

City of Ada
Minutes of the Regular City Council Meeting – December 7, 2010

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

Others present: Shelley Kappes, Tom Opheim, Brian Rasmusson, Eric Robb, Tyson – Moore Engineering, Bruce Visser, Tim Halle, KRJB representative, Rod Erickson, Susan Miller, John Kappes, Gerrie Aasland, LeeAnn Holl, and others.

II. B. Truth in Taxation Hearing. The council solicited comments from the public. The proposed levy is at a 0% increase. There were no comments for or against the levy.

III. Citizen's forum. Susan Miller addressed the council with her concerns about loaning money for the assisted living facility and then have to turn around and borrow money to do City projects.

IV. Consent agenda. Listed on the consent agenda was: November 3 & 9, 2010 council meeting minutes, City pre – paid checks, City accounts payable in the amount of \$90,400.92, approve list of cigarette licenses.

Motion by Member Edwards, second by Member Peterson to approve the consent agenda. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

V. Approve agenda. Added to the agenda was: Zoning violation, 208 W 2nd St, Moore Engineering, Fireman's relief fund, Small Cities Joint Participation Agreement, Citizen Participation Plan, Addendum to purchase agreement, Resolution 2010-12-03 – RDO annexation, RFP for City Attorney, Public Forum for assisted living project, budget for training and turnout gear, snow removal, automatic meter reading, direct deposit.

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

VI. A. 1. Mayor's report. Presentation of plaque to Member Roux for his years of service on the City Council.

2. Committee requests. The Mayor reminded the council that committee assignments are coming and to let him know of any requests they would have.

B. Dekko Community Center. Eric stated that the training of lifeguards is an ongoing process and might be looking for lifeguards as he has a few graduating.

C. 1. Planning & Zoning. Zoning violation. Member Pinsonneault received a complaint from a constituent that the neighbor was allowed to keep a fence up that he felt was against the ordinance. Member Hansen stated that it causes problems with snow and it should be removed.

Motion by Member Pinsonneault, second by Member Hansen to enforce the ordinance. Members voting for: Robertson, Peterson, Hansen, Pinsonneault. Against: Austinson, Roux, Edwards. Motion passed.

2. 208 W. 2nd St. Tom stated that Wade had addressed the issues but he is unavailable to go over the details.

D. 1. Public Safety. Turnout Gear. Member Pinsonneault stated that there are several men up for retirement so there will need to be gear and training paid for.

Motion by Member Pinsonneault, second by Member Hansen to reserve \$21,000.00 in undesignated funds to pay for turnout gear and training for new fire fighters. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. Fireman's Relief Fund. Bruce explained that there was a shortfall of \$2,808 this year and is asking for the council to pass a motion to cover it.

Motion by Member Roux, second by Member Hansen to cover the \$2,808 relief fund shortfall. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

E. 1. Public Works. Temporary help. John informed the council that they have a worker that is provided by the school. There isn't any liability to the City as he is not a City employee.

2. Snow removal. Member Pinsonneault questioned if there is a priority route for snow removal especially where the hospital is concerned. John and Brian explained the snow removal process.

3. Automatic meter reading. Member Pinsonneault suggested that the City spend \$20,000 on the meters and system to get the process started. Mayor Ellefson expressed his concern that this was not a recommendation from the committee.

Motion by Member Pinsonneault, second by Member Edwards to spend \$20,000 on the meters and system by using \$10,000 from the 2010 long term designated capital fund and \$10,000 from the 2011 long term designated capital fund. Members voting for: Austinson, Robertson, Peterson, Hansen, Pinsonneault. Against: Roux, Edwards. Motion passed.

4. Moore Engineering. Creamery demolition final partial payment of \$10,088.09.

Motion by Member Roux, second by Member Edwards to approve the final partial payment of \$10,088.09 to Hough, Inc. for the work on the creamery demolition. Members

**voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault.
Against: None. Motion passed.**

Lift station project. Tyson gave an update on the progress on the lift station. Tyson stated that the amount due to Sellin's less the retainer is \$387,188.77. The bill for Moore Engineering for this project is \$25,160.00 for engineering fees.

