

City of Ada
Meeting of the City Council
Tuesday, April 4, 2023 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.** March 2023 Council Meeting minutes
 - B.** City Pre-paid checks in the amount of \$
 - C.** City Accounts payables in the amount of \$

- 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.** SCDP Grant- (Home Rehab Grant)
 - Owner Occupied Rehab Policies and Procedural Guide
 - Drug-Free Workplace Policy
 - Excessive Force Policy
 - Fair Housing Plan Policy
 - Residential Anti-Displacement Policy
 - Program income Policy
 - Resolution 2023-04-02

 - B.** Moore Engineering Update

- VIII. Reports of Department Heads and Committees**
 - A.** Mayors Report
 - 1) Declaration of Emergency - Flood Warning (3 Days)

B. Administrator / Clerk / Treasurer Report.

- 1) Department Updates
 - a. Dekko Center- Bike Rodeo
- 2) City Hall
 - a. New Utility Billing program – save \$14,000/year in fees
 - b. New Email software – save \$47/month

IX. Old Business

XII. New Business

- A.** Kaleidoscope Guests, April – Scott N//Shawn
- B.** Resolution 2023-04-01 Extending a Local Emergency Declaration
- C.** Cody Holte Memorial Tournament – June 3rd Donation Request
- D.** Annual Liquor Licenses

- E.** Department Updates
 - A.** Public Works
 - B.** Public Safety
 - C.** EDA
 - D.** Beautification

XIII. Adjournment

City of Ada
Meeting of the City Council
Tuesday, March 7 , 2023 6:00 P.M. – Council Chambers

Minutes

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call** Members Present: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis.
Members absent: Erickson Others present: Mayor Hintz, Administrator Larson, and members of the media.

- 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.** February 2023 Council Meeting minutes
 - B.** City Pre–paid checks in the amount of \$177,156.30
 - C.** City Accounts payables in the amount of \$25,223.23
 - D.** City Account Payable February Meeting Revised \$54,267.34

Member Lewis motioned and Member Roux seconded to approve the Consent Agenda as amended. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

- 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.*

Member Lewis motioned and Member Roux seconded to approve the agenda as amended. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

VII. Presentations with possible discussion and decision.

A. SCDP Grant- (Home Rehab Grant) – Did Not Show – will present at the April 4th meeting.

- Owner Occupied Rehab Policies and Procedural Guide
- Drug-Free Workplace Policy
- Excessive Force Policy
- Fair Housing Plan Policy
- Residential Anti-Displacement Policy
- Program income Policy

B. Al's Disposal Cleaning Week

Charlie and Julie Bitker were present to update the city and council about clean up week – 2023. The dates set are set for May 4 – 5pm-8pm - May 5 12pm-6pm – May 6 8pm-4pm. Discussion about who drops things off during clean up week was an issue that was of concern. The city is charged based on volume. The same site will be used near old City Hall.

C. Moore Engineering Update

Brandon Reber of Moore Engineering was present and gave an update on the 2023 Sewer Project. A bond resolution is in the works and council approval was needed to secure funding. RESOLUTION 2023-03-03 A resolution authorizing the issuance and sale of \$1,478,332 General Obligation Revenue Note, Series 2023A, and providing its payment was then voted on and approved. Additional conversation took place regarding Moore Engineering's contract relating to this project. The contract has a total obligation of \$207,000.00, of which \$107,000.00 has already been earned in getting this project going. The remaining \$100,000.00 would be paid as the project progressed.

Member Mathsen motioned, and Member Krieger seconded to approve RESOLUTION 2023-03-03 - A resolution authorizing the issuance and sale of \$1,478,332.00 General Obligation Revenue Note, Series 2023A, and providing its payment. By roll call vote: All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

Member Lewis motioned and Member Krieger seconded to approve Moore Engineering's contract for the 2023 Sewer Project in the amount of \$207,000.00. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

VIII. Reports of Department Heads and Committees

A. Mayors Report

B. Administrator / Clerk / Treasurer Report.

- 1) Department Updates
 - a. Dekko Steps

Dekko Center manager Brianna Eggen was present to give council information regarding the purchase of new steps for the Dekko Center pool. The existing steps have and are falling apart and need attention ASAP. Needing to follow ADA (American Disability Act) was part of the process to select the best set of steps.

