.** Chief Krohmer is waiting for specs.

**Regular City Council Meeting  
July 6, 2011**

**3. Blight cars.** There is a concern that there are some properties with a lot of cars parked either on the street, boulevard, or yard. The attorney will work with the committee to prepare a sample ordinance for the council to review regarding this matter.

**4. Warning Sirens.** Member Pinsonneault indicated that the siren on the East side doesn't work. This is going to be fixed.

**5. Siren Sounds.** Member Pinsonneault was asked if a public service announcement could be published in the paper indicating what each of the sounds mean.

**6. Warning system.** Member Pinsonneault stated that the City should have a policy on when the sirens are set off. Member Austinson drafted a policy and shared with the council.

**Motion by Member Erickson, second by Member Pinsonneault to send the policy to the Public Safety committee to come up with a final draft to present to the council. Members voting for: Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: Austinson, Robertson. Motion passed.**

**Motion by Member Pinsonneault, second by Member Robertson to adopt the policy presented at the meeting as a temporary policy. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**E. 1. Public Works. Inflow and Infiltration Plan.** Brian explained the MPCA is requiring this plan to be in place and he is requesting that Moore Engineering assist with this plan. Tyson explained that the cost wouldn't exceed \$5,500.

**Motion by Member Pinsonneault, second by Member Edwards to approve hiring Moore Engineering to help create the Inflow and Infiltration Plan to exceed \$5,500. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**2. Moore Engineering. Highway 9 project.** The City would need to pass a resolution to approve the cost share for the City's portion of the State project.

**Motion by Member Pinsonneault, second by Member Robertson to waive the reading of Resolution 2011-07-01. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Motion by Member Edwards, second by Member Erickson to approve Resolution 2001-07-01. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Motion by Member Erickson, second by Member Edwards to authorize Moore Engineering to prepare cost estimates for the work the City would do in conjunction with the State Highway 9 Project. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Motion by Member Pinsonneault, second by Member Hansen to hire Ulteig Engineers to give the City a cost estimate to address the line from T.H. 9 to the grain bin. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Motion by Member Edwards, second by Member Erickson to request a State Aid project number. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**3. Lift station update.** Tyson gave an update on the lift station project. He had change order #3 that would need approval in the amount of \$16,859.30.

**Motion by Member Pinsonneault, second by Member Hansen to approve change order #3 in the amount of \$16,859.30 for the Lift Station project. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

Tyson explained there is a partial payment request in the amount of \$56,857.55 to Sellin Bros for the Lift Station project. There is a retainage of \$34,828.86.

**Motion by Member Robertson, second by Member Edwards to approve the payment request in the amount of \$56,857.55 to Sellin Bros. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

Tyson presented an invoice from Moore Engineering for work on the Lift Station project in the amount of \$5,900.

**Motion by Member Edwards, second by Member Erickson to approve payment of \$5,900 to Moore Engineering for work done on the Lift Station project. Members voting for:**

**Regular City Council Meeting  
July 6, 2011**

**Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**4. Levee project.** Tyson stated that they are still waiting for appraisals. At this point they have not visited all the properties. Tyson submitted an invoice for Moore Engineering of \$71,385.84 in relation to work on the Levee project.

**Motion by Member Edwards, second by Member Robertson to approve the invoice in the amount of \$71,385.84 to Moore Engineering for work on the levee project. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

Member Pinsonneault asked when the appropriate time would be to have public meetings about the levee project. Tyson explained the timeline and that they will have better information available once the appraisals are complete.

Tyson also had an invoice from American Arbitration in the amount of \$862.50 for services during mitigation with Sellin Bros.

**Motion by Member Pinsonneault, second by Member Edwards to approve the invoice for American Arbitration Association in the amount of \$862.50 for services during mitigation with Sellin Bros. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**G. 2. a. Finance / Labor Committee. Liquor Dram Shop Insurance.** Don Merkens went over the quote for insurance.

**Motion by Member Pinsonneault, second by Member Peterson to get a quote for \$5 million in coverage. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**b.** Gerrie went over her financials with the council.

**1. Clerk / Treasurer report.** Shelley stated that the City is still getting LGA even with the State shutdown.

**a. Meal reimbursement policy.** Member Hansen indicated that the policy of having to turn in receipts for meals causes difficulties for the employee.

**Motion by Member Hansen, second by Member Robertson to remove the requirement of turning in receipts for meals and simply allow \$40 per for employees per day for meals while they are away on City business.** Discussion: Shelley stated that the City is required by the State to have itemized receipts when they pay a claim. A question was raised on how the school is able to pay without receipts. **Members voting for: Edwards. Against: Austinson, Robertson, Peterson, Erickson, Hansen, Pinsonneault. Motion failed.**

**Motion by Member Hansen, second by Member Robertson to have the Clerk / Treasurer investigate this issue. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**b. Approve accounts payable.**

**Motion by Member Edwards, second by Member Austinson to approve the City accounts payable in the amount of \$68,297.38. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**F. Economic Development Authority.** Member Edwards explained the Wilcraft business that they are trying to bring into town. There is a public meeting on July 21<sup>st</sup> at the school.

**VII. A. Old business. Cemetery.** Member Hansen stated that there should be a section in the cemetery that allows monuments. He provided to the council at the meeting changes that he felt should be made to accommodate the monuments. It was suggested to have the cemetery committee address this issue at a meeting and bring back a recommendation for the council.

**Motion by Member Pinsonneault, second by Member Hansen to have the cemetery committee meet before the next council meeting to come up with rules and regulations for a new section in the cemetery. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**B. Attorney updates.** Anne stated that she is working with Eric on the handicap accessibility issues for the pool. Anne also went over the process that would need to be followed to address the house on East 4<sup>th</sup> Ave that was destroyed by fire.

**Motion by Member Pinsonneault, second by Member Edwards to authorize the City Attorney to work with the Public Works Department to draft a letter to the property owner and authorizing the City Clerk / Treasurer to take the necessary action to clean up the property within reasonable customary boundaries. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Regular City Council Meeting  
July 6, 2011**

**Utility billing information.** Anne stated that sharing billing information with the police department is not recommended. It is also not recommended to share the information with the landlords without consent. She suggested having that addressed on the utility billing application.

**Sargent / Hoven issue.** Anne recommended that there not be a citation for the issue regarding the flooding. This matter already has an agreement that was agreed to by both parties.

**VIII. A. New business. Choose Kaleidoscope reps.** Member Robertson and Peterson volunteered.

**B. Creamery parking lot.** The council discussed the personal property that is being parked on the City's property.

**Motion by Member Erickson, second by Member Pinsonneault to not allow personal property on the old Creamery lot (located at the intersection of West Main Street & West 2<sup>nd</sup> Ave). Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**Motion by Member Pinsonneault, second by Member Edwards to authorize the City Attorney to investigate the language to be able to turn down a proposal that might be detrimental to the City when considering selling City property. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

**IX. Motion by Member Robertson, second by Member Hansen to adjourn the meeting at 9:12 p.m. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.**

Respectfully submitted,

---

Shelley Kappes  
City Clerk / Treasurer

---

Jim Ellefson  
Mayor