

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, January 5, 2021 6:00 P.M. – Council Chambers**

**Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Swear in and sign oath of office for Mayor and Council Members Elected Nov 2020**
  - a. John Hintz – Mayor
  - b. Shawn Roux – Council Member-Ward 1
  - c. Mike Nelson– Council Member- Ward 1
  - d. Scott Erickson – Council Member – Ward 2
- V. 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.*
- VI. Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - A.** December 2020 Council Meeting minutes
  - B.** City Pre-paid checks in the amount of \$1,469,417.33
  - C.** City Accounts payables in the amount of \$33,012.90
  - D.** Set date, time and location of council meetings.
  - E.** Designate official depositories
  - F.** Designate official newspaper
- VII. Approve Agenda** – *No item of business shall be considered unless it appears on the agenda for the meeting. Council Members may add items to the agenda by a majority vote of the council.*
- VIII. Presentations with possible discussion and decision.**
  - A.** Wellhead Protection Plan Public Hearing
  - B.** Moore Engineering Update
    - a. Resolution 2021-01-01 Support of Local Road Improvement Program Funding from MnDot for the construction of road at West Main Street from 5<sup>th</sup> Ave. West to 210<sup>th</sup> Ave.

**IX. Reports of Department Heads and Committees**

**A. Mayors Report**

- 1) Appoint Committee Members
- 2) Appoint Vacant Council Seat
- 3) Lot Sale – Offer for Parcel 25-0270000 Corner Lot on HWY 9

**B. Administrator / Clerk / Treasurer Report.**

- 1) Department Updates
  - a. Air Quality Tests Update
  - b. Dekko Center Repairs Bids
- 2) Off Site Liquor Permits
  - a. Main Street Bar
  - b. Pub 21

**X. Old Business**

- a. Essentia Health Ambulance Contract

**XII. New Business**

- A.** Kaleidoscope Guests, January – Crystal/Shawn, February – Casey/Josh, March – Scott/Mike
- B.** Public Works Equipment Repairs - \$15,000

**XIII. Adjournment**

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, December 8, 2020 6:00 P.M. – Council Chambers**

**Minutes**

- 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.** November 10 Council Meeting minutes
  - B.** City Pre–paid checks in the amount of \$167,827.99
  - C.** City Accounts payables in the amount of \$21,882.77

**Motion by Member Krieger and seconded by Member Stene to approve the Consent Agenda as amended. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, 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.*

**Motion by Member Opheim and seconded by Member Lewis to approve the Agenda as amended. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

- VII. Presentations with possible discussion and decision.**
  - A.** Moore Engineering Update
    - a.** Pay Request – Spruce Valley

Cavin Berube of Moore Engineer was present via Zoom to present to council. His first item was a pay request from Spruce Valley in the amount of \$104,383.15 for the lift station project. They are completed for what they wanted to get done for the year and will be back in the spring to finish some final touches.

**Motion by Member Stene and seconded by Member Krieger to approve the pay request from Spruce Valley in the amount of \$104,383.15 for the lift station project. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

Mr. Berube continued his presentation and discussed the water tower project. He stated that there were some items to clean up before a final payment will be made. The last item Mr. Berube discussed was regarding the future LRIP projects with the State of MN. Mr. Berube stated that discussions have taken place between Moore and City staff regarding future large scale projects and those discussions will continue until spring.

## **VIII. Reports of Department Heads and Committees**

### **A. Mayors Report**

#### 1) 2021 Committees

Mayor Hintz brought to council's attention the need for volunteers for the 2021 committees of the City. He encouraged the public to come forward and serve on those committees.

#### 2) Blight

Mayor Hintz presented the notion of having a new committee to address blight in the City. Discussion took place regarding the need and what the City is currently doing to address the problem and ideas to improve the system to deal with the enforcement of the Blight Ordinance. It was decided to encourage the Public Safety Committee to keep on top of the police department to encourage the enforcement of the ordinances.

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

#### 1) Department Updates

Administrator Larson presented to council updates on the happenings within the City's different departments. The Dekko Center continues to work on the damage done in the west racquetball court. Member Opheim stated that he thought the City get quotes from vendors when fixing the damage. Director Eggen was looking for guidance from council of where they wanted to proceed with fixing the damage. A couple of ideas discussed were air quality testing and how we are going to proceed fixing what is already discovered of damage done. The issue of insurance covering the damage was discussed and that the insurance company was not going to cover the damage due to the origination of the moisture problem. Member Opheim suggested that the City's legal council review our insurance policy to see if we should be pursue contesting the insurance company's decision not to cover the damage.

**Motion by Member Opheim and seconded by Member Mathsen to have air quality testing and mold mitigation be looked at by an expert to determine what needs to be done further in repairing the damage. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

Ms. Larson went on to discuss more of the happenings at the Dekko Center. The pool was drained and is being cleaned. Ms. Eggen was awarded a \$5,000.00 grant for COVID-19 related expenses. Member Opheim asked what other major expenses are coming down the road. Ms. Larson and Ms. Eggen talked about pool packs, the hot tub, and heating and cooling items.

2) Special Session Date for CIP Discussion with Moore Engineering

Administrator Larson was looking to council to set a date to set a Special Session for a CIP discussion with Moore Engineering. Mayor Hintz set January 21, 2021 @ 6PM with an alternate date of January 28, 2021 @ 6PM.

**IX. Old Business**

**XII. New Business**

- A. Kaleidoscope Guests, December – Member Opheim and Member Nelson
- B. Truth and Taxation 6:15pm

The Truth and Taxation meeting was opened @ 6:17PM. Being there was no one representing the public, the Truth and taxation Meeting was closed @ 6:22PM.

- C. Approve Annual Cigarettes Retail License Holders

**Motion by Member Mathsen and seconded by Member Roux to approve the cigarette licenses for businesses that sell cigarettes in the City limits. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

- D. Resolution 2020-12-01 Resolution Setting Final Tax Levy

**Motion by Member Lewis and seconded by Member Mathsen to waive the reading and approve Resolution 2020-12-01 Resolution Setting Final Tax Levy. By roll call vote - All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

- E. Resolution 2020-12-02 Final Budget Adoption for 2021

**Motion by Member Stene and seconded by Member Roux to waive the reading and approve Resolution 2020-12-02 Final Budget Adoption for 2021 as well as carrying over the EDA's left-over budget from Demo and Blight to 2021. By roll call vote - All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

- F. Announce to the public the vacancy of a council seat on the City Council for 2021-2022.

