

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, October 6<sup>th</sup> at 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. September 8, 2020 Council Meeting minutes
  - B. City Pre-paid checks in the amount of \$80,495.48
  - C. City Accounts payables in the amount of \$75,346.63
  
- 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
    - a. Public Hearing Special Assessments Park Street.
    - b. Pay request from The Spruce Valley Corp.-Lift Station Project
  - B. Audit 2019 Report- Brady Martz & Associates.
  - C. Jason Murray – CFP
  
- VIII. Reports of Department Heads and Committees**
  - A. Mayors Report
    - 1) Doug Miller Memorial Scholarship Donation
  
  - B. Administrator / Clerk / Treasurer Report.
    - 1) Department Updates
      - i. Dekko Center water damage
    - 2) November Council Meeting – Change to November 10<sup>th</sup> due to elections.
    - 3) MOU with AFSCME Local No. 3064 Adjusted Pay

**IX. Old Business**

- A. Ordinance 483 an Ordinance Amending Ordinance 306 Sec. 70-34. Connection Charge Applications.- 2 Reading

**XII. New Business**

- A. Kaleidoscope Guests, October
- B. Ordinance 484 An Ordinance amending Ordinance No. 256 Sec. 70-32 (a) Deposits for utility connections.
- C. Resolution 2020-09-02 Appoint Election Judges.
- D. Tax Forfeiture Property-approve classification and sale of parcels at public auction.
- E. Resolution 2020-09-02 Release of Tax Forfeited Properties
- F. Hidden Treasures Heating and Cooling Unit Bids

**XIII. Adjournment**



**City of Ada**  
**Meeting of the City Council**  
**Tuesday, September 8<sup>th</sup> at 6:00 P.M. – Council Chambers**

**Minutes**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**

All council members were present, with the exception of Member Nelson, with Member Stene present via Zoom. Others present were Mayor Hintz, Administrator Larson, and members of the media and the public.

- 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.*

Stacy Roy and Heather Kirby were present to address council regarding a proposal to set temporary speed bumps on 9<sup>th</sup> St E in the City limits. The purpose of the speed bumps is to slow down traffic and try to protect them from speeding traffic. They are willing to pay for the removable speed bumps. Mayor Hintz addressed council asking for their input. Member Lewis, of the Public Safety Committee, suggested his committee review the proposal. Member Mathsen stated that this may set a precedence for other streets in town. Member Opheim thought that if this was a function of the City and thought that the City should decide what to do on City streets!! This was tabled.

- 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.** August 4, 2020 Council Meeting minutes
- B.** August 25, 2020 Special Session minutes
- C.** City Pre-paid checks in the amount of \$465,977.47
- D.** City Accounts payables in the amount of \$55,250.68
- E.** Check Detail Registry December 2019 -Audited Batch 1-14-2020

**Member Opheim made a motion and seconded by Member Krieger to accept the Consent Agenda as amended. All in favor: Opheim, Mathsen, Roux, Krieger, Stene, and Lewis. Against: 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 Krieger made a motion and seconded by Member Roux to accept the Agenda as amended. All in favor: Opheim, Mathsen, Roux, Krieger, Stene, and Lewis. Against: NONE Motion passed**

**Member Opheim made a motion and Member Krieger seconded to address the Utility Deposit Fee from \$100.00 for rental properties within the City of Ada to a dollar amount that would reflect what more appropriately reflects on the property itself. All in favor: Opheim, Mathsen, Roux, Krieger, Stene, and Lewis. Against: NONE Motion passed**

- VII. Presentations with possible discussion and decision.**

**A. Emergency Medical Services Regulatory Board- Tony Spector**

Tony Spector, the director of the Emergency Medical Services Regulatory Board, was asked to address council regarding the ambulance service license that is currently under the City of Ada's name. Essentia Health is requesting that the license be released to them. Mr. Spector explained the reason to council as to why the City should maintain the license. Two reasons were explained: one is that once the license is out of the hands of the licensor, it is unlikely to come back to the licensor. The second item is the control of the license, in the event, that the current user (licensee) of the license discontinues operation, the license holder (licensor) can determine who will operate under that license. Member Opheim asked of Mr. Spector if the City could enter into a contract with Essentia and that the terms of the contract would read as such that the license would return to the City in the event that Essentia was to quit the ambulance service. Council requested Essentia staff to explain the need to control the license. This topic was tabled.

**B. Moore Engineering Update-**

Dan Hanson of Moore Engineering addressed council regarding a project under way in the City of Ada. Mr. Hanson had a change order for Lift Station #5, where a driveway had been poured since the original signing of the easement and needed to be partially removed to finish the Lift Station #5 project.

**Member Mathsen made a motion and seconded by Member Krieger to accept the change order for Lift Station #5. All in favor: Opheim, Mathsen, Roux, Krieger, Stene, and Lewis. Against: NONE Motion passed**

### C. Certificate of Appreciation – Ada Police Department

Members of the FM Legion Riders addressed council and were present to give letters of appreciation to individuals that assisted them in their ride and car show. Cassie Visser of the Bridges Living Community was first to be presented for her efforts to get her residents an opportunity to get out and see the parade of cars and motorcycles. Fire Chief Petry was next to be presented for the efforts to escort the club in and around town. Police Chief Bueng was commended for his efforts in planning the route and the escort for the group to get around safely. Council thanked the group for the presentation.

### D. Andy Sip – request for donation to an Eagle Scout Project – East Side Park

Eagle Scout Leader Pat Pfund represented Mr. Sip regarding his Eagle Scout Project – East Side Park paving and signage project. Ms. Pfund explained that the project includes a brick paved walkway and an “Eastside Park” sign. Mr. Sip was requesting a donation to assist with the cost of the project.

