

City of Ada
Meeting of the City Council
Tuesday, July 2nd, 2019 – 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.** June Council 2019 Regular Council Meeting minutes
 - B.** June Special Session 2019 Council Meeting minutes
 - C.** City Pre-paid checks in the amount of \$ 1 3 3 , 7 9 5 . 2 5
 - D.** City Accounts payables the were approved in June updated amount of \$52,913.77
 - E.** City Accounts payables in the amount of \$115,709

- 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
 - 1) Special Assessment - Park Street/2nd Street LRIP project
 - 2) Special Assessment Policy Manual
 - 3) Resolution 2019-07-01

- VIII. Reports of Department Heads and Committees**
 - A.** Mayors Report
 - 1)
 - B.** Administrator / Clerk / Treasurer Report
 - 1) Department Updates
 - Parks and Recreation Department Head Position
 - Fire Department Summer Smoker

- 2) City Administrator Contract
- 3) Event Center Kitchen Committee update
- 4) Audit Update
- 5) IMPACT Coalition – Compliance Checks

IX. Old Business

- A. Dekko Furnace Replacement

X. New Business

- A. Kaleidoscope Guests July – Hintz/Kroshus, August- Nelson/Mathsen, September – Sawrey/Opheim, October – Stene/Krieger
- B. EDA – Blight and Demolition Applications
- C. Donation Request – Gary Cares

XI. Adjournment

City of Ada
Meeting of the City Council
Tuesday, June 4th, 2019 – 6:00 P.M. – Council Chambers

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call – Present: Members Opheim, Mathsen, Hintz, Kroshus, Stene, and Nelson.**

Absent: Member Krieger

- 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.*

NONE

- 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.** May 7th, 2019 Regular Council Meeting minutes
 - B.** May 28th, 2019 Special Session minutes
 - C.** City Pre-paid checks in the amount of \$161,190.11
 - D.** City Accounts payables in the amount of \$53,151.07

Motion by Member Opheim and seconded by Member Kroshus to accept the Consent Agenda as amended. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. 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.*

Motion by Member Nelson and seconded by Member Stene to accept the Agenda as amended. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

VII. Presentations with possible discussion and decision.

A. Donation Requests

- 1) FCCLA as a whole group of 11 youth
- 2) Julia Nelson – representing 4H – Shooting Sports Nationals
- 3) Julia Nelson – representing AB FFA – Washington DC Leadership Conference
- 4) Catherine Nelson – representing St. Joseph’s Church – Jamaica Mission Trip

Before presentations were made, Member Opheim made comment as to the limitation of \$200.00 per donation to eligible requests. He thought the amount should be raised to \$300.00 maximum. These funds are given to the City, to distribute, from the Borup Community Club.

Motion by Member Nelson and seconded by Member Hintz to raise the donation request limit to \$300.00 from the previous maximum of \$200.00. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

Brianna Loosbrook and Julia Nelson sat before council representing the Ada Borup FCCLA. They requested a donation to assist in defraying costs to the national convention. A total of 11 kids will attend.

Motion by Member Opheim and seconded by Member Mathsen to donate \$300.00 to the Ada Borup FCCLA for their national convention. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

Julia Nelson, representing herself, requested assistance to defray costs, for her trip to the 4H Shooting Sports Nationals. Member Opheim commented that he did not want to start a precedent and give to individuals. Her request was denied.

NO ACTION TAKEN

Ms. Nelson then requested a donation for the FFA Chapter for their National Leadership Conference.

Motion by Member Opheim and seconded by Member Hintz to donate \$300.00 to the Ada Borup FFA Chapter for their national leadership conference. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

Catherine Nelson requested, on behalf of the St. Joseph's Jamaican Mission Trip, a donation to help defray costs both for the trip and the costs incurred while in the country, helping the needy of that country.

Motion by Member Kroshus and seconded by Member Mathsen to donate \$300.00 to the St. Joseph's Church Jamaican Mission Trip. Members voting for: Hintz, Nelson, Kroshus, Opheim, Mathsen, and Stene. Against: None. Motion passed.

B. Moore Engineering

1) Park Street LRIP bids

Dan Hanson of Moore Engineering updated council on the Park Street LRIP project. Mr. Hanson stated that two bids were opened and came in rather high, as anticipated. He went on to highlight parts of the contract that he felt were much higher, as compared to a similar bid five days earlier for another project they were working on. Mr. Hanson felt that at a more opportune time, we should expect lower bids under the same specs. The City would not lose its funding from the state. It would be likely that to bid the project out again in October, it's likely the bids will be lower, but not guaranteed. Council would need to recommend to Norman County that they should reject the bids as presented.

Motion amended by Member Opheim and seconded by Member Mathsen to recommend to Norman County to reject the two bids for the LRIP and wait to bid again this fall. Members voting for: Hintz, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None Motion passed

VIII. Reports of Department Heads and Committees

A. Mayors Report

1) Public Safety Committee – add Pat Pfund

Mayor Sawrey brought to council a request to add Pat Pfund to the Public Safety Committee. She is currently serving as the City's Safety Inspector.

