

**City of Ada**  
**Minutes of the Regular City Council Meeting**  
**May 7, 2013 - 6:00 P.M.**

**Members present:** Mayor Roux, Members Austinson, Robertson, Peterson, Pinsonneault, Hansen, Erickson. Member Edwards entered the meeting at 7:45 p.m.

**Absent:** None

**Others present:** Jim Ellefson, Mark Klevgaard, Gary Johanson, Brian Rasmusson, Todd Sawrey, Carolyn Osenga, Gerrie Aasland, Josh Heggem, Tim Halle, J. J. Kappes, Jody Bueng, Ken Flaten, John Kappes, LeAnn Hall, Erin Stoltman, Kristi Henderson, Chris Odden.

**III. Citizens Forum.** None

**IV. Consent Agenda.** Listed on the consent agenda was: April 2, 10, 11, 16, & 25, 2013 Council Meeting Minutes, City pre-paid checks, City accounts payable in the amount of \$138,763.23, approve hiring Jordan Thompson, Adam Alshalon, and Larry Christianson as part-time summer help at Public Works, approve hiring Justin Erickson as part-time police officer.

**Motion by Member Robertson, second by Member Hansen, to approve the Consent Agenda. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Erickson. Against: None. Motion passed.**

**V. Approve Agenda.**

**Motion by Member Erickson, second by Member Robertson to approve the agenda. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Erickson. Members against: None. Motion passed.**

**VI.a.1.** Audit Report by Tracee Bruggeman, Brady Martz and Associates, P.C. Tracee was unable to attend the meeting.

**2.** Clerk/Treasurer Report. Kristi Henderson presented the Monthly Enterprise Fund Profit and Loss Summary, Expenditure Guideline, and Revenue Guideline. Chris Odden reviewed the Investment List and the Cash Position by Fund Report.

**3.** City Administrator/Clerk-Treasurer contract approval.

**Motion by Member Pinsonneault, second by Member Robertson to approve the City Administrator/Clerk-Treasurer Employment Agreement with Paul Poczobut, Jr. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen. Against: Erickson. Motion passed.**

**4.** City Hall/Council Chambers technology. Kristi Henderson reported on pricing for new

technology equipment. The question was raised regarding networking all departments together and Kristi will research the feasibility of doing this.

**Motion by Member Pinsonneault, second by Member Hansen to approve the purchase of digital recording equipment for the Council Chambers from Office Supplies Plus at a cost of \$329.00. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Erickson. Against: None. Motion passed.**

**Motion by Member Pinsonneault, second by Member Hansen to purchase a camera and projector for Skype purposes from Office Supplies Plus at a cost not to exceed \$725.00. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Erickson. Against: None. Motion passed.**

5. MCMC designation salary adjustment. The Mayor and Council congratulated Kristi Henderson on attending the three year course study and achieving the Minnesota Certified Municipal Clerk (MCMC) designation. Kristi will receive a \$.50/hr. increase in wages as per the Union Contract.

B. Mayors Report. Mayor Roux presented a plaque to Jim Ellefson for his 14 years of service as Mayor. Mayor Roux also acknowledged Shelley Kappes' 27 years of service as Clerk/Treasurer and will be delivering a plaque to her. Mayor Roux recognized the following employees and their years of service in 5 year increments. Years achieved in 2012: Bryan Thronson - 30 yrs. - Public Works, Marsha Johnson - 20 yrs. - Dekko, Carol Sorenson - 20 yrs. - Dekko, Becky Gnad - 5 yrs. - Dekko, Mallory Brower - 5 yrs. - Liquor Store. Years achieved in 2013: Jody Bueng - 15 yrs. - Police Dept., Virginia Olson - 10 yrs. - Dekko.

1. Attorney updates. None.

2. Norman County ESO - Gary Johanson - Hazard Mitigation. Gary reported on the status of the Hazard Mitigation process.

C.1. Moore Engineering - Flood project. Bid opening was at 10:00 a.m. on May 7, 2013 in the Council Chambers. There were a total of 31 bidders. The low bidder was RL Larson Excavating, Inc.

**Motion by Member Pinsonneault, second by Member Hansen to enter into a contract with RL Larson Excavating, Inc. For the Highway 200 to Highway 9 - Judicial Ditch #51 Realignment project at a cost of \$2,118,181.05, contingent upon obtaining permit approval from the Wild Rice Watershed District. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

2. Approve quote of \$3,500.00 from Visser Trenching for storm sewer repair at the intersection of 3<sup>rd</sup>. Ave. E. and 7<sup>th</sup>. St. E.