**Member Opheim made a motion and seconded by Member Mathsen to donate \$300.00 to Andy Sip to assist in covering the costs of his Eagle Scout Project at East Side Park. The project is to be completed by the end of October. All in favor: Opheim, Mathsen, Roux, Krieger, Stene, and Lewis. Against: NONE  
Motion passed**

## VIII. Reports of Department Heads and Committees

### A. Mayors Report

#### 1) Ada-Borup School District

Mayor Hintz stated that he has written a letter to the Ada Borup School District regarding the state of operations within the school district. Mayor Hintz commended the Administration, Staff and Students for their innovation and determination to not let the COVID19 pandemic interfere with the education process.

### B. Administrator / Clerk / Treasurer Report.

#### 1) Department Updates

Administrator Larson addressed council regarding the department within the City of Ada. Her first item addressed the Dekko Center. There has been damage to the Northwest corner of the racquetball courts. The damage is from water getting into the building. It is presumed that the costs will be covered under insurance, with a \$5,000.00 deductible. This cost will be taken from the Dekko Maintenance Fund. It is hoped that it will be done soon. Police and Public Works will be discussed later in the meeting.

2) Discuss pay adjustment for City Hall staff during maternity leave.

Administrator Larson brought to council a request from the union to increase a wage per hour for employees Douglas Marcussen and Stephanie Knutson. It was recommended, by the union, to increase the wage per hour by \$4.00/hr. Council discussed the changes in responsibility and concluded that \$2.00/hr would be reasonable.

**Member Krieger made a motion and seconded by Member Stene to offer City Hall staff an additional \$2.00/hr to assist in covering the absence of Administrator Larson during her maternity leave. All in favor: Opheim, Mathsen, Roux, Krieger, Stene, and Lewis. Against: NONE Motion passed**

3) Audit update

Brady Martz will be present at the October meeting to present the audit for 2019 to council.

4) Cross Walk

The Ada Borup School District will be spraying yellow paint at the crosswalks nearest the school. This is during the construction period at the school site. This will increase the safety of the students that are walking to and from school.

5) Street Signs

Mayor Hintz received a letter from a family requesting a sign be placed in their neighborhood showing that an Autistic child is at play. He stated that the family offered to pay for the signage, but members of council thought the City be responsible for signage and that funds are available for such projects.

6) Dog Park

Eagle Scout Leader Pat Pfund was present to address when the Dog Park Project will be completed. This has been an agenda item over the past year. She stated that the scout is getting approval for the design from the Beautification Committee and the project will be complete by the end of October.

## IX. Old Business

### A. Police Vehicle Bids

Administrator Larson brought to council bids regarding a purchase for a new patrol vehicle for the City of Ada. Mayor Hintz stated that he is abstaining from the discussion and vote, if necessary, due to a conflict of interest. A Dodge Durango and Chevrolet Tahoe were two vehicles being looked at. The Public Safety Committee recommended getting the Chevrolet Tahoe, as was desired by the officers of the City. Member Roux was concerned about what different equipment was being needed for the Tahoe vs the Durango. There is a budgeted amount for this purchase. The vehicle will be ordered in October. Vice Mayor Mathsen was the in charge to call the vote.

**Member Lewis made a motion and seconded by Member Krieger to accept the bid for the Chevrolet Tahoe, as recommended by the Public Safety Committee, for the new patrol vehicle for the City's Police Department. All in favor: Opheim, Roux, Krieger, Stene, and Lewis. Against: NONE Motion passed**

## XII. New Business

- A. Kaleidoscope Guests, September – Casey/Josh
- B. Resolution 2020-09-01 Set Hearing on Purposed Assessment

Dan Hanson, of Moore Engineering addressed council regarding the final assessment process for the Park Street and 2<sup>nd</sup> Street project. The assessment amount came in much lower (\$149,800.00) than the first bid proposal (\$224,000.00), this was a result of having the project rebid. A hearing to declare the assessment will be held on Wednesday October 6<sup>th</sup> at the regular council meeting to hear from the property owners of their concerns, if any.

**A motion by Member Opheim and seconded by Member Mathsen to waive the reading of Resolution 2020-09-01 Set Hearing on Purposed Assessment and to adopt its passage. By roll call vote – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

### C. New Freezer for Main Street Bar

Administrator Larson brought to council a request from the Main Street Bar to replace the upright freezer at the Main Street Bar. This piece of equipment was part of the equipment that was leased to the Main Street Bar. Per the contract, the City can option to fix the freezer or not fix the freezer. If the current Lessee wishes to fix the freezer, it would be theirs. The decision of council was to let the Lessee decide what they want to do with the freezer.



D. 5% Levy recommendation – Action required to meet preliminary deadline.

Mayor Hintz brought to council a request to approve the preliminary Levy recommendation of 5%. This percentage was discussed at the Special Budget Meeting.

**A motion by Member Opheim and seconded by Member Mathsen to approve the 5% preliminary budget for the General Levy for 2021. All in favor – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

E. Truth and Taxation Meeting- December 8<sup>th</sup>, 2020

Mayor Hintz recommended that the Truth and Taxation meeting be set for December 8<sup>th</sup>, 2020 at 5:50 PM.

**A motion by Member Krieger and seconded by Member Opheim to approve the Truth and Taxation Meeting for December 8<sup>th</sup>, 2020 at 5:50PM. All in favor – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

F. A) Ordinance 483 an Ordinance Amending Ordinance 306 Sec. 70-34.  
Connection Charge and Applications

This ordinance was being reviewed to change the Connect and Reconnect fees within the City of Ada. Discussion took place whether to change the current Connect Fee of \$15.00 and Reconnect Fee of \$15.00 to \$50.00 for Connect and Reconnect Fees. Member Lewis thought that the fee should be \$75.00, to justify the time the two Public Works staff has to disconnect and reconnect the residence.