Motion amended by Member Hintz and seconded by Member Opheim to add Pat Pfund to the Public Safety Committee as recommended by Mayor Sawrey. Members voting for: Hintz, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None Motion passed

2) Blight Update

Mayor Sawrey updated council on the progress of dealing with blight throughout the city. A biweekly report is being distributed and then followed up with regards to enforcement, if the blight had not been taken care of, through ticketing and processing through the City's Criminal Attorney.

NO ACTION TAKEN

B. Administrator / Clerk / Treasurer Report

1) Department Updates

- a) Liquor Store Misc. items
- b) Pet Clinic
- c) City Website Committee Update
- d) Event Center Kitchen Committee update
- e) City Administrative Search

- a) Interim Administrator Larson updated the council on some financial progress of the Ada Liquor Store. A comparison of 2018 dollars and 2019 dollars were reported. The report highlighted that overhead was reduced by 5%, as compared to 2018. Some suggestions were recommended as to marketing products and the liquor store in general.

Interim Administrator Larson brought to the attention of council the blight problems in the city this time of year. Grass clippings in the street are an issue with Public Works issuing 30 letters to violators of the ordinance.

NO ACTION TAKEN

- c) Interim Administrator Larson updated council regarding the New City Website. She presented a draft to council on the overhead projector and scrolled through some items that can be expected to be on the website. To launch it live will take another week or two.

NO ACTION WAS TAKEN

- d) Member Mathsen updated council on the status of the Event Center kitchen. The committee did a run through with General Parts. Inspections of the convection oven, gas oven, refrigerator, freezer and dishwasher were done and determined what needs to be done to each item; to fix or get rid of and to replace or not replace.

NO ACTION WAS TAKEN

- e) Member Hintz went over the agenda for the interview process with the City Administrator candidates.

IX. Old Business

A. Norman County Fair Budget Allocation

Mayor Sawrey brought to the table a suggestion regarding the annual contribution to the Norman County Ag Society. In last month's meeting a donation request, as presented in the agenda, was approved for \$200.00 to the Norman County Ag Society. Member Hintz motioned for that request, but he was under the understanding that it was for their fundraiser for picnic tables. The history with the Ag Society has been a sponsorship to support the fair on an annual basis in the amount of \$500.00. A conversation transpired regarding a disgruntled letter received of Member Hintz. After discussing with members of the Ag Society, the misunderstanding was resolved. Member Opheim did not agree with the request, since the disgruntled letter contained a statement requesting a \$1,000.00.

Motion by Member Hintz and seconded by Member Mathsen to give \$500.00 to the Norman County Ag Society as a sponsorship for the Norman County Fair. Members voting for: Hintz, Kroshus, Nelson, Mathsen, and Stene. Against: Opheim Motion passed.

B. Ordinance 477 Mobile Food Vending – 2nd Reading

Member Hintz brought back to the table the Food Vending Ordinance 477 – as a 2nd reading – and to legally pass the Ordinance to be voted on by roll call vote.

Motion by Member Opheim and seconded by Member Nelson to approve the 2nd reading of Ordinance 477. By roll call vote: Hintz, Kroshus, Opheim, Nelson, Mathsen, and Stene. Against: None. Motion passed.

C. Resolution 2019-05-02 Mobile Food Vending

Member Opheim made reference to the newly passed Ordinance 477 now would be the legal time to pass Resolution 2019-05-02.

Motion by Member Opheim and seconded by Member Kroshus to pass Resolution 2019-05-02 – Mobile Food Vending permits. By roll call vote: For: Kroshus, Nelson, Mathsen, Opheim and Stene. Against: None Motion passed.

X. New Business

A. Kaleidoscope guests, June – Mathsen\Larson

B. \$200.00 Donation to Ada Borup Booster Club

A request for \$50.00 presented to council by a letter for a sponsorship at the Ada Borup Booster Club Golf Tournament

Motion by Member Hintz and seconded by Member Stene to accept the request of \$50.00 from the gambling fund to the Ada Borup Booster Club for sponsorship in their annual golf tournament. Members voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

C. \$6,800.00 Mosquito Spray Chemicals

A request from public works to purchase a bulk order of mosquito spray chemicals for the summer was presented to council. A discount is given when ordered in bulk.

Motion by Member Stene and seconded by Member Opheim to approve the request of public works to purchase a bulk order of mosquito spray chemicals for up to \$6,800.00 after receiving two quotes.

Members voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

D. Fire Department Water Tank

Fire Chief Petry presented to council a request to purchase a slide-in water tank with accessories for the fire department pickup. This unit would be used for grass fires, house fires, and other emergency purposes. The funding source is coming from the Ada Borup Fire Department Relief Association Fund.