**Motion by Member Opheim and seconded by Member Krieger to announce to the public the vacant council seat in the City of Ada. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

- G. Administrator's Review- Closed Session

Council went in to closed session to discuss the performance review with Administrator Larson and any negotiations that may follow.

**Motion by Member Opheim and seconded by Member Krieger close the regular council meeting for executive session to discuss the performance evaluation of Administrator Larson. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

**Motion by Member Opheim and seconded by Member Krieger to re-open the regular council meeting of 12-8-2020. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

- H. Pay increase for City Administrator Ashley Larson

After re-opening the regular council meeting there was discussion as to the request from Administrator Larson for a Step increase of 3% in addition to the annual COLA increase.

**Motion by Member Nelson and seconded by Member Opheim to approve the Step increase for Administrator Larson and the annual COLA increase as approved from union negotiations last May. All in favor: Opheim, Nelson, Mathsen, Stene, Krieger and Lewis. Opposed: Roux NONE Motion passed.**

- I. COVID Relief Fund Budget Adjustments

Council discussed how to spend the remaining \$33,000 COVID Funds.

**Member Opheim motion and seconded by member Roux to approve budget as follows: \$10,000 Fire Dept. Radios, \$6000 Automatic Doors, \$980 Police Department computer, \$2500 Dekko Center electric sprayer, \$2982 Liquor Store floor scrubber, \$3000 Fire Department turn out gear, and \$4500 Dekko Center testing air quality. All in Favor: Roux, Nelson, Krieger, Stene, Lewis, Opheim, and Mathsen. Opposed: None. Motion passed.**

### XIII. Adjournment

**Motion by Member Opheim and seconded by Member Krieger to adjourn the council meeting at 7:37pm. All in favor: Opheim, Nelson, Mathsen, Roux, Stene, Krieger and Lewis. Opposed: NONE Motion passed.**

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**Administrator Larson**

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**Mayor Hintz**

Mayor Hintz appearing by video conference at 405 W. Thorpe Ave. Ada  
Member Stene appearing by video conference at 306 6th Ave W Ada  
Member Krieger appearing by video conference at 208 6th Ave W Ada  
Member Opheim appearing by video conference at 503 Lily Lane Ada  
Member Nelson appearing by video conference at 209 Jamison Dr. Ada  
Member Lewis appearing by video conference at 113 Main St. W Ada  
Member Mathsen appearing by video conference at 608 3rd Ave E Ada  
Member Roux appearing by video conference at 506 W. 6th St. Ada

ACCOUNT PAYABLE - DECEMBER 2020  
 REGULAR COUNCIL MEETING  
 Tuesday, January 5, 2021

\*Added or Revised Amounts

ADA FEED & SEED	GRASS SEED	\$ 72.00
ADA-FELTON COUNTRY STORE	PW FUEL	\$ 278.09
AL'S DISPOSAL	DECEMBER DUMPSTER RENTALS	\$ 117.24
ASSOCIATED SUPPLY COMPANY	DEKKO VALVES, BOLTS	\$ 4,154.62
ARAMARK	PW- MATS,MOPS, PAPER SERVICES	\$ 174.16
ARAMARK	LQR MATS, MOPS	\$ 160.60
ARAMARK	POLICE MATS	\$ 47.67
AUTO VALUE	PW-CIGARETTE LIGHTER SOCKET- FOR POWER OUTLET, LOOM/CLIP ACCESSORY	\$ 49.99
CINTAS	DECEMBER- EVENT CENTER MATS	\$ 66.26
COCA COLA	LQR POP	\$ 70.00
ENVIRONMENTAL AIR SOLUTIONS	DEKKO- AIR QUALITY TEST	\$ 1,204.00
FERGUSON WATERWORKS	WATER METERS	\$ 972.95
GODFATHER'S EXTERMINATING	LIQUOR-ODOR UNIT	\$ 7.48
HAWKINS	DEKKO CHEMICALS	\$ 386.22
HAWKINS	PW CHEMICALS	\$ 540.99
INDEPTH INSPECTION	DECEMBER BLDG PERMIT SERVICES	\$ 899.89
JET-WAY MULTIPLE SERVICES	SEWERSTORM DRAIN CLEANING/CAMERA	\$ 1,170.00
JGARDNER & ASSOCIATES	POLICE- JR BADGES- STICK ONS	\$ 245.00
KRJB RADIO	COUNCIL- ANNUAL,	
KRJB RADIO	DEKKO- ANNUAL	
KRJB RADIO	LIQUOR- ANNUAL, HOLIDAY CASH/HUNTING SALE	
MCCOLLUM HARDWARE, INC	EVENT CENTER- GLASS CLEANER, SIMPLE GREEN	\$ 19.97
MCCOLLUM HARDWARE, INC		
MCCOLLUM HARDWARE, INC	LIQUOR- COMMAND CLIPS,BLEACH, BATTERIES	\$ 28.81
MID-CENTRAL ICE	LIQUOR- ICE	
MID-STATES ORGANIZED CRIME INF	POLICE- 2021 MEMBERSHIP	\$ 100.00
MN DEPT OF COMMERCE	3RD QTR FISCAL 2021 INDIRECT ASSESSMENT	\$ 454.55
NELSON WINDOW COMPANY	DEKKO- AUTO DOOR	\$ 5,380.00
NORMAN COUNTY ATTORNEY	DECEMBER CRIMINAL FEES	\$ 833.33
NORMAN COUNTY IMPLEMENT	PW- COUPLERS,FITTINGS,HOSES	\$ 173.51



NORMAN COUNTY INDEX	DEKKO- HELP WANTED	
NORMAN COUNTY INDEX	CH- PAPER	
NORMAN COUNTY INDEX	LIQUOR- ADV	
OFFICE SUPPLIES	DEKKO- LABEL MAKER	\$ 50.93
OFFICE SUPPLIES	CITY HALL- ENVELOPES,INDEX CARDS,PEN REFILL,CLIPS,2021 PLANNER	\$ 269.67
OFFICE SUPPLIES	LIQUOR- DRUM UNIT, PAPER BAGS,SANITIZER/STAND,BOXES,CALC ROLL.,PAPER,FACE MASKS,CLIPBRD	\$ 368.67
OFFICE SUPPLIES	POLICE- WALL PLANNER, SANITIZER,BATTERIES,WALL FILE, LABELS	\$ 338.28
OVERHEAD DOOR COMPANY	PW OVERHEAD DOOR REPAIR	\$ 1,209.50
PEMBERTON,SORLIE,RUFER&KERSHNER	NOVEMBER- GENERAL ATTORNEY FEES	\$ 1,039.50
PETRO SERVE	POLICE- FUEL	\$ 11.99
PETRO SERVE	PW FUEL	\$ 42.02
PRODUCTIVITY PLUS- TITAN	PW- PLOW BLADES	\$ 2,081.64
RED RIVER PROMOTER	LIQUOR ADV	\$ 59.00
RMB ENV LAB	WATER/SEWER TESTS	\$ 141.00
SORENSEN ELECTRIC	DEKKO- GARAGE LIGHTS	\$ 50.85
STEIN'S	DEKKO SANITIZING SPRAYER	\$ 1,703.00
SUPERMARKET FOODS	LIQUOR- SUPLS	\$ 47.37
WATER & LIGHT FUND	UTILITIES	\$ 7,992.15
TOTALS		<b>\$ 33,012.90</b>