**A motion by Member Opheim and seconded by Member Roux to the first reading to approve Ordinance 483 an Ordinance Amending Ordinance 306 Sec. 70-34. Connection Charge and Applications to reflect that the Connect and Reconnect fee would go from \$15.00 to \$50.00. By roll call vote: All in favor – For: Opheim, Mathsen, Roux, Stene, and Krieger. Against: Lewis Motion passed**

B) Raising the deposit amount to rental properties within the City of Ada.

Administrator Larson recommended to council to raise the deposit amounts for rental properties within the City. Currently the amount of deposit is \$100.00. This is a result of a problem that exists where the tenant is skipping town and that some landlords are abandoning properties as well. The recommendation is to figure the deposit by the monthly average over a 12-month period of the utility bills of the property while tenants were present.

**A motion by Member Mathsen and seconded by Member Krieger to change the utility deposit collected by tenants of rental properties in the City of Ada from \$100.00 to a 12-month average of the utilities of the unit being rented. All in favor – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

**G. Public Works**

**A. Transformer Purchase \$9402- falls within electric budget**

**A motion by Member Opheim and seconded by Member Mathsen to approve buying transformers as per normal protocol with Public Works to be inventoried and available when needed. All in favor – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

**B. Update Meters \$7800- falls within budget**

**A motion by Member Mathsen and seconded by Member Roux to approve purchasing new software for electronic meter reading. All in favor – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

**XIII. Adjournment**

**A motion by Member Mathsen and seconded by Member Lewis to approve adjourning the meeting at 7:16PM. All in favor – For: Opheim, Mathsen, Roux, Stene, Krieger, and Lewis. Against: None Motion passed**

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**Administrator Larson**

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**Mayor Hintz**

ACCOUNT PAYABLE - SEPTEMBER 2020  
 REGULAR COUNCIL MEETING  
 Tuesday, October 6, 2020

\*Added or Revised Amounts

ADA-FELTON COUNTRY STORE	PW FUEL	\$ 413.93
ADA-FELTON COUNTRY STORE	POLICE FUEL	
AL'S DISPOSAL	SEPTEMBER DUMPSTER RENTALS	\$ 205.14
AMERIPRIDE	POLICE MATS	\$ 47.67
AMERIPRIDE	PW- MATS,MOPS, PAPER SERVICES	\$ 174.16
AMERIPRIDE	LQR MATS, MOPS	\$ 80.30
AUTO VALUE	PW- WINTERIZE BATHROOMS, MIRROR HEAD	\$ 26.94
BANYON DATA SYSTEMS	ANNUAL SOFTWARE SUPPORT	\$ 1,785.00
BIR PERFORMANCE DRIVING SCHOOL	POLICE- VEHICLE OP COURSE	\$ 450.00
BORDER STATES	ELECTRIC METERS, WSP LIFT STATION PARTS	\$ 6,776.95
BURLEY'S TREE SERVICE	REMOVE TREES	\$ 1,125.00
CINTAS	SEPTEMBER- EVENT CENTER MATS	\$ 66.26
COCA COLA	LQR POP	
DAKOTA SUPPLY GROUP	ELECTRIC WIRE	\$ 3,174.19
FERGUSON WATERWORKS	MOBILE METER READER SOFTWARE	\$ 9,650.00
GODFATHER'S EXTERMINATING	LIQUOR ODOR UNIT	\$ 7.48
GOPHER STATE ONE CALL	LOCATES	\$ 48.60
HAWKINS	DEKKO CHEMICALS	\$ 600.70
HAWKINS	PW CHEMICALS	\$ 2,690.18
INDEPTH INSPECTION	SEPTEMBER BLDING PERMIT SERVICES	\$ 888.89
KRJB RADIO	COUNCIL- ANNUAL	
KRJB RADIO	DEKKO- ANNUAL	
KRJB RADIO	LIQUOR- ADV-ANNUAL	
MCCOLLUM HARDWARE, INC	EVENT CENTER- BAR KEY FOR MAT CLEANERS	\$ 5.62
MCCOLLUM HARDWARE, INC	FIRE- HELMET LIGHT, SUPLS	\$ 25.87
MCCOLLUM HARDWARE, INC	PW-SUPLS,WATER TOWER PARTS, FUEL TANK PARTS	\$ 136.19
MCCOLLUM HARDWARE, INC	DEKKO-SUPLS	\$ 176.06
METALLIC GORILLA	POLICE- ADJ MASKS - COVID	\$ 157.00

