City of Ada

Meeting of the City Council

Tuesday, December 2nd 2025 6:00 P.M. Council Chambers

Agenda

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Truth and Taxation Meeting

V. Public Hearing – Intention to Issue General Obligation Bond and Proposal to Adopt a Capital Improvement Plan

- **RESOLUTION 2025-12-03 A RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF THE CITY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED $1,800,000 AND ADOPTING THE CITY OF ADA CAPITAL IMPROVEMENT PLAN 2026-2030**

VI. 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, except for referral to staff or commission for future report.*

VII. Consent Agenda – *These items are 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. November 2024 Council Meeting minutes
B. November Special Session Minutes
C. City Pre–paid checks in the amount of $181,714.99
D. City Accounts payables in the amount of $38,448.02

VIII. 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.*

IX. Presentations with possible discussion and decision.

A. Moore Engineering Update
B. FCCLA Donation Request – Christmas Meals
C. Dekko Center Part Time Wages – Brianna Eggen

X. Reports of Department Heads and Committees

A. Mayors Report
1) Committees

B. Administrator / Clerk / Treasurer Report.
1) Department Updates
2) 150th Anniversary Planning Update

Old Business

X. New Business

A. Kaleidoscope Guests, December - Mike/Scott E.

B. Pay Applications -Rhet Architecture

C. Resolution 2025-12-01 Resolution Setting Final Tax Levy for 2024

D. Resolution 2025-12-02 Final Budget Adoption for 2024

E. Bio Girls Donation Request

F. Committee Updates.

- Public Works
- Public Safety
- Beautification
- EDA

XI. Adjournment

DEPARTMENT OF REVENUE

Certification of Truth in Taxation Compliance TNT

for Taxes Payable in 2026 *(Minnesota Statutes, section 275.065, subdivision 7)*

Due on or before December 29, 2025. Email as PDF to: PropTax.Admin@state.mn.us.

Email separately. Do not mail. Do not attach to any other documents.

Print or Type

Name of Governmental Unit	Name of Person Filling Out Form
City of Ada	Ashley Larson

Mailing address: 15 4th Ave E

City	State	Zip code	Email Address
Ada	MN	56510	alarson@adamn.gov

Proposed Levy Cert.

Certification of 2026 PROPOSED Property Tax Levy *(Not the final property tax levy)*

Date certified to county auditor (mm/dd/yyyy)	Net Levy Amount (Do not leave blank. Must be a dollar amount.)
09/09/2025	$ 540,738.00

TNT Meeting

Truth in Taxation Public Meeting *(Must be after Nov. 24 and no later than Dec. 29)*

Date meeting held (mm/dd/yyyy)	Time meeting held
12/02/2025	6:00pm

Final Levy Certification

Certification of 2026 FINAL Property Tax Levy

Date certified to county auditor (mm/dd/yyyy)	Net Levy Amount (Do not leave blank. Must be dollar amount.)

If final levy is higher than proposed, an explanation is required

Certify Here

☐ *I certify that I am a public officer or employee who is authorized to submit this information and that it is true and correct to the best of my knowledge. I understand that anyone giving false information is subject to a fine of up to $3,000 and/or up to one year in prison. (Minnesota Statutes, section 609.43)*

Signature of authorized representative | Title | Date

Notifications: Sign up for Truth in Taxation updates through GovDelivery on the Department of Revenue's Truth in Taxation webpage.

Property Tax staff will notify you of any issues. Due to the high volume of submissions, we do not provide confirmation of submission.

REMINDER: Cities with populations under 500 do not need to submit a compliance form.

	2023	2024	2025	**2026**	**2026**	**2026**
LEVY	4%	3%	6%	**4%**	**6%**	**8%**
General Fund Revenue	$ 386,869.00	$ 398,475.07	$ 422,413.00	$ 439,310	$ 447,758	$ 456,206.04
Long Term Capital	$ 58,033.00	$ 59,773.99	$ 63,360.00	$ 65,894	$ 67,162	$ 68,428.80
Library	$ 14,312.00	$ 14,741.36	$ 15,626.00	$ 16,251	$ 16,564	$ 16,876.08
Public Works (Electric, Sewer, Water)	$ 7,996.00	$ 8,235.88	$ 8,730.00	$ 9,079	$ 9,254	$ 9,428.40
TOTAL	**$ 467,237.00**	**$ 481,254.11**	**$ 510,129.00**	$ 530,534	$ 540,737	$ 550,939.32
Round Up					$ 540,738.00	
Difference from 2025			$ 28,874.89	$ 20,405.16	$ 30,607.74	$ 40,810.32
Average Per Household/Month			$3.79/month	2.46	3.7	4.3
Average per Household/Year			$45.48/year	29.57/year	44.35/year	59.15/year

City of Ada, Minnesota

Capital Improvement Plan 2026 - 2030

To be Adopted: December 2, 2025

DDA
David Drown Associates, Inc.
Public Finance Advisors

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Minneapolis, MN 55410
612-920-3320 (phone); 612-605-2375 (fax)
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CAPITAL IMPROVEMENT PLAN
2026 - 2030

Statutory Authority and Requirements

Minnesota Statutes Chapter 475.521 authorizes a Minnesota City to adopt a capital improvement plan (the "Plan" or CIP). The Plan must cover at least a five-year period and set forth the estimated schedule, timing, cost, payment revenue source(s), and other information for each improvement included in the Plan. The Plan must be approved by the City Council after a public hearing.

Capital improvements may include land acquisition and building construction or improvements for the purpose of a city hall, library, public safety facility, and public works facility. Excluded improvements include light rail transit facilities, parks, roads, bridges, or land for those types of facilities.