# PRE-PAID CHECKS for DECEMBER 2020

Paid Chk# 082115	ARTISAN BEER COMPANY	12/2/2020	\$73.80	BEER
Paid Chk# 082116	BEVERAGE WHOLESALERS, INC	12/2/2020	\$387.30	BEER
Paid Chk# 082117	BREAKTHRU BEVERAGE	12/2/2020	\$1,176.06	LIQUOR
Paid Chk# 082118	JODY BUENG	12/2/2020	\$577.37	POLICE- KP SHIRT
Paid Chk# 082119	CITY OF ADA GENERAL FUND	12/2/2020	\$39.95	APPLY INTEREST
Paid Chk# 082120	DEFIANT DISTRIBUTORS	12/2/2020	\$115.00	LIQUOR
Paid Chk# 082121	D-S BEVERAGES	12/2/2020	\$8,961.33	BEER
Paid Chk# 082122	HAGER, STEVE	12/2/2020	\$114.99	POLICE PANTS
Paid Chk# 082123	JOHNSON BROS WHLSE LIQUOR C	12/2/2020	\$1,554.04	LIQUOR
Paid Chk# 082124	MCKINNON CO., INC.	12/2/2020	\$2,597.40	BEER CREDIT
Paid Chk# 082125	PAUSTIS WINE COMPANY	12/2/2020	\$89.17	LIQUOR
Paid Chk# 082126	PHILLIPS WINE & SPIRITS CO.	12/2/2020	\$4,407.74	LIQUOR
Paid Chk# 082127	LACY STEEN	12/2/2020	\$60.15	DEPOSIT REFUND
Paid Chk# 082128	VISSER TRENCHING, INC.	12/2/2020	\$775.00	PW BLD DIRT
Paid Chk# 082129	WINE MERCHANTS	12/2/2020	\$471.96	LIQUOR
Paid Chk# 082131	CITY OF ADA GENERAL FUND	12/7/2020	\$10.90	PSTG- BOND PAYMT
Paid Chk# 082132	U. S. POSTMASTER	12/7/2020	\$158.53	ONE FUND PSTG
Paid Chk# 082133	AL'S DISPOSAL, INC.	12/8/2020	\$378.00	METAL ROLL OFF BOX DUMPED,SOLI
Paid Chk# 082134	BREAKTHRU BEVERAGE	12/8/2020	\$441.57	LIQUOR
Paid Chk# 082135	CITY OF ADA GENERAL FUND	12/8/2020	\$72.12	APPLY INTEREST
Paid Chk# 082136	DEPT. OF ENERGY W A P A	12/8/2020	\$32,114.91	NOVEMBER ENERGY
Paid Chk# 082137	D-S BEVERAGES	12/8/2020	\$3,990.20	BEER
Paid Chk# 082138	MUNICODE	12/8/2020	\$225.00	2021 POST ORDINANCES ONLINE
Paid Chk# 082139	NORTHERN STATES POWER CO.	12/8/2020	\$769.00	NOV DIST FACILITIES CHRNG
Paid Chk# 082140	PETRO SERVE USA	12/8/2020	\$151.23	FIRE FUEL
Paid Chk# 082141	READITECH SOLUTIONS	12/8/2020	\$62.50	RESET EMAIL PASSWORD-HAGER
Paid Chk# 082142	SECOND TO NONE SEPTIC SOLUTI	12/8/2020	\$20,000.00	EDA LOAN
Paid Chk# 082143	SOUTHERN GLAZERS OF MN	12/8/2020	\$776.81	LIQUOR
Paid Chk# 082144	NATHAN THOMPSON, EST.	12/8/2020	\$27.89	DEPOSIT REFUND
Paid Chk# 082145	VERIZON WIRELESS	12/8/2020	\$106.87	POLICE CELL PHONE
Paid Chk# 082146	WEX BANK	12/8/2020	\$78.74	POLICE FUEL