Motion by Member Hintz and seconded by Member Stene to approve the purchase of a slide-in water tank for \$22,000.00 to be reimbursed by the Ada Fire Relief Association. Members Voting for: Kroshus, Opheim, Nelson, Hintz and Stene. Abstained: Mathsen Against: None. Motion passed

E. Public Works-Temporary Employee

Member Kroshus, representing the public works committee, wanted council to be aware of the need for temporary help to cover the amount of time that employee Bruce Nelson will be absent due to illness. The “seasonal” worker would be retained for 100 days, at which time, if Mr. Nelson was not back, the employee would become a temporary employee.

Motion by Member Opheim and seconded by Member Stene to approve the request of public works to maintain the employment of a seasonal worker for up to 100 days, at which time the employee would be considered temporary. Members Voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

F. Liquor Store Permit – off site tasting

Interim Administrator Larson brought to council a request from Liquor Store Manager Aasland to be allowed an off-site permit for a tasting that would be in coordination with McCollum Hardware’s Traeger Grill demos.

Motion by Member Opheim and seconded by Member Kroshus to approve the request of an off-site permit. Members Voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

G. Dekko furnaces

Interim Administrator\Dekko Center Manager Larson presented to council the need for two furnaces for the Ada Library and Dekko Center. The quote from Trane was \$9,800.00. Member Opheim made aware that the need for more than one quote was necessary in this case. Member Kroshus recommended getting quotes from local vendors.

Motion by Member Opheim and seconded by Member Kroshus to approve the purchase of two furnaces for the Ada Library/Dekko Center at the lower of the original quote from Trane or a second quote received. Members Voting for: Kroshus, Opheim, Mathsen, Nelson, Hintz and Stene. Against: None. Motion passed

XI. Adjournment

Motion to adjourn at 7:14pm by Member Stene and seconded by Member Mathsen to adjourn. Members voting for: Hintz, Opheim, Kroshus, Mathsen, Nelson and Stene. Against: NONE Motion passed

Submitted by:

Interim Administrator Ashley Larson

Mayor Todd Sawrey

City of Ada
Minutes of the City Council Special Session
June 19, 2019 – 1:00 p.m.
Council Chambers

Members Present: John Hintz, Tom Opheim, Mike Nelson, Josh Mathsen, Jake Kroshus, Crystal Stene, Casey Krieger. Absent: None.

Others Present: Pat Pfund, Jody Bueng, Brian Rasmusson, Gerri Jo Aasland, Stephanie Knutson, Doug Marcusson

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Business

- Interviews with candidates (see schedule)
- Group meet to debrief, followed by possible discussion/decision
- Council makes final selection & discusses contract parameters

V. Adjournment

- I. Meeting was called to order by Vice Mayor Hintz**
- II. Pledge of Allegiance Said**
- III. Roll Call – All Members Present**
- IV. Business:**

Interview Schedule addressed. One change: candidate Karin Elhard, has withdrawn her name as a candidate for the interview process due to personal reasons.

Member Hintz suggested appointing two council members to work with Pemberton Law should a finalist be chosen today. Members Stene and Krieger volunteered to work on contract details with Pemberton Law once the position has been offered. They will bring back the contract information to the council at July's regular meeting for approval.

Interviews were conducted for candidates Ashley Larson, Kelli Truver, Kenneth Cammilleri and Hiliary Chisholm.

Once interviews concluded, Department Heads and City Council Members met to debrief, discuss and decide on potential position offering to candidates. Member Hintz read correspondence from Pemberton Law encouraging the council, if a finalist was chosen today, to make a motion to offer the City Administrator position to (insert finalist name here), pending contract and background check.

Motion by Member Opheim and seconded by Member Krieger to offer the City Administrator position to Ashley Larson. Members voting via roll call vote:

**Opheim - Aye
Nelson - Aye
Mathsen - Aye
Hintz - Aye
Kroshus - Aye
Stene - Aye
Krieger – Aye**

Motion passed

V. Adjourn

Motion by member Krieger seconded by Member Stene to adjourn the meeting at 5:22 p.m. Members voting for: Opheim, Nelson, Mathsen, Hintz, Kroshus, Stene, and Krieger. Against: NONE Motion passed

Respectfully submitted:

Council Member, Crystal Stene

Vice Mayor, John Hintz

ACCOUNT PAYABLE - JUNE 2019
 REGULAR COUNCIL MEETING
 Tuesday, July 2, 2019

*Added or Revised Amounts

ADA BODY SHOP	POLICE- REPAIR TRIM	\$ 32.50
ADA-FELTON COUNTRY STORE	PW FUEL	\$ 490.44
ADA FEED & SEED	GRASS SEED	\$ 192.38
AL'S DISPOSAL	JUNE DUMPSTER RENT, CLEANUP FEES	\$ 16,190.81
AMERIPRIDE	JUNE PW- MOPS, TOWELS, MATS	\$ 252.00
AUTO VALUE	PW-START FLUID,HD FUEL FARM/FLEET	\$ 177.65
AUTO VALUE	FIRE- SUPLS	\$ 25.98
BORDER STATES	ELECTRIC SUPLS, METERS	\$ 353.12
BURLEY'S TREE SERVICE	PW- REMOVE TOP OF COTTONWOOD	\$ 180.00
COCA COLA	LQR POP	\$ 87.00
FERGUS FALLS MONUMENT	DEKKO PARK RE-SEAL FLOOD MONUMENT	\$ 765.00
FERGUSON WATERWORKS	PW-GASKETS FOR WATER METERS	\$ 24.83
GREENWAY LAWN SPRAYING	DEKKO LAWN SPRAY	\$ 313.00
HAWKINS	PW CHEMICALS	\$ 881.31
INDEPTH INSPECTION	JUNE BLDING PERMIT SERVICES	\$ 888.89
KRJB RADIO	COUNCIL- ANNUAL	
KRJB RADIO	DEKKO- ANNUAL CONTRACT	
KRJB RADIO	LIQUOR- ADV-ANNUAL, PROMOS	
LAUGHING EARTH GARDEN	TREES	\$ 3,874.45
LAUGHING EARTH GARDEN	DEKKO 2ND FLOWER POT, EVENT CENTER POTS	\$ 234.00
LAUGHING EARTH GARDEN	ADA SIGN FLOWERS	\$ 271.00
LEE BROS SALES	POLICE- FORD EXPLORER OIL CHNG	\$ 109.73
MCCOLLUM HARDWARE, INC	PW- SUPLS	\$ 7.98
MCCOLLUM HARDWARE, INC	COUNCIL	
MCCOLLUM HARDWARE, INC	EVENT CENTER- CLEANERS	\$ 19.98
MCCOLLUM HARDWARE, INC	LQR- FILTER BAGS, WEED KILLER	\$ 30.97
MCCOLLUM HARDWARE, INC	DEKKO- CLEANING SUPLS, PAINT	\$ 289.82
MID-CENTRAL ICE	LQR ICE	\$ 153.15
MIDWAY MOTOR REPAIR	PW REPAIR	\$ 215.34
MOORE ENGINEERING	PARK STREET & 2ND STREET IMPROVMENTS	\$ 53,500.00

MUSCATELL-BURNS AUTO	POLICE- FORD REPAIR	\$ 401.60
NORMAN COUNTY FAIR 4-H PREMIU	COUNCIL- FAIR AD	\$ 59.00
NORMAN COUNTY FAIR 4-H PREMIU	LIQUOR STORE FAIR AD	\$ 129.00
NORMAN COUNTY IMPLEMENT	PW- MOWER PARTS	\$ 79.20
NORMAN COUNTY INDEX	CLERK-	
NORMAN COUNTY INDEX	LQR- ADV	
NORTHLAND TRUST SERVICES	BOND INTEREST	\$ 19,922.50
OFFICE SUPPLIES	CH- PHONE HEAD SET, OFFICE SUPLS,LAPTOP STAND	\$ 457.40
OFFICE SUPPLIES	PW- OFFICE SUPLS, UPS TESTS	\$ 4.58
OFFICE SUPPLIES	DEKKO- TOWELS, SOAP	\$ 154.00
OFFICE SUPPLIES	LIQUOR- TONER, LASER PRINTER,PAPER	\$ 508.06
OFFICE SUPPLIES	POLICE- TONER, SUPLS	\$ 232.06
PEMBERTON,SORLIE,RUFER&KE	MAY- GENERAL ATTORNEY FEES	\$ 1,099.00
PEMBERTON,SORLIE,RUFER&KE	MAY- FLOOD LEGAL FEES	\$ 373.00
PETRO SERVE USA	PW FUEL	\$ 483.60
POWER PLAN- RDO	OIL	\$ 96.00
READITECH	HOST MAILBOX	\$ 135.50
RED RIVER VALLEY PROMOTER	ADMIN JOB POSITION AD	\$ 48.00
RICHARDS OIL	PW LAWN MOWER FUEL	\$ 453.57
RMB ENV LAB	WATER/SEWER TESTS	\$ 322.00
SAFFIRE	WEBSITE SETUP	\$ 4,250.00
SORENSEN ELECTRIC	PW- 2 POLE BREAKERS- RAGE ADDITION	\$ 652.47
SORENSEN ELECTRIC	DEKKO LED	\$ 491.40
SUPERMARKET FOODS	COUNCIL WATER FOR INTERVIEWS	\$ 5.96
SUPERMARKET FOODS	LIQUOR- CLEANING SUPLS'	\$ 5.11
UNIVAR	MOSQUITO SPRAY	\$ 5,784.80
WATER & LIGHT FUND	UTILITIES	
WEST CENTRAL AG SERVICES		
WEX BANK	POLICE FUEL	
TOTALS		\$ 115,709.14

