

City of Ada
Minutes of the Regular City Council Meeting
January 6, 2015 – 6:00 p.m.
City Hall

II. Oath of Office. Ms. Henderson administered the Oath of Office to Neil Miller and John Rosenberger.

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

Others present: Kristi Henderson – Interim City Clerk / Treasurer, Brian Rasmusson, Water / Waste Water Supervisor, John Kappes – Electric Supervisor, Josh Heggem – City Attorney – via Skype, David Drown – David Drown & Associates, Jody Bueng – Police Chief, Todd Sawrey, Aaron Ambuehl, David Penney – Greater MN Gas Line, and others.

V. Citizens Forum. None.

VI. Consent agenda. Listed on the consent agenda was :

- A. December 1, 2, 18, & 30, 2014 Council Meeting minutes.
- B. City Pre – paid checks in the amount of \$915,526.20.
- C. City Accounts payable in the amount of \$54,098.80.
- D. Set date, time and location of council meetings by setting the regular meeting of the Ada City Council on the first Tuesday after the first Monday at 6:00 p.m. at City Hall.
- E. Designate official depositories as Frandsen Bank and Trust, Bank of the West – Ada, American Federal Bank, MBIA, Smith Barney / Morgan Stanley, Bancwest Investment Services.
- F. Designate Official City Newspaper as the Norman County Index.
- G. Approve Sunday On – sale Liquor licenses for Tubby’s Tavern, Ada Liquor Store and TR’s Patty Shack pending official passage of Ordinance 458 on January 23, 2015.

Added to the consent agenda was: Hire Andy Stene as part – time bartender. Moved from the consent agenda was item G and was added to the regular agenda.

Motion by Member Edwards, second by Member Hansen to approve the Consent Agenda with changes. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

VII. Approve agenda. Resolution 2015-01-01 was moved to the first order of business followed by Filling the At – Large Vacancy. The Mayor’s report would follow the filling of

the vacancy. Resolution 2015-01-03 was moved to item VIII. C., added to the agenda was an update on the water break at the old City Hall building.

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

IX. A. 1. Approve Resolution 20150-01-01 – declaring vacant council seat.

Motion by Member Edwards, second by Member Robertson to approve Resolution 2015-01-01. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. Fill At- Large Vacancy. Mayor Ellefson announced that Marc Gordon, Tom Opheim, Kim Lewis, Mike Triplett, and Jim Austinson would like to be considered to fill the vacancy on the council.

Motion by Member Pinsonneault, second by Member Edwards to consider all five individuals for the vacant seat. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Motion by Member Robertson, second by Member Rosenberger to vote by ballot to fill the vacant seat.

Motion by Member Edwards, second by Member Pinsonneault to amend the original motion to list the name of one individual on a signed ballot. Members voting for the amendment to the motion: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

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

The council voted on filling the vacant council seat. Marc Gordon received five votes from Members Pinsonneault, Hansen, Miller, Rosenberger and Robertson and Tom Opheim received one vote from Member Edwards. No votes were cast for the remaining individuals. Marc Gordon will fill the vacant seat until the next regular election.

Ms. Henderson administered the Oath of Office to Marc Gordon.

B. 1. Mayor's Report. State of the City Address. Mayor Ellefson gave the following address to the City: I would like to start out the first meeting of 2015 by wishing everyone a Happy New

Year. I would also like to welcome our newly elected council members to their first of many meetings that come along with your decision to run and accept the responsibilities of a council member. Congratulations. Also joining us tonight is James Leiman our new City Administrator who arrived in Ada just last night. Welcome.

It had been a tradition of mine to start the New Year with a review of the past year and an outlook on what the New Year may have in store for the city. Although my time as mayor was short in 2014, I would like to point out a few noteworthy events that will shape what 2015 will have in store for the council and the residents of Ada.

In September, Mayor Roux announced that he would be moving to Fargo and would be resigning his position effective October 10. We would like to offer our thanks to Woody for his service to the city serving 2 years as Mayor and previously 8 years as a council member, not to mention his many years as a radio announcer on KRJB. With the resignation, Council member Jim Austinson accepted the position of Vice Mayor and therefore served as acting mayor until the council appointed someone to fill the Mayor position for the 2 years remaining of Woody's Term. The council decided to wait until after the November elections to help them in their decision on a replacement for Mayor.

The November elections saw six candidates vying for three at-large seats. The candidates were the three incumbents Rod Erickson, Cindy Peterson and Jim Austinson and newcomers Neil Miller, John Rosenberger and myself. When the vote was counted, the residents had chosen to go with three new faces on the council Neil Miller, John Rosenberger and Jim Ellefson. At the next meeting, the council nominated myself to serve out the term of Mayor Roux. This created a vacancy for my seat on the council which we filled this evening. I would like to take this time to offer our thanks to Rod, Cindy and Jim for their years of dedicated service to the City.