Motion by Member Roux, second by Member Robertson to pay the pay request for Sellin Bros. in the amount of \$387,188.77 for the lift station project. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Motion by Member Roux, second by Member Robertson to approve the engineering bill for the lift station project of \$25,160.00 to Moore Engineering. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Tyson gave an update on the levee project and where it has progressed to. He had two additional invoices for approval. One is for \$74,821.24 for engineering services for the levee project and \$20,213.92 for the land acquisition both payable to Moore Engineering.

Motion by Member Pinsonneault, second by Member Hansen to approve the invoice of \$74,821.24 and \$20,213.92 to Moore Engineering for work related to the levee project. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Old hardware store demolition. Tyson stated that this project has been completed. There are a couple of punch list items that need to be done. The original invoice for engineering was \$10,500 and Tyson has taken it back and done some analyzing and has come with an invoice for \$6,000.00 for council approval.

Motion by Member Pinsonneault, second by Member Roux to approve the invoice for \$6,000.00 to Moore Engineering for work on the hardware store demolition. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

F. Economic Development Authority. Member Edwards stated that there are a few glitches with the web site that they are looking into.

G. 1. a. Finance / Labor committee. Clerk / Treasurer report. Member Pinsonneault stated that he had received requests from employees for direct deposit. Shelley stated that with the payroll schedule and the bank requirements, it would be difficult to guarantee the funds would be available on pay day. However she is still checking on ways to make it work.

b. Employee evaluation forms.

Motion by Member Hansen, second by Member Pinsonneault to accept the evaluation forms and have annual employee evaluations conducted by the Personnel Committee with raises to be based on performance. Discussion: Shelley informed the council that the Personnel Committee consists of a department head, the City Clerk, a union member and a council member.

Motion by Member Robertson, second by Member Peterson to amend the motion to have the City Council evaluate the department heads, and the department heads evaluate their employees. Members voting for the amendment: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Members voting for the original motion as amended: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

c. Department Head job descriptions.

Motion by Member Hansen, second by Member Robertson to have committee's go through the job descriptions for their respective employees and have the employees also write down what their duties are. This should be done by early February. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. Liquor Store update. Gerrie gave an update on the financials and the events at the Liquor Store.

VII. A. Old business. Small Cities Joint Participation.

Motion by Member Edwards, second by Member Robertson to approve the Small Cities Joint Participation. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. Citizen Participation Plan. This is a part of the rehab grant.

Motion by Member Robertson, second by Member Peterson to approve the Citizen Participation Plan. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

C. Addendum to purchase agreement for Johnson's.

Motion by Member Edwards, second by Member Hansen to approve the addendum to the purchase agreement for Eric and Jordan Johnson. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

VIII. A. New business. Choose Kaleidoscope reps.

B. Appoint council representative on the Personnel Committee. This will be filled at a later time.

C. Engine brakes. There have been complaints about trucks using their engine brakes within the City limits.

Motion by Member Edwards, second by Member Peterson to have Public Safety look at sample ordinances on engine brakes. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen. Against: Pinsonneault. Motion passed.

D. Approve Resolution 2010-12-01 – setting 2010 final tax levy.

Motion by Member Edwards, second by Member Peterson to approve Resolution 2010-12-01. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

E. Approve Resolution 2010-12-02 – adopting 2011 final budget.

Motion by Member Austinson, second by Member Roux to approve Resolution 2010-12-02. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

F. Approve Resolution 2010-12-03 – joint resolution agreement between McDonaldsville Township and the City of Ada for the annexation of RDO property on Hwy 200 West.

Motion by Member Roux, second by Member Edwards to approve Resolution 2010-12-03. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

G. RFP for City Attorney.

Motion by Member Hansen, second by Member Robertson to advertise in the Index and Forum a RFP for City Attorney. Members voting for: Austinson, Robertson, Peterson, Hansen, Pinsonneault. Against: Roux, Edwards. Motion passed.

H. Public Hearing for assisted living settlement.

Motion by Member Pinsonneault, second by Member Peterson to have a public hearing or forum once a settlement is reached for the assisted living financing proposal. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

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IX. Motion by Member Roux, second by Member Edwards to adjourn the meeting at 8:10 p.m. Members voting for: Austinson, Robertson, Peterson, Roux, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Respectfully submitted,

Shelley Kappes
City Clerk / Treasurer

Jim Ellefson
Mayor