

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, July 11, 2023 6:00 P.M. – Council Chambers**

**Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.*
  
- V. Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - A.** June 2023 Council Meeting minutes
  - B.** City Pre-paid checks in the amount of \$500,453.55
  - C.** City Accounts payables in the amount of \$74,976.77
  
- 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 Update
  
- VIII. Reports of Department Heads and Committees**
  - A.** Mayors Report
  
  - B.** Administrator / Clerk / Treasurer Report.
    - 1) Department Updates
  
- IX. Old Business**
  - a.** Ordinance 487 Responsible Beverage Server Training 2nd Reading
  - b.** Ordinance 488 Service Charges for Excessive False Alarms 2<sup>nd</sup> Reading

## **XII. New Business**

- A.** Kaleidoscope Guests, July – Casey/Josh August – Shawn/Kim September – Josh/Scott N.
- B.** Resolution 2023-07-01 Bank Account Authorization
- C.** National Night Out Request for \$500 Donation
- D.** Fun in the Flatlands Request for \$500 Donation
- E.** Ada Borup West Booster Club Donation Request for \$50
  
- F.** Department Updates
  - A.** Public Works
    - 1) Storm Sewer Repair \$10,000 bid from Vissers
    - 2) Pay Loader Bids
  - B.** Public Safety
    - 1) PD Vehicle Bids
  - C.** EDA
  - D.** Beautification

## **XIII. Adjournment**

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

**Minutes**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call** All Council Members present as well as Mayor Hintz, Administrator Larson, and the local media.
- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.*

Connie Kurpius Hannesson attended the meeting and wanted to discuss cemetery policy regarding flowers. In the spring of 2022 she visited the cemetery and found her flowers missing from her parents grave site. She discovered the city employees removed them due to a city ordinance. Administrator Larson explained this to Ms. Hennesson.

- 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 2023 Council Meeting minutes
  - B.** City Pre-paid checks in the amount of \$409-828.20
  - C.** City Accounts payables in the amount of \$46,992.17

**Member Krieger made a motion and Member Roux seconded to approve the Consent Agenda as amended. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

- VI. Approve Agenda** – *No item of business shall be considered unless it appears on the agenda for the meeting. Council Members may add items to the agenda by a majority vote of the council.*

**Member Mathsen made a motion and Member Roux seconded to approve the Agenda. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

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

### **A. Moore Engineering Update**

Moore Engineering was present to update council regarding the sewer project. It was stated that the project is on schedule and should wrap up around the first of July. There was a change order that needed approval. The change order related to some concrete work that was unseen at the beginning of the project and resulted in an additional bill at \$3,593.43. An invoice from the contractor also needed a motion to pay in the amount of \$225,816.90 for monthly work on the project. Moore Engineering had a pay request as well for construction costs for the month in the amount of \$28,000.00.

**Member Mathsen made a motion and Member Roux seconded to approve the change order for extra work on the sewer project to remove reenforced concrete in the amount of \$3,593.43. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

**Member Roux made a motion and Member Krieger seconded to approve the monthly billing invoice in the amount of \$225,816.90 to Selin Brothers for the sewer project. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

**Member Mathsen made a motion and Member Erickson seconded to approve Moore Engineering's monthly billing for the sewer project in the amount of \$28,000.00. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

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

### **A. Mayors Report**

#### **1) Pub 21 Street Permit – May 25,2023**

A request for a partial street closure was received from Pub 21 to have a small street fun day after school was let out on May 25, 2023. Mayor Hintz approved the activity and needed to have an official document on record that was approved.

**Member Mathsen made a motion and Member Erickson seconded to approve the Pub 21 Street Closure Permit. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

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

1) Department Updates

- a. Liquor Store Cooler \$6498 (RLF remaining \$22,730.12 balance)

Administrator Larson updated council with activities happening in the departments. The liquor store found out they have discontinued ice service and it was decided that if it was not feasible to have on ice on hand to sell, it would be discontinued. In other liquor store business, a new display cooler is needed and would use funds from the COVID dollars to purchase. A bid in the amount of \$6,498.00

**Member Krieger made a motion and Member Mathsen seconded to approve the bid for a display cooler in the amount of \$6,498.00. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

- b. Dekko Center Pool Pit Repair and Replacement of Sand \$6777.75

Administrator Larson brought to council a request to repair the pool. Materials and labor bid was \$9,177.75. This amount is two fold – one amount is \$6,777.75 for repair and \$2,400.00 for gravel and rock. This is a repair that should have been done every ten years and it hasn't been done since the pool was built.