During the meetings in December, the council set the levy for 2015 at a 1.36% increase after wrestling with what looked like a more than 8% increase on the preliminary levy. The 1.36% was accomplished even with the council setting aside monies for future major expenditures. Good work.

Last fall, the services of a search firm were obtained to assist the city in recruiting candidates for the position of city administrator. The firm presented more than 10 candidates to be considered for the position. After a series of interviews, five finalists were selected and invited to come to Ada for tours of the city, a meet and greet and more in-depth interviews. At the end of the 2 day process, James Leiman from Potomac, MD was selected for the position. James' previous employment was with the Department of Veteran Affairs. James and his family will be moving to Ada the week of January 5th with his first day on the job being January 12. I would invite the community to help us welcome James and his family to Ada.

Looking forward to the coming year, I am excited about what can be accomplished with a City Administrator, a position that I have advocated for years. The League of Minnesota Cities Handbook states that council members should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Council members should be concerned not only with the conduct of daily affairs, but with the future development of the city.

In the past years, the council's time and to that matter committee time has been consumed by the day to day operational issues or as the saying goes, putting out the fires, while policy and planning issues have been pushed to the back burner. The job description of the City Administrator/Clerk-Treasurer states that he shall exercise general and administrative supervision over all city departments and staff and is responsible for implementing the directives of the city council and overseeing the day-to-day operations of city business. Although the council as a body is still responsible for the administration of the city, the City Administrator shall be responsible for coordinating and administering the functions of the City of Ada as directed by the council.

In January, I will be calling several special meetings of the council to assist Mr. Leiman in getting started in his new position. The first meeting which is yet to be approved by council is an onboarding process to help with the transition for the new administrator. The process is to be led by Dr. Richard Fursman and is intended to help the city and the new administrator get to know each other through expressed values, expectations, and styles of communication. It will identify immediate priorities, special situations and expected approaches to issues. The second meeting will be a goal setting meeting to look forward into the year or years and begin the process of deciding what the residents want in the community and what the council and city departments would like to improve or accomplish. We then will begin to identify these items as short or long term goals and what commitments would be needed by the city to achieve the goals. As we define our list of goals we encourage residents to provide council members or the City Administrator with any desired changes they would like to see in Ada.

It is my hope that by making these changes to the way our city government works, we will have more time to listen to the residents and develop ways to effectively deal with problems as they arise. We will also be able to plan so that we may be proactive and be prepared for future problems or opportunities. Our ultimate goal will be creating a culture of customer service between city departments and the residents of Ada while striving to make Ada a great place to live and work. I would ask for support and patience as we work to achieve this goal.

In closing I would like to recognize the efforts of city staff this past year and offer our thanks. I would also like to say thank you to those volunteers who have given of their time to serve on committees and last but not least to the council who devote so much of their time for the betterment of the city. I look forward to working with all of you in the coming year.

VIII. A. External Presentations with possible discussion and decision. Greater Minnesota Gas Line – David Pinney – permit request. Greater Minnesota Gas Line requested a permit to run their gas line from the Northwest Industrial Park, North along West Main Street to the County Road. David Pinney stated that there would be no cost to the City nor would the City receive any funds.

Motion by Member Hansen, second by Member Edwards to approve the permit for Greater Minnesota Gas Line. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. Rod and Gun Club / City Property. Aaron Ambuehl explained that the shooting range had been deeded to the Norman County Rod and Gun Club with a clause that if they are no longer a club, the property goes back to the City. Because that club is no longer in existence, the Perley Rod and Gun Club asked the Council to deed the property to them. With the additional use from the Clay Target Team that the school has started, they are looking for additional space.

Motion by Member Pinsonneault, second by Member Hansen to approve transferring the property to the Perley Rod and Gun Club. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed

C. David Drown – Sale of General Obligation Water Revenue Bonds – Resolution 2015-01-03. This bonding is to pay for a new well. David explained that United Banker's Bank was the low bidder at 3.144%.

Motion by Member Pinsonneault, second by Member Edwards to approve Resolution 2015-01-03. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed

IX. A. 3. Clerk / Treasurer Report. Review November 2014 financials. Ms. Henderson reviewed the financials with the council.

4. Administrator candidate reimbursement request. Alyshia Saltman requested full reimbursement of her airfare in exchange for her not utilizing the hotel allowance when she came for interviews for the Administrator position.