Paid Chk# 082147	XCEL/NORTHERN STATES POWER	12/8/2020	\$23,794.09	NOV ENERGY
Paid Chk# 082148	ADA-FELTON COUNTRY STORE	12/10/2020	\$156.78	POLICE FUEL
Paid Chk# 082149	FOREVER GRATEFUL	12/10/2020	\$120.00	FIRE- COVID MASKS- NATHAN'S FU
Paid Chk# 082150	GALLS, LLC	12/10/2020	\$154.76	POLICE MACE
Paid Chk# 082151	NORMAN COUNTY RECORDER	12/10/2020	\$46.00	RECORD-SAT OF MORTGAGE- LMF&R
Paid Chk# 082152	RED RIVER VALLEY CO-OP POWER	12/10/2020	\$171.91	NOV ELECTRIC UTILITIES
Paid Chk# 082153	VISSER, BRUCE	12/10/2020	\$245.28	FIRE- MOTOROLA CONTROL HEADS F
Paid Chk# 082217	ADA CHAMBER OF COMMERCE	12/16/2020	\$1,000.00	SHOP LOCAL CHAMBER BUCKS
Paid Chk# 082218	ARVIG	12/16/2020	\$1,942.95	EVENT CENTER -NOV INTERNET/PHO
Paid Chk# 082219	ARVIG ENTERPRISES	12/16/2020	\$760.07	CH- DEC RENT
Paid Chk# 082220	BREAKTHRU BEVERAGE	12/16/2020	\$1,748.16	LIQUOR
Paid Chk# 082221	D-S BEVERAGES	12/16/2020	\$9,790.30	BEER
Paid Chk# 082222	GARDEN VALLEY TELEPHONE CO.	12/16/2020	\$62.50	SET UP LAPTOP FOR REMOTE ACCES
Paid Chk# 082223	JOHNSON BROS WHLSE LIQUOR C	12/16/2020	\$1,238.10	LIQUOR
Paid Chk# 082224	LARSON, ASHLEY	12/16/2020	\$66.02	NOV ZOOM MTG
Paid Chk# 082225	MCKINNON CO., INC.	12/16/2020	\$2,986.05	BEER
Paid Chk# 082226	PHILLIPS WINE & SPIRITS CO.	12/16/2020	\$3,427.85	LIQUOR
Paid Chk# 082227	RED RIVER VALLEY CO-OP POWER	12/16/2020	\$9,535.41	DEC MNT
Paid Chk# 082228	RMB ENVIRONMENTAL LABS,INC	12/16/2020	\$35.00	BACT SAMPLE TESTS
Paid Chk# 082229	VERIZON WIRELESS	12/16/2020	\$32.41	PW CELL PHONE
Paid Chk# 082230	WESS TRUCK REPAIR	12/16/2020	\$295.12	PW 82 FORD REPAIR
Paid Chk# 082231	WINE MERCHANTS	12/16/2020	\$387.30	LIQUOR
Paid Chk# 082232	ADA FIRE DEPT RELIEF ASSN	12/23/2020	\$1,000.00	FIRE AUDIT
Paid Chk# 082233	CARDMEMBER SERVICES	12/23/2020	\$32.04	ADOBE ACROPRO SUBS
Paid Chk# 082234	DELTA DESIGN & CONSTRUCTION,	12/23/2020	\$5,130.60	DEKKO- MOLD DEMO
Paid Chk# 082235	L.C. UNITED PAINTING CO.	12/23/2020	\$554,800.00	WATER TOWER PAINTING
Paid Chk# 082236	MN ENERGY RESOURCES CORP.	12/23/2020	\$2,645.34	LIB - UTILITIES
Paid Chk# 082237	MOORE ENGINEERING, INC.	12/23/2020	\$183,275.60	WASTEWATER IMP-19953
Paid Chk# 082238	NORMAN CO. AUDITOR/TREASURE	12/23/2020	\$5,372.80	AIRPORT CONTRIBUTION 2019 & 20
Paid Chk# 082239	PETRY INSURANCE AGENCY	12/23/2020	\$706.03	EXTERIOR PAINTING
Paid Chk# 082240	RED RIVER VALLEY CO-OP POWER	12/23/2020	\$500.00	SEPT MNT ADJUSTMENT
Paid Chk# 082241	SERVPRO	12/23/2020	\$24,194.78	DEKKO- MOLD REMEDIATION
Paid Chk# 082242	SOUTHERN GLAZERS OF MN	12/23/2020	\$209.54	LIQUOR

Paid Chk# 082243	SPRUCE VALLEY CORPORATION	12/23/2020	\$495,741.89	LIFT STATIONS 2,4,5,6,7 REHAB
Paid Chk# 082244	STONES MOBILE RADIO INC	12/23/2020	\$1,375.00	FIRE RADIO PROGRAMING
Paid Chk# 082245	SUNNY COMMUNICATION, INC.	12/23/2020	\$8,625.00	FIRE RADIOS
Paid Chk# 082247	AASLAND, GERRIE JO	12/30/2020	\$44.76	LIQUOR0 JUICE
Paid Chk# 082248	BEVERAGE WHOLESALERS, INC	12/30/2020	\$234.40	BEER CREDIT
Paid Chk# 082249	BREAKTHRU BEVERAGE	12/30/2020	\$507.82	LIQUOR
Paid Chk# 082250	DEPT. OF ENERGY W A P A	12/30/2020	\$32,114.91	NOV ENERGY
Paid Chk# 082251	D-S BEVERAGES	12/30/2020	\$4,790.45	BEER CREDIT
Paid Chk# 082252	GARDEN VALLEY TELEPHONE CO.	12/30/2020	\$28.99	CLERK BACKUP
Paid Chk# 082253	JOHNSON BROS WHLSE LIQUOR C	12/30/2020	\$1,084.68	LIQUOR
Paid Chk# 082254	LARSON, ASHLEY	12/30/2020	\$66.02	NOV ZOOM MTG
Paid Chk# 082255	MCKINNON CO., INC.	12/30/2020	\$2,488.75	BEER
Paid Chk# 082256	PAUSTIS WINE COMPANY	12/30/2020	\$638.84	LIQUOR
Paid Chk# 082257	PHILLIPS WINE & SPIRITS CO.	12/30/2020	\$3,409.55	LIQUOR
Paid Chk# 082258	READITECH SOLUTIONS	12/30/2020	\$468.50	POLICE EMIL ISSUE
Paid Chk# 082259	SOUTHERN GLAZERS OF MN	12/30/2020	\$354.45	LIQUOR
Paid Chk# 082260	U. S. POSTMASTER	12/30/2020	\$238.26	DEC UTILITY BILLING PSTG
Paid Chk# 082261	VERIZON WIRELESS	12/30/2020	\$141.70	POLICE CELL PHONE
Paid Chk# 082262	VINOCOPIA, INC	12/30/2020	\$435.04	LIQUOR

\$1,469,417.33



STATE OF MINNESOTA

COUNTY OF NORMAN

CITY OF ADA

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of the office of Council Member of the City of Ada, to the best of my knowledge and ability, so help me God.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this 5th day of January 2021.

\_\_\_\_\_  
Ashley Larson,  
Administrator / Clerk / Treasurer  
City of Ada

\_\_\_\_\_  
John Hintz  
Mayor  
City of Ada

(Seal)

***RESOLUTION NO. 2021-01-01***

**STATE OF MINNESOTA  
COUNTY OF NORMAN  
CITY OF ADA**

**SUPPORTING PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM  
FUNDING FROM MnDOT FOR THE CONSTRUCTION OF ROAD AT WEST  
MAIN STREET FROM 5<sup>TH</sup> AVENUE WEST TO 210<sup>TH</sup> AVENUE**

**WHEREAS**, West Main Street is road of significance with respect to economic growth and job creation as well as Farm to Market as there are agricultural businesses adjacent to the project area; and

**WHEREAS**, West Main Street is located adjacent to the city's industrial parks and are critical for job attraction and private investments; and

**WHEREAS**, West Main Street is within one mile and is connected to both Minnesota Trunk Highways to the east and Norman County roadways to the south; and

**WHEREAS**, the City of Ada has invested in the appropriate water, electric and wastewater infrastructure needed to attract private investment in the adjacent industrial park; and

**WHEREAS**, the City of Ada is seeking a 10-ton road be constructed on West Main Street from 5<sup>th</sup> Avenue West to 210<sup>th</sup> Avenue; and

**WHEREAS**, the proposed construction of West Main Street will provide a connection that is safe for all users, has a reliable state of repair, and offers a predictable connection consistent with the traffic it serves and connection it provides; and

**WHEREAS**, the Local Road Improvement Program (LRIP) requires a City, such as Ada, that is not a State Aid Township/City, to have a county sponsor and the support of the county board; and

**WHEREAS**, the proposed year for said West Main Street improvement project is design to occur in 2021 with construction to follow in 2022 at the latest.