Member Mathsen motioned, and Member Nelson seconded to approve purchasing new stairs in the amount of \$6,399.00 for the Dekko Center swimming pool. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

- 2) Cemetery and Levy Mowing Bids Awards

Council was given two proposals for the remaining two years of a three-year contract. The previous contractor backed out of the contract. The lower of the two new bids was \$1,052.00 per event from Lori Westcott. There was no other discussion. Another bid was brought forward regarding the mowing of the levy around the city. Leon Sip bid \$95.00 per hour to mow the levy. A batwing mower is needed to mow the levy.

Member Lewis motioned and Member Mathsen seconded to award a two year contract for \$1,052.00 per event to mow the Ada Municipal Cemetery with Lori Westcott. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

Member Krieger motioned and Member Roux seconded to award a two-year contract to Leon Sip to mow the city levy for \$95.00 per hour. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

- 3) Pay Equity Report 2020 and 2022 Approval

Administrator Larson needed approval of the Pay Equity Report that is submitted to the State Department. The City of Ada is in compliance with the required pay equity.

Member Mathsen motioned, and Member Krieger seconded to approve the Pay Equity Report as submitted to the State of Minnesota for years 2020 and 2022. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

IX. Old Business

a. Resolution 2023-02-01 Amendment

Administrator Larson informed council that the dollar amount shown in Resolution 2023-02-01 was incorrect and should have been \$1,478,332.00. A motion was requested to approve the amendment.

Member Mathsen motioned, and Member Roux seconded to approve amending RESOLUTION 2023-02-01, a resolution that was passed at the February regular council meeting. By roll call vote: All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

b. Ordinance 486 3rd Reading- THC Licensing Requirements

Council read the 3rd reading of Ordinance 486 – THC Licensing Requirements and found that in our Charter for the city we did not have a set fee schedule for this kind of product. The city law firm suggested we remove the city charter language fee schedule and simply add the license fee itself of \$700.00.

Member Roux motioned and Member Mathsen seconded to approve the 3rd reading of Ordinance 486 - THC Licensing Requirements which requires a license fee of \$700.00 to sell THC products in the City of Ada. By roll call vote: All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

XII. New Business

- A. Kaleidoscope Guests, March – Shawn/Mike April – Scott N/Casey**
- B. Donation Request – ABW Community Ed Self Defense Class for Women**

Dekko manager Eggen brought to the attention of council a self-defense class being coordinated by the ABW Community education Committee, with Mariah Prussia leading the class. Also, a yoga class taught by Chantelle Arends, was going to be available to participants as well. The donation would help curb the cost to participants to attend these events.

Member Nelson motioned and Member Lewis seconded to grant a donation request of \$500.00 from the gambling fund to the ABW Community Ed program for self-defense and a yoga class. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

- C. Department Updates
 - A. Public Works Member Krieger updated council-payloader repair discussion and trying to resolve the bill.
 - B. Public Safety-Member Roux updated council and stated that they discussed a cruiser for a future purchase. Other items discussed were approval for continuing education, attendance, and approved costs associated with the training.

- 1) Faulty Alarm Ordinance

Administrator Larson informed council regarding a concern of Chief Hager that time and money is being spent to attend to false alarms at local businesses. An ordinance to address repeated alarm calls that are false alarms caused by faulty equipment. The ordinance would recommend and request these alarms be repaired or replaced.

- C. EDA

- 1) Resolution 2023-03-01 RESOLUTION CERTIFYING GRANT AND LOAN REQUESTS FOR ADA ECONOMIC DEVELOPMENT ACTIVITIES

Mayor Hintz stated that in the past the EDA approved the loan requests from the Revolving Loan Fund and then approved by council. He recommended this procedure be brought back into practice.

