# **City of Ada** Meeting of the City Council Tuesday, February 4, 2025 6:00 P.M. – Council Chambers

# Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- 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.
- 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. January 2025 Council Meeting minutes
  - **B.** City Accounts payables in the amount of \$43,384.98
  - C. City Accounts prepaid checks in the amount of \$252,639.70
- 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.

## VII. Presentations with possible discussion and decision.

A. Moore Engineering Update

## VIII. Reports of Department Heads and Committees

- A. Mayors Report
  - 1) Committee Members Appointments
- B. Administrator / Clerk / Treasurer Report.
  - 1) Department Updates
  - 2) Dekko Center Update
  - 3) Event Center Update

## IX. Old Business

# XII. New Business

- A. Kaleidoscope Guests, February Scott N/Scott E.
- **B.** 2025 Cigarettes Retail License Renewal
- C. 2025 Union Employee Insurance Negotiations
- D. Donation Request Katie Brommenschenkel Scholarship Fund
- **E.** Department Updates
  - **A.** Public Works
    - **B.** Public Safety
    - C. EDA
    - **D.** Beautification

# XIII. Adjournment

# City of Ada

Meeting Minutes of the City Council

Tuesday, January 7, 2025 6:00 P.M. – Council Chambers

# Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call Members present: Nelson, Nordquist, Ness, Roux, Krieger, and Lewis. Absent: Erickson. Other present: Administrator Larson, Mayor Hintx, members of the media, Pam Gordon and Wayne Kroshus
- 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.

# V. SWEARING IN OF NEW COUNCIL MEMBERS

- a. Shawn Roux
- b. Scott Erickson
- c. Mike Nelson
- d. Eric Ness
- VI. 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. December 2024 Council Meeting minutes
  - B. December Special Session Meeting minutes
  - C. City Accounts payables in the amount of \$74,657.27
  - **D.** Set date, time and location of council meetings.
  - **E.** Designate official depositories
  - F. Designate official newspaper
  - G. City Accounts prepaid checks in the amount of \$245,360.78

Member Krieger made a motion and member Ness seconded to approve the consent agenda as amended. All in favor: Nelson, Nordquist, Ness, Krieger, Roux, and Lewis.

VII. 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.

Member Ness made a motion and member Roux seconded to approve the agenda as amended. All in Favor: Nelson, Ness. Nordquist, Roux, Kriger, and Lewis.

VIII. Presentations with possible discussion and decision.

## IX. Reports of Department Heads and Committees

A. Mayors Report

1) Appoint a new Council Member to vacant seat.

Member Lewis stepped down from his position on council. Two candidates approached the council who were willing to fill the vacant position. Pam Gordon and Wayne Kroshus introduced themselves and addressed the council.

Member Roux made a motion to nominate Wayne Kroshus, member Nelson seconded the motion. All in favor: Nelson, Nordquist, Ness, Roux. Opposed: None. Abstain: Krieger. Motion Passed. Wayne Kroshus was selected as the council member to fill out the remaining of Kim Lewis's term.

- Committee Members Appointments Mayor Hintz stated he will wait until the February meeting to set committee members and was waiting to see who would be elected into the vacant seat.
- B. Administrator / Clerk / Treasurer Report.
  - 1) Department Updates
    - a. PD Administrator Larson broke down the ICR numbers from 2023 to 2024. 2023 there were 1800 and in 2024 there were 2470.
    - b. Liquor Store THC profits for the month of December were \$933.54.
      Total profits were up by \$590. Administrator Larson also let the council know we are looking for part time employees.
    - c. Dekko Center Painting is almost complete, walking track will be installed the second week of January. Hoping to open the facility on January 21<sup>s</sup>
  - 2) Event Center Update Administrator Larson gave the council an update on the water damage that was caused by the water leak in December. She will be meeting with the insurance adjuster the next day to review damages and do more investigation. The contractors doing the rehab project started work on the 6<sup>th</sup>. First they will be removing all installation to review if any more beams are damaged.

# X. Old Business

- XII. New Business
  - A. Kaleidoscope Guests, January Mike/Casey, February Scott N/Scott E.
  - **B.** KRJB Annual Contract

Motion made by member Ness and seconded by member Roux to approve the annual KRJB contract. All Approved: Nelson, Ness, Nordquist, Roux, Krieger, and Kroshus. Opposed: None. Motion Passed.