**Member Mathsen made a motion and Member Roux seconded to approve the repair of the Dekko Center pool in the amount of \$9,177.75. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

**IX. Old Business**

**XII. New Business**

- A. Kaleidoscope Guests, June – Mike/Scott E. July – Casey/Josh August – Shawn/Kim September – Josh/Scott N.  
B. Ordinance 487 Responsible Beverage Server Training 1<sup>st</sup> Reading

Member Roux made comment to the Ordinance that a 90-day rule to have training completed. This would be a burden on the owners. A recommended 6-month length of time was brought to the table for letter b and d of the ordinance. This was changed in the Ordinance 1<sup>st</sup> Reading. If the funding source for this grant ran out it was recommended that the ordinance be removed. This created a new letter i in the ordinance.

**Member Mathsen made a motion and Member Roux seconded to approve Ordinance 487 Responsible Beverage Server Training 1<sup>st</sup> Reading as amended. By roll call vote: All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

C. Ordinance 488 Service Charges for Excessive False Alarms 1<sup>st</sup> Reading

**Member Roux made a motion and Member Krieger seconded to approve Ordinance 488 Service Charges for Excessive False Alarms 1<sup>st</sup> Reading. By roll call vote: All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

D. Red River Valley Cooperative Operations and Maintenance Agreement Contract

Administrator Larson brought to council a contract renewal with Red River Valley Cooperative. The city uses their services to assist with electrical work within the city. This would be a 5-year contract.

**Member Lewis made a motion and Member Mathsen seconded to approve the contract with Red River Valley Cooperative for 5 more years. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

E. Resolution 2023-06-01 RLF Request for \$20,000.00

F. **Member Roux made a motion and Member Mathsen seconded to approve Resolution 2023-06-01 RLF Request for \$20,000.00, as recommended by the EDA. By roll call vote: All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

G. Ada Summer Children's Theater Production (gave \$100 – Asking for the full \$500)

**Member Roux made a motion and Member Nelson seconded to approve the request from the Ada Summer Children's Theater Production for \$500.00 from the gambling funds. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

H. Norman County Fair Donation Request - \$500

**Member Roux made a motion and Member Krieger seconded to approve the request from the Norman County Ag Society for \$500.00 from the gambling funds. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

I. Dekko Center Donation Request - \$500 Inflatables

**Member Nelson made a motion and Member Mathsen seconded to approve the request from the Dekko Community Center in the amount of \$500.00 for replacing some inflatable pool items from the gambling funds. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

**J. Department Updates**

- A. Public Works** – Administrator Larson requested approval for wiring from Border States in the amount of \$13,982.92. Another request was for asphalt from Agassiz Asphalt to do street repairs in the amount of \$30,350.00 with a review of the dental office repair.

**Member Krieger made a motion and Member Mathsen seconded to approve the request for wiring from Border States in the amount of \$13,982.92. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

**Member Mathsen made a motion and Member Erickson seconded to approve the request for asphalt from Agassiz Asphalt in the amount of \$30,350.00 to repair streets in the city, with a request for review of the dental office road that was in question. All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

**B. Public Safety**

- 1) Reserve Officer – Member Roux updated council on the city getting a reserve officer, a new patrol vehicle, and annual youth academy (sponsored by Shock and Awe).

Chief of Police Hager was present to discuss the topic of a reserve officer for the City of Ada. The officer could assist and help cut back on some overtime issues. The position is a voluntary position. A new squad car was brought before council to get approval to purchase in 2024.

**Member Mathsen made a motion and Member Krieger seconded to approve**

**All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

- C. EDA** – Member Lewis made comment to the loan request that was approved.

- D. Beautification** – Member Mathsen made comments regarding the cemetery.

**XIII. Adjournment**

**Member Lewis made a motion and Member Roux seconded to adjourn the meeting at . All in favor: Members Nelson, Erickson, Mathsen, Nordquist, Roux, Krieger, and Lewis. Motion passed.**