PRE-PAID CHECKS for JUNE 2019

Paid Chk# 079285	ADA BUILDING CENTER	6/11/2019	\$30.42 FIRE-SHELTER PARTS
Paid Chk# 079286	ADA LABOR	6/11/2019	\$3,195.00 MOWING CONTRACTS
Paid Chk# 079287	AL'S DISPOSAL, INC.	6/11/2019	\$967.53 PRE-CLEANUP METAL
Paid Chk# 079288	ARVIG ENTERPRISES	6/11/2019	\$760.07 CH JUNE RENT
Paid Chk# 079289	BEVERAGE WHOLESALERS, INC	6/11/2019	\$175.10 BEER
Paid Chk# 079290	BOOM ISLAND BREWING CO, LLC	6/11/2019	\$119.00 BEER
Paid Chk# 079291	BREAKTHRU BEVERAGE	6/11/2019	\$275.35 LQR
Paid Chk# 079292	D-S BEVERAGES	6/11/2019	\$8,043.55 BEER
Paid Chk# 079293	THE GROUNDSMAN	6/11/2019	\$1,029.00 CEMETERY SPRAYING
Paid Chk# 079294	JOHNSON BROS WHLSE LIQUOR CO	6/11/2019	\$1,120.86 LQR
Paid Chk# 079295	MCKINNON CO., INC.	6/11/2019	\$5,699.52 BEER
Paid Chk# 079296	MID-CENTRAL ICE, INC	6/11/2019	\$102.10 LQR ICE
Paid Chk# 079297	MN DEPT OF COMMERCE	6/11/2019	\$294.34 1ST QTR 2020 INDIRECT ASSESSMENT
Paid Chk# 079298	MN FIRE SERVICE CERTIFICATION	6/11/2019	\$575.00 FIREFIGHTERS CERT EXAM
Paid Chk# 079299	PAUSTIS WINE COMPANY	6/11/2019	\$208.49 LQR
Paid Chk# 079300	PETRO SERVE USA	6/11/2019	\$22.00 PW FUEL
Paid Chk# 079301	PHILLIPS WINE & SPIRITS CO.	6/11/2019	\$1,241.47 LQR
Paid Chk# 079302	RED RIVER VALLEY CO-OP POWER	6/11/2019	\$112.62 UTILITIES
Paid Chk# 079303	RICHARDS OIL/PROPANE	6/11/2019	\$503.82 PW FUEL
Paid Chk# 079304	SKANSGAARD CONSTRUCTION	6/11/2019	\$525.00 LAWN CARE
Paid Chk# 079305	U. S. POSTMASTER	6/11/2019	\$150.00 ANNUAL PO BOX FEE
Paid Chk# 079306	WATER AND LIGHT FUND	6/11/2019	\$613.14 UTILITIES- WELL #5
Paid Chk# 079330	ADA-BORUP SCHOOL	6/17/2019	\$22,000.00 BALL FIELD LEASE
Paid Chk# 079331	ARVIG	6/17/2019	\$1,925.03 PHONE/INTERNET
Paid Chk# 079332	FCCLA- ADA-BORUP SCHOOL	6/17/2019	\$300.00 CONTRIBUTION
Paid Chk# 079333	FFA - ADA-BORUP SCHOOL	6/17/2019	\$300.00 CONTRIBUTIONS
Paid Chk# 079334	FRANSEN BANK & TRUST	6/17/2019	VOIDED NSF CHECK-STEPHANIE LEE
Paid Chk# 079335	LEAGUE OF MN CITIES INS. TRUST	6/17/2019	\$19,725.00 CLERK -4TH QTR LIABILITY INSUR
Paid Chk# 079336	MVTL LABORATORIES, INC.	6/17/2019	\$435.00 SEWER TESTING
Paid Chk# 079337	NORMAN CO. AG. SOCIETY	6/17/2019	\$500.00 CONTRIBUTION - NC FAIR
Paid Chk# 079338	NORTHERN STATES POWER CO.	6/17/2019	\$769.00 DISTRIBUTION FACILITIES CHRG
Paid Chk# 079339	PRESTEGORD, KAREN	6/17/2019	\$90.48 POLICE MLG- HAWLEY FORD REPAIR
Paid Chk# 079340	RED RIVER VALLEY CO-OP POWER	6/17/2019	\$7,250.00 JUNE MNT
Paid Chk# 079341	SOUTHERN GLAZERS OF MN	6/17/2019	\$348.65 LQR
Paid Chk# 079342	ST. JOSEPHS CATHOLIC CHURCH	6/17/2019	\$300.00 CATHERINE NELSON- JAMAICA MISSION TRIP
Paid Chk# 079343	VERIZON WIRELESS	6/17/2019	\$29.97 PW CELL PHONE
Paid Chk# 079344	XCEL/NORTHERN STATES POWER	6/17/2019	\$34,373.20 MAY ENERGY, MISO
Paid Chk# 079345	ARTISAN BEER COMPANY	6/25/2019	\$36.90 BEER
Paid Chk# 079346	BEVERAGE WHOLESALERS, INC	6/25/2019	\$304.60 BEER
Paid Chk# 079347	BOOM ISLAND BREWING CO, LLC	6/25/2019	\$93.00 BEER
Paid Chk# 079348	BREAKTHRU BEVERAGE	6/25/2019	\$301.10 LQR
Paid Chk# 079349	CARDMEMBER SERVICES	6/25/2019	\$1,600.39 DEKKO-POOL VAC,POOL PUMP
Paid Chk# 079350	CITY OF ADA GENERAL FUND	6/25/2019	\$16.20 MAIL CERTIFIED GRASS LETTERS
Paid Chk# 079351	D-S BEVERAGES	6/25/2019	\$9,464.85 BEER
Paid Chk# 079352	JENNIFER R KRUGER	6/25/2019	\$300.00 DEKKO TRAINER- JUNE
Paid Chk# 079353	JOHNSON BROS WHLSE LIQUOR CO	6/25/2019	\$346.02 LQR
Paid Chk# 079354	KNUTSON, STEPHANIE	6/25/2019	\$46.40 CLERK-MLG TRI-VALLEY TRAINING
Paid Chk# 079355	MCKINNON CO., INC.	6/25/2019	\$2,334.93 BEER
Paid Chk# 079356	MN ENERGY RESOURCES CORP.	6/25/2019	\$1,456.89 UTILITIES
Paid Chk# 079357	BRUCE NELSON	6/25/2019	\$16.49 PICNIC TABLE PARTS
Paid Chk# 079358	PHILLIPS WINE & SPIRITS CO.	6/25/2019	\$2,757.75 LQR
Paid Chk# 079359	READITECH SOLUTIONS	6/25/2019	\$37.50 WEBSITE, EMAIL ISSUES
Paid Chk# 079360	SOUTHERN GLAZERS OF MN	6/25/2019	\$414.13 LQR
Paid Chk# 079361	VERIZON WIRELESS	6/25/2019	\$35.01 POLICE-BRD BAND

