

City of Ada
Minutes of the Special City Council Meeting
December 13, 2012 – 5:00 p.m.

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

Members absent: None.

Others present: Kristi Henderson, Pat Pfund, Todd Sawrey, Woody Roux, Tim Halle, Tyson – Moore Engineering.

III. A. Discuss City Hall operations during interim. The council discussed hiring an interim City Clerk / Treasurer.

B. Interim City Clerk / Treasurer action.

Motion by Member Hansen, second by Member Robertson to invite Dean Johnson to an interview with the City Council for the position of Interim City Clerk / Treasurer on December 18th or 19th if available. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

C. Approve Resolution 2012-12-03 – authorizing signatures on accounts.

Motion by member Pinsonneault, second by Member Edwards to approve Resolution 2012-12-03 naming Kristi Henderson as the Interim City Clerk / Treasurer on the resolution. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Motion by Member Hansen, second by Member Edwards to have Kristi Henderson be the temporary signatory and that she would be the interim interim city clerk. Members voting for: Austinson, Robertson, Edwards, Hansen, Pinsonneault. Against: Erickson, Peterson. Motion passed.

D. Presentation of City Administrator Committee findings. The committee went over the job description with the council and exchanged ideas about the expectations of the City Administrator / Clerk / Treasurer.

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

With this new job description, the Job Classification Committee will need to meet and the Mayor would like to appoint Member Hansen to the committee as the council representative.

F. Obtain services of Pemberton Law Firm to assist with pay equity.

Motion by Member Pinsonneault, second by Member Robertson to hire Kristi Hastings from Pemberton Law Firm to assist with pay equity with the classification of the City Administrator position. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

G. Dekko Committee updates / action. The council discussed a few changes to the job description.

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

Motion by Member Peterson, second by Member Robertson to advertise for the Dekko Director position for three weeks. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

H. 1. a. Moore Engineering. Flood project. Approve DNR reimbursement request. This would include an invoice from Moore Engineering for work done on land acquisitions for the flood protection project in the amount of \$15,399.60 and also the payment for the purchase of land from David Volkerding in the amount of \$155,000.00.

Motion by Member Pinsonneault, second by Member Robertson to approve the DNR request which includes the Moore Engineering invoice and the payment for land purchased from David Volkerding. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. TH 9 update. Tyson gave an update on the Hwy 9 project.

3. Inflow & Infiltration report. Tyson went over the report for the council and also submitted the Moore Engineering invoice in the amount of \$5,500.00 for engineering fees.

Motion by Member Robertson, second by Member Peterson to approve the Moore Engineering invoice in the amount of \$5,500.00. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

4. Approve Moore Engineering invoices. Moore Engineering submitted an invoice for the work they did on the TH 9 Reconstruction project in the amount of \$24,238.00.

Motion by Member Erickson, second by Member Edwards to approve the Moore Engineering invoice in the amount of \$24,238.00. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

I. Mayor's report. Mayor Ellefson thanked Shelley Kappes for her 27 years of service and as the outgoing Mayor, thanked Moore Engineering for the opportunity to work with them.

IV. Motion by Member Peterson, second by Member Edwards to adjourn the meeting at 6:55 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