

City of Ada
Minutes of the Regular City Council Meeting
November 5, 2013 – 6:00 p.m.

Members present: Mayor Dennis Roux, Members Jim Austinson, Candy Robertson, Cindy Peterson, Rod Erickson, Craig Edwards (arrived at 6:10 p.m.), Jim Hansen, Rich Pinsonneault.

Others present: Paul Poczobut Jr., Mike Ganje, Ryan Hill & Peter Jacobson – Essentia Health, Todd Sawrey, Mark Potucek, LeeAnn Hall, Sharnel Bitker, Tyson – Moore Engineering, and others.

III. Citizen Forum. None.

IV. Consent agenda. Listed on the consent agenda was: October 8, 15, and 22, 2013 Council Meeting minutes, City pre – paid checks in the amount of \$554,692.15, City Accounts payables in the amount of \$103,124.16.

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

V. Approve Agenda. Added to the agenda was: KRJB tournament advertising package.

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

VI. A. Girl Scout presentation: Spruce up West Side Park project. Sharnel Bitker went over the items they would like to fix up or replace. The Scouts are looking for permission and a possible donation to start the project.

Motion by Member Pinsonneault, second by Member Peterson to approve the project and donate \$500.00 of the gambling funds to help defray the costs.

Motion by Member Hansen, second by Member Erickson to amend the original motion to donate \$1,000.00 of the gambling funds to help defray the cost. 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.

B. Essentia Health presentation – Ryan Hill and Peter Jacobson. Ryan and Peter gave a presentation of the services Essentia provides along with the long term goals for the Ada location. Mayor Roux requested an update in January on where they are at with physician recruitment.

VII. A. 1. Administrator / Clerk / Treasurer report. Review financials for September 2013. Paul went over the percentages of the different funds stating that the line items should be at about 75% for the end of September.

2. Proposed Credit Card Policy. Paul stated that in addition to the policy is that all charges to the credit cards must be accompanied by an itemized receipt.

Motion by Member Robertson, second by Member Edwards to approve the Credit Card Policy. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

3. Request to have a Truth – In – Taxation hearing on December 3, 2013. Paul stated that next year there will be some departments that are not going to be taxed. He stated that the Liquor Store, Water and Sewer, and Electric are still going to be taxed. He stated that the General Fund, the Streets, and those sort of things are not going to be taxed. Paul stated that he needed a motion to set December 3, 2013 as the Truth In Taxation Hearing.

Motion by Member Pinsonneault, second by Member Erickson to set the Truth – In – Taxation Hearing for December 3, 2013. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

4. Liability waiver form.

Motion by Member Pinsonneault, second by Member Robertson to not waive the statutory tort limits as stated on the Liability Coverage Waiver Form. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

5. Correction to Resolution 2013-10-01.

Motion by Member Pinsonneault, second by Member Edwards to approve the correction to Resolution 2013-10-01. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. 1. Mayor's report. Request approval to form a Personnel Committee. City Attorney Josh Heggem stated that this committee is a good idea as it would alleviate some of the duties of the council. Member Edwards questioned if the Negotiations Committee could be combined with the Personnel Committee if it is formed. Mayor Roux felt that could be a possibility. Member Hansen stated he didn't want to give up and of the decision making to a committee in regards to personnel issues. Mayor Roux explained that all committees are strictly advisory. Questions were raised regarding who would manage the Administrators' personnel file. It was determined that either the attorney or any designated member of the council. The general consensus of the council was to have the attorney hold that file and not go forward with the personnel committee.

2. Set date for administrator evaluation. November 14th at 6:00 p.m. at City Hall was the date set for the evaluation of the City Administrator.

C. 1. Public Works Board. Well #3 update and discussion of a new well. Tyson updated the council on where the process is at in drilling a new well.

2. Resolution 2013-11-01 – establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code and declaring official intent to reimburse certain public improvement costs.

Motion by Member Hansen, second by Member Erickson to approve Resolution 2013-11-01. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

3. Drainage problem at 2nd Street West and 2nd Ave West. Tyson is working on it but doesn't have anything to report at this point.

4. Flood Control Project reimbursement request. The reimbursement request includes invoices for Moore Engineering in the amount of \$33,376.10, Braun Intertec in the amount of \$2,301.50, and R L Larson in the amount of \$274,426.68 for a total amount of \$310,104.28 which would be submitted to the DNR for reimbursement.

Motion by Member Pinsonneault, second by Member Peterson to approve payment request from Moore Engineering for \$33,376.10, Braun Intertec for \$2,301.50, and R L Larson for \$274,426.68 for a total amount of \$310,104.28 to be submitted to the DNR for

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

5. Snow Blower for the John Deere tractor. Approve Resolution 2013-11-02 – amending the 2013 budget to purchase a snowblast snow blower from the Long – Term Designated Capital Fund. Brian stated that the Public Works Board recommended purchasing a snow blower for the John Deere tractor. The low bid came from RDO Equipment for \$15,764.06.

Motion by Member Peterson, second by Member Robertson to approve Resolution 2013-11-02. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

D. 1. Dekko Community Center. Discussion on Community Center Director position. The committee narrowed the applicants down to five people they would like the council to interview. The council will interview the Dekko Director applicants on November 21, 2013 at 5:30 p.m. at City Hall.

E. 1. Public Safety. Second reading – Ordinance 452 – Criminal History Background for applicants for City Employment and City Licenses. Paul stated that he forgot to bring the Ordinance back for the second reading.

Motion by Member Pinsonneault, second by Member Peterson to have a second reading of Ordinance 452.

Motion by Member Robertson, second by Member Pinsonneault to approve the second reading of Ordinance 452 by title. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

VIII. A. Old business. First reading – Ordinance 453 – An Ordinance for the City of Ada amending Chapter 66, Article IV, regulating the operation of snowmobiles within the city limits.

Motion by Member Erickson, second by Member Robertson to approve the first reading of Ordinance 453. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

G. Economic Development Authority. Todd provided an update for the council.

IX. New Business. City Attorney request for proposal for 2014. Member Erickson stated that he thought the council was going to get proposals every year as due diligence to the citizens

to try to keep costs down. The council discussed the costs associated with the attorney and ways to reduce those costs. Member Hansen liked the idea of getting proposals but would like to finish up the flood project first.

B. Kaleidoscope guests. Members Hansen and Austinson volunteered.

C. Scheduling of a budget workshop. The council will have a special meeting on November 26th at 6:00 p.m. to have a budget workshop.

D. KRJB tournament advertising. This would provide advertising during the tournaments.

Motion by Member Erickson, second by Member Edwards to approve the advertising package for \$450.00 with KRJB Radio. Members voting for: Austinson, Robertson, Peterson, Erickson, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

X. Adjournment.

Motion by Member Austinson, second by Member Edwards to adjourn the meeting at 8:40 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 K. Roux
Mayor