Member Mathsen motioned, and Member Krieger seconded to approve Resolution 2023-03-01 RESOLUTION CERTIFYING GRANT AND LOAN REQUESTS FOR ADA ECONOMIC DEVELOPMENT ACTIVITIES in the amount of \$25,000.00. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

- 2) Resolution 2023-03-02 RESOLUTION CERTIFYING GRANT AND LOAN REQUESTS FOR ADA ECONOMIC DEVELOPMENT ACTIVITIES

Member Mathsen motioned, and Member Krieger seconded to approve Resolution 2023-03-02 RESOLUTION CERTIFYING GRANT AND LOAN REQUESTS FOR ADA ECONOMIC DEVELOPMENT ACTIVITIES in the amount of \$30,000.00. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

- D. Beautification – Member Mathsen stated they did not meet in February but are scheduled to meet March 9, 2023.

XIII. Adjournment

Member Mathsen motioned, and Member Krieger seconded to approve adjourning the meeting at 6:57pm. All in Favor: Nelson, Mathsen, Nordquist, Roux, Krieger and Lewis. Opposed: NONE Motion passed.

ACCOUNT PAYABLE - MARCH 2023
 REGULAR COUNCIL MEETING
 Tuesday, April 4, 2023

*Added or Revised Amounts

ADA CHAMBER OF COMMERCE	CITY MEMBERSHIP	\$ 45.00
ADA CHAMBER OF COMMERCE	LIQUOR MEMBERSHIP	\$ 80.00
ADA-FELTON COUNTRY STORE	PW FUEL	\$ 272.81
ARAMARK	LIQUOR- MATS, MOPS	\$ 100.60
ARAMARK	PW MAT, MOPS	\$ 195.50
ARAMARK	POLICE MATS	\$ 55.98
AUTO VALUE	PW-FUSE,OIL,, WIRE, BACKUP LT KIT	\$ 492.42
BORDER STATE	METERS, PARTS	\$ 4,694.42
BRANDON COMMUNICATIONS	POLICE MOBILE MICROPHONE	\$ 262.21
COCA-COLA BOTTLING	LQR POP	\$ 64.00
EMPIRE MEDIA	COUNCIL ADV	\$ 329.00
FERGUSON WATERWORKS	WATER METERS	\$ 1,912.16
FREEDOM FUEL	POLICE FUEL	\$ 57.56
HAWKINS	DEKKO- CHEMICALS	\$ 766.87
HAWKINS	PW- WATER CHEMICALS	\$ 1,942.00
INDEPTH INSPECTION	MARCH BLDG PERMIT SERVICES	\$ 888.89
KRJB RADIO	CLERK- ANNUAL, FFA, WEBSITE	
KRJB RADIO	DEKKO- ANNUAL CONTRACT,	
KRJB RADIO	LIQUOR- ADV,	
LEE BROS SALES	POLICE- OIL CHANGE	
MCCOLLUM HARDWARE, INC	PW- BATTERIES, SUPLS, HIDDEN TREASURE BLDG LOCK & KEY	
MCCOLLUM HARDWARE, INC	FIRE- IMPACT WRENCH, SUPLS	
MCCOLLUM HARDWARE, INC	LIQUOR- TIES, CORD	\$ 24.67
MCCOLLUM HARDWARE, INC	DEKKO- CLEANING SUPLS	
NORMAN COUNTY ATTORNEY	MARCH LEGAL FEES	\$ 833.33
NORMAN COUNTY INDEX	LIQUOR- VALENTINES ADV	
OFFICE SUPPLIES	COUNCIL NAME PLATE - NORDQUIST	\$ 38.99
OFFICE SUPPLIES	EC-FLOOR CLEANER	\$ 21.99
OFFICE SUPPLIES	DEKKO- WHITE-OUT, INK CART, TRASH BAGS, RCT BK	\$ 210.96
OFFICE SUPPLIES	LQR- PAPER BAGS, HOOK, WIRELESS MOUSE, MEMO PADS, TOILET CLEANER	\$ 195.09
OFFICE SUPPLIES	PW-SHIPPIING TESTS,	
PETRO SERVE	FIRE FUEL	