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

1. The City Council hereby supports the construction and upgrade of West Main Street for job creation, farm to market route, road connection at the City's industrial parks; and
2. The City Council hereby supports the City's pursuit of Local Road Improvement Program (LRIP) funding and authorizes staff to prepare and submit such application; and
3. The City Council hereby seeks the support by resolution of Norman County to act as Sponsor for the City of Ada's Local Road Improvement Program funding application and the associated project development for the construction of West Main Street and furthermore the City Council hereby provides assurance that City of Ada will pay all costs associated with the project and that the City Staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is

adhered to.

The foregoing resolution was introduced by Council Member \_\_\_\_\_ and second by member \_\_\_\_\_ who moved it's adoption and a roll call vote on the acceptance was recorded by:

Ayes:

Nayes:

Absent:

Adopted by the Council this 5th day of January 2021.

EFFECTIVE DATE: January 5<sup>th</sup>, 2021.

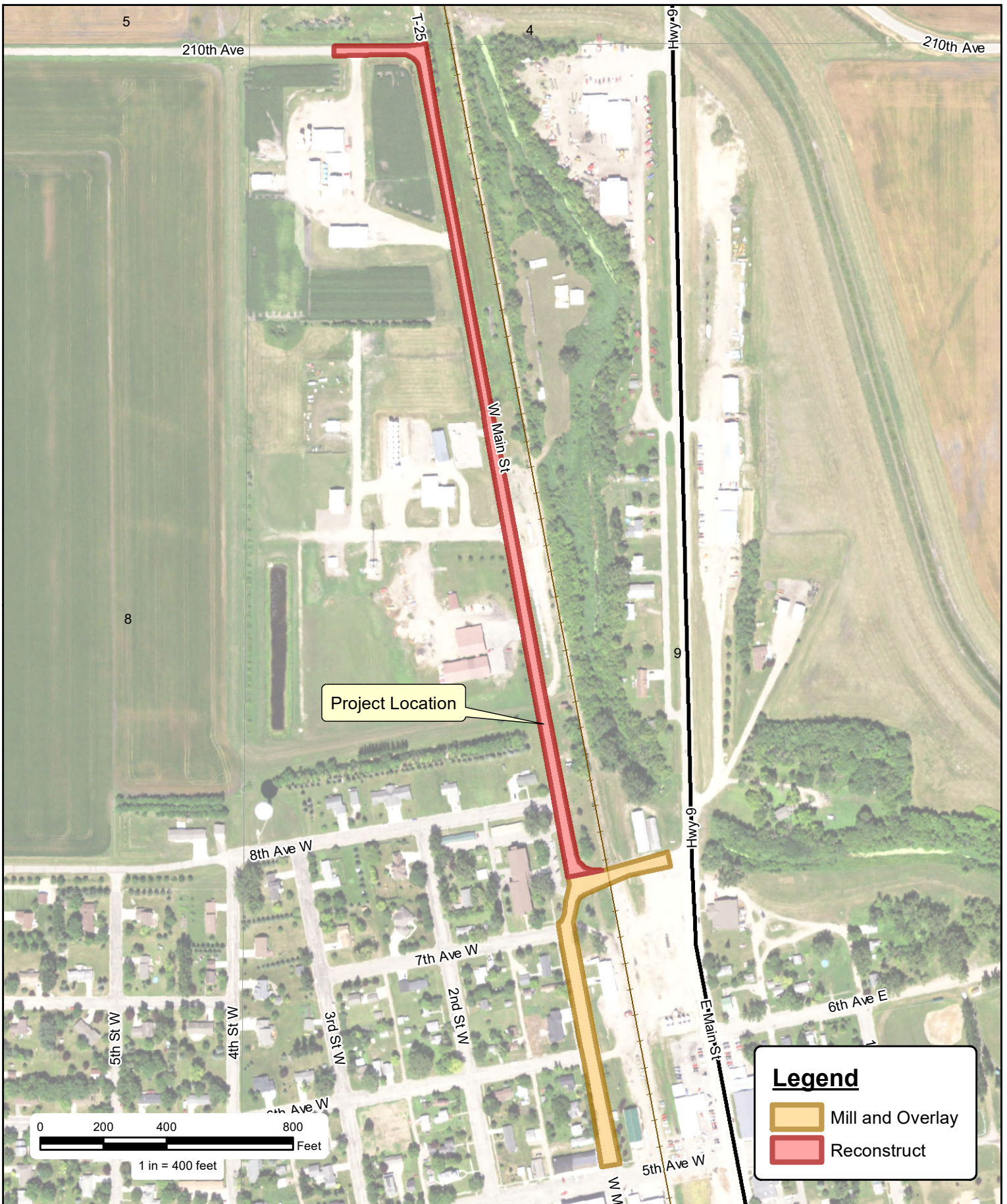
Dated: \_\_\_\_\_

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

ATTEST:

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



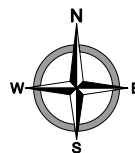


**Legend**

- Mill and Overlay
- Reconstruct

**PROJECT LOCATION MAP  
WEST MAIN RECONSTRUCTION / MILL & OVERLAY  
ADA, MINNESOTA**

Created By: KMV Date Created: 12/21/20 Date Saved: 12/21/20 Date Exported: 12/21/20  
 Plotted By: kyle.volk Parcel Date: N/A Aerial Image: 2019 County NAIP SIDS Elevation Data: Lidar  
 Horizontal Datum: NAD 1983 HARN Adj MN Normen Feet Vertical Datum: NAVD1988  
 T:\BaseData\MN\City\Ada\20642A\_Ada\_Exhibit.mxd



**moore**  
engineering, inc.

# Final Report

## Environmental Air Solutions, Inc Air Samples

**Project No:** 107 4th St East

EMSL Analytical, Inc.  
3410 Winnetka Ave N  
New Hope, MN 55427

Prepared By:

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Levi Gienger, President  
Environmental Air Solutions, Inc

Date: December 14th, 2020

Client:

Dekko Community Center  
107 4th St East  
Ada, MN 56510

Project: 107 4th St East  
Ada, MN 56510

Inspector: Levi Gienger  
Mold Assessment Consultant  
Certification No: MC-10001-0814  
Mold Assessment Technician  
Certification No: MT-10001-0812

Environmental Air Solutions, Inc  
PO Box 9074  
Fargo, ND 58106-9074  
ND Tax Permit no: 23957500  
Contractor License no: 37656 Class D

Inspection Date: 12/10/2020  
Start Time: 3:10 PM  
Stop Time: 4:00 PM

Protocol:

When entering buildings shoes covers were placed over my shoes an order not to track anything from outdoors inside, non-pound latex gloves were used for sterilization purposes. 3M Respirator N951860 used to keep sample location clean and to protect mold consultant.