C. Resolution 2025-01-01 Garbage Rates

Motion made by member Krieger and seconded by member Nordquist to approve Resolution 2025-01-01. By roll call vote, All approved: Nelson. Ness. Nordquist, Roux, Krieger, and Kroshus. Opposed: None. Motion Passed.

- **D.** Department Updates
  - A. Public Works -no meeting
  - **B.** Public Safety -no meeting
  - **C.** EDA no meeting
  - **D.** Beautification no meeting
- E. Donation to HOV Fundraisers \$1000 Request

Motion made by member Krieger and seconded by member Roux to grant the donation in the amount of \$500 to HOV. All Approved: All Approved: Nelson, Ness, Nordquist, Roux, Krieger, and Kroshus. Opposed: None. Motion Passed.

XIII. Adjournment

Motion made by member Krieger and seconded by member Ness to adjourn the meeting at 6:32pm. All Approved: All Approved: Nelson, Ness, Nordquist, Roux, Krieger, and Kroshus. Opposed: None. Motion Passed.

# PRE-PAID CHECK for DECEMBER FINAL APS

89109	BDT MECHANICAL, LLC	1/9/25	\$3,315.00	
89110	BREAKTHRU BEVERAGE	1/9/25	\$677 48	LIQUOR
89111	COLE PAPERS, INC.	1/9/25	\$190.82	DEKKO PAPER TOWELS
89112	DOXO, INC.	1/9/25	\$454.70	SEWER- NOV 24 ONLINE PAY FEES
89113	D-S BEVERAGES	1/9/25	\$2,803.16	BEER-INVOICE DIFERENCE
89114	ESSENTIA HEALTH	1/9/25	\$60.00	PW-BLAKE DRUG TEST
89115	FIRST INDEPENDENT BANK	1/9/25	\$94,347.50	SERIES 2020B -BOND INTEREST
89116	INSPIRE, INC	1/9/25	\$166.95	FIRE HALL CLEANING
89117	LAUGHING EARTH GARDEN & GIFT	1/9/25	\$144.00	DEKKO- WINTER POT
89118	MCKINNON CO., INC.	1/9/25	\$3,418.85	BEER
89119	MN MUNICIPAL UTILITIES ASSOC.	1/9/25	\$4,233.00	ELECTRIC- UTILITY MEMBER 2025 DUES
89120	NORMAN COUNTY INDEX	1/9/25	\$70.00	LQR-HOLIDAY GRT
89121	OFFICE SUPPLIES PLUS	1/9/25	\$315.81	PW POSTAGE RMB TESTING
89122	RICHARDS OIL/PROPANE	1/9/25	\$75.96	PW FUEL-BAL
89123	RMB ENVIRONMENTAL LABS, INC	1/9/25	\$217.36	PW TESTING
89124	THEIN WELL	1/9/25	\$430.00	ANNUAL INSPECTIONS-PUMPS, WELLS
89125	VERIZON WIRELESS	1/9/25	\$295.59	POLICE CELL DEC PHONE
89126	VISSER TRENCHING, INC.	1/9/25	\$11,462.78	REPLACE WATER LINE & CURB STOP
89127	WES'S TRUCK REPAIR	1/9/25	\$275.00	#4 POWER STEERING RESERVOIR
89144	DEPT. OF ENERGY W A P A	1/15/25	\$37,819.13	DEC ENERGY PURCHASE
89145	HEIMAN, INC	1/15/25	\$6,036.00	FIRE-HE BLITZFIRE OSCILLATOR
89146	LINDE GAS & EQUIPMENT	1/15/25	\$209.20	PW PART
89147	NELSON WINDOW COMPANY	1/15/25	\$289.95	DEKKO- FIX EXTERIOR BUTTON
89148	NORTHERN STATES POWER CO.	1/15/25	\$769.00	DEC DISTRIBUTION FACILITIES CHRG
89149	SAFFIRE	1/15/25	\$2,250.00	ELECTRIC-6 MONTH IT SUPPORT
89150	VISSER TRENCHING, INC.	1/15/25	\$250.00	PW- THAWING-STEAMING SEWERS
89151	XCEL/NORTHERN STATES POWER	1/15/25	\$48,419.83	DEC ENERGY PURCHASE
89152	CARDMEMBER SERVICES	1/22/25	\$1,033.25	POLICE CAR WASHES
89153	GOPHER STATE ONE-CALL, INC.	1/22/25	\$39.15	LOCATES FROM 10/24
89154	JERRY'S ELECTRIC, INC.	1/22/25	\$16,460.00	TRANSFORMERS
89155	POMPS TIRE SERVICE, INC.	1/22/25	\$620.00	POLICE- GY ENFORCERS
96968e	MINNESOTA REVENUE	12/20/24	\$13,394.00	GENERAL- NOV SALES TAX
96975e	MERCHANT SERVICE	12/31/24	\$1,305.38	
96978e	REVTRAK INC	12/10/24	\$169.05	
96979e	FRANDSEN BANK & TRUST	12/31/24	\$20.00	
96980e	MONEY MOVERS, INC.	12/13/24	\$10.00	
96981e	POSTALIA	12/16/24	\$500.00	POSTAGE METER
96984e	FRANDSEN BANK & TRUST	12/31/24	\$91.80	
			\$252,639.70	