**Motion by Member Pinsonneault, second by Member Hansen, to accept the recommendation of the Public Works Board and approve the quote from Visser Trenching**

**in the amount of \$3,500.00 for storm water repair at the intersection of 3<sup>rd</sup>. Ave. E. and 7<sup>th</sup>. St. E. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**D.1. Dekko Community Center & Library**

**Motion by Member Erickson, second by Member Peterson, to increase Deb Alexander's hourly wage by \$2.00 per hour retroactive from March 11, 2013 to May 6, 2013. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**Motion by Member Pinsonneault, second by Member Robertson, to continue with Joyce Anderson's \$1.00 per hour increase in hourly wage until the next Council Meeting. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**Motion by Member Pinsonneault, second by Member Robertson to increase Kevin Lindell's wage by \$.50 per hour as he has received his CPO certification. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**Motion by Member Erickson, second by Member Peterson, to approve hiring Tracy Stene and Molly Jones as part time employees at the Dekko Center. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**Motion by Member Robertson, second by Member Peterson, to approve Life Guard training for Carolyn Osenga in Grand Forks at a cost of \$200.00. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**E.1. Recommend to advertise for a full-time Police Officer.**

**Motion by Member Erickson, second by Member Edwards to approve the hiring of a full-time Police Officer and to advertise for the position. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**2. Elevator Fire Expenses. Billings have been made periodically to the Insurance Company and those have been paid.**

**3. Fire Service for races. The City has not received payments for fire services provided to the Raceway for 2011 and 2012.**

**4. KP - Union. Karen Prestegord will join the AFSCME Union. She will receive back pay at the same rate as the other Union Members.**

F. Liquor Store Manager Report. Gerrie Aasland reviewed the Liquor Store financials. There was discussion on separate financials for the on sale and for the off sale.

G. Todd Sawrey updated the Council on EDA activities.

H.1. Creamery lot update. Chris Odden reported to the Council that David Scherfenberg withdrew his offer to purchase the Creamery Lot. The Assessor's estimated market value of the lot is \$13,300.00. No further action to be taken at this time.

VII. Old Business. None.

VIII.A. New Business. Choose Kaleidoscope reps. Member Austinson volunteered.

B. Discuss TIF request. Mark Klevgaard is checking out other options and will let the City know if he wants to discuss TIF further.

C. Lot sale in Cougar Addition - Resolution 2013-05-01. The lot sale is to Mark and GERALYN Klevgaard.

**Motion by Member Austinson, second by Member Robertson to approve Resolution 2013-05-01. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Edwards, Erickson. Against: None. Motion passed.**

D. VFW Bldg. discussion. None.

E. Essentia Health remodeling project. Erin Stolteman presented the remodeling plans Essentia Health has for the Physical Therapy area.

**Motion made by Member Pinsonneault, second by Member Peterson, to approve Essentia Health's remodeling request for the City owned Medical facility, the expense of which will be paid by Essential Health. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None**

F. Gambling funds donation request - Post Prom Committee

**Motion by Member Austinson, second by Member Hansen to approve a \$500.00 donation to the Ada-Borup Post Prom Committee with the funds being taken from the Gambling Funds Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

G. Donation request from Ada Children's Theater.

**Motion by Member Erickson, second by Member Austinson to approve a \$500.00 donation to the Ada Children's Theatre. Members voting for: Austinson, Robertson, Peterson,**

**Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**H. Independent Contractor liability limits - tree trimming.**

**Motion by Member Pinsonneault, second by Member Erickson, to require \$500,000 liability coverage for Independent Contractors hired by the City for Tree Trimming. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**I. Closed Session - Pending Litigation - Flood Project.**

**Motion by Member Pinsonneault, second by Member Erickson at 8:25 p. m. to go into closed session to discuss Pending Litigation on the Flood Project. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**Motion by Member Hansen, second by Member Austinson to re-open the meeting at 8:37 p.m. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

**Motion by Member Hansen, second by Member Robertson to adjourn the meeting at 8:40 p.m. Members voting for: Austinson, Robertson, Peterson, Pinsonneault, Hansen, Edwards, Erickson. Against: None. Motion passed.**

Respectfully submitted,

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Chris O. Odden  
Interim City Clerk/Treasurer

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Dennis K. Roux  
Mayor