MID-CENTRAL ICE	LQR ICE	\$ 139.50
MINKOTA TECHNOLOGIES		
MOORE ENGINEERING	WASTEWATER IMPROVEMENTS - 19953	\$ 28,210.00
MOORE ENGINEERING	WATER TOWER- IMPROVEMENTS	\$ 1,930.50
NORMAN COUNTY ATTORNEY	SEPTEMBER CRIMINAL FEES	
NORMAN COUNTY IMPLEMENT	PW ST PARTS	\$ 592.83
NORMAN COUNTY INDEX	CH- ANNUAL	
NORMAN COUNTY INDEX	LIQUOR- ADV-ANNUAL	
OFFICE SUPPLIES	CH SUPLS	\$ 25.33
OFFICE SUPPLIES	PW- TONER	\$ 268.56
OFFICE SUPPLIES	DEKKO-INK CART, CLEANERS, SOAP	\$ 253.41
OFFICE SUPPLIES	LIQUOR- SHEET PROTECTORS	\$ 8.86
OFFICE SUPPLIES	FIRE-OFFICE SUPLS	\$ 41.68
OFFICE SUPPLIES	POLICE- DISINFECTING, POCKET FILE, TONER	\$ 182.59
PEMBERTON, SORLIE, RUFER & KERSHNER	AUGUST- GENERAL ATTORNEY FEES	\$ 1,675.00
PETRO SERVE USA	PW FUEL	\$ 493.74
PETRO SERVE USA	POLICE FUEL	
PRODUCTIVITY PLUS- TITAN	PW- ELECTRIC EQUIPMENT MNT	\$ 1,206.91
PRODUCTIVITY PLUS- TITAN	FIRE- BATTERY, CABLE TIES	\$ 204.00
PROTECTION SYSTEMS	DEKKO- DOOR ACCESS	\$ 267.00
RMB ENV LAB	WATER/SEWER TESTS	\$ 141.00
SUPERMARKET FOODS	LIQUOR- POP, JUICE	
TRANE U.S.	DEKKO SERVICE AGREEMENT	\$ 2,100.00
TRANE U.S.	DEKKO REPAIR	\$ 115.00
WATER & LIGHT FUND	UTILITIES	
WEX BANK	POLICE FUEL - AUGUST	\$ 8,778.59
TOTALS		\$ 75,346.63

# PRE-PAID CHECKS for SEPTEMBER 2020

Paid Chk# 081665	BEVERAGE WHOLESALERS, INC	9/3/2020	\$605.10	BEER
Paid Chk# 081666	JODY BUENG	9/3/2020	\$1,000.78	POLICE SHIRTS
Paid Chk# 081667	CITY OF ADA GENERAL FUND	9/3/2020	\$36.03	APPLY DEPOSIT-TYLER WILLS
Paid Chk# 081668	DAHL, DAVID	9/3/2020	\$275.00	LAWN CARE
Paid Chk# 081669	READITECH SOLUTIONS	9/3/2020	\$156.00	SEPT WEB GUARDIAN
Paid Chk# 081670	SIP FARM SERVICES	9/3/2020	\$1,020.00	AUG MOWING DIKE/LAGOON
Paid Chk# 081671	SKANSGAARD CONSTRUCTION	9/3/2020	\$4,800.00	AUGUST MOWING -CEMETERY
Paid Chk# 081672	SOUTHERN GLAZERS OF MN	9/3/2020	\$294.84	LQR
Paid Chk# 081673	VERIZON WIRELESS	9/3/2020	\$107.06	POLICE CELL
Paid Chk# 081674	WESTCOTT, LORI	9/3/2020	\$876.00	AUGUST MOWING - TREATMENT PLAN
Paid Chk# 081675	WEX BANK	9/3/2020	\$125.23	POLICE FUEL
Paid Chk# 081676	WILLS, TYLER	9/3/2020	\$64.01	METER DEPOSIT REFUND
Paid Chk# 081740	ARVIC	9/16/2020	\$1,932.82	POLICE-PHONE/INTERNET
Paid Chk# 081741	BELLBOY CORPORATION	9/16/2020	\$1,878.30	LIQUOR
Paid Chk# 081742	BEVERAGE WHOLESALERS, INC	9/16/2020	\$51.70	BEER
Paid Chk# 081743	BREAKTHRU BEVERAGE	9/16/2020	\$1,047.89	LIQUOR
Paid Chk# 081744	JODY BUENG	9/16/2020	\$168.99	POLICE COVID CLEANING SUPLS
Paid Chk# 081745	CITY OF ADA GENERAL FUND	9/16/2020	\$387.69	APPLY DEPOSIT-WESTHOFF
Paid Chk# 081746	D-S BEVERAGES	9/16/2020	\$11,750.60	BEER
Paid Chk# 081747	FRYBERGER, BUCHANAN, SMITH,	9/16/2020	\$3,500.00	G.O. NOTE-LEGAL FEES
Paid Chk# 081748	GREENWAY LAWN SPRAYING	9/16/2020	\$313.00	PARK LAWN SPRAYING
Paid Chk# 081749	JOHNSON BROS WHLSE LIQUOR CO	9/16/2020	\$842.96	WINE
Paid Chk# 081750	LEAGUE OF MINNESOTA CITIES	9/16/2020	\$1,920.00	20-21 DUES
Paid Chk# 081751	LEE BROS SALES, INC.	9/16/2020	\$356.42	POLICE- EXPLORER REPAIR
Paid Chk# 081752	MCKINNON CO., INC.	9/16/2020	\$3,906.45	BEER
Paid Chk# 081753	MN DEPT OF COMMERCE	9/16/2020	\$395.28	2021 INDIRECT ASSESSMENT 2ND Q
Paid Chk# 081754	MN MAYORS ASSOCIATION	9/16/2020	\$30.00	MAYOR MEMBERSHIP FEES
Paid Chk# 081755	NORMAN CO. HISTORICAL SOCIETY	9/16/2020	\$25.00	2020 CONTRIBUTION
Paid Chk# 081756	OFFICE SUPPLIES PLUS	9/16/2020	\$110.33	TEST PSTG