# ACCOUNT PAYABLE - JANUARY 2025 REGULAR COUNCIL MEETING Tuesday, February 4, 2025

С	DEKKO- REPLACE POOL PUMP STARTER	\$ 1,037.55
	PW- PRESSURE WASHER SPARK PLUGS, LOW HYDROGEN,	\$ 198.96
	POLICE-	\$ 19.74
ATES	PW-WATER METERS, PARTS	\$ 1,540.58
COCA-COLA	LIQUOR POP	\$ 37.00
	POLICE- ANT, RODENT PROGRAM	\$ 130.92
FERGUSON WATERWORKS	WATER METERS- HOSPITAL, TRAILER COURT	\$ 8,754.44
	POLICE KNIT CAPS	\$ 51.32
<b>DRKS FIRE EQUIPMENT</b>	FIRE- RESCUE AUGER	\$ 1,026.93
	PW CHEMICALS	\$ 758.00
HAWKINS	DEKKO CHEMICALS	\$ 2,788.41
	POLICE- CLEANER, TRASH BAGS, BATTERIES	\$ 7,545.00
MCCOLLUM HARDWARE	LIQUOR- ICE MELT	\$ 9.12
NORMAN COUNTY ATTORNEY	JANUARY CRIMINAL PROSECUTION	\$ 896.99
NIHCA	DEKKO ANNUAL MEMBERSHIP	\$ 449.00
AUDITOR	2025 AIRPORT CONTRIBUTION	\$ 2,686.40
OFFICE SUPPLIES	CH- SHUT OFF PINK PAPER, TILL TAPE, RIBBON, ADDRESS LABELS, CWR PAPER	\$ 88.30
OFFICE SUPPLIES	POLICE- CLIPS, ETHERNET SWITCH, PATCH CABLES, TRASH BAGS, DISINF SPRAY	\$ 140.25
OFFICE SUPPLIES	DEKKO- PLASTIC DIVIDERS, FILE FOLDERS	\$ 26.96
OFFICE SUPPLIES	LIQUOR -OFFICE SUPLS	\$ 166.84
RDO EQUIPMENT	PW- #92 ELBOW FILLINGS, HOSE	\$ 102.92
TRANE US	DEKKO CONTRACT	\$ 1,883.00
VESTIS	PW MATS, MOPS	\$ 110.31
VERIZON	POLICE CELL PHONE	\$ 295.59
WATER & LIGHT	UTILITIES	\$ 12,260.85
ZEP	PW CLEANER	\$ 379.60
TOTALS		\$ 43,384.98