PETRO SERVE	POLICE FUEL	\$ 686.02
RED RIVER PROMOTER	LIQUOR ADV	\$ 49.00
WATER & LIGHT FUND	UTILITIES	\$ 10,044.75
WEX BANK	POLICE-JAN FUEL	
ZIEGLER	PW- ELEMENTS, HOSE, FITTING	\$ 159.66
TOTALS		\$ 24,423.88

PRE-PAID CHECK for MARCH 2023

86186	AASLAND, GERRIE JO	3/7/23	\$50.00	MARCH CELL PHONE
86187	ARVIG ENTERPRISES	3/7/23	\$760.07	CH MARCH RENT
86188	CINTAS	3/7/23	\$91.76	EC MATS, MOPS
86189	CITY OF ADA GENERAL FUND	3/7/23	\$12.60	STAMPS
86190	DAVID DROWN ASSOCIATES	3/7/23	\$500.00	TIF PREP 2021
86191	D-S BEVERAGES	3/7/23	\$11.63	LIQUOR DIFFERENCE
86192	EGGEN, BRIANNA	3/7/23	\$50.00	MARCH CELL PHONE
86193	HAGER, STEVE	3/7/23	\$50.00	MARCH CELL PHONE
86194	LARSON, ASHLEY	3/7/23	\$50.00	MARCH CELL PHONE
86195	MN DEPT OF COMMERCE	3/7/23	\$238.26	4th QTR Indirect Assessment
86196	NORMAN CO. AUDITOR/TREASURER	3/7/23	\$500.00	2023 SOLID WASTE ASSESSMENT
86197	RASMUSON, BRIAN	3/7/23	\$50.00	MARCH CELL PHONE
86198	READITECH SOLUTIONS	3/7/23	\$77.05	ANTIVIRUS.SPAM FILTER
86199	RED RIVER VALLEY CO-OP POWER	3/7/23	\$8,562.56	MARCH 2023 MNT
86200	RICHARDS OIL/PROPANE	3/7/23	\$3,829.93	PW BULK FUEL
86201	TRANE U.S. INC.	3/7/23	\$1,654.75	DEKKO MNT
86241	AL'S DISPOSAL, INC.	3/22/23	\$130.57	EC MATS, MOPS
86242	ARTISAN BEER COMPANY	3/22/23	\$16.15	BEER
86243	ARVIG	3/22/23	\$1,773.93	CLERK -FEB PHONE/INTERNET
86245	BANYON DATA SYSTEMS, INC.	3/22/23	\$1,064.00	SOFTWARE SUPPORT
86246	BREAKTHRU BEVERAGE	3/22/23	\$917.05	LIQUOR
86250	DEPT. OF ENERGY W A P A	3/22/23	\$34,314.15	FEB ENERGY
86253	FRANCOTYP-POSTALIA, INC.	3/22/23	\$105.00	POSTAGE LEASE
86254	GALLS, LLC	3/22/23	\$325.46	POLICE-LAWPRO ENGRAVED BADGES
86255	GARDEN VALLEY TECHNOLOGIES	3/22/23	\$33.99	MARCH IT
86257	INCIDENTAL FUND-CITY OF ADA	3/22/23	\$20.64	STAMPS WHEN PSTG MCHN DOWN
86258	INDEPTH INSPECTION, INC.	3/22/23	\$4,247.62	LRG BUILDING PRJS
86259	JOHNSON BROS WHLSE LIQUOR CO	3/22/23	\$2,495.34	LIQUOR
86261	MCKINNON CO., INC.	3/22/23	\$2,173.15	NA BEER
86262	MID-STATES ORGANIZED CRIME INF	3/22/23	\$100.00	2023 MEMBERSHIP
86264	MN ENERGY RESOURCES CORP.	3/22/23	\$4,496.92	POLICE -FEB UTILITIES