A City may issue general obligation bonds for improvements included in an approved Plan if the following conditions are satisfied:

1. The City must publish notice of and conduct a public hearing on the issuance of the bonds. The bonds are subject to referendum voter approval only if a petition requesting a vote signed by five (5) percent of the votes cast in the last general election is received within 30 days of the hearing.
2. The maximum annual debt service payment on all outstanding CIP bonds does not exceed 0.16 percent of the taxable market value of the City.
3. The issuance of bonds must be approved by at least three-fifths of the members of the City Council.

History and Existing CIP Bonds

The City of Ada has not previously adopted a capital improvement plan under authority of Minnesota Statutes Chapter 475.521. At the time of the proposed adoption of this Capital Improvement Plan, the City has outstanding CIP bonds in the principal amount of $100,000. Final payment on this CIP bond is February 1, 2027.

City Debt and Overlapping Debt

In preparing this Capital Improvement Plan, the City has considered for each project, and the plan as a whole, several factors including the level of overlapping debt of the City. As part of the approval process for this Plan, the City has evaluated all its existing debt, including the repayment sources utilized for all existing debt. Please refer to ***Exhibit B***.

Net Debt Limit and New Bond Authority

A municipality may not issue bonds under this section if the ***maximum amount of principal and interest to become due in any year on all the outstanding bonds issued under this section***, including the bonds to be issued, will equal or exceed 0.16 percent of the estimated market value of property in the municipality. Calculation of the limit must be made using the estimated market value for the taxes payable year in which the obligations are issued and sold.

The maximum amount which can be levied on all the City's CIP bonds is limited by the following formula:

Preliminary 2025/Payable 2026 Estimated Market Value*	$ 104,824,700
Times .16%	0.0016
CIP Legal Lending Limit	**$ 167,720**

** Source: MN Department of Revenue - PRISM*

In addition to the limitations above, in the case of a municipality with a population of 2,500 or more, the bonds are subject to the net debt limits under section 475.53. Minnesota Statutes Chapter 475.53, Subd. 1, states that no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of three percent of the market value of taxable property in the municipality. The City's population estimate for 2024 from the Minnesota Demographers office is 1,716. *The City of Ada is below the 2,500-population threshold and therefore the proposed debt contemplated in this Plan shall not be counted against the City's statutory net debt limitations.*

The City is proposing to issue up to $1,800,000 in General Obligation Capital Improvement Plan Bonds during the duration of this plan. Assuming bonds are paid over approximately twenty years at current market interest rates, the maximum combined annual principal and interest payment is estimated to be below the maximum limitation shown above ***(see Exhibit A)***.

The City reserves the right to vary the term and/or timing of any borrowing identified in this plan with the understanding that the maximum payment of all outstanding CIP bonds cannot exceed the statutory limit.

Proposed Capital Improvements

The City proposes to issue new General Obligation Capital Improvement Bonds for the purpose of acquisition, construction, and betterment of a new combined City Hall, Public Safety and Public Works Facility. Detailed information on the project, including a discussion of the eight factors which must be considered by statute for each project are found in the pages that follow.

Annual Review of the Capital Improvement Plan

The City Council, using the process outlined in this CIP, intends to review this CIP annually, considering proposed expenditures, making priority decisions, and seeking funding for those expenditures it deems necessary for the City. If deemed appropriate, the City Council will prepare an update to this CIP.

Current Project: Acquisition, Construction, and Betterment of a City Hall, Public Safety, and Public Works

Projects

The expenditures to be undertaken with this CIP are limited to those listed below. All other foreseeable capital expenditures within the municipal government will come through other means. The following expenditures have been submitted for inclusion in this CIP:

2026 Expenditures

The City of Ada's public works facility was significantly damaged in a storm in 2025, requiring the City to find temporary space for their equipment, staff, and operations. The city hall and public safety operate from a rental building that has limited capacity for expanding city services to include public works. The City would like to combine all operations, city administration, public safety, and public works in one facility. Council is intending to build the combined facility on the site of the former public works facility, property currently owned by the City.

2027 - 2030 Expenditures

No projects to be funded from CIP bonds contemplated at this time.

The City has considered the eight points as they relate to the new combined city hall, public safety, and public works facility through the issuance of CIP bonds. The findings are as follows:

Statutory Factors Considered

#1: Conditions of City Facility and Need for Repair or Replacement

The City of Ada currently operates from a rental facility, which includes city hall and public safety functions. The departments housed in the rental office are administrative office(s), police, and council chambers. The building has been found to contain a number of deficiencies such as:

1. Limited council chamber space for larger public meetings.
2. Inadequate storage space for equipment, secure and usable space for City operations and administrative personnel.
3. Security protocols to ensure safety of the citizens, staff, and elected officials.
4. Inadequate space to add public works facilities.

Due to storm damage in 2025, the public works is operating out of a temporary facility, creating a number of challenges including:

1. Inefficient operations of the public works.
2. Storage of City owned equipment.
3. Safety protocols for City staff and citizens.

#2: Demand and Need for the Project

The City has a responsibility to deliver services that provide for the safety, health, and welfare of residents and their property. To serve residents and to do their jobs efficiently and safely, City employees need adequate facilities. The new facility will serve as:

- Administrative services that provide core service functions for the City and its residents
- Provide adequate space for public safety, including the police department and related operations.
- Establish a new public works facility, appropriately sized to allow for operations and storage of city owned equipment.
- Improve safety protocols to ensure the safety, health and accessibility of its residents and staff.

#3: Estimated Cost
Construction of a combined new city hall, public safety and public works facility is estimated at $1,800,000.