		1010		
89128	CITY OF ADA	01/10/25	\$16.20	POLICE POSTAGE
89129	HEART OF THE VALLEY GOLF CLUB	01/10/25	\$500.00	DONATION
89130	LEAGUE OF MN CITIES INS. TRUST	01/10/25	\$30,777.00	COUNCIL-3RD QTR LIABILITY INS
89131	KEVIN MUSTAFIC	01/10/25	\$375.00	POLICE TRAINING
89132	RED RIVER VALLEY CO-OP POWER	01/10/25	\$8,300.00	JAN MNT
89133	U. S. POSTMASTER	01/10/25	\$350.00	POSTAL PERMIT #2
89137	INCIDENTAL FUND-CITY OF ADA	01/15/25	\$700.00	Alarson Daycare Flex
89138	CENTRAL DOOR & HARDWARE	01/15/25	\$4,500.00	DEKKO STAINLESS DOOR
89139	GARDEN VALLEY TECHNOLOGIES	01/15/25	\$33.99	JAN IT
89140	MCKINNON CO., INC.	01/15/25	\$338.00	BEER
89141	RED RIVER VALLEY CO-OP POWER	01/15/25	\$337.98	BLK 1 UTILITIES
89142	SOUTHERN GLAZERS OF MN	01/15/25	\$388.35	LIQUOR
89143	VERIZON WIRELESS	01/15/25	\$100.41	PW JAN CELL PHONE
89156	ARTISAN BEER COMPANY	01/22/25	\$73.80	BEER
89157	ARVIG	01/22/25	\$1,536.47	CH-JAN PHONE, INTERNET
89158	BERGSETH BROS	01/22/25	\$1,706.80	THC
89159	<b>BEVERAGE WHOLESALERS, INC</b>	01/22/25	\$1,253.00	LIQUOR
89160	BREAKTHRU BEVERAGE	01/22/25	\$807.40	LIQUOR
89161	CARDMEMBER SERVICES	01/22/25	\$709.29	DEKKO CUSTOM BLANK HEADER SIGN
89162	D-S BEVERAGES	01/22/25	\$4,724.00	LIQUOR
89163	JOHNSON BROS WHLSE LIQUOR CO	01/22/25	\$1,157.58	LIQUOR
89164	MCKINNON CO., INC.	01/22/25	\$3,230.56	LIQUOR
89165	PHILLIPS WINE & SPIRITS CO.	01/22/25	\$1,227.06	LIQUOR
89166	UNWIND DISTRIBUTION	01/22/25	\$289.00	LQR- THC
89167	VESTIS	01/22/25	\$273.88	PW MATS, MOPS
89174	ARVIG ENTERPRISES	01/27/25	\$760.07	JAN CH RENT
89175	JENNIFER BORAH	01/27/25	\$200.13	REFUND DEPOSIT_
89176	DYNAMIC SPORTS CONSTRUCTION	01/27/25	\$33,892.92	DEKKO- WALKING TRACK MATERIAL/LABOR

PRE-PAID CHECKS for JANUARY 2025

89177	PATRICIA FLINK	01/27/25	\$200.13	DEPOSIT REFUND
89178	MN ENERGY RESOURCES CORP.	01/27/25	\$4,070.67	POLICE JAN UTILITIES
89179	MORRIS PAINTING & BLASTING	01/27/25	\$117,776.00	DEKKO-DRY ICE BLAST PAINT
89180	GREG PADDEN	01/27/25	\$150.10	DEPOSIT REFUND
89181	ALFREDO PORTALES	01/27/25	\$200.15	DEPOSIT REFUND
89182	KEVIN PULAK	01/27/25	\$300.23	DEPOSIT REFUND
89183	STEAMATIC OF THE RED RIVER VAL	01/27/25	\$9,289.34	EC WATER IN HALL ECT
89184	JAMIN STEINBRECHER	01/27/25	\$200.22	DEPOSIT REFUND
89186	AL'S DISPOSAL, INC.	01/28/25	\$18,020.00	\$18,020.00 JAN GARBAGE CONTRACT
89187	BEVERAGE WHOLESALERS, INC	01/30/25	\$852.00	LIQUOR
89188	D-S BEVERAGES	01/30/25	\$1,300.65	LIQUOR
89189	JAMIES SERVICE & REPAIR INC	01/30/25	\$461.71	LQR- CREDIT CARD MACHINE HOOKUP- REFUNDED
89190	SOUTHERN GLAZERS OF MN	01/30/25	\$134.50	LIQUOR
89191	U. S. POSTMASTER	01/30/25	\$334.95	ELECTRIC-JAN UB PSTG
96985e	MINNESOTA REVENUE	01/21/25	\$14,557.00	DEKKO-DEC SALES TAX