Paid Chk# 079362 WINE MERCHANTS

6/25/2019

\$123.98 WINE
\$133,795.85

May-19 Interim Combined Statement of Cash and Investments

Fund	Cash Balance	Investment Balance	May	May	May	May	Balance
	4/30/2019	4/30/2019	Cash Debits	Cash Credits	Invest Debits	Invest Credits	5/31/2019
General Fund	(578,935.91)	370,373.25	72,973.77	153,304.83	42.87		(288,850.85)
	0.00						0.00
Special Revenue Funds:							0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	120,980.40						120,980.40
TIF District 2-3 Housing	24,924.03	0.00					24,924.03
Demolition\Blight Fund	(17,155.34)	12,145.45					(5,009.89)
2015 Revolving Loan Account	31,080.50						31,080.50
Ada Economic Development Revolving Loan	17,132.88	3,832.97	1,356.44				22,322.29
Library	(39,916.51)	40,566.63		1,777.22			(1,127.10)
Community Center Maintenance Fund	(530,316.71)	699,403.93			2,181.92		171,269.14
Recreation Development Fund	34,635.83	40,000.00					74,635.83
Long Term Designated Capital	103,786.20	501,218.71		9,523.48			595,481.43
Public Works	(12,213.97)	4,690.92					(7,523.05)
Capital Project - Emergency Services Building	324.29						324.29
Capital Project - Lift Station / Force Main Project	(163,963.02)		13,791.00	13,833.90			(164,005.92)
Capital Project - New Well	0.00	0.00					0.00
Ada Event Center	168,012.84		2,464.94	3,433.13			167,044.65
Community Development Fund	(314,643.48)		856.99	1,088.49			(314,874.98)
Downtown Development District	36,772.43						36,772.43
Debt Service Funds:							0.00
2008 Lease Purchase Fire Hall	21,990.75						21,990.75
2003 G. O. Improvement Bonds (Street Project)	37,371.09	3,539.73					40,910.82
1999 G. O. Water / Sewer Rev Bonds							0.00
2000 G. O. Improvement Bonds	0.00						0.00
	0.00						0.00
Enterprise Funds:							0.00
Water and Sewer Fund	94,228.71	82,914.83	57,776.65	28,995.74			205,924.45
Electric Utility	851,352.76	10,179.15	153,111.77	105,482.15			909,161.53
Long Term Designated Capital II	138,919.03	624,375.67					763,294.70
Liquor	145,339.19	1,237.75	51,222.49	51,220.11			146,579.32
Total - All Funds	169,705.99	2,394,478.99	353,554.05	368,659.05	2,224.79	0.00	2,551,304.77
	2,564,184.98						
							157,142.32
Frandsen Bank - Savings							1,070.51
Frandsen Bank - Money Market - General							-
Frandsen Bank - Money Market - LT Desig							-
Frandsen Bank - Fire Insurance Proceeds							-
Frandsen Bank - CD's							528,469.81
							-
American Federal Bank CD (LT Desig Cap II)							185,576.81
BancWest Investment Services (LT Desig Cap II)	G607-10400						628,724.91
BancWest Investment Services (Maintenance Funds)	G225-10400						628,372.21
BancWest Investment Services (General)	G101-10400						288,051.57
BancWest Investment Services (LT Des Cap)	G400-10400						133,896.63
Total Balances 5-31-19							2,551,304.77