Client is under legal obligation to disclose the results of the inspection to prospective tenants or purchasers of the housing before they become obligated under contract.

Key Terms:

Liters per min = L/M

Equipment used:

E-Lite Pump  
Bio-Pump Plus  
Air-O-Cell

Calibration:

E-Lite Pump and Bio-Pump Plus calibrated @ 15 l/m

\*As a mutual protection to our clients, the public, and ourselves, all reports prepared by Environmental Air Solutions, Inc are submitted in confidence and may not be published, in part, without our prior written consent.

## Scope of Service

The Client had Environmental Air Solutions, Inc conduct air quality testing. Client wanted a definitive analysis of the samples to determine what condition the air quality is currently in.

## Surface Sampling Method

Environmental Air Solutions employs the following method of air quality and surface analysis.

### **Air-O-Cell® Air Sampling Cassettes**

The Air-O-Cell® is a unique air sampling cassette specifically designed for the rapid collection of a wide range of airborne aerosols including mold spores, pollen, insect parts, skin cell fragments, fibers (e.g. asbestos, fiberglass, cellulose, clothing fibers, etc.) and inorganic particulate e.g. ceramic, fly ash, copy toner, etc.). The Air-O-Cell® collects both viable and non-viable sample specimens, providing a much broader overview of potential allergens contaminants than conventional sampling techniques.

After sampling is completed, the cassettes are Fed Expressed to EMSL Analytic Inc. laboratories, in Minneapolis MN, where the slides are removed and direct microscopic analysis are immediately performed. The collection media is compatible with a wide range of biological stains and refractive index oils, allowing direct quantitative analysis of organic and inorganic particulate.

### **Direct Examination (Tape Lift, Bio-Tape, Bulk, or Swab)**

EMSL offers the identification and semi-quantitative analysis of fungal spores on tape lifts, Bio-tape, bulk materials, or swab samples. We include information on the presence of hyphae and fruiting structures to aid you in interoperating the degree of contamination.

After sampling is completed, the cassettes are Fedex Expressed to EMSL Analytic Inc. laboratories, in Minneapolis MN, where the slides are removed and direct microscopic analysis are immediately performed. The collection media is compatible with a wide range of biological stains and refractive index oils, allowing direct quantitative analysis of organic and inorganic particulate.

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**7 air samples were collected for this project.**

Air Samples

31238186 West Court

31238166 East Court

31238191 South West Court

31238168 East South Court

31238165 Workout Room North

31238190 Workout South

31238167 Control outside

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## Findings:

Samples came negative analysis is attached to this report. Air samples are found to be acceptable for indoor environments. Under normal conditions you would like the spore count on the control or outside sample to be at least 40 – 60% higher than the indoor air.

Total indoor fungi/mold count 4,000 - 8,000 is normal.

From the areas testing inside the building there was 711 total fungi count which is below the recommend limit. Average air sample was 119 throughout the building.

**\*Humidity levels were 35%, Temperature 65 Degrees F**

**\*Normal Humidity level should be 25-40%**

**\*Normal Temperature 68-72 degrees F**

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## Conclusions/Recommendations

The Client was concerned that the air quality of their building may be a health risk. Therefore, client wanted several locations throughout the building to be tested. Air samples are within acceptable levels.

### **Below are recommended steps to be taken.**

1. Recommend Pyure OHAIR myspace units throughout building
2. Recommend Odorox Induct unit air machine within the ductwork of in building
3. Recommend cleaning ductwork annually  
[www.eairsolutions.com](http://www.eairsolutions.com) or [www.easmoldtesting.com](http://www.easmoldtesting.com)

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## Disclaimer

Environmental Air Solutions, Inc is not responsible for design of repair and/or renovation activities following remedial work or repairs to correct moisture intrusions. Please be advised that Environmental Air Solutions, Inc makes no representation or warranties regarding the cause of moisture intrusion or for further moisture intrusion, whether from civil or structural, sewer or water line, or storm water defects or events. The Customer will hold Environmental Air Solutions, Inc harmless in the event of future moisture intrusions and subsequent mold growth and Environmental Air Solutions, Inc is not responsible for determining or repairing the cause and effect of any future moisture intrusions.

Please contact us at 701-478-7877 if you have questions or would like further information regarding this project.

Sincerely,  
Environmental Air Solutions, Inc

Levi Gienger  
Vice President

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## Delta Design & Construction

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100 16th St No.  
Fargo, ND 58102

Insured: Dekko Center  
Property: 107 E 4th Ave.  
Ada, MN 56510

Estimator: Tom Erickson  
Position: President  
Company: Delta Design & Construction  
Business: 100 16th St. No.  
Fargo, ND 58102

Business: (701) 235-1212  
E-mail: tom@deltadesign.biz

Contractor:  
Company: Delta Design & Construction  
Business: 100 16th St. No.  
Fargo, ND 58102

Business: (701) 235-1212

**Claim Number:**

**Policy Number:**

**Type of Loss:** Water Damage

Date of Loss:  
Date Inspected:

Date Received:  
Date Entered: 10/23/2020 3:06 PM

Price List: MN DL8X\_NOV20  
Restoration/Service/Remodel  
Estimate: 2020-10-23-1506-2