\$266,406.54

#### 2025 Cigarette Renewals

#### LIST OF CIGARETTES RETAIL LICENSE HOLDERS Expire 12/31/2024

PETRO SERVICES USA #052 13 EAST THORPE AVE. ADA, MN 56510 Mail to: 1772 West Main Ave West Fargo, ND 58078 Attn: Jennifer ATTN: KENT SATRANG Fed #41-0251105 MN #8075101

ADA COUNTRY STORE 13 WEST THORPE AVE. ADA, MN 56510 Mail to: Ada-Felton Country Store 102 7<sup>th</sup> St. Felton, MN 56536

ATTN: MELISSA GREEN Fed #45-2046622 MN #2176701

DOLLAR GENERAL RETAIL, LLC JOHN GARRETT 102 WEST MAIN ST. ADA, MN 56510 Mail to: Katie Druham 100 Mission Ridge

Goodlettsville, TN 37072 Attn: Tax-Licensing ATTN: KATIE DRUHAM

Licensing Specialist Fed #36-4577242

Email to:

Tax-beerandwinelicense@dollargeneral.com lmccomb@dollargeneralcom

License No. 04-25	City Ada
Fee <u>\$12.00</u>	County <u>Norman</u>
STATE of MINNESOTA LICENSE	to SELL TOBACCO at RETAIL
THIS CERTIFIES THAT:	
LICENSEE DG Retail, LLC Jennifer Gatlin-I	Licensing Specialist ID # 36-4577242
TRADE NAME DOLLAR GENERAL S	TORE
STREET ADDRESS OR LOT AND BLOCK NO 102 W	Vest Main St. – Ada, MN
Is authorized to sell tobacco and tobacco products and tobacco related and the ordinances and regulations of the said City for the period begin	
	MAYOR
	ADMINISTRATOR/CLERK
Given under my hand and the Municipal Corporate Seal	City of Ada Date1-07-2024

\*

License No. <u>02-25</u>	City <u>Ada</u>
Fee <u>\$12.00</u>	County <u>Norman</u>
STATE of MINNESOTA LICENSE t	o SELL TOBACCO at RETAIL
THIS CERTIFIES THAT: LICENSEE <u>Clark Erickson COO</u> <u>Fed ID # 41</u>	-0251105 MN ID # 8075101
TRADE NAME PETRO SERVE USA #052	
STREET ADDRESS OR LOT AND BLOCK NO 13 Eas	
Is authorized to sell tobacco and tobacco products and tobacco related of and the ordinances and regulations of the said City for the period begin	
	MAYOR
	ADMINISTRATOR/CLERK
Given under my hand and the Municipal Corporate Seal	City of Ada Date 1/07/2024

License No. 03-25	City Ada
Fee <u>\$12.00</u>	County <u>Norman</u>
STATE of MINNESOTA LICENSE	to SELL TOBACCO at RETAIL
THIS CERTIFIES THAT:	
LICENSEE Deb Blake – owner Fed ID #4.	5-2046622 MN ID # 2176701
TRADE NAME Ada-Felton Country Stor	е
STREET ADDRESS OR LOT AND BLOCK NO13 We	est Thorpe Ave, Ada, MN
Is authorized to sell tobacco and tobacco products and tobacco related and the ordinances and regulations of the said City for the period begin	
	MAYOR
	ADMINISTRATOR/CLERK
Given under my hand and the Municipal Corporate Seal	City of <u>Ada</u> Date <u>1-07-2024</u>



January 7, 2025

City of Ada 15 4th Ave E Ada, MN 56510

Dear City of Ada,

On behalf of the Katie "Brommenschenkel" Vilmo Scholarship Committee, we'd like to thank you for previously supporting the scholarship fund and/or corn hole tournament(s). We are excited to announce that Katie's 3rd Annual Corn Hole Tournament will take place on February 8, 2025, at the Halstad Legion Recreation Center (LRC) in Halstad, MN, which will raise funds for the scholarship.