**CITY OF ADA
Resolution NO. 2019-07-01**

Resolution Ordering Preparation of Report on Improvement

WHEREAS, it is proposed to improve Park Street & 2nd Street and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement, called Park Street & 2nd Street Improvements be referred to Moore Engineering, Inc. for study. Moore Engineering, Inc. is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 2nd day of July, 2019.

Mayor

City Clerk



Summer Smoker

You are invited to join us for the
Ada Fire Department's Summer Smoker
Monday, July 8, 2019 - 6:00 p.m.
4-H Building on the Norman County Fairgrounds, Ada

June 20, 2019

Ada City Council

Dear Mayor and Council Members:

This letter serves to inform you that Norman County communities may not be complying with Minnesota Statute 461.12, Subdivision 5, which requires licensing authorities to conduct at least one unannounced tobacco compliance check each year.

“A licensing authority shall conduct unannounced compliance checks at least once each calendar year at each location where tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products are sold to test compliance with sections 609.685 and 609.6855. Compliance checks must involve minors over the age of 15, but under the age of 18, who, with the prior written consent of a parent or guardian, attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products under the direct supervision of a law enforcement officer or an employee of the licensing authority.”

Tobacco and alcohol compliance checks are included in the Norman County IMPACT Coalition’s Drug Free Community’s Grant objectives. Coalition staff are willing to assist law enforcement by providing training for the underage shoppers and ensuring that parental/guardian consent forms are completed.

During a compliance check, under law enforcement supervision, the underage shopper enters a licensed tobacco establishment and attempts to purchase a tobacco product. A successful compliance check occurs when there is no sale to the minor shopper. If requested, the minor shopper must produce their own ID, which shows their correct age (under 18 or 21) and must truthfully answer any questions.

Compliance checks are a proven strategy designed to prevent youth from obtaining tobacco and alcohol products and contributes to building healthier communities for everyone.

APPLICATION FOR BLIGHT CLEARANCE ASSISTANCE

NOTE: Complete one application for each address PLEASE PRINT & COMPLETE IN FULL

Property Address: _____

Property Owner's Name: _____

Applicant's Name: _____

Applicant is: Property Owner _____ Contractor _____ Renter: _____

Phone: _____ Email Address _____

PLEASE DESCRIBE PROJECT

ANY DANGEROUS OR HAZARDOUS CONDITIONS/WASTE? _____

IF YES, IDENTIFY: _____

WHAT ASSISTANCE DO YOU NEED TO COMPLETE THE PROJECT?

ESTIMATED COSTS AND FEES ASSOCIATED WITH BLIGHT CLEARANCE _____

AMOUNT OF FUNDS REQUEST ED OF EDA _____

*PLEASE ATTACHED PHOTOS PROJECT WITH THIS APPLICATION

I certify that the information above is true to the best of my knowledge and understand that providing false information may deem me, my company AND the owner of the property liable to any damages they may occur.

Applicant Signature: _____ Date: _____

PLEASE RETURN THIS FOR TO ADA CITY HALL: 15 4th Ave E, Ada MN 56510

DO NOT WRITE IN THIS SECTION - ADA STAFF ONLY

Blight assistance Date issued: Accept: _____ Denial: _____

REVIEWED BY: _____

AUTHORIZED SIGNATURE _____ DATE _____

Grant Application Scoring Matrix-Graded by EDA Committee

1) Amount of money contributed to project by requesting entity (1pt-25%; 2pts-35%; 3pts-45%; 4pts-55%; 5pts >55%)

2) Contractor(s): Local/Ada-5pts; Norman County Contractor-4 pts; Self Contractor-2.5 pts; Other-1pt

3) Materials/Inventory purchased: Ada Businesses-5 pts; Norman County-3pts; Other-1pt

4) Community's Benefit from project: (High-5pts to Low-1pt)

Permit # _____

DEMOLITION APPLICATION

Date _____

Project Address _____ or PID # _____

Property Owner _____ Phone: _____

Address _____ City _____ Zip _____

What is being demolished? _____

What is the size of the structure? _____

Has the Structure been inspected by the MN Pollution Control Agency(MPCA) _____

If yes, please submit copy of Inspection including Name & Number of Inspector

What type of material is the structure made of? (Be Specific)

Commercial or Residential structure? _____

Who will demolish the structure? _____

How will the structure be demolished? _____

Where will the demolition materials be disposed of? _____

When will the demolition take place? _____

Have precautions been taken to prepare the safety of the public demolition?