Paid Chk# 081757	PETRO SERVE USA	9/16/2020	\$229.25	PW FUEL #20
Paid Chk# 081758	STEVE PETRY	9/16/2020	\$175.00	FIRE RECERTIFICATION
Paid Chk# 081759	PHILLIPS WINE & SPIRITS CO.	9/16/2020	\$2,634.82	LIQUOR
Paid Chk# 081760	SHADE, TYSON	9/16/2020	\$16.48	DEPOSIT INTEREST
Paid Chk# 081761	U.S. BANK	9/16/2020	\$100.06	DEPOSIT
Paid Chk# 081762	VERIZON WIRELESS	9/16/2020	\$67.29	PW CELL
Paid Chk# 081763	WILLS, TYLER	9/16/2020	\$36.03	REFUND CREDIT
Paid Chk# 081764	WINE MERCHANTS	9/16/2020	\$121.99	LIQUOR
Paid Chk# 081766	ARVIG ENTERPRISES	9/21/2020	\$760.07	SEPT 20 RENT
Paid Chk# 081767	BAYERL WATER RESOURCES	9/21/2020	\$1,430.00	WELLHEAD MTNG #2&3
Paid Chk# 081768	CARDMEMBER SERVICES	9/21/2020	\$603.03	ELECTION TEMP BOOTHS
Paid Chk# 081769	DEPT OF ENERGY WAPA	9/21/2020	\$26,888.28	AUGUST ENERGY
Paid Chk# 081770	LARSON, ASHLEY	9/21/2020	\$82.04	SEPT CELL PHONE
Paid Chk# 081771	MN ENERGY RESOURCES CORP.	9/21/2020	\$713.07	POLICE - AUG UTILITIES
Paid Chk# 081772	NORTHERN STATES POWER CO.	9/21/2020	\$769.00	AUGUST DISTRIBUTION FACILITIES
Paid Chk# 081773	PEMBERTON, SORLIE, RUFER, KERSHINE	9/21/2020	\$10.00	RECORDER COPIES #198746
Paid Chk# 081774	PETRY, STEVE	9/21/2020	\$141.62	FIRE ENGINE FUEL- BORUP FIRE
Paid Chk# 081775	RED RIVER VALLEY CO-OP POWER	9/21/2020	\$7,500.00	SEPT 20 MNT
Paid Chk# 081816	U. S. POSTMASTER	9/29/2020	\$239.97	SEPT UTILITY BILL PSTG

**\$80,495.48**

**SPECIAL ASSESSMENT ROLL SUMMARY**

**CITY OF ADA, MINNESOTA**

**SAP 054-594-001: Park and 2nd Street Reconstruction**

**Ada, MN**

Adopted by the City Council on September 8, 2020

MEI Project Numer: 17947A

**Summary**

Assessment Roll	<u>\$ 149,800.00</u>
<b>TOTAL</b>	<b>\$ 149,800.00</b>

**Assessment Rates**

Total LF of Project.....	2,372 LF
Project Costs.....	\$63.15 per LF

The assessments associated with this assessment roll are to be assessed at a rate of 3% over a term of 15 years.

Final Assessment Roll  
 SAP 054-594-001: Park and 2nd Street Reconstruction

September 8, 2020

Ada, MN

Moore Project No.: 17947A

Parcel No.	Proposed Owner	Legal Description	Tax Payer Address	Frontage or Short side on a corner lot	1/2 Long (if a corner lot)	Total Assessable Footage	Estimated Assessment
25-0984000	City of Ada	AC 4.82 COM. AT THE NW COR. SW1/4NW1/4; E. 822.84 FT., SW1/4, 1031.32 FT., N. 1199.58 FT. TO POINT OF BEG. AND LESS PARCEL 25-0985002 AND PART OF 25-0985003 & ALSO LESS (COM AT NW COR SW1/4NW1/4; S 1199.58 FT. TO PT OF BEG; N 270 FT., E 150 FT., S TO N R.O.W. LINE OF WEST 8TH AVE. W ALONG 8TH AVE R.O.W. TO PT OF BEG. & ALSO LESS (COM AT NW COR OF SEC 9, S 1980.72 FT., E 982.05 FT. TO PT OF BEG; E 100 FT., S 100 FT., W 100 FT. & N 100 FT. TO PT OF BEG) & LESS (COM AT INTERSECTION OF 8TH AVE W & WEST MAIN ST; NLY 211 FT., WLY 817 FT., SLY 211 FT. & EASTERLY 817 FT. TO PT OF BEG) & LESS (NORTH INDUSTRIAL PARK BLAD)	PO Box 32, Ada, MN 56510	335		335	\$21,156.41
25-0984002	Rural Cellular Corporation	AC 29 A PARCEL COM AT NW COR OF SEC 9, S 1680.72 FT., E 982.05 FT. TO PT OF BEG; E 100 FT., S 100 FT., W 100 FT. & N 100 FT. TO PT OF BEG.	PO Box 2549, Addison, TX 75001	100		100	\$6,315.95
25-0984106	Ramsstad Properties LLC	Lot 6, Block 1, North Industrial Park Addition	1760 State HWY 9, Ada, MN 56510		72.5	72.5	\$4,578.63
25-0984107	Ramsstad Properties LLC	Lot 7, Block 1, North Industrial Park Addition	1760 State HWY 9, Ada, MN 56510	104	72.5	176.5	\$11,146.59
25-0984108	Ramsstad Properties LLC	Lot 8, Block 1, North Industrial Park Addition	1760 State HWY 9, Ada, MN 56510	104		104	\$6,567.96
25-0984109	Rob's Country Towing	Lot 9, Block 1, North Industrial Park Addition	905 2nd Street NW, Ada, MN 56510	104		104	\$6,567.96
25-0984110	Rob's Country Towing	Lot 10, Block 1, North Industrial Park Addition	905 2nd Street NW, Ada, MN 56510	104		104	\$6,567.96
25-0984111	Havekamp Utilities	Lot 11, Block 1, North Industrial Park Addition	17 South 4th Street West, Ada, MN 56510	104		104	\$6,567.96
25-0984112	City of Ada	Lot 12, Block 1, North Industrial Park Addition	PO Box 32, Ada, MN 56510	104		104	\$6,567.96
25-0984113	City of Ada	Lot 13, Block 1, North Industrial Park Addition	PO Box 32, Ada, MN 56510	270		270	\$17,051.43
25-0985002	City of Ada	AC 5.00 COM. 1580.72 FT. S. AND 482.05 FT. E. OF NW COR. SECTION 9-144-46; E. TO W. R.O.W. LINE OF WEST MAIN ST., S. ALONG R.O.W. LINE 515.18 FT., W. TO A POINT 598.56 FT. S. OF BEG., N. 995.93 FT. TO BEG.	PO Box 32, Ada, MN 56510	339		339	\$21,409.02
25-0985003	West Central Ag Services	AC 2.83 COM. AT A POINT 822.84 FT. E. & 164.35 FT. W. SERLY OF NW COR SW1/4NW1/4; NWERLY 164.35 FT., W. 133.54 FT., NWERLY 130 FT., E. 133.54 FT., NWERLY 45.85 FT., S. 354.18 FT., E. 450 FT. TO POINT OF BEG.	220 1st St, PO Box 388, Ulen, MN 56988	354	205	659	\$35,202.78
Totals						2,372	\$149,800.00