ACCOUNT PAYABLE - JUNE 2023  
 REGULAR COUNCIL MEETING  
 Tuesday, July 11, 2023

\*Added or Revised Amounts

ADA BUILDING CENTER	BALL DIAMOND CONCESSION DEADBOLT, PW BATTERY	\$ 209.99
ADA ELECTRIC	WELLHOUSE COOLING FAN REPAIR	\$ 345.08
ADA-FELTON COUNTRY STORE	PW FUEL	\$ 170.08
AGASSIZ ASPHALT	CITY STREETS ASPHALT	\$ 31,650.00
ARAMARK	PW MATS. MOPS	\$ 238.38
ARAMARK	POLICE MATS	\$ 61.58
ARAMARK	LIQUOR MATS, MOPS	\$ 112.38
AUTO VALUE	PW-SPARK PLUGS, BATTERIES, FUEL PUMP, OIL FILTER, OIL	\$ 400.10
BORDER STATES	METERS, PARTS	\$ 20,329.19
COCA-COLA BOTTLING	LQR POP	\$ 80.00
DOXO	JUNE FEES	\$ 276.40
FERGUSON WATERWORKS	METER PARTS	\$ 197.86
GALLS	POLLICE UNIFORM S	\$ 312.83
HAWKINS	PW CHEMICALS	\$ 1,567.05
HAWKINS	DEKKO CHEMICALS	\$ 1,581.75
INDEPTH INSPECTION	JUNE BLDING PERMIT SERVICES	\$ 888.89
KRJB RADIO	CLERK- ANNUAL	\$ 212.05
KRJB RADIO	DEKKO- ANNUAL CONTRACT,	\$ 270.00
KRJB RADIO	LIQUOR- ADV, SUMMER PROMO, NC FAIR	\$ 431.00
MCCOLLUM HARDWARE, INC	PW-PROPANE TORCH, GRASS SEED, SUNSCREEN, TP, TRIMMER LINE, INFLATOR	\$ 611.58
MCCOLLUM HARDWARE, INC	CH- DEHUMIDIFIER, TRASH BAGS, FAN	\$ 391.97
MCCOLLUM HARDWARE, INC	EVENT CENTER- KEYS	\$ 9.32
MCCOLLUM HARDWARE, INC	POLICE- PT. CLEANER, KEY, TRASH BAGS	\$ 76.60
MCCOLLUM HARDWARE, INC	DEKKO- PAINT-KIDS POOL, PARK TP, ANT CONTROL, CLEANER, CEMENT	\$ 124.81
MINNESOTA BACKFLOW	POOL BACKFLOW TESTING	\$ 365.00
MINNESOTA VALLEY TESTING LAB	PW TESTING	\$ 359.15
NATE'S REPAIR	PW- MOSQUITO FOGGER ENGINE REPAIR	\$ 222.50
NORMAN COUNTY ATTORNEY	JUNE LEGAL FEES	\$ 866.66
NC FAIR 4-H PREMIUM LIST	CITY FAIR AD	\$ 199.00
NC FAIR 4-H PREMIUM LIST	POLICE FAIR AD	\$ 199.00
NC FAIR 4-H PREMIUM LIST	FIRE FIAR AD	\$ 100.00
NC FAIR 4-H PREMIUM LIST	DEKKO FAIR AD	\$ 69.00
NC FAIR 4-H PREMIUM LIST	LIQUOR FAIR AD	\$ 129.00



NORMAN COUNTY INDEX	CLERK COPY PAPER	\$ 191.00
NORMAN COUNTY INDEX	POLICE -SUBSCRIPTION RENEWAL	\$ 38.00
NORMAN COUNTY INDEX	FIRE- SUMMER SMOKERS POSTCARDS	\$ 54.50
OFFICE SUPPLIES	CH- BLDING PERMIT PAPER,	\$ 26.81
OFFICE SUPPLIES	LIQUOR- PACKING TAPE, PAPER BAGS	\$ 72.83
OFFICE SUPPLIES	DEKKO- TRASH BAGS, CLEANING TISSUE	\$ 62.10
OFFICE SUPPLIES	FIRE- PAPER	\$ 13.91
OFFICE SUPPLIES	PW- SHIPPING TESTS, INK CART, PAPER CLIPS	\$ 400.00
PETRO SERVE	POLICE FUEL	\$ 285.96
PETRO SERVE	PW FUEL	\$ 550.00
RDO EQUIPMENT	PW- BLADES	\$ 92.22
RICHARDS OIL	PW FUEL	\$ 681.49
RMB ENV LAB	WATER/SEWER TESTS	\$ 679.54
SUPERMARKET	LIQUOR- ICE, ECT	\$ 250.49
SUPERMARKET	POLICE- KLEENEX	\$ 9.41
SUPERMARKET	PW- ICE	\$ 1.89
WATER & LIGHT FUND	UTILITIES	\$ 8,331.79
WES TRUCK REPAIR	PW WATER STEM, PARTS, LABOR, LAWN TIRE REPAIR	\$ 176.63
TOTALS		<b>\$ 74,976.77</b>

# PRE-PAID CHECKS - JUNE 2023

86626	ARVIG ENTERPRISES	6/6/23	\$760.07	JUNE CH RENT
86627	BOOM ISLAND BREWING CO, LLC	6/6/23	\$63.00	BEER
86628	BREAKTHRU BEVERAGE	6/6/23	\$1,268.81	LIQUOR
86629	D-S BEVERAGES	6/6/23	\$5,838.28	LIQUOR
86630	HAGER, STEVE	6/6/23	\$806.13	POLICE-TRAINING HOTEL,MLG, MEALS, PEACE OFFICER RENEWAL
86631	LEE BROS SALES, INC.	6/6/23	\$1,066.02	ELECTRIC OVER CHARGE - NO MULT
86632	MN DEPT OF COMMERCE	