#4: Available Public Resources

The City intends to levy property taxes for bond payments for the proposed Capital Improvement Plan Bonds. A summary of the anticipated funding sources and the year debt is issued is provided below:

Year	CIP Bonds	Other GO Debt	City Contribution	Grants and other Sources	Total
2026	1,800,000	-	-	-	1,800,000
2027	-	-	-	-	-
2028	-	-	-	-	-
2029	-	-	-	-	-
2030	-	-	-	-	-
TOTAL	**1,800,000**	**-**	**-**	**-**	**1,800,000**

The City reserves the right to adjust the timing and/or amount of any of the items noted above as long as the issuance of any GO CIP Bonds does not exceed $1,800,000.

#5: Overlapping Debt of the City
See attached Exhibit B.

#6: Project Priority and Relative Benefits vs Cost
After careful deliberation, the City has determined that investing in the construction and betterment of this facility has benefits that outweigh the costs. The City has an obligation to provide administrative services, public safety, and public works as core functions for the city and its residents. The City is responsible for ensuring the safety, health and accessibility of its residents and staff.

#7: Operating Cost
With the betterment and construction of a new combined city hall, public safety and public works facility, the City believes that the operational costs will lower due to increased energy efficiency throughout the improved building, consolidated services, coupled with the energy efficiencies of a new facility and reduced repair.

#8: Other Alternatives Considered
The City does not have a viable alternative option to provide these services through a shared facility with another municipality or local government.

Exhibit A

$	104,824,700	Pay 2026 *PRELIMINARY* Assessment
$	167,719.52	Max P&I Constraint

	2011A portion of 2020B Current Use of Capacity	2026A Proposed Annual Payment	CIP Statutory Limit**
2026	53,813.00		167,719.52
2027	50,763.00		167,719.52
2028	-	138,377.06	167,719.52
2029	-	138,377.06	167,719.52
2030	-	138,377.06	167,719.52
2031	-	138,377.06	167,719.52
2032	-	138,377.06	167,719.52
2033	-	138,377.06	167,719.52
2034	-	138,377.06	167,719.52
2035	-	138,377.06	167,719.52
2036	-	138,377.06	167,719.52
2037	-	138,377.06	167,719.52
2038	-	138,377.06	167,719.52
2039	-	138,377.06	167,719.52
2040	-	138,377.06	167,719.52
2041	-	138,377.06	167,719.52
2042	-	138,377.06	167,719.52
2043	-	138,377.06	167,719.52
2044	-	138,377.06	167,719.52
2045	-	138,377.06	167,719.52
2046	-	138,377.06	167,719.52
2047	-	138,377.06	167,719.52

**Maximum annual debt service of all CIP Bonds must not exceed 0.16% of the City's estimated market value.

City of Ada, Minnesota

Debt Information – EXHIBIT B

(as of 12/01/2025)

Legal Debt Limit and Margin

Legal Debt Limit (3% of Pay 2025 Estimated Market Value)	$ 3,168,507
Less: Outstanding Debt Subject to Limit	0
Legal Debt Margin as of 12/01/2025	$ 3,168,507

General Obligation Debt Supported by Tax Levies

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding
5/1/2026	$ 1,620,000	Capital Improvements, This Issue	2/1/2047	$ 1,620,000
8/20/2024	935,000	Tax Abatement	2/1/2040	935,000
Total				$ 2,555,000

General Obligation Debt Supported by Special Assessments

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding
11/9/2020	$ 341,000	Improvement Refunding	8/20/2040	$ 100,000
9/20/2016	298,000	Improvements	2/1/2027	66,000
Total				$ 166,000

General Obligation Debt Supported by Revenues

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding
11/9/2020	$ 310,000	Utility Refunding	8/20/2040	$ 121,000
8/24/2020	813,680	Water Revenue	8/20/2040	646,000
8/24/2020	1,162,054	Sewer Revenue	8/20/2040	928,000
1/1/2015	750,000	Water Revenue	2/1/2035	425,000
Total				$ 2,120,000

Summary of Direct Debt (Gross)

	Gross Debt
GO Debt Supported by Tax Levies	$ 2,555,000
GO Debt Supported by Assessments	166,000
GO Debt Supported by Revenues	2,120,000
Total	$4,841,000

Overlapping Debt

Taxing Unit*	2023/24 Tax Capacity	% in City	Total G.O. Debt	City Share
Norman County	$ 23,978,643	3.47%	$ 832,823	$ 28,925
ISD # 2854	16,531,399	5.04%	12,855,000	647,612
Total				$ 676,538

** Outstanding debt of Norman County and ISD #2854 may be slightly overstated as it is as of December 31, 2024. Amounts may have changed slightly. It will be fully up to date when the Official Statement for the Capital Improvement Bonds is written.*

Debt Ratios

	Net G.O. Debt	Debt/Economic Market Value *109,654,232*	Debt per Capita *1,834*
Net Direct G.O. Debt*	$ 2,721,000	2.48%	$ 1,484
Total Overlapping Debt	3,397,538	3.10%	1,853
Total G.O. City Debt	4,841,000	4.41%	2,640

** Net Direct G.O. Debt does not include G.O. Debt Supported by Revenues. Total G.O. City Debt does include G.O. Revenue Debt outstanding.*

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF ADA, MINNESOTA

HELD: December 2, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Ada, Minnesota, was duly held at the City Hall in the City of Ada, Minnesota on Tuesday, the 2nd day of December, 2025, at 6:00 P.M. for the purpose, in part, of giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's Capital Improvement Plan 2026-2030.