86265	MN POLLUTION CONTROL AGENCY	3/22/23	\$345.00	ANNUAL WATER PERMIT
86266	MOORE ENGINEERING, INC.	3/22/23	\$108,515.00	LEVEE PRG ASSISTANCE
86268	MOTOROLA SOLUTIONS, INC	3/22/23	\$366.12	POLICE PORTABLE RADIOS
86269	HILARY MYERS	3/22/23	\$100.00	EC CLEANING
86271	NORTHERN STATES POWER CO.	3/22/23	\$769.00	FEB DIST FAC CHRNG
86272	PHILLIPS WINE & SPIRITS CO.	3/22/23	\$6,166.28	LIQUOR
86274	RDO EQUIP. CO.	3/22/23	\$30,478.17	PW PAY LOADER
86278	SOUTHERN GLAZERS OF MN	3/22/23	\$429.70	LIQUOR
86280	VERIZON WIRELESS	3/22/23	\$602.25	PW FEB CELL PHONE
86281	VISSER TRENCHING, INC.	3/22/23	\$8,595.00	RENT FRONT END LOADER
86282	WESS TRUCK REPAIR	3/22/23	\$1,925.63	PW #26 REPAIRS
86283	WINE MERCHANTS	3/22/23	\$398.80	WINE
86284	XCEL/NORTHERN STATES POWER	3/22/23	\$64,835.58	FEB ENERGY
86285	CINTAS	3/22/23	\$183.52	EC MATS,MOPS
86286	D-S BEVERAGES	3/22/23	\$1,630.25	NA BEER
86287	EGGEN, BRIANNA	3/22/23	\$95.15	DEKKO WHISTLES
86289	BREAKTHRU BEVERAGE	3/24/23	\$298.87	LIQUOR
86290	CARDMEMBER SERVICES	3/24/23	\$192.56	POLICE CAR WASHES
86291	CITY OF ADA GENERAL FUND	3/24/23	\$388.34	KASEL-APPLY DEP
86292	D-S BEVERAGES	3/24/23	\$4,861.95	NA BEER
86293	KASEL, TANNER	3/24/23	\$108.68	DEP REFUND
86294	MARCUSSEN, AIDEN	3/24/23	\$450.00	DEKKO ROOF SNOW REMOVAL
86295	MCKINNON CO., INC.	3/24/23	\$4,271.20	NA BEER
86296	NELSON, AIDEN	3/24/23	\$350.00	DEKKO ROOF SNOW REMOVAL
86297	OUTPOST DRIVE INN	3/24/23	\$65.24	DEPOSIT BALANCE
86298	PEMBERTON,SORLIE,RUFER,KERSHNE	3/24/23	\$1,058.50	JAN GEN LEGAL FEES
86299	SCHOLL, CHARLIE	3/24/23	\$450.00	DEKKO ROOF SNOW REMOVAL
86300	SIP, TRENT	3/24/23	\$450.00	DEKKO ROOF SNOW REMOVAL
86302	CARLSON, DEB	3/30/23	\$60.00	DEKKO= WT LOSS CHLG
86303	NELSON, DUANE	3/30/23	\$40.00	DEKKO- WT LOSS CHLG
86304	U. S. POSTMASTER-	3/30/23	\$308.50	MARCH UTILITY BILLING POSTAGE
86305	VERIZON WIRELESS	3/30/23	\$158.60	POLICE FEB-MAR CELL

