

City of Ada, MN
Minutes of the Regular Council Meeting
September 3, 2013 – 6:00 P.M.

Members present: Mayor Dennis K. Roux, Vice-Mayor Rodney Erickson and Council Members James Austinson, Richard Pinsonneault, James Hansen, Candy Robertson and Cindy Peterson.

Members absent: Craig Edwards

Others present: City Administrator Paul H. Poczobut Jr., City Attorney Joshua Heggem, Public Works Superintendents Brian Rasmusson, and John Kappes, Dekko Manager Carolyn Osenga, Liquor Store Manager Gerrie Aasland, City Engineer Tyson Hajicek, Administrator Benedictine Living Community of Ada Tyler Hoemberg, and Video Operations Coordinator, TEKSTART Communications/Arvig Joel Smith.

III. Citizen Forum. None

IV. Consent Agenda. Listed on the consent agenda was: August 7 and 20, 2013 Council Meeting minutes, City Pre-paid checks in the amount of \$974,744.91 and City Accounts payable in the amount of \$87,367.14.

Motion made by Councilwoman Candy Robertson and seconded by Councilman Jim Hansen to approve the Consent Agenda. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, Councilmen Hansen, Pinsonneault, and Austinson. Members against: None. Motion passed.

V. Approve Agenda. Mayor Roux requested additions to the agenda, Tyler Hoemberg with Benedictine to provide an update of the Assisted Living Facility, a contract with Jen Kruger for the Dekko Center, Councilwomen requested to add training for the City Administrator, Vice-Mayor Erickson under Public Works the July 30, 2013 power outage expense. The Mayor also requested to move the Franchisee Agreement up to the beginning after Tyler Hoemberg.

Motion made by Vice-Mayor Erickson and seconded by Councilwomen Peterson to approve the agenda with modifications. Members voting for: Vice-Mayor Erickson, Councilmen Austinson, Hansen and Pinsonneault, Councilwomen Peterson and Robertson. Members Against: None. Motion passed.

Mayor Roux requested that Mr. Hoemberg provide an update on the Assisted Living Facility and the other services offered by the Benedictine organization. Mr. Hoemberg discussed all the services offered and answered questions from the City Council.

Mayor Roux asked Joel Smith to discuss the proposed franchisee agreement between the City of Ada and TEKSTAR Communication/ARVIG. The proposed agreement calls for a fifteen-year renewal. There was discussion about removing KRJB radio station from the PEG channel 2. Mayor also discussed upgrading the system of providing live broadcast of the council meetings. Vice-Mayor Erickson expressed the value that Ada receives from KRJB radio being on Channel 2. Vice-Mayor Erickson and Councilman Pinsonneault questioned the length of the contract being fifteen years. Mr. Smith explained why they look at obtaining the fifteen year contract.

Motion made by Councilman Pinsonneault and seconded by Councilman Austinson to continue negotiations with TEKSTAR Communication/ARVIG on a franchisee agreement. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

VI. Reports of Department Heads and Committees.

A. Administrator/Clerk/Treasurer report

1. City Administrator presented the May and June monthly financials to the council.
2. City Administrator request authorization to obtain a credit card for the city's use.

Motion made by Councilman Pinsonneault and seconded by Councilman Hansen to authorize City Administrator Paul H. Poczobut Jr. to obtain a credit card for the city. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

3. City Administrator request to attend Electric Rate and Cost of Service Seminar.

Motion made by Councilwoman Robertson and seconded by Councilwoman Peterson to authorize the City Administrator and one additional person to attend the Electric Rate and Cost of Service Seminar. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

4. City Engineer Tyson Hajicek requested authorization to submit a Flood Hazard Mitigation Grant Funding Disbursement Request #17, Contractor Payment #3. The amount is for \$627,423.41.

Motion made by Councilman Austinson and seconded by Vice-Mayor Erickson to authorize Flood Hazard Mitigation Grant Funding Disbursement Request #17, contactor payment #3. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

5. Councilwoman Robertson requested the City Administrator inform the Council on what he found out about training for him to learn the financials. City Administrator indicated he spoke with six CPA firms. He received four bids. He indicated Brady Martz was \$4,400 for four days of training was the lowest bid.

Motion made by Councilman Pinsonneault and seconded by Councilman Peterson to authorize the expenditure for training of the financials from the technology fund. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

B. Public Works Department

1. Public Works Director John Kappes request to dispose of old transformers and replace them with remanufactured transformers. Mr. Kappes explain by selling the old transformers and purchasing reconditioned transformers the City would have to pay \$151.26.

Motion made by Councilman Pinsonneault and seconded by Councilwomen Peterson to allow the sale of used transformers and purchase of reconditioned transformers. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

2. Public Works Director John Kappes request to dispose of unusable and worn out equipment. A list was provided to the Council. The items will be bid on by sealed bids and will be opened at the Public Works Board.