Motion by Member Pinsonneault, second by Member Gordon to deny Ms. Saltman's request. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed

5. Brimeyer Fursman Onboarding proposal. This is intended to help the City and James get to know each other through expressed values, expectations, and styles of communication. It would also identify priorities, special situations and expectations. The cost is \$950.00.

Motion by Member Pinsonneault, second by Member Robertson to approve the Onboarding session with Brimeyer Fursman. Members voting for: Gordon, Robertson, Rosenberger, Miller, Hansen, Pinsonneault. Against: Edwards. Motion passed.

6. Fuel surcharge on Utility Bill. Member Hansen questioned why this charge is on the City Utility Bill. Ms. Henderson explained that when the council started receiving that charge from Al's Disposal, they passed a resolution that charged the customers an additional \$.50 each month to cover that charge. Although that charge was reflective of gas prices, the charge to the customers was passed on as a flat fee. Ms. Henderson also mentioned that when the garbage contract increased in January 2014, garbage rates were not adjusted to cover that cost. She has already touched on it in conversation with the Administrator for him to review when he comes on board.

7. Card reader for paying utility bills. Member Hansen suggested that it might be nice if customers could pay with a credit / debit card with a card reader at City Hall. Ms. Henderson went over the different ways customers can pay their bill including paying online with a card through the City's website. She explained why previous administration had not wanted a card reader in house but stated that the Administrator will be reviewing all practices to ensure the best customer service.

8. Water break at old City Hall. Member Pinsonneault questioned how a break could happen when he had asked months prior if it had been winterized. Ms. Henderson explained that when he asked her about it, the account showed that it was off when in fact it wasn't. The building has since been cleaned up and didn't damage the items being stored there.

Updates. Ms. Henderson gave a status update on the house on Jamison that burned down stating that she is working with the attorney to follow the proper procedure to get the property cleaned up. In regards to the house on West 3rd Ave South, it is schedule to be torn down shortly by Visser Trenching.

D. 1. Public Works Board. Accept bids for sale of old trucks. John stated that they received two bids for the 1975 Truck with the highest bid coming from Corky Brommenschenkel for \$1,135.00 and they received one bid for the 1990 Truck from Brian Rasmusson for \$200.00. These were advertised as recommended by the Public Works Board and sealed until opened during the Public Works Board meeting. The board did not request a minimum bid for either truck.

Motion by Member Edwards, second by Member Hansen to accept the bid from Corky Brommenschenkel for \$1,135.00 for the 1975 Truck and from Brian Rasmusson for \$200.00 for the 1990 Truck. Members voting for: Gordon, Robertson, Rosenberger, Edwards, Hansen. Against: Miller, Pinsonneault. Motion passed.

2. Bucket truck replacement. John stated that they can buy a used truck from Red River Valley Coop Power for \$14,500.00. There is over \$50,000 in Long Term Designated Capital to cover this purchase.

Motion by Member Edwards, second by Member Miller to approve the truck purchase from Red River Valley Coop Power in the amount of \$14,500.00. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

G. 1. Economic Development Authority. Updates. Chairman Todd Sawrey stated that he would like permission from the council to seek out companies that might be interested in buying the Ride Tek inventory as a bulk purchase. The Council agreed to allow him to do this.

H. 1. Liquor Store report. Approve Sunday On – sale Liquor licenses for Tubby’s Tavern, Ada Liquor Store, and TR’s Patty Shack pending official passage of Ordinance 458 on January 23, 2015. Ms. Henderson explained that this does not require them to be open and it would insure that they have their license in place once the Ordinance takes effect.

Motion by Member Edwards, second by Member Hansen to approve the Sunday On – sale Liquor licenses for Tubby’s Tavern, Ada Liquor Store, and TR’s Patty Shack pending official passage of Ordinance 458 on January 23, 2015. Members voting for: Gordon, Robertson, Rosenberger, Edwards, Hansen, Pinsonneault. Against: None. Abstain: Miller. Motion passed.

X. A. Old Business. Second Reading – Ordinance 459 – Transfer of Funds.

Motion by Member Edwards, second by Member Rosenberger to approve the Second Reading of Ordinance 459. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

XI. New Business. Kaleidoscope guests. Members Rosenberger and Gordon volunteered.

B. Approve Resolution 2015-01-02 – authorized signatures on accounts.

Motion by Member Edwards, second by Member Robertson to approve Resolution 2015-01-02. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

XII. Adjournment.

Motion by Member Edwards, second by Member Hansen to adjourn the meeting at 8:09 p.m. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Respectfully submitted,

Kristi Henderson
Interim City Clerk / Treasurer

Jim Ellefson
Mayor