\$307,650.47

Feb-23 Interim Combined Statement of Cash and Investments

Fund	Cash Balance 1/31/2023	Investment Balance 1/31/2023	February Cash Debits	February Cash Credits	February Invest Debits	February Invest Credits	Balance 2/28/2023
General Fund	(103,837.12)	393,923.54	44,905.48	127,986.67			207,005.23
Special Revenue Funds:	0.00						0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	0.00						0.00
TIF District 2-3 Housing	281,085.04						281,085.04
Demolition/Blight Fund	48,116.40						48,116.40
(207) 2015 Revolving Loan Account	7,844.66	12,145.45	3,056.47	45,000.00			19,990.11
(208) Ada Economic Development Revolving Loan	65,107.43	3,832.97					23,163.90
Library	(1,466.27)	40,566.63	292.82	1,388.43			2,366.70
Community Center Maintenance Fund	(30,947.49)	722,532.13		56.27			8,523.53
Recreation Development Fund	(646,600.45)	40,000.00					75,875.41
Long Term Designated Capital	42,315.76	501,218.71	1,187.41				82,315.76
Public Works	(44,757.99)	4,690.92	163.68	16,230.63			271,787.99
Capital Project - Emergency Services Building	3,321.04						(56,134.02)
Capital Project - Lift Station / Force Main Project	(165,489.92)	0.00					3,321.04
Capital Project - New Well	0.00						(165,489.92)
Ada Event Center	(205,007.39)		1,550.00	1,886.02			0.00
Community Development Fund	106,512.00						(205,343.41)
Downtown Development District	30,372.43						106,512.00
Debt Service Funds:	0.00						30,372.43
2008 Lease Purchase Fire Hall	103,196.40						0.00
2003 G. O. Improvement Bonds (Street Project)	10,263.73	3,539.73					103,196.40
1999 G. O. Water / Sewer Rev Bonds	(35,509.00)						13,803.46
2000 G. O. Improvement Bonds	0.00						(35,509.00)
2020 G. O. Water Tower Improvement	7,149.04						0.00
2020 G. O. Lift Station Improvements	40,443.91						7,149.04
Enterprise Funds:	0.00						40,443.91
Water and Sewer Fund	(209,250.51)	82,914.83	57,873.44	27,969.02			0.00
Electric Utility	2,025,507.15	10,179.15	232,391.74	128,940.61			(96,431.26)
Long Term Designated Capital II	174,112.16	635,737.31					2,139,137.43
Liquor	165,136.04	1,237.75	46,284.10	52,010.18			809,849.47
Total - All Funds	1,436,998.92	2,452,519.12	387,705.14	401,467.83	0.00	0.00	160,647.71
Frandsen-General Checking							1,636,657.81
Frandsen Bank - Savings							1,070.51
Frandsen Bank - Money Market - General							-
Frandsen Bank - Money Market - LT Desig							-
Frandsen Bank - Fire Insurance Proceeds							-
Frandsen Bank - CD's							313,476.69
American Federal Bank CD (LT Desig Cap II)							-
BancWest Investment Services (LT Desig Cap II)	G607-10400						193,082.30
BancWest Investment Services (Maintenance Funds)	G225-10400						644,720.33
BancWest Investment Services (General)	G101-10400						654,218.92
BancWest Investment Services (LT Des Cap)	G400-10400						300,684.90
							131,843.89

Total Balances 2-28-2023 **3,875,755.35**

CITY OF ADA

RESOLUTION # 2023-04-02

A RESOLUTION APPROVING AND ADOPTING THE OFFICIAL POLICIES FOR
GRANT AS REQUIRED BY DEED

WHEREAS the City of Ada is the recipient of grant funds (CDAP-21-0026-O-FY23) from the MN Department of Employment and Economic Development's Small Cities Development Program for the rehabilitation of owner-occupied housing within the city limits, and

WHEREAS the City of Ada must have approved and adopted the official policies, plans and procedures guiding the administration of the grant, as required by DEED,

NOW THEREFOR BE IT RESOLVED that the City of Ada hereby adopts the Policy and Procedures, Fair Housing Plan of Action, Fair Housing Policy, Section 3 Plan, Program Income/Generated Income Plan, Certification for a Drug-Free Workspace, Residential Anti-displacement and Relocation Assistance Plan, Excessive Force Policy, and Citizen Participation Plan, and further designates the Mayor and City Administrator to sign the same on behalf of the City of Ada.