2020-10-23-1506-2

Main Level

<b>Racquetball 127</b>	<b>Height: 20'</b>
<b>DESCRIPTION</b>	<b>QTY</b>
Carpenter - General Framer - per hour	16.00 HR
Floor protection - cardboard and tape	793.33 SF
Scaffold - per section (per week)	12.00 WK
<b>3-Sections</b>	
General Laborer - per hour	9.00 HR
Finish Carpenter - per hour	216.00 HR
<b>Installation of Racquetball Court wall panels</b>	
Remove Sheathing - plywood - 3/4" CDX	793.33 SF
Sheathing - plywood - 3/4" CDX	793.33 SF
Metal studding - 3 5/8" wide - 12" OC - Labor only	800.00 SF
Remove Resilient channel (for sound) - 24" oc	800.00 SF
Resilient channel (for sound) - 24" oc	800.00 SF
Remove Metal studding, 6" wide, 16" OC, 20 gauge	80.00 SF
Metal studding, 6" wide, 16" OC, 20 gauge	80.00 SF
Commercial Supervision / Project Management - per hour	24.00 HR
Caulking - acrylic	120.00 LF
Painter - per hour	36.00 HR
<b>Clean up and prime structural steel inside wall</b>	
Shim steel studs for wall panels	800.00 SF
Remove Suspended ceiling system - High grade - 2' x 4'	160.00 SF
Suspended ceiling system - High grade - 2' x 4'	160.00 SF
Sheathing - plywood - 5/8" - treated	128.00 SF

<b>Stairs</b>	<b>Height: 18'</b>
<b>DESCRIPTION</b>	<b>QTY</b>
Floor protection - self-adhesive plastic film	242.96 SF
Seal/prime then paint the walls (2 coats)	495.67 SF

<b>hallway 107</b>	<b>Height: 12'</b>
<b>DESCRIPTION</b>	<b>QTY</b>
Batt insulation - 6" - R20 - unfaced batt	128.00 SF
5/8" drywall - hung only (no tape or finish)	256.00 SF
Seal/prime then paint the walls (2 coats)	1,398.01 SF



**CONTINUED - hallway 107**

<b>DESCRIPTION</b>	<b>QTY</b>
Floor protection - self-adhesive plastic film	694.69 SF

**Level 2**

<b>DESCRIPTION</b>	<b>Height: 8'</b> <b>QTY</b>
Remove Suspended ceiling system - High grade - 2' x 4'	48.52 SF
Suspended ceiling system - High grade - 2' x 4'	48.52 SF
Remove Sheathing - plywood - 3/4" - treated	32.00 SF
Sheathing - plywood - 3/4" - treated	32.00 SF
Batt insulation - 6" - R20 - unfaced batt	64.00 SF
5/8" drywall - hung only (no tape or finish)	256.00 SF
Seal/prime then paint the walls (2 coats)	226.22 SF
Remove Existing storefront fixed window	1.00 EA
Floor protection - self-adhesive plastic film	48.52 SF
Painter - per hour	15.00 HR
<b>Clean up and prime structural steel inside wall</b>	
Urethane foam sealant	20.00 LF

<b>DESCRIPTION</b>	<b>QTY</b>
<b>Miscellaneous</b>	
Taxes, insurance, permits & fees (Bid Item)	1.00 EA
Sprayed polyurethane foam - Bid Item	1.00 EA
Fire retardant spray cement - Bid Item	1.00 EA
Raquetball Court wall panels	800.00 SF
<b>West wall of room 127 only</b>	
Replace storefront window (Bid Item)	1.00 EA
Drywall Installer / Finisher - per hour	54.00 HR
Final cleaning - construction - Commercial	0.00 SF
<b>Completed by owners</b>	
Dumpster load - Approx. 40 yards, 7-8 tons of debris	0.00 EA
<b>Completed by owners</b>	

**Labor Minimums Applied**



# Delta Design & Construction

100 16th St No.  
Fargo, ND 58102

DESCRIPTION	QTY
Insulation labor minimum	1.00 EA
Cleaning labor minimum	1.00 EA
Awning labor minimum	1.00 EA

