

City of Ada
Minutes of the Special City Council Meeting
January 16, 2015 – 5:30 p.m.
City Hall

Members Present: Mayor Jim Ellefson, Members Marc Gordon, Candy Robertson, John Rosenberger, Neil Miller, Craig Edwards, Jim Hansen, Rich Pinsonneault.

Others present: James Leiman – City Administrator, Richard Fursman, Pat Pfund and Todd Sawrey.

III. A. Business. Ride Tek update. EDA Chairman Sawrey stated that he has two groups interested in purchasing the remaining inventory and hopes to have a bid in the coming week or two. The inventory breakdown was provided to the interested parties close to “at cost”. Todd also stated that he was approached by a member of the community about purchasing a pair of bibs.

Motion by Member Pinsonneault, second by Member Robertson to sell to the citizen. It was indicated that several people have approached the EDA and Council.

Motion by Member Pinsonneault, second by Member Hansen to amend the original motion to sell to anyone who wants to buy inventory at \$90 for pairs. Members voting for the amendment to the motion: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Members voting for the original motion as amended: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. City Administrator Roles and Responsibilities Discussion

1. Richard Fursman facilitated the meeting based on results from an online survey administered to the council.
2. Questionnaire results were discussed with the council following a discussion with the Department Heads and Administrator earlier in the day.
3. City Administrator Roles will remain consistent with the job announcement so that the following responsibilities are executed:
 - a. City Clerk
 - b. City Treasurer
 - c. Direct personnel and administrative affairs for all departments
 - d. Manager of City Financial Affairs

4. Balance of roles and responsibilities for Mayor/ Council and Administrator discussed
 - a. Council to focus on policy and appropriation
 - b. Administrator to operationalize Council's vision and manage the minutia as to how the direction of the Council is implemented
5. Role of Administrator and how it relates to committees to be discussed at a later time
6. Performance criteria of the Administrator discussed. Typical rating and evaluation criteria to be provided by Richard Fursman to the Mayor and Council.
 - a. For first year, Administrator will be evaluated quarterly
 - b. Reassessment of frequency to occur at the end of the year.

II. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

James Leiman
City Administrator / Clerk / Treasurer

Jim Ellefson
Mayor