

City of Ada
Regular Meeting of the City Council
Tuesday, June 2, 2015 – 6:00 P.M. – Council Chambers

Agenda

- I. Call to Order at 6:02 p.m.**
- II. Pledge of Allegiance**
- III. Roll Call- All present**

- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.*
 - a. Jerry Nelson addressed the council requesting that it consider selling a city lot in order to build a garage that would attract a larger tenant pool to his rental home. The council thanked Mr. Nelson and will continue considering options.**
 - b. Edie Ramstad addressed the Council about Park Street and its poor condition. She is unable to bring certain vehicles to the facility during rainy conditions as the road is too muddy and causes vehicles to get stuck. The city agreed to add concrete for temporary improvement and continue to pursue the state grant request for a long term fix.**
 - c. Dean Knutson addressed the council concerning the poor condition of the road leading to the compost yard and some of the debris left by the company responsible for installing the new well. Moore Engineering will work with the contractor to fix the issues.**

- V. Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
 - A. May 5 & 14, 2015 Council Meeting minutes**
 - B. City Pre – paid checks**
 - C. City Accounts payables**

Motion made by Member Robertson, second Member Edwards, unanimous vote.

- VI. Approve Agenda** – *No item of business shall be considered unless it appears on the agenda for the meeting. Council Members may add items to the agenda by a majority vote of the council.*

Motion made by Member Rosenberger to add Dekko Director Resignation and path forward to the Agenda; Moore Engineering partial payment for the well project added by Mayor Ellefson. Added to the agenda was a closed session concerning potential litigation to

the City of Ada based on recent financial demands made by an employee. Second by Member Edwards and unanimous vote.

VII. External Presentations with possible discussion and decision.

A.

VIII. Reports of Department Heads and Committees

A. Mayors Report

- 1) Moore Engineering presented partial payment request for the well project for \$230,747.69 and construction services for \$8,700.

Motion for payment by Member Robertson, Seconded by Member Hintz and unanimously approved.

B. Administrator / Clerk / Treasurer Report.

- 1) Department Updates.
- 2) Staffing recommendation at Public Works due to Kappes retirement.

Administrator Leiman presented the following:

City Hall

A. First month with some responsibility adjustments re: finances

- Smooth transition thus far

B. Met with USDA representative

- Going to apply for Rural Business Development Grant
- No matching funds necessary but we will use EDA Revolving Loans as our investment to recapitalize the fund
 - Ask will be somewhere between \$99-\$199K
- Well positioned as a community to request the money
- Will recapitalize revolving loan fund and enable eventual transition of existing money to business grants (maybe \$10-15K over the couple of years)

C. TIF and Abatement

- Working with David Drown team to prepare the packages for the public hearing on 7 July
- Letters to County and School District to be sent on June 3rd

Dekko

- Lot of great energy in the community following the event
 - Want to thank Candy Robertson and Karie Kirschbaum for their efforts to get other communities to join
- Dekko Foundation president coming out this summer

- Hope to get a match for what we are investing in the facility
- Two sponsorships renegotiated
 - Details to be announced once corporate offices approve
- Three sponsorships sold-effective yesterday
 - All employees
 - Kelly's
 - Weave Got Maille
 - KRJB
- Upgrade request in packet
- Scale back in areas and proceed with Pool Pak
 - Recommendation made by the engineer (Jamie Kronbeck, JPK Engineering in Fargo)
 - \$199K request for Dekko equipment to include a \$145,000 Pool Pak (negotiated from \$178,000)

Motion made by Member Robertson, Seconded by Member Pinsonneault with unanimous consent

- Make changes to the facility and keep up with the campaign
- Resignation of Larry Millender
- Would like to have temp manager to get us through the next six to eight weeks
- Post the position

Liquor Store and Bar

- New business plan in place
- Overhead reduction
- Increase in prices
- Case discounts
- Working on other measures to improve profitability

Public Works

- All trees have been claimed
- Two personnel will travel next week or the week after to get Certified Pool Operator credential

Public Safety

- Trend in calls continues to increase
- One officer a finalist in a police station closer to home

Proposal made to hire into John Kappes Position.