The foregoing resolution was introduced by Council member _____ and seconded by Council member _____ who moved its adoption and vote on the acceptance was recorded as follows:

Ayes:

Nays:

Abstentions:

The Mayor then declared this resolution passed this 4th day of April 2023 and the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Norman County, Minnesota

Dated: April 4th 2023

John Hintz, Mayor

ATTEST:

Ashley Larson, City Administrator, Clerk-Treasurer

Proclamation Declaring a Local Emergency

CITY OF ADA PROCLAMATION NO.2023-04-01

Whereas, the Mayor of Ada (the “Mayor”) finds that the following situation (Flood Emergency”) exists:

Whereas, the Mayor finds that conditions in the City of Ada have worsened considerably as a result of the Situation;

Whereas, the Mayor finds that this situation threatens the health, safety, and welfare of the citizens of the community;

Whereas, the Mayor finds that the Situation could result in catastrophic loss to Ada or will cause such loss if not immediately addressed; and

Whereas, the Mayor finds that traditional sources of relief are not able to repair or prevent the injury or loss.

Now, therefore, the Mayor declares this situation to be a local emergency effective at 6:00pm on April 4, 2023

This declaration of a local emergency will invoke the city’s disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

John Hintz, Mayor

Ashley Larson, City Administrator

Extending a Local Emergency
CITY OF ADA
RESOLUTION NO. 2023-04-01

A RESOLUTION enacted under authority of Minnesota Statutes Sections 12.29 and 12.37 to extend the period of a mayor-declared local emergency.

Whereas, the Mayor of Ada (the “Mayor”) has found that the following situation (Flood Emergency) exists:

Whereas, the Mayor has declared that the situation is a local emergency; and

Whereas, the City Council of Ada agrees with the Mayor’s findings and further finds that the Situation will last for more than three days;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADA, MINNESOTA AS FOLLOWS:

The city council declares that the Situation constitutes a local emergency continuing until May 2, 2023

This declaration of a local emergency will invoke the city’s disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

The foregoing resolution was introduced by Council member _____ and seconded by Council member _____ who moved its adoption and vote on the acceptance was recorded as follows:

Ayes:

Nays:

Abstentions:

Passed by the City Council of Ada, Minnesota this 4th day of April 2023

Mayor

Attested:

City Clerk

APRIL 2023 LIST OF LICENSES

COIN OPERATED MACHINES: Exp - 4/30/2023

ARC LANES, INC. - 6 Bowling Lanes
WEST MAIN PIZZA - 3 coin machines
MAIN STREET BAR - 4 coin machines

SET-UP (CONSUMPTION) LIQUOR LICENSES: Exp 4/01/2023

ARC LANES, INC.
NORMAN COUNTY AGRI. SOCIETY - FAIR GROUNDS

ON-SALE LIQUOR LICENSES: Exp 4/30/2023

TWISTED SISTERS AT PUB 21
MAIN STREET BAR

ON-SALE 3.2 MALT LIQUOR LICENSES: Exp 4/30/2023

ARC LANES, INC.

STRONG BEER & WINE LICENSES: Exp 4/30/2023

WEST MAIN PIZZA
NORMAN COUNTY AGRI. SOCIETY - FAIR GROUNDS

OFF-SALE LIQUOR LICENSES: Exp 4/30/2023

ADA MUNICIPAL LIQUOR STORE

2AM LICENSES:

To AGED

NORMAN COUNTY AGRI. SOCIETY- Exp 4/30/2023
TWISTED SISTERS AT PUB 21- Exp 4/27/2023
MAIN STREET BAR - Exp 10/23/2023

SUNDAY LICENSES:

MAIN STREET BAR- Exp 4/30/2023
TWISTED SISTERS AT PUB 21- Exp 4/30/2023
WEST MAIN PIZZA - Exp 4/30/2023

INSURANCE:

TWISTED SISTERS AT PUB 21- Exp 4/01/2023
ARC LANES, INC. - Exp 4/30/2023
MAIN STREET BAR - Exp 10/21/23
WEST MAIN PIZZA - Exp 2/16/23
NORMAN COUNTY AGRI. SOCIETY- Exp 9/01/23
ADA MUNICIPAL LIQUOR STORE - Exp 8/05/23

City of Ada - EDA Minutes – March 30, 2023

Roll call: Members Present: Kim Lewis, Rodney McCollum, Danielle Brommenschenkel, Jim Birkemeyer

Other attendees: Ashley Larson, John Hintz

Absent: Scott Erickson.