Amount of funds being requested from EDA: _____

What is the total cost to demo the structure? _____ (Can contact Visser Trenching at 218-415-0190 for bid)

When issued, a permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work has commenced. By signing this permit application, I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel provisions of any other state or local law regulating construction or the performance of constructions.

NAME _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

RETURN APPLICATIONS TO CITY HALL

PREPAID FEES _____ RECEIVED BY _____ DATE _____

Grant Application Scoring Matrix-Graded by EDA Committee

1) Amount of money contributed to project by requesting entity (1pt-25%; 2pts-35%; 3pts-45%; 4pts-55%; 5pts >55%)

2) Contractor(s): Local/Ada-5pts; Norman County Contractor-4 pts; Self Contractor-2.5 pts; Other-1pt

3) Materials/Inventory purchased: Ada Businesses-5 pts; Norman County-3pts; Other-1pt

4) Community's Benefit from project: (High-5pts to Low-1pt)

EDA Demolition and Blight Suggestions

Mission Statement: The Mission of the Ada EDA in the use of Public Funds for Blight and Demolition of hazardous buildings is the beautification of the private real property in the city limits of Ada.

The amount of funds given to the owner(s) of a piece of real property shall be limited to the amount set annually by the EDA. The amount shall be a forgivable loan. The awarding of a loan shall be by a majority vote of the EDA Board and shall be conditional on the following conditions being met, to-wit;

- 1) A complete application on EDA's approved form being submitted
- 2) Applicant must be the owner of the property either fee simple owner or purchaser on a C-4-D. Tenants do not qualify for a loan.
- 3) Estimates from contractor(s) must be still valid when application is submitted and within 45 days of submission of the application.
- 4) The funds will not be paid out until proof of payment of the project (less the amount of the loan) is submitted. The EDA reserves the right to make payment jointly to applicant and/or contractor.

Purpose(s) for which funds may be granted:

- 1) Removal of blight condition(s) when applicant is not financially able to remedy said conditions.
- 2) Demolition of hazardous building(s)
- 3) Paint, siding or other approved improvements of dilapidated building(s).

Loans are on a "1st come 1st served" basis and are only available when the EDA has funds available. Loans are awarded in the sole discretion of the EDA. The Board shall act on every application within 40 days of receipt of a completed application. If the Board fails to act within said time limitation, the application shall be deemed granted. All requests are subject to being in compliance with EDA Mission and subject to EDA and/or City Criteria.

General Terms of repayment on requested funds:

- 1) One Time Upfront Fee of \$300.
- 2) The loan shall be secured by a promissory note and mortgage which shall expire after 5 years.
- 3) If the property is sold by the applicant or their heirs, successors or assignors sell the property or any part thereof within 5 years of the loan, the principle shall be repaid to the EDA at time of closing of the sale.
- 4) Interest Rate on Promissory Note shall be at zero (0%).
- 5) EDA will grant approved funding from zero dollars (\$0) to a maximum of \$7,500.
- 6) Applicant must provide the minimum of 25% of funding for the total project.



Gary Cares *serving Norman County*

To whom it may concern,

5/26/19

The Dolly Parton Imagination Library program is a program that sends children ages 0-5 an age appropriate book in the mail each month. This program is currently offered to Cass and Clay counties through the United Way organization. We are looking to extend this service to the children of the Norman County community. Gary Cares is the non-profit/community foundation handling the finances for this project. This program would benefit our area by getting children excited to read, improving the literacy rate, and fostering parent/child connection.

The yearly cost of the program based off of the Dolly Parton Imagination Library calculations are attached. This program started in 1995. And, as of 3/19/19, has mailed 116,524,568 books to 1,396,584 children. We are hoping to raise the first 5 years of funds before launching the program. According to the calculations, this would be roughly \$17,000. This cost would include the cost of the brochures, and a little extra in case extra children are enrolled in the beginning.

We originally submitted a grant to the Dekko Foundation to fund this project. However, they wanted to see more community support for the program before coming on board. The Borup Community Club has pledged to contribute \$250 thus far, Shock and Awe Youth Philanthropy donated \$1,500, the Gary Legion has also made a donation. Once we have reached approximately \$8500 in community contributions, we would like to resubmit the grant to the Dekko Foundation and launch the program as soon as possible.

The city of Gary opted to donate \$250 for one year, and will consider donating the same in future years. The city of Borup voted to donate \$250 a year for a period of 5 years. If you feel like your organization could contribute to starting this program in the Norman County area, please fill out the attached donations page. Thank you for your time and consideration, and for thinking of the children in our community.

Sincerely,

A handwritten signature in cursive script that reads "Renae Wilhelm".

Renae Wilhelm