Backfill into John’s position with a Public Works Maintenance Specialist II. Given the Red River Valley Co-Op agreement, the City of Ada no longer requires an Electrical Superintendent. This will enable a qualified professional to hit the ground running and learn the nuances of Ada’s public infrastructure resulting in full Public Works coverage and a reduction in salary expenses of roughly \$20,000 per year. Return to a Public Works model involving a Director versus two supervisors. This will save the City of Ada roughly \$15,000-\$20,000 per year in the aggregate and create a more effective command and control model for the city’s management structure.

Motion made by Member Robertson, seconded by Member Hintz, unanimous

IX. Old Business

- A. Update and spending request for PoolPak.
- B. Liquor Store Business Plan.

X. New Business

- A. Kaleidoscope guests **Member Hansen volunteered**
- B. First Reading – Ordinance 460 – Regulating Public Nuisances.

Motion made by Member Hansen to return to Beautification Committee as there are a few challenges associated with number cars and trailers listed along with all vehicles and accessories on wheels; seconded by Member Pinsonneault and unanimous

- C. First Reading – Ordinance 461 – Establishing a Tree Ordinance.

Motion made by Member Edwards to approve first reading, seconded by Member Hintz, unanimous.

- D. First Reading – Ordinance 462 – Ada Floodplain Ordinance.

Motion made by Member Pinsonneault, seconded by Member Hansen to approve first reading, seconded by Member Hintz, unanimous.

- E. Appoint member to Economic Development Authority.

Motion made by Member Robertson to nominate John Hintz, seconded by Member Edwards, unanimous

- F. Compensation to part – time staff for certifications.

Discussed remaining equitable as an employer and inspire employees to educate themselves and fill critical skill gaps for their jobs, recommendation that the same \$.50 per hour benefit for part-time employees become applicable effective the next pay period.

Motion made by Member Edwards to approve, seconded by Member Hansen, unanimous

- G. State tax on garbage fuel surcharge.
- H. Dekko Director Discussion

Administrator Leiman requested a temporary appointment for Cindy Peterson as Interim Dekko Center Director; anticipated to be 45-60 day appointment.

Motion made by Member Edwards, seconded by Member Pinsonneault to accept recommendation, unanimous consent.

Administrator Leiman then requested that the permanent position be changed to become a Parks and Recreation Department Head. Logic was:

- Covers areas that are currently not being managed by a department
 - Establishes clear functional boundaries within organizational hierarchy
 - Addresses:
 - Dekko Center
 - Skating Rink
 - Baseball Fields
 - Parks
 - Cemetery
 - Trees
 - Beautification efforts
- Establishes a new rate of pay (\$40,982-\$53,472) vice (\$33,808-\$44,112)
- Managing family members; have Dekko supervisor continue as Reed Rasmusson's work lead but new supervisor would work with Public Works to beautify community
- Attract and retain motivated and quality manager (Dekko position made \$10,000 less than nearest manager)
- Will ultimately increase revenue due to new programs such as those focused on childhood development
- Take Ada to the next level as we address housing and economic growth; we can also take recreation opportunities to the next level

Mayor Ellefson indicated that the position is unlikely to succeed based on having five directors in seven years and that Dekko facility management was a full time job in itself where performance has struggled. In addition, there was debate as to whether or not the group had enough time to consider the decision and skip committee. A discussion ensued based on the pros and cons of the path forward.

Motion made by Member Pinsonneault to proceed with new position, seconded by Member Robertson, those in favor were: Hintz, Edwards and Miller; those against: Hansen and Rosenberger.

- I. Motion made by Member Rosenberger to go to closed session based on potential litigation due to financial demands made of the City, seconded by Member Robertson, unanimous at 8:33 p.m.**
- J. Motion made by Member Hansen to open session at 9:02, seconded by Member Pinsonneault, unanimous.**
- K. Motion made by Member Rosenberger to accept Larry Millender resignation, seconded by Member Hansen, unanimous.**

XI. Adjournment

Motion made by Member Miller, seconded by Member Hintz, unanimous at 9:03