Motion made by Councilman Pinsonneault and seconded by Councilman Austinson to accept the recommendation of Mr. Kappes to go to sealed bid with a minimum price. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

3. Public Works Director Brian Rasmusson discussed the private sewer lines and how they connect to the main sewer line. The private sewer lines are the responsibility of the property owner and pays for any repairs, up to the connection of the sewer main. The council gave direction to the City Attorney to explore the city's responsibilities and how it could best recoup the funds if the city were to pay up front.

C. Dekko Community Center and Library

1. City Administrator discussed the annual Dekko lease agreement with Ada-Borup School for \$5,000 and Operations and Maintenance cost of \$500. The agreement has not changed since 2003. Councilman Pinsonneault stated that it is too late in the year because the school has a budget in place. He felt that this should be addressed sometime early next year.

Motion made by Vice-Mayor Erickson and seconded by Councilwoman Robertson to approve the lease for \$5,000 and the operations and maintenance of \$500. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

2. City Administrator discussed the annual lease agreement with Ada-Borup School for use of the city's ball fields for \$17,000. The discussion echoed the same comments as the lease between the school and Dekko. Review this issue early next year.

Motion made by Vice-Mayor Erickson and seconded by Councilman Hansen to approve the lease of the city ball fields for \$17,000. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

3. Dekko Manager Osenga presented a proposed contract between Jen Kruger and the City to provide physical fitness training as well as the use of the equipment in the exercise room. Ms. Osenga felt that this may help increase membership. Ms. Kruger would also train the employees on the use of the exercise equipment. The cost would be \$300 per month.

Motion made by Councilwoman Robertson and seconded by Councilman Pinsonneault to approve the contract between Jen Kruger and the City for \$300 per month. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

VII. Old Business

1. City Administrator proposed a Citizen/Business Forum be held on September 24, 2013 at 6:00 pm at the Ada-Borup High School Commons.

Motion made by Councilwoman Robertson and seconded by Councilwoman Robertson to hold the Citizen/Business Forum on September 24, 2013 at 6:00 pm in the High School Commons. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

2. City Attorney provided a Letter of Understanding for employment with Kristi Henderson to provide an additional \$4.25 per hour between August 22, 2013 and October 10, 2013 to complete the monthly financials.

Motion made by Councilman Pinsonneault and seconded by Councilman Hansen to approve the Letter of Understanding for employment with Kristi Henderson. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

VII. New Business

1. City Administrator proposed a draft General Fund Reserve Policy discussed the use of the Bridges Investment Fund. The councilmembers discussed the use of the Bridges Fund. The discussion was that if the hospital was able to make it work with the professionals running it now, the city would not be able to do a better job and it would be money thrown away. The other side of the discussion was that the money is there for use until the city could find a replacement to run the hospital.

Motion made by Vice-Mayor Erickson and seconded by Councilmember Austinson to table this issue to a later date. Members voting for: Vice-Mayor Erickson, Councilmen Austinson and Hansen. Voting Against: Councilman Pinsonneault and Councilwomen Robertson and Peterson. Because of a tie 3-3, Mayor Roux voted to table this issue. Motion passed.

2. The Kaleidoscope guests - Mayor Roux and City Administrator Poczobut.
3. Councilman Pinsonneault suggested the City allow snowmobiles on the road in the same manner as is allowed for All Terrain Vehicles and Golf Carts. The economic benefits could be substantial with snowmobile clubs making their way to Ada.

Motion was made by Councilman Pinsonneault and seconded by Councilwomen Robertson to have the City Attorney look at language that would make Ada more user friendly toward the use of snowmobiles. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed.

VIII. Executive Session – Attorney-Client Privilege – Potential litigation – Insurance.

Motion made by Councilwoman Peterson and seconded by Councilwoman Robertson to move into executive session (closed session). Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed. Council went into Executive Session at 8:38 pm

Motion was made by Councilman Pinsonneault and seconded by Councilwomen Peterson to move into open session. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed. Council came out of Executive Session at 8:50 pm.

There were no decisions made.

IX. Executive Session – Employee employment evaluation – City Administrator.

Motion was made by Councilman Pinsonneault and seconded by Vice-Mayor Erickson to move into executive session (closed session). Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed. Council went into Executive Session at 8:51 pm

Motion was made by Councilwoman Robertson and seconded by Councilman Hansen to move into open session. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed. Council came out of Executive Session at 9:15 pm

There were no decisions made.

X. Motion made by Councilwoman Peterson and seconded by Vice-Mayor Erickson to adjourn the meeting. Members voting for: Vice-Mayor Erickson, Councilwomen Robertson and Peterson, and Councilmen Austinson, Pinsonneault and Hansen. Members Against: None. Motion passed. The meeting was adjourn at 9:16 pm

Respectfully submitted,

Paul H. Poczobut Jr.
City Administrator/Clerk/Treasurer

Dennis K. Roux
Mayor