Katie's passion for agriculture and livestock led us to creating the Katie "Brommenschenkel" Vilmo Scholarship Fund to keep her passion alive by awarding the scholarship to qualified students who are pursuing post-secondary education majoring in agriculture or agri-related business. Thanks to your support, we were able to award the first recipient of the Katie "Brommenschenkel" Vilmo Scholarship to a 2024 graduate in May. We look forward to awarding more scholarships in 2025 and years to come.

We are excited to offer several ways in which you can show your continued support this year:

Bemidji, MN 56601

Checks made out to: Northwest Minnesota Foundation Memo: Katie "Brommenschenkel" Vilmo Scholarship Fund or Fund Number 0766

3. The scholarship fund can also accept credit card donations through their website: <u>https://www.nwmf.org/give-now/</u>. Find the Katie "Brommenschenkel" Vilmo Scholarship Fund under "Please direct my support."

Thank you in advance for your generosity in continuing Katie's legacy. Please do not hesitate to reach out to us with any questions at the contact information provided below.

With gratitude,

Katie "Brommenschenkel" Vilmo Scholarship Committee

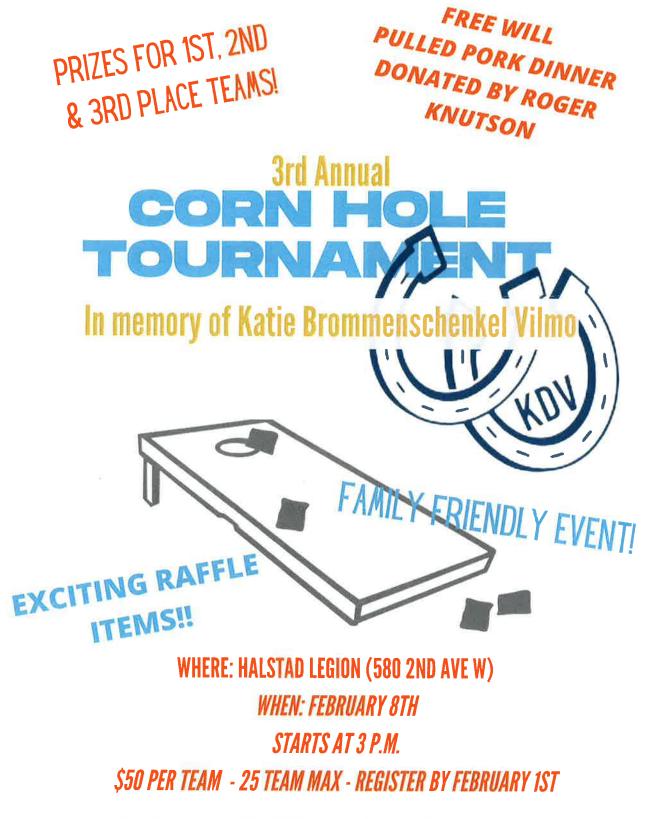
Jenna Guttormson, Scholarship Committee Contact

jlguttormson@gmail.com

\$ 218.790.0391

The Katie "Brommenschenkel" Vilmo Scholarship Fund is a component fund of the Northwest Minnesota Foundation which provides scholarships to qualified students who are pursuing post-secondary education majoring in agriculture or agri-related business. The Northwest Minnesota Foundation is a public, charitable foundation serving Northwest Minnesota by investing resources, facilitating collaboration, and promoting





Email mcoauette@isd599.org to sign up a 2 person team!

THE KATIE "BROMMENSCHENKEL" VILMO SCHOLARSHIP FUND IS A COMPONENT FUND OF THE NORTHWEST MINNESOTA FOUNDATION WHICH PROVIDES SCHOLARSHIPS TO QUALIFIED STUDENTS WHO ARE PURSUING POST-SECONDARY EDUCATION MAJORING IN AGRICULTURE OR AGRI-RELATED BUSINESS. THE NORTHWEST MINNESOTA FOUNDATION IS A PUBLIC, CHARITABLE FOUNDATION SERVING NORTHWEST MINNESOTA BY INVESTING RESOURCES, FACILITATING COLLABORATION, AND PROMOTING PHILANTHROPY.