**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Ada</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Moore Engineering, Inc.</u>	<b>Engineer's Project No.:</b> <u>19953</u>
<b>Contractor:</b> <u>The Spruce Valley Corporation</u>	<b>Contractor's Project No.:</b> _____
<b>Project:</b> <u>Lift Stations No. 2, 4, 5, 6 &amp; 7 Rehabilitation</u>	
<b>Contract:</b> <u>Sanitary Sewer Lift Station Improvements</u>	
<b>Application No.:</b> <u>1</u>	<b>Application Date:</b> <u>9/28/2020</u>
<b>Application Period:</b> From <u>9/1/2020</u> to <u>9/25/2020</u>	

1. Original Contract Price	\$ 865,194.00
2. Net change by Change Orders	\$ 3,750.00
3. Current Contract Price (Line 1 + Line 2)	\$ 868,944.00
4. Total Work completed and materials stored to date (Sum of Column J Unit Price Total)	\$ 170,808.66
5. Retainage	
a. 5% X \$ 170,808.66 Work Completed	\$ 8,540.43
b. _____ X \$ _____ Stored Materials	\$ _____
c. Total Retainage (Line 5.a + Line 5.b)	\$ 8,540.43
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 162,268.23
7. Less previous payments (Line 6 from prior application)	\$ _____
8. Amount due this application	\$ 162,268.23
9. Balance to finish, including retainage (Line 3 - Line 6)	\$ 706,675.77
<b>Payment Recommended By Engineer</b> \$ _____	(Line 8 or other - attach explanation of the other amount)
<b>Payment Approved by Owner</b> \$ _____	(Line 8 or other - attach explanation of the other amount)

**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Spruce Valley Corporation  
**Signature:** [Signature] **Date:** 9-28-20

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u>[Signature]</u>	<b>By:</b> _____
<b>Title:</b> <u>Project Manager</u>	<b>Title:</b> _____
<b>Date:</b> <u>9/28/2020</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ada  
 Engineer: Moore Engineering, Inc.  
 Contractor: The Sponse Valley Corporation  
 Project: Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation  
 Contract: Sanitary Sewer Lift Station Improvements  
 Application No.: 1  
 Application Period: From 9/7/2020 to 9/25/2020  
 Application Date: 9/28/2020  
 Owner's Project No.:  
 Engineer's Project No.: 19953  
 Contractor's Project No.:

Item No.	Description	Units	Unit Price (\$)	Quantity	Estimated Quantity Incorporated in Estimate (EKG)	Estimated Quantity Incorporated in Disbursements (DKG)	Value of Work Completed to Date (EKG)	Value of Work Completed to Date (DKG)	Materials and Materials Stored to Date (MKG)	Percentage of Value of Work Completed to Date (P/F)	Balance to Finish (F-B)
1	012000 Mobilization	1.00	LSUM \$ 97,775.00	1.00	0.50	0.50	48,887.50	48,887.50	50%	0%	48,887.50
3	333211 Lift Station No. 2 - All Improvements	1.00	LSUM \$ 129,689.00	1.00	0.00	0.00	0.00	0.00	0%	0%	129,689.00
4	333211 Lift Station No. 4 - All Improvements	1.00	LSUM \$ 154,974.00	1.00	0.00	0.00	0.00	0.00	0%	0%	154,974.00
5	333211 Lift Station No. 5 - All Improvements	1.00	LSUM \$ 129,689.00	1.00	0.00	0.00	0.00	0.00	0%	0%	129,689.00
6	333211 Lift Station No. 6 - All Improvements	1.00	LSUM \$ 146,776.00	1.00	0.92	0.92	121,924.16	121,924.16	92%	92%	116,776.00
7	333211 Lift Station No. 7 - All Improvements	1.00	LSUM \$ 109,877.00	1.00	0.00	0.00	0.00	0.00	0%	0%	109,877.00
8	333211 Wastewater Stabilization Ponds - All Improvements	1.00	LSUM \$ 865,194.00	1.00	0.00	0.00	0.00	0.00	0%	0%	865,194.00
<b>Original Contract Totals</b>											
<b>Change Orders</b>											
1	Concrete Driveway Removal & Replacement	25.00	SY \$ 150.00	25.00	0.00	0.00	0.00	0.00	0%	0%	3,750.00
<b>Change Order Totals</b>											
<b>Original Contract with Change Orders</b>											
<b>Project Totals</b>											

**MEMORANDUM OF UNDERSTANDING**

**between**

**CITY OF ADA, MINNESOTA**

**and**

**AFSCME LOCAL #3064**

**WHEREAS**, City of Ada, Minnesota (hereinafter "City") and

**WHEREAS**, AFSCME Local No. 3064 (hereinafter "AFSCME") are parties to a Collective Bargaining Agreement that governs the terms and conditions of employment for the AFSCME Employees; and

**WHEREAS**, the City brought forth a desire to grant interim pay for employees while Ashley Larson is on a leave of absence; and

**WHEREAS**, the City and AFSCME desire to outline the terms and conditions of the changes;

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The parties agree that Stephanie Knutson and Doug Marcussen will each receive an additional \$2.00 per hour for taking on Ashley Larson's responsibilities during her absence.
2. The effective date will be when Ashley Larson begins her leave of absence and will end upon her return from her leave of absence. An approximate start date would be October 3, 2020 and an end of December 25, 2020. This however is subject to change based on the actual dates of the leave.
3. The parties agree that this MOU is enforceable via the grievance procedure outlined in the current collective bargaining agreement.