The following Council Members were present:

and the following were absent:

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 2025-12-03
RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF THE CITY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED $1,800,000 AND ADOPTING THE CITY OF ADA CAPITAL IMPROVEMENT PLAN 2026-2030

A. WHEREAS, the City Council of the City of Ada, Minnesota (the "City") proposes to issue its general obligation capital improvement plan bonds (the "Bonds") and adopt the Ada Capital Improvement Plan 2026-2030 therefor (the "Plan"); and

B. WHEREAS, the City Council has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and

C. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the hearing as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City of the City of Ada, Minnesota as follows:

1. Preliminary Approval for the Issuance of the Bonds and the Adoption of the Plan. The City hereby gives preliminary approval for the issuance of up to $1,800,000 aggregate principal amount of the Bonds. The $1,800,000 is not in excess of the amount in the Plan. The Plan is hereby adopted, the same being before the City Council and made a part of these proceedings by reference.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF NORMAN
CITY OF ADA

I, the undersigned, being the duly qualified and acting Administrator/Treasurer of the City of Ada, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council the preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's Capital Improvement Plan therefor.

WITNESS my hand this 2nd day of December, 2025.

_____
City Administrator/Treasurer

City of Ada

Meeting of the City Council

Tuesday, November 4, 2025, 6:00 P.M. – Council Chambers

Minutes

I. Call to Order

II. Pledge of Allegiance

III. Roll Call All members present. Others present: Mayor Hintz, Administrator Larson, representative from Rhet Architect

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 reports.*

Pat Pfund addressed council regarding the building project and encouraged council to proceed with the plan and find out what the costs will be and then decide whether to move forward or not.

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 matters 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.** October 2025 Council Meeting minutes
- **B.** City Pre–paid checks in the amount of $404,577.09
- **C.** City Accounts payable in the amount of $25,391.34.

Motion made by member Nelson and seconded by member Erickson to approve the consent agenda. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. 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.*

Motion made by member Nelson and seconded by member Erickson to approve the agenda as amended. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

VII. Presentations with possible discussion and decision.

A. Moore Engineering

Brandon from Moore Engineering was present to discuss future projects for the City of Ada. He stated that a resolution be passed supporting these projects as well as supporting the county regarding these projects as a sponsor.

Motion made by member Kroshus and seconded by member Nelson to approve Resolution 2025-11-2 a resolution to support 2025 local road improvements from MNDOT West Main Street from 5th Ave W to 210th Avenue. By Roll Call Vote: In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

Lead pipes in residences houses was another topic discussed. The state has requested information to protect citizens from lead poisoning. Moore Engineering has gone door to door trying to gather information regarding lead pipes in the city's residences.

B. Rhet Architect, the architect firm hired to design the reconstruction of the Public Works building, in addition, to drafting a design to add the police department and city administration to the same location. Two designs were presented to council.

Motion made by member Nelson and seconded by member Ness to approve moving forward with the designs and holding a public hearing to discuss with the public. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

VIII. Reports of Department Heads and Committees

A. Mayors Report

i. Council Seat Nominations

The vacancy of member Krieger created room for a new member to the city council. member Nordquist made a motion to nominate Jeff Peacock; member Kroshus then made a motion to nominate Tom Opheim. Each nominee gave reasons why they would be good candidates for the seat.

By raising of hands, those in favor of Jeff Peacock - Nelson, Ness, and Nordquist. By raising of hands, those in favor of Tom Opheim – Kroshus, Roux, and Erickson. Mayor Hintz broke the tie and chose Tom Opheim, due to his past experience on the council.

B. Administrator / Clerk / Treasurer Report.

1) Department Updates
    - Dekko Center Rehab Update

Administrator Larson informed council that manager Eggen has been working out troubles with the hot tub and other areas of the Dekko Center.

Financial data regarding the liquor store was given with a positive outcome.

Administrator Larson then addressed the police department's happenings. An "active shooter" training took place at the Ada Borup West High School, with a number of area public safety organizations present. She praised our police department for their professionalism during the training.

2) Blight Property

Administrator Larson updated council regarding a residence on the east side of town. Due to unsafe conditions and a health hazard, Larson brought forward a resolution to have the properties exterior items that are part of the blight to be removed from the property. A special session will be held on Wednesday November 12, 2025 @ 6PM.

Motion made by member Opheim and seconded by member Roux to approve Resolution 2025-11-1 a resolution to establish an emergency abatement for property 508 2nd Ave E. in the City of Ada. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

IX. Old Business

A. Legal Non-Conforming Use Permit – 404 4th Ave E.

The city attorney will issue a legal non-conforming use permit vs a conditional use permit. The property sits in a residential area versus a commercial area. What will be done with the property will be discussed in the future.

XII. New Business

A. Kaleidoscope Guests, November – Scott N/ Mike
B. Norman County – Child safety and drug prevention program donation request

Motion made by member Nelson and seconded by member Kroshus to approve the $500.00 donation request from the Norman County Sheriff department for their child safety and drug prevention program. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

C. ABW Schools – Cougar Pride Friday Donation Request

Motion made by member Kroshus and seconded by member Nordquist to approve the $500.00 donation request from the ABW schools for their Cougar Pride Day

activities. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

D. Department Updates
- **A.** Public Works – PW building
- **B.** Public Safety
  - **i.** Active Shooter Training Recap
- **C.** EDA – a demo request was granted – a delinquent loan was discussed – raised "did you know" ideas for radio advertising.
- **D.** Beautification –
- **E.** 150TH Celebration conversation – Administrator Larson updated council regarding the meeting held to get ideas for the celebration.

XIII. Adjournment

Motion made by member Ness and seconded by member Erickson to approve adjourning the meeting at 7:14PM. In Favor: Ness, Erickson, Nelson, Nordquist, Roux, and Kroshus. Opposed: None. Motion passed.

City of Ada
City Council Special Session
November 12th at 6:00 p.m.
City Hall

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Council Members Present: Nordquest, Roux, Kroshus. Nelson, Ness, Opheim and Erickson.
Other Present: Administrator Larson, Mayor Hintz, and members of the media.