Approval of Previous Meeting Minutes: Approved - Motion by Danielle 2nd Rodney

Treasurer's Report: Current loan funds available: \$112,846.09. All other items in general fund are under budget. All RLF are up to date. No past due loan payments, except Rob's Towing

Old Business:

- **AAPC:**
 - The AAPC will meet again on April 12th to discuss Catch the Spirit, Bike Rodeo donations, and marketing funds.
- **City:**
 - Brief update on all departments.
- **NCEDA:**
 - Brief update on RLF

New Business:

- **Revolving Loan Fund Application Request –**
 - Loan request from Main Street Bar. The Committee discussed and tabled due to needing more information.
- **Demo Fund Application –**
 - Motion by Kim, Seconded by Jim. Approved Kim and Dennis Habeck application for removal of building on west 5th ave. Total cost is \$6810. The EDA will pay 75% of total cost.
- **Catch the Spirit-**
 - Went over details of event on April 19th.
- **KRJB Did you know Contract –**
 - Motion by Kim, Seconded by Rodney. Approved \$250. Abstain: Jim

NEXT MEETING DATE: April 27, 2023 at 7:00am. – Event Center Meeting Room

ADJOURNMENT: Motion to adjourn made by Kim, 2nd by Rodney,

MINUTES OF THE PUBLIC WORKS BOARD MEETING

March 27, 2023

Members present: Casey Krieger, Shawn Roux, Lowell Thompson, Bruce Visser

Also present: Brian Rasmusson

Members Absent: Bob Ramstad, Pete Fetting

Call meeting to order. 5:34 pm

Approve minutes: Motion: _____ second: _____

Items added to agenda: None

Approve agenda: Motion: Visser, Second Roux. All in favor, motion passed

Old business:

Water: None

Sewer: None

Electric: None

Street: Frontend Loader: This is the third meeting we have discussed the specs. for a new loader, the board wanted to make the loader more versatile in the future so we can add different attachments if we wanted to. One of the attachments the board wanted to plan for down the road is a blower for the loader so we wouldn't have to rent a tractor every year for our PTO drive snow blower. Brian put some specs together by using different things that we liked on the estimates that we received from different companies. The board liked the specs but we all decided that Brian and Bruce will get together to get the final specs. The specs that we have put together are mostly standard options on every loader. The board members where all in agreement that we should try to get our recommendation to Council sooner than later because we have to advertize for bids for 2 weeks than open bids and bring that to council. The time frame for receiving a loader after being ordered could be 3 months to 12 months depending on availability.

Other: None

New business:

Water: None

Sewer: None

Electric: None

Street: Spring Flooding: Bruce Visser asked about having a plan for spring flooding, Brian told the board that as it gets closer Public works will barrow the Side by side from the fire Dept. and close each gate (valve) on every structure to make sure they close completely and then open all of them 25 turn and we will leave the wrench on them so if they need to get closed in a hurry everybody knows that 25 turns will close the gate in any structure. Brian said that he would ask Ashley if Gary Johansen from Norman County Highway Dept. has mentioned anything about a flood preparedness meeting this spring. **No Action Taken, Info. Only**

Other: Next meeting: April 24, 2023

Adjourn meeting: Motion to adjourn by Roux, Second by Visser all in favor, motion adjourned at 5:53 pm

3/15/2023

Beautification Meeting Minutes

Members Present

Brianna Eggen, Mike Ganje, Mike Nelson, Deb Mickelson, Pat Pfund

Capital Outlay Goals

Cemetery – \$5,000.00 Lifting and Raising Headstones

Signs \$ 3,000.00

Parks: West Side Park, Bosworth, Cemetery (Rules and Regulations)

Walking path at East Side Park – Removal \$1,000.00 Bricks, Gravel, Landscapes Fabric

Ada Flower Hill not on city property so Beautification will not be taking this project over, there are not enough volunteers and waterers and we do not have the resources.

Mowing Bids

Lori Westcott mowing bid for \$1,052.00 for a 2 year contract to finish fulfilling the three year contract.