City of Ada

AFSCME Council 65

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Kapella  
AFSCME Council 65  
Labor Representative  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Prestegord  
Co-Chapter Chair  
Date

\_\_\_\_\_  
Doug Marcussen  
Co-Chapter Chair  
Date

## Ordinance 483

### An Ordinance amending Ordinance No. 306 Sec. 70-34. Connection Charge and Applications

#### THE CITY COUNCIL OF ADA, MINNESOTA DOES HEREBY ORDAIN:

##### **Sec. 70-34. - Connection charge and applications.**

*Connection charges.* Every customer is to pay a \$50.00 connection charge. This charge will include read-ins, reconnects, new service and transfers. If electrical and water hookups are connected at the same time, there will be one \$50.00 charge. If water and electrical hookups are hooked up separately, there will be a \$50.00 charge for each hookup. If either water or lights or both are disconnected for a period of any amount of time, except in an emergency, including, but not limited to, fire, water break, electrical mishaps, a \$50.00 connection charge will be made. The \$50.00 connection charge will apply in all cases, not just in cases of delinquent bill disconnects and reconnects. For delinquent reconnect fees that occur for a second time or more, in a 12-month period, the fee shall be a \$100 reconnect charge for each time thereafter.

*Application required for service.* To obtain service, the applicant must apply at the office of the city clerk or water and light department.

*Application for water, sewer and garbage services.* The owner or the owner's agent of the real property to be served shall make application for water and sewer services and garbage or refuse collection. The owner shall be liable for all unpaid water, sewer and garbage service bills incurred on the premises. In the event of default in payment, the city is authorized to levy an assessment of the unpaid amount for said services against the property served and certify it to the county auditor for collection. Bills for services will be mailed only to the owner of the property.

*Application on rental property.* In all rental property, both the owner (or the owner's agent) of the real property and the tenant are required to execute and file an application for water, sewer, garbage and electrical services with the city clerk. The tenant's application must be re-submitted each time a new tenant is acquired or the property is sold. In addition, the owner (or the owner's agent) shall send written notice within three days of the sale of the property or the re-letting of the property to the city clerk.

*Continuing application.* If the rental property consists of more than two rental units, the owner of said units may sign an application for service which will be kept on file. Said application shall be an acknowledgment by the owner that delinquent accounts may be assessed against the property of the owner. The tenant shall still be required to sign an application for the property rented by the tenant.

*Application for electrical services.* Only the owner or owner's agent of real property may apply for electric services to said property. The owner of the property shall be liable for all unpaid electric bills incurred on the premises. The city may make the electric utility charges a charge against the owner and levy an assessment for the unpaid amount for the property served. The owner of the real property shall be liable for the utility bills of the person in possession of the real property. Bills for electrical services will be mailed only to the owner of the property.

*Certification of delinquent utility accounts.* Delinquent accounts shall be certified to the city clerk who shall prepare an assessment roll each year providing for assessment of the delinquent amounts against the respective property served. The assessment roll shall be delivered to the council for adoption at the regular council meeting in October of each year, or as soon thereafter as possible. Upon such adoption, the clerk shall certify the assessment roll to the county auditor for collection along with taxes.

**EFFECTIVE DATE:** This ordinance shall be in full force and effect from and after passage and publication according to state law. This ordinance shall be placed on file at the City of Ada City Hall for public review.

Adopted by the City Council of the City of Ada, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2020.

Ayes:

Nays:

Absent:

CITY OF ADA

ATTEST:

\_\_\_\_\_  
John Hintz  
Mayor

\_\_\_\_\_  
Ashley Larson  
City Administrator

**Ordinance 484**

**An Ordinance amending Ordinance No. 256 Sec. 70-32 (a) Deposits for utility connections.**

**THE CITY COUNCIL OF ADA, MINNESOTA DOES HEREBY ORDAIN:**

**Sec.70-32(a) – Deposits for utility connections.**

- (a) A required deposit in the amount of the average monthly bill for the previous 12-month period for residential property and for non-residential property will be charged for all utility connections. Provided, the customers with new connections having an unsatisfactory credit history or no established credit history must pay a deposit equal to the highest month's billing of the property for the last previous year of service while the property was occupied with a minimum deposit of \$100.00 for residential property or \$200.00 for non-residential property. A customer shall be deemed to have an unsatisfactory credit history if within the previous 12 months the customer has failed to timely pay a billing for any city services.

EFFECTIVE DATE: This ordinance shall be in full force and effect from and after passage and publication according to state law. This ordinance shall be placed on file at the City of Ada City Hall for public review.

Adopted by the City Council of the City of Ada, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2020.