IV. Emergency Abatement

1. Resolution 2025-11-03 **RESOLUTION AUTHORIZING SUMMARY ENFORCEMENT AND ABATEMENT OF NUISANCE**

Motion made by member Kroshus and seconded by member Opheim to waive the reading and approve Resolution 2025-11-03 and move forward with the emergency abatement procedures and clean the property located at 508 2nd Ave E. Ada. All in Favor: Nordquest, Roux, Kroshus. Nelson, Ness, Opheim and Erickson. Opposed: None. Motion Passed.

V. Public Works Building Financial Overview

1. Resolution 2025-11-04 **RESOLUTION CALLING A PUBLIC HEARING ON THE INTENTION TO ISSUE GENERAL OBLIGATION BONDS AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN**

Motion made by member Roux and seconded by member Erickson to waive the reading and approve Resolution 2025-11-04 and call a public hearing for December 2nd at 6:00pm. All in Favor: Nordquest, Roux, Kroshus. Nelson, Ness, Opheim and Erickson. Opposed: None. Motion Passed.

VI. Brianna Eggen Employee Contract Negotiations

Motion made by member Ness and seconded by member Roux to approve the following contract updates to Brianna's contract: Inclusion of the Director in union member negotiation approvals from the Council (COLA increases, longevity, insurance, etc. and the addition of a comp time policy within the contract. All in Favor: Nordquest, Roux, Kroshus. Nelson, Ness, and Erickson. Opposed: None. Abstain: Opheim. Motion Passed.

VII. Adjourn

Motion made by member Ness and seconded by member Opheim to adjourn the meeting at 6:27pm. All in Favor: Nordquest, Roux, Kroshus. Nelson, Ness, Opheim and Erickson. Opposed: None. Motion Passed.

ACCOUNT PAYABLE - NOVEMBER 2025
REGULAR COUNCIL MEETING
Tuesday, December 2, 2025

AASLAND, GERRIE	ANNUAL CELL PHONE USE	$ 600.00	
ASSOCIATED POOL BUILDERS	DEKKO-PUMP REPAIR	$ 4,135.00	
AUTO VALUE	PW PART, ROLLER CHAIN	$ 53.39	
AUTO VALUE	POLICE BATTERY	$ 284.99	
BORDER STATES	EXTENSION LADDERS	$ 732.60	
BRANDON COMMUNICATIONS	POLICE TRANSCEIVER	$ 1,010.00	
CINTAS	DEKKO-MATS,	$ 46.63	
CINTAS	EC MATS, MOPS	$ 10.92	
CITY OF CROOKSTON	OCT BUILDING INSPECTOR	$ 1,200.00	
EGGEN, BRIANNA	ANNUAL CELL PHONE USE	$ 60.00	
ESSENTIA HEALTH	DRUG TESTS	$ 30.00	
FERGUS FALLS GRANITE	NICH ETCHING - KENNETH VISSER	$ 413.00	
FERGUSON WATERWORKS	WATER METERS, METER GASKET	$ 2,467.87	
HAGER, STENE	ANNUAL CELL PHONE USE	$ 600.00	
HAWKINS	PW CHEMICALS	$ 1,557.50	
HAWKINS	DEKKO CHEMICALS	$ 445.81	
HUBER ELECTRIC MOTOR	SEWER LIFT STATION MOTOR/PUMP REPAIR	$ 8,795.00	
LARSON, ASHLEY	ANNUAL CELL PHONE USE	$ 600.00	
MORRIS ELECTRONICS	POLICE- RSA LICENSE SUBSCRIPTION	$ 572.40	
NORMAN COUNTY INDEX	COUNCIL- PUBLIC HEARING	$ 342.00	
OFFICE SUPPLIES	CH- DISINFECTING WIPES, COLOR PAPER	$ 44.97	
OFFICE SUPPLIES	DEKKO-OFFICE SUPPLIES	$ 18.24	
OFFICE SUPPLIES	POLICE- PT,FOLDERS	$ 77.76	
OFFICE SUPPLIES	LIQUOR- THERMAL ROLLS	$ 117.03	
QUALITY FLOW	MAIN LIFT STATION PAHEL REPAIR PARTS	$ 3,978.00	
RASMUSSEN, BRIAN	ANNUAL CELL PHONE USE	$ 600.00	
RED RIVER PROMOTOR	LIQUOR- THANKSGIVING ADV	$ 59.00	
RMB ENV LAB	TESTING	$ 57.48	
SANDERS METAL PRODUCTS	SLOW PLOW MOUNT MODIFICATIONS	$ 1,140.00	
SORENSON ELECTRIC	PW-DISCONNECT OLD SERVICE- STORM DAMAGE	$ 948.97	
SUPERMARKET	LQR ICE	$ 30.00	
TRANE US	DEKKO-SERVICE	$ 737.25	
WATER & LIGHT	NOVEMBER UTILITIES	$ 6,682.21	
TOTALS		**$ 38,448.02**	

