

City of Ada
Minutes of the Regular City Council Meeting
June 4, 2013 – 6:00 p.m.

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

Others present: Paul Poczobut, Josh Heggem, Brian Rasmusson, John Kappes, Gerrie Aasland, Carolyn Osenga, Todd Sawrey, and others.

IV. Consent Agenda. Listed on the consent agenda was: May 7 & 15, 2013 Council meeting minutes, City pre – paid checks in the amount of \$139,802.22, City Accounts Payable in the amount of \$87,070.30, approve hiring Bill Atwood as part – time summer help at Public Works.

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

V. Agenda. Added to the agenda was: Liquor license application, discussion about committees, automatic meter reading, and legal costs.

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

VI. G. Economic Development Authority. Presentation of Certificate of Accomplishment to Todd Sawrey. The Certificate of Accomplishment was presented to Todd Sawrey. Todd gave an update on the activities of the EDA.

A. 1. Audit Report by Brady, Martz & Associates. Joe Martin and Sara Niemela presented the audit report to the council.

Motion by Member Peterson, second by Member Robertson to accept the 2012 Audit as presented. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. Review financials. Paul went over the financials with the council. Member Erickson questioned the fluctuation in the electric fund. Paul will research it and let him know. In reviewing the investments, Paul recommended to take close the Smith Barney account and move that money back into the Long Term Designated Capital Fund and replenish the City Hall

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Technology line item to replace what was taken out to cover attorney expenses. Questions were raised about having a technology proposal in place before transferring these funds to see what the total amount would be to be up to date with technology.

Motion by Member Pinsonneault, second by Member Robertson to close the Smith Barney investment account as recommended by the City Administrator. Members voting for: Austinson, Robertson, Peterson, Hansen, Pinsonneault. Against: Erickson, Edwards. Motion passed.

3. Investment Policy. Paul presented a draft for the council to review and went over the changes that were made.

Motion by Member Pinsonneault, second by Member Hansen to approve the Investment Policy. Discussion: The City Attorney questioned if there was language about oversight and internal control that the League could provide.

Motion by Member Pinsonneault, second by Member Hansen to amend the original motion to state to move forward with the Investment Policy as the one presented was a draft. Members voting for the amendment: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

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

4. Insured Real Property Fire or Explosion Loss Proceeds. This would allow the City to receive funds in escrow to cover demolition costs if the property was destroyed and the City had to restore the condition of the property. Paul will move forward with presenting a resolution to the council.

5. Hazard Mitigation. Paul read the acceptance of the Hazard Mitigation Plan.

Motion by Member Pinsonneault, second by Member Robertson to accept the Norman County Hazard Mitigation Plan. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

6. Liquor License request from Neil Miller – Tubby’s Tavern. Neil is opening an establishment in the old VFW building as is looking for approval for a liquor license.

Motion by Member Pinsonneault, second by Member Robertson to approve a liquor license for Neil Miller – Tubby’s Tavern pending approval from the City Administrator and the

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State of Minnesota. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. 1. Mayor's report. Attorney updates. Josh stated that July 16th is the date for the hearing on the flood control litigation.

C. 1. Public Works. Flood Project. There will be an informational meeting about the flood project on June 11th at 6:30 p.m. at City Hall.

2. Red River Valley Coop Power agreement update. John stated that they are looking for a July 1st start date so there might need to be a special meeting for final approval.

3. Approve recommendation to hire James B. Hanson as the Licensed Water / Waste Water Operator. The council reviewed the hiring policy to make sure everything was covered. Paul stated that the policy was followed and that they are waiting to hear back on the background check.

Motion by Member Erickson, second by Member Edward to hire James B. Hanson as the Licensed Water / Waste Water Operator pending a clear background check. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

4. Automatic meter reading. Brian stated that he is about 36% complete for water. John stated that he is a little lower than that because he has more meters to replace. The council would like to see a feasibility study to see if putting in all the meters at one time would have a cost benefit.

D. 1 & 3. Dekko Community Center. Approve lease agreement with NCW School and Just for Kix. The City Attorney questioned whether they, along with Just for Kix, have the proper liability coverage or if the city is just charging them a fee like the daily users. Paul will check with the insurance agent to make sure the City's liability is covered.

Motion by Member Edwards, second by Member Erickson to approve the agreements with NCW School and Just for Kix. Members voting for: Austinson, Peterson, Erickson, Edwards, Hansen. Against: Robertson, Pinsonneault. Motion passed.

2. Roof repairs. Carolyn stated that the roof leaks on the seam of the pool roof and the main building. Gerry Grivno stated he could do the repairs in the price range of \$2,400 – 3,000.00.

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Motion by Member Erickson, second by Member Robertson to authorize the repairs to the roof of the Dekko Center. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

E. Public Safety. The committee has requested that the Administrator look at the Police Secretary job description and salary and report back to the committee. The council questioned if the application process for the Police Office position would be the same as the public works position and Paul stated that the hiring policy will be followed.

F. Liquor Store Manager report. Gerrie went over the repairs that would need to be done to the backroom to be in compliance. She is also having the cleaning done from the fire. She is also looking for direction from the council to having the cooler repaired because it is freezing up.

H. Planning & Zoning. Member Austinson gave an update on the pink house stating that the next step is to get a search warrant. The Police Chief and the City's Criminal Attorney should work towards the next step.

VIII. A. New Business. Choose Kaleidoscope reps. Members Robertson and Peterson volunteered.

B. Department Head attendance at council meetings. Paul stated he would give the updates for each department and would request the Department Head attend only if there is a specific item that would need their expertise.

C. Discussion about committees. It was suggested to have written guidance for the responsibilities of committee members. Paul will see what other cities provide to their committees for direction.

D. Legal costs. Member Erickson questioned if the expenses for legal fees will go down now that there is a City Administrator. It was stated by the City Attorney and Administrator that these fees should go down.

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IX. Motion by Member Peterson, second by Member Erickson to adjourn the meeting at 8:20 p.m. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Respectfully submitted,

Paul Poczobut, Jr.
City Administrator / Clerk / Treasurer

Dennis Roux
Mayor