Ayes:

Nays:

Absent:

CITY OF ADA

ATTEST:

\_\_\_\_\_  
John Hintz  
Mayor

\_\_\_\_\_  
Ashley Larson  
City Administrator

**CITY OF ADA**

**RESOLUTION 2020-09-01  
APPOINTING ELECTION JUDGES FOR THE 2020  
PRIMARY AND GENERAL ELECTION**

**WHEREAS**, the City of Ada will hold voting for the elections on Tuesday, November 3, 2020 for the General Election,

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

The following list of judges are qualified to serve at the 2020 General elections and are hereby appointed to serve at said election as scheduled by the Utility Billing/ AP Clerk

**WARD 1**

Vicki Pederson- Head  
Mary Ann Bell  
Amy Traut  
Joyce Anderson  
Nicole Albaugh

**WARD 2**

LuAnn Visser -- Head  
Jan Tracy  
Ted Aanenson  
Ann Merkens  
Patty Johnson

City Election Administrator – Stephanie Knutson  
Alternate Election Judges –Ashley Larson, Doug Marcussen, Rick Munter, Sharon Knutson, Stephanie Knutson

Upon motion duly made by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_ and upon being put to a vote, the above Resolution carried on the 6<sup>th</sup> day of October 2020, by the following vote:

Ayes:  
Nays:  
Abstained:

**I CERTIFY THAT** the above resolution was passed and adopted by the City Council of the City of Ada at a council meeting of the City Council on October 6, 2020.

SIGNED:

WITNESSED:

\_\_\_\_\_  
John Hintz  
Mayor

Attest: \_\_\_\_\_  
Ashley Larson  
City Administrator, Clerk/Treasurer

As signed this 6 day of October 2020.

**Ordinance 484**

**An Ordinance amending Ordinance No. 256 Sec. 70-32 (a) Deposits for utility connections.**

**THE CITY COUNCIL OF ADA, MINNESOTA DOES HEREBY ORDAIN:**

**Sec.70-32(a) – Deposits for utility connections.**

- (a) A required deposit in the amount of the average monthly bill for the previous 12-month period for residential property and for non-residential property will be charged for all utility connections. Provided, the customers with new connections having an unsatisfactory credit history or no established credit history must pay a deposit equal to the highest month's billing of the property for the last previous year of service while the property was occupied with a minimum deposit of \$100.00 for residential property or \$200.00 for non-residential property. A customer shall be deemed to have an unsatisfactory credit history if within the previous 12 months the customer has failed to timely pay a billing for any city services.

EFFECTIVE DATE: This ordinance shall be in full force and effect from and after passage and publication according to state law. This ordinance shall be placed on file at the City of Ada City Hall for public review.

Adopted by the City Council of the City of Ada, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2020.

Ayes:

Nays:

Absent:

CITY OF ADA

ATTEST:

\_\_\_\_\_  
John Hintz  
Mayor

\_\_\_\_\_  
Ashley Larson  
City Administrator



## CITY OF ADA

### 2020 Tax Forfeit Listing

**25-0128000** – Rodney (Sandra) Cariveau (407 -- 1<sup>st</sup> St E., Ada, MN 56510)

Commencing at a point on the East boundary line a distance of Forty-five (45') feet Northerly from the Southeast corner of Lot Twenty-two (22) in Block Thirteen (13), Original Townsite, City of Ada; thence Northerly along the East boundary line of said Lot Twenty-two (22) a distance of Forty-seven (47') feet; thence westerly parallel with the South boundary line of said Lot Twenty-two (22) a distance of Fifty (50') feet; thence Southerly along the West boundary line of said Lot Twenty-two (22) a distance of Forty-seven (47') feet; thence Easterly parallel with the South boundary line of said Lot Twenty-two (22) a distance of Fifty (50') feet to the place of beginning.

**25-0198000** – Christopher & Naomi Lowe/Roland & Martha Atwood (205 – 2<sup>nd</sup> St W., Ada, MN 56510)

All of Lot Three (3), in Block Nineteen (19), of the Original Townsite of the City of Ada, Norman County, Minnesota, according to the official plat thereof on file and of record in the office of the County Recorder in and for said County and State.

**25-0269000** – Wade D. Gnadt (110 Main St E., Ada, MN 56510)

Lots Fourteen (14) and Fifteen (15) in Block Twenty-five (25), of the First Addition to the City of Ada, Norman County, Minnesota.

**25-0683000** – Jim & Suzanne Sargent (301 W 3<sup>rd</sup> Ave S., Ada, MN 56510)

The North Half (N½) of Lot One (1) of Block Three (3) of Hetland's Addition to the City of Ada, Norman County, Minnesota, according to the recorded plat thereof on file in the office of the Register of Deeds in and for said County and State.

# *Norman County Auditor/Treasurer's Office*

*Donna J. Hanson, Auditor-Treasurer*

*P.O. Box 266  
Ada, MN 56510  
(218) 784-5471*

September 11, 2020

Ashley Larson, City Administrator  
City of Ada  
P.O. Box 32  
Ada, MN 56510

RE: TAX FORFEITURE PROPERTY

Dear Ashley:

Enclosed is a classification listing of non-conservation land located in your city. The parcels described in the listing forfeited to the State of Minnesota for nonpayment of property taxes.

As required under Minn. Stat §282.01, we request that you approve the classification and sale of the parcels at public auction. Alternatively, you may request a conveyance to the city for public use or request purchase prior to public sale for blight removal.

If you request conveyance to the City, please notify us and we will complete a State Deed Application form and mail it to the Minnesota Department of Revenue for consideration. We require a certified copy of the Resolution authorizing any action taken by the City Council in connection with this matter.

Please note that the City of Ada also owns land adjacent to Parcel No. 25-0269000 as shown on the attached listing.

Please be advised that if the City Council does not respond within 60 days of the date of this letter, the classification and sale will be deemed to be approved.

If you have any questions, please feel free to contact this office at (218) 784-5471.

Sincerely,



Angela K. Babler, Clerk II  
Norman County Auditor/Treasurer's Office

Enclosure