PRE-PAID CHECKS for NOVEMBER 2025

EFT	MERCHANT BANKCD	10/3/25	$896.18	LQR CC FEES
EFT	REVTRAK	10/9/25	$76.52	CH ONLINE PAYMENT FEES
EFT	MONEY MOVERS	10/14/25	$10.00	DEKKO ACH FEE
EFT	RETURN ACH FEE	10/17/25	$4.00	BANK FEES
EFT	POSTALIA	10/20/25	$500.00	POSTAGE
EFT	SMNOCM WEB	10/29/25	$251.00	LQR- THC LICENSE FEE
EFT	ACH FEES	10/31/25	$83.75	BANK FEES
90114	SARA PRODZINSKI	11/3/25	$1,000.00	Scholarship Program
90136	NW MINN MULTI COUNTY	11/6/25	$6,969.00	Fred Hernandez
90137	BEVERAGE WHOLESALERS, INC	11/6/25	$98.30	BEER
90138	CINTAS	11/6/25	$50.01	DEKKO-MATS
90139	CITY OF ADA	11/6/25	$100.32	APPLY DEPOSIT-JESSE THORNBERG
90140	DOXO, INC.	11/6/25	$442.70	SEWER-OCT ONLINE FEES
90141	D-S BEVERAGES	11/6/25	$3,107.65	BEER
90142	GOPHER STATE ONE-CALL, INC.	11/6/25	$22.95	LOCATES
90143	STEVE HAGER	11/6/25	$522.76	POLICE -FUEL FOR SQUAD CAR
90144	J.C. SCHULTZ ENTERPRISES	11/6/25	$561.92	DEKKO SUPLS
90145	K R J B RADIO	11/6/25	$1,035.36	CNCL-OCT ADV
90146	MCCOLLUM HARDWARE, INC.	11/6/25	$277.38	DEKKO-CLEANER
90147	NORMAN COUNTY INDEX	11/6/25	$240.00	CWR ADV
90148	SIGN PRO	11/6/25	$290.00	PW-DETAILING ON #17 PICKUP
90149	SOUTHERN GLAZERS OF MN	11/6/25	$667.74	LIQUOR
90150	WATER AND LIGHT FUND	11/6/25	$83.84	AUGUST UB- CEMETERY
90153	CITY OF ADA	11/10/25	$200.11	APPLY DEP-VICTORIA-PEAKE
90154	COCA-COLA BOTTLING CO.	11/10/25	$21.50	LIQUOR- POP
90155	INSPIRE, INC	11/10/25	$333.90	FIRE- CLEANING
90156	KELLY'S CHRYSLER CENTER, INC.	11/10/25	$120.50	POLICE- OIL CHANGE
90157	OFFICE SUPPLIES PLUS	11/10/25	$187.98	CH-TRASH BAGS
90158	PETRO SERVE USA	11/10/25	$46.68	POLICE- FUEL
90159	RED RIVER VALLEY CO-OP POWER	11/10/25	$8,895.41	SEWER OCT UTILITIES
90160	ADA BODY SHOP & GLASS	11/17/25	$55.20	PW OXYGEN
90161	ADA-BORUP-WEST TRAP TEAM	11/17/25	$500.00	NC TRAP TEAM FUNDRAISER

90162	ARVIG	11/17/25	$1,916.32	CLERK-OCT PHONE,INTERNET
90163	BREAKTHRU BEVERAGE	11/17/25	$710.19	LIQUOR
90164	CINTAS	11/17/25	$19.40	POLICE MATS,SOAP
90165	COONFIELD, BRUCE	11/17/25	$300.20	POLICE-MLG ALEX TRNG
90166	DEPT. OF ENERGY W A P A	11/17/25	$29,537.20	OCT ENERGY
90167	D-S BEVERAGES	11/17/25	$585.27	LIQUOR
90168	ECKBERG LAMMERS. P. C.	11/17/25	$154.50	GENERALOCT LEGAL FEES
90169	GARDEN VALLEY TECHNOLOGIES	11/17/25	$48.99	OCT IT
90170	GREEN CONSTRUCTION, LLC	11/17/25	$8,445.00	CURB REPAIR FOR SEWER REPAIRS
90171	HEIMAN, INC	11/17/25	$1,323.00	FIRE- SOYFOAM
90172	JOHNSON BROS WHLSE LIQUOR CO	11/17/25	$1,194.45	THC
90173	MCKINNON CO., INC.	11/17/25	$4,445.85	LIQUOR
90174	MINNESOTA BACKFLOW	11/17/25	$421.00	POOL TESTING RPZ BACKFLOW
90175	MINNESOTA DEPT. OF HEALTH	11/17/25	$1,360.00	POOL LICENSE
90176	MYERS PROPERTY MAINTENANCE	11/17/25	$2,110.00	CEMETERY- OCT MOWING
90177	NORTHERN STATES POWER CO.	11/17/25	$769.00	OCT DIST FAC CHRG
90178	OFFICE SUPPLIES PLUS	11/17/25	$410.97	PW TEST PSTG
90179	PHILLIPS WINE & SPIRITS CO.	11/17/25	$1,501.06	LIQUOR
90180	RASMUSSON, BRIAN	11/17/25	$37.53	PW WORK COAT
90181	RICHARDS OIL/PROPANE	11/17/25	$1,523.71	BULK FUEL
90182	SOUTHERN GLAZERS OF MN	11/17/25	$634.21	LIQUOR- SHORT
90183	TROPHY HOUSE	11/17/25	$39.00	PARK BENCH PLATES
90184	VERIZON WIRELESS	11/17/25	$100.80	PW CELL PHONE
90185	ADA-BORUP-WEST PUBLIC SCHOOL	11/18/25	$200.00	STAFF COUGAR PRIDE
90186	CARDMEMBER SERVICES	11/18/25	$485.08	PW INK CARTS
90187	HEERINGA CONSTRUCTION	11/18/25	$400.20	701 LILY LANE DEPOSIT REFUND
90188	MIDWEST FLO CAL	11/18/25	$738.39	TEST MAIN LIFT STATION
90189	DAWN MILLER	11/18/25	$10.00	EC USED SOUND BAR
90190	NORMAN CO. SHERIFF DEPT.	11/18/25	$500.00	CHILD SAFETY & DRUG PREVENTION ED
90191	ADA FIRE DEPT RELIEF ASSN	11/17/25	$0.00	Supplimental Fire Aid
90192	CITY OF ADA	11/20/25	$100.20	APPLY DEP- KALEY WOMACK
90193	GREAT PLAINS FIRE, INC.	11/20/25	$5,311.44	FIRE- ENGINE #3 REPAIR
90194	K R J B RADIO	11/20/25	$159.00	FIRE PREVENTION WEEK ADV
90195	MN ENERGY RESOURCES CORP.	11/20/25	$1,449.30	POLICE OCT UTILITIES