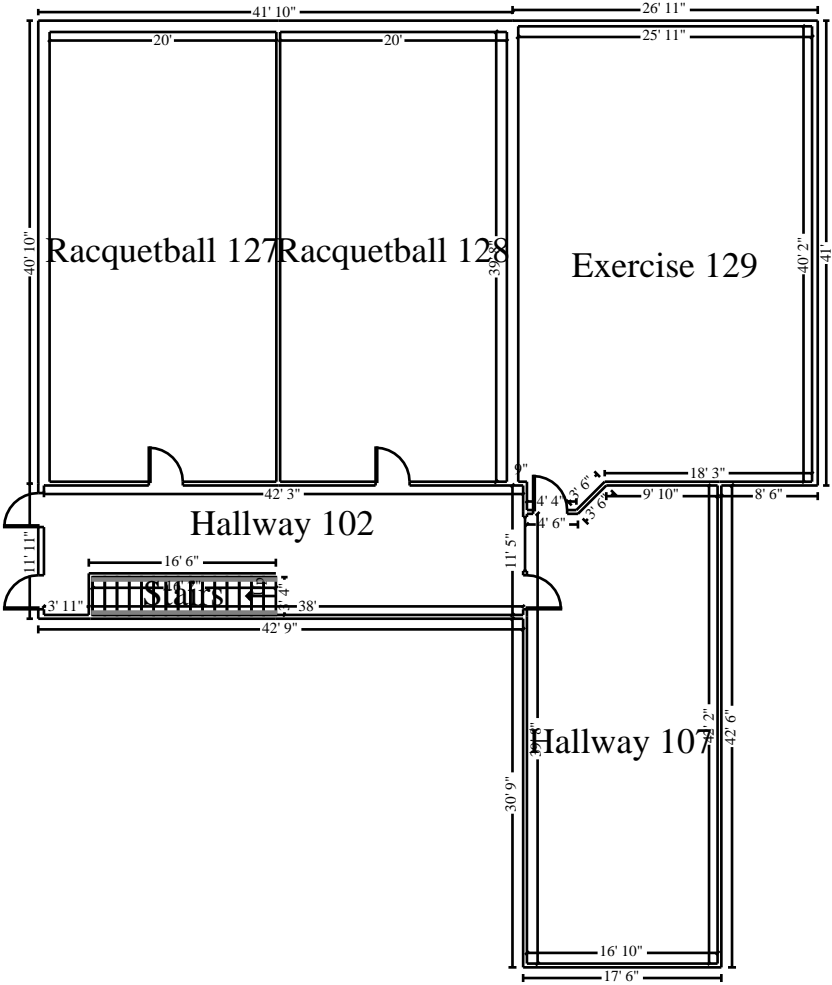
Grand Total \$71,848.65

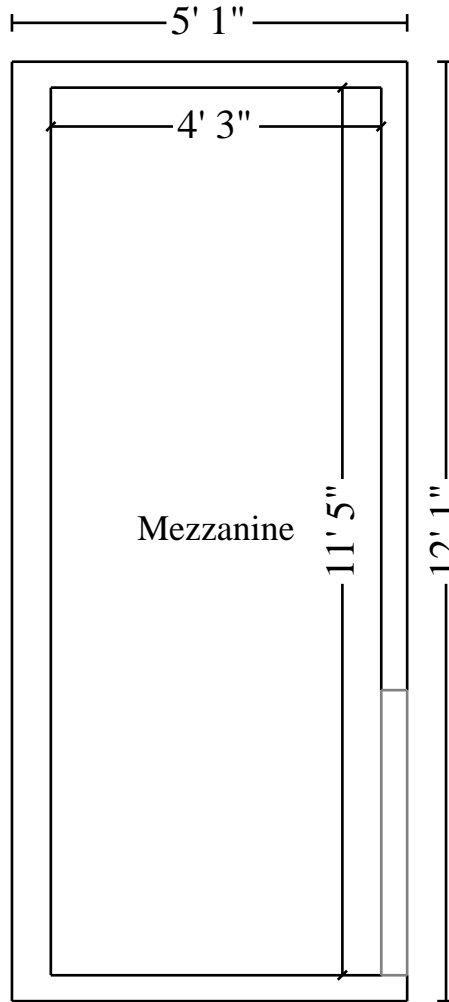
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Tom Erickson  
President

### Grand Total Areas:

10,520.29 SF Walls	3,860.84 SF Ceiling	14,381.13 SF Walls and Ceiling
3,887.93 SF Floor	431.99 SY Flooring	668.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	668.90 LF Ceil. Perimeter
3,887.93 Floor Area	4,125.70 Total Area	9,661.62 Interior Wall Area
4,922.16 Exterior Wall Area	322.50 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	





## CONTRACT FOR SERVICES

THIS CONTRACT, made this \_\_\_\_\_ day of January, 2020, by and between the City of Ada, hereinafter referred to as "City" and Essentia Health, Essential Health Ada, Essentia Health Ada Clinic, hereinafter collectively referred to as "EH",

WHEREAS, EH is a non-profit corporation organized under the laws of the State of Minnesota to provide hospital services and related health care services to patients; and

WHEREAS, EH operates a division known as Essentia Health Ambulance Service which supplies ambulance services in the City of Ada and to rural communities in Greater Minnesota and Eastern North Dakota; and

WHEREAS, the City owns an ambulance license as issued by the Emergency Medical Services Regulatory Board for the State of Minnesota; and

WHEREAS, said City has outsourced the ambulance services to EH, which provides ambulance services through its division known as the **Essentia Health Ambulance Service**; and

WHEREAS, the parties hereto previously entered into agreements regarding provisions for operating an ambulance service for the benefit of the citizens of City of Ada and the citizens in the surrounding area, and the parties desire to continue said ambulance service and agree as follows:

NOW, THEREFORE, IT IS AGREED:

1. Operation of Ambulance Service. EH shall continue to operate an ambulance service in the City of Ada and the surrounding area which is identified in the license issued by the Emergency Medical Services Regulatory Board of the State of Minnesota, which operating territory shall be hereinafter referred to as the Primary Service Area "PSA". The ambulance service shall provide advanced life support transportation in the area and shall maintain and operate a 24-hour a day ambulance service with enough ambulances to satisfy the needs of the Area. Staff shall be provided by EH and shall be appropriately trained and certified. The ambulance service will be operated in conjunction with **Essentia Health Ambulance Services**.
2. Ownership of Equipment. All ambulances and equipment used in the delivery of patient care are owned by EH.
3. Dispatch. EH with the cooperation of the City of Ada and other appropriate agencies shall maintain existing dispatch arrangements.
4. Term. The term of this Agreement shall commence on **February 1, 2021**, and continue **sixty (60)** months until **February 1, 2026**. Either party may terminate this Agreement at any time without cause with 360 days written notice to the other party. In addition, the City shall have the right to terminate this Agreement for cause upon sixty (60) days

written notice to EH of material deficiencies in the EMS delivery system, unless EH corrects such deficiencies within the sixty (60) day notice period. This contract will continue to have an automatic renewal for an additional one-year period on February 1 of each year thereafter, unless terminated by either party.

5. Assignment. This Agreement shall automatically terminate upon the occurrence of a change of control of EH. For purposes of this Agreement, "change of control" means an acquisition by any means, subsequent to the effective date hereof, by an organization that is not a related organization of EH as of such effective date of (i) the right to appoint or elect a majority of the board of directors of EH, (ii) the right to approve the EH operating budget or (iii) the right to serve as a contract manager of EH. Notwithstanding, EH may restructure its corporate organization by establishing a separate entity to operate its ambulance service, and may subcontract with that entity to provide the services described herein.

6. Insurance. EH agrees to obtain, at its cost, an appropriate liability and medical malpractice insurance in amounts of not less than \$1 million/\$3 million dollars and to provide the City of Ada with a certificate evidencing said insurance at least annually.

7. Indemnity. Each party agrees that it shall be responsible for its own legal liabilities, and shall defend, indemnify and hold the other harmless from any obligations, claims, liabilities or related expenses (including reasonable attorneys' fees to defend a liability claim by a third party or to collect amounts owed under this Section) for which primary liability would not be imposed on the first party under law.

8. Charges and Rates. Rates shall not be changed by EH unless it is changing its rate for services supplied by it for all the other cities or governmental entities which it serves within the State of Minnesota and Eastern North Dakota. EH shall determine the charge structure for the services provided hereunder, as it deems reasonable based on the financial performance of the service in the region.

9. Management. EH agrees to keep in place a full-time manager to oversee the operations of the City of Ada and other regional sites. In addition, the manager shall have duties and responsibilities that are set forth in the region managers job description.

10. Personnel. EH shall be responsible for selection, hiring, placement, discharging, scheduling and supervising of all medical personnel necessary for the rendering of patient care services related to the ambulance service and the conduct of service within the service area.

11. Collection of Accounts. EH shall issue bills for services and materials furnished to persons in operating the service within the primary service area and shall collect accounts and monies owed with respect thereto.

12. No Modifications. This Agreement represents the entire Agreement between the parties and may not be modified except by the express written Agreement of the party against whom the same is attempted to be enforced.



13. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties, their respective legal representatives, successors and assigns.

14. Choice of Law. This Agreement shall be construed under the laws of the State of Minnesota.

15. Severability. In the event any provision or part of this Agreement is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative.

16. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

CITY OF ADA

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Its City Administrator

ESSENTIA HEALTH

\_\_\_\_\_  
By Its \_\_\_\_\_