90196	MORRIS ELECTRONICS	11/20/25	$62.50	POLICE-IT SERVICE
90197	BRUCE NELSON	11/20/25	$215.60	MLG-TREE INSPECTION CERT
90198	TASK FORCE TIPS, LLC	11/20/25	$76.30	FRE EQUIPMENT
90199	WES'S TRUCK REPAIR	11/20/25	$4,167.00	PW-LAWN MOWER/WEED SPRAYER TIRES
90200	MN STATE BOARD OF INVESTMENT	11/21/25	$48,218.77	ADA FIRE RELIEF- STATE AID
90202	MINNESOTA TEAMSTERS NO.320	11/24/25	$150.00	UNION DUES
90203	ARTISAN BEER COMPANY	11/26/25	$115.40	BEER
90204	BERGSETH BROS	11/26/25	$1,739.20	THC
90205	BEVERAGE WHOLESALERS, INC	11/26/25	$1,113.85	LIQUOR
90206	BREAKTHRU BEVERAGE	11/26/25	$817.15	SEKTZER
90207	D-S BEVERAGES	11/26/25	$1,531.70	LIQUOR
90208	JOHNSON BROS WHLSE LIQUOR CO	11/26/25	$1,084.72	MIX
90209	MCKINNON CO., INC.	11/26/25	$3,615.45	BEER
90210	MIDWEST PEST CONTROL, INC	11/26/25	$96.64	LQR- PEST CONTROL
90211	STEVE PETRY	11/26/25	$1,254.46	CHIEF CONV PARKING
90212	PHILLIPS WINE & SPIRITS CO.	11/26/25	$2,518.27	LIQUOR
90213	RICHARDS OIL/PROPANE	11/26/25	$5,196.70	BULK FUEL
90214	SOUTHERN GLAZERS OF MN	11/26/25	$429.24	LIQUOR
90215	U. S. POSTMASTER	11/26/25	$356.15	ELECTRIC-NOV UB PSTG
90216	VESTIS	11/26/25	$106.53	LIQUOR- MATS,MOPS
90217	WINE MERCHANTS	11/26/25	$537.89	LIQUOR
97197e	MINNESOTA REVENUE	11/20/25	$15,539.00	OCT SALES TAX
			$181,714.99	

Oct-25 Interim Combined Statement of Cash and Investments

Fund	Cash Balance 9/30/2025	Investment Balance 9/30/2025	October Cash Debits	October Cash Credits	October Invest Debits	October Invest Credits	Balance 10/31/2025
General Fund	518,059.26	393,923.54	72,135.44	291,857.43			692,260.81
	0.00						0.00
Special Revenue Funds:	0.00						0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	373,883.95						373,883.95
TIF District 2-3 Housing	(42,333.66)						(42,333.66)
Demolition\Blight Fund	(1,457.68)	12,145.45					10,687.77
(207) 2015 Revolving Loan Account	123,733.81		7,364.71				131,098.52
(208) Ada Economic Development Revolving Loan	(3,832.97)	3,832.97					0.00
Library	(22,541.28)	40,566.63		679.63			17,345.72
Community Center Maintenance Fund	(686,946.08)	722,618.33					35,672.25
Recreation Development Fund	21,873.25	40,000.00					61,873.25
Long Term Designated Capital	20,634.54	501,218.71					521,853.25
Long Term Designated Capital II	361,037.45	635,737.31			5,464.83		1,002,239.59
Public Works	(73,288.87)	4,690.92					(68,597.95)
Capital Project - Emergency Services Building	0.00						0.00
Capital Project - Lift Station / Force Main Project	0.00						0.00
Capital Project - New Well	0.00						0.00
Ada Event Center	(165,996.79)		2,155.00	2,135.09			(165,976.88)
Community Development Fund	83,089.55		4,140.00	4,140.00			83,089.55
Downtown Development District	66,618.40						66,618.40
Debt Service Funds:	0.00						0.00
2008 Lease Purchase Fire Hall	70,474.37						70,474.37
2003 G. O. Improvement Bonds (Street Project)	38,965.41	3,539.73					42,505.14
1999 G. O. Water / Sewer Rev Bonds	0.00						0.00
2000 G. O. Improvement Bonds	0.00						0.00
2020 G. O. Water Tower Improvement	55,000.00						55,000.00
2020 G. O. Lift Station Improvements	79,000.00						79,000.00
2024 G.O. Dekko Center Bond	0.00	0.00					0.00
(513) 2023 Sewer Project	1,195.00						1,195.00
Enterprise Funds:							
Water and Sewer Fund	(234,210.59)	458,036.73	61,746.91	149,385.72			136,187.33
Electric Utility	1,178,348.80	10,179.15	195,197.40	92,621.24			1,291,104.11
Liquor	38,995.12	1,237.75	58,677.66	68,076.96			30,833.57
Total - All Funds	1,800,300.99	2,827,727.22	401,417.12	608,896.07	5,464.83	0.00	**4,426,014.09**

Frandsen-General Checking\Invest	54,976.40
Frandsen Bank - Incidental	1,882.88
Frandsen Bank - ICS account	2,257,839.20
Frandsen Bank -	-
Frandsen Bank - CD - #1300372509	750,000.00
Frandsen Bank - CD - #1300280235	314,289.04
Mid-MN-CU	783,461.49
American Federal Bank CD (LT Desig Cap II)	263,565.08
	-
	-
	-
	-
Total Balances 9-30-2025	**4,426,014.09**

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www.rhet-arch.com

INVOICE

BILL TO
Brian Rasmussen
Ada Public Works

INVOICE # 2855
DATE 11/07/2025
DUE DATE 12/07/2025

PROJECT:
Ada Public Works

	DESCRIPTION	QTY	RATE	AMOUNT
SD	Schematic Design: 70% comletion	0.70	35,400.00	24,780.00

SUBTOTAL	24,780.00
TAX	0.00
TOTAL	24,780.00
BALANCE DUE	**$24,780.00**

RESOLUTION NO. 2025-12-01

STATE OF MINNESOTA
COUNTY OF NORMAN
CITY OF ADA

RESOLUTION SETTING 2026 TAX LEVY COLLECTIBLE IN 2026 FOR SUPPORT OF THE GENERAL FUND & OTHER FUNDS OF THE CITY OF ADA

BE IT RESOLVED by the City Council of the City of Ada, County of Norman, Minnesota, that the following sums of money be a preliminary levy of 6% for the current year, collectible in 2026, upon the taxable property in the City of Ada, for the following purposes:

General Fund	$ 447,758
Library Fund	16,654
Public Works Fund	9254
Long Term Designated Capital Fund	67,162
Total Levy	**$ 540,738**

In compliance with the Truth in Taxation Law, 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:

Nayes:

Absent:

The Mayor then declared this resolution passed this 2nd day of December, 2025 and the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Norman County, Minnesota

Dated: December 2, 2025

_____
John Hintz, Mayor

ATTEST:

_____
Ashley Larson, City Administrator, Clerk-Treasurer

RESOLUTION NO. 2025-12-02

STATE OF MINNESOTA
COUNTY OF NORMAN
CITY OF ADA

RESOLUTION ADOPTING FINAL CITY OF ADA BUDGET
FOR CALENDAR YEAR 2026

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADA THAT:

Section 1. The Annual Budget of the City of Ada for the calendar year beginning January 1, 2025, which has been submitted by the City Clerk to the City Council is hereby adopted; the totals of said final budget with the revenues and appropriations as indicated in the attached budget.

Section 2. The City Clerk is hereby directed to cause the appropriate accounting entries to be made in the books of the City.

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:

Nayes:

Absent:

The Mayor then declared this resolution passed this 2nd day of December, 2025.

Dated: December 2, 2025

_____
John Hintz, Mayor

ATTEST:

_____
Ashley Larson, City Administrator, Clerk-Treasurer

C E R T I F I C A T I O N

STATE OF MINNESOTA)
) ss
COUNTY OF NORMAN)

This is to verify that the attached Resolution is a true and correct copy of Resolution No. 2025-12-02 of the City of Ada, a municipal subdivision of the State of Minnesota, as adopted at a meeting of the City of Ada Council on the 2nd day of December, 2025, and that said Resolution was duly adopted pursuant to State Law.

That the undersigned has compared the foregoing Resolution on file in the office of the City of Ada and that said attached copy is a true and correct copy thereof.

The undersigned further certifies that the above Resolution is in full force and effect and has not been modified or amended.

Date: December 2, 2025

_____
Ashley Larson, City Administrator, Clerk-Treasurer

STATE OF MINNESOTA)
) SS
COUNTY OF NORMAN)

On this _____ day of _____, 2025, before me, a notary public within and for said County, personally appeared Ashley Larson who, being duly sworn did say that she is the Ashley Larson City Administrator, Clerk-Treasurer of the City of Ada, and that said instrument was signed on behalf of the City of Ada, a municipal subdivision of the State of Minnesota, and said Ashley Larson acknowledged said instrument to be the free act and deed of the City of Ada.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Ada
15 East 4th Ave
Ada, MN 56510

You have the power to change a young girl's life today.

My name is Tera Johnson, and I am the Site Director for the BIO Girls – Ada, MN program in our community. I'd like you to meet Gracyn. Gracyn is a quiet 10-year-old who, like many girls her age, struggles with self-confidence and making friends. But over the course of the BIO Girls 12-week program, something remarkable happened.

Because of supporters like you, Gracyn had access to the BIO Girls proven curriculum combining nondenominational devotions, physical activity, life-skills development, and mentorship. Together with her caring mentor and supportive peer group, she began to blossom. Now, Gracyn's mother tells us she's not only participating but leading discussions and setting ambitious personal goals.

"This program is a must for young girls in today's world," she shared. "When Gracyn talks about the lessons, I find myself thinking 'I wish I knew that when I was her age.' The relationships she has made through this program are amazing."

You can help write more success stories like Gracyn's. Today, we're asking for your support to reach our $5,000 fundraising goal, which will directly impact 40 girls in our community. Local fundraising contributes towards part of the total cost of a BIO Girls program.

It's easy to make your impact. Every contribution, no matter the size, helps build confidence and self-worth in young girls who need it most.

Together, we can ensure more girls like Gracyn discover their inner strength and potential. Will you join us in making this transformation possible?

Thank you for being part of our community and believing in the power to change lives.

With gratitude,

Tera Johnson

(218) 689-4843 | ada.mn@biogirls.com

Donations can be made online at:

http://secure.givelively.org/donate/bio-girls/2026-bio-girls-ada-mn-fundraiser

-OR-

Donations can be mailed by completing the sponsorship form below and mailing to:

BIO Girls
4225 38th St S, Suite 111
Fargo, ND 58104

** Please make checks payable to BIO Girls with **ADA, MN** in the memo line.

☐ $500 ☐ $750

☐ $1,000 ☐ Other_____

Your generosity builds confidence and self-worth in girls like Gracyn.

Business name/Donor name(s):_____

Business contact's name:_____

Title:_____

Business/Donor Address:_____

Business/Donor City, State, Zip:_____

Contact's Email:_____

Contact's Phone:_____

We'd love to give your business recognition for your generous gift on the BIO Girls t-shirts and on social media. Please email a full color or black and white .jpg logo to ada.mn@biogirls.com

After processing your contribution, we will mail you a statement for tax purposes.

Thank you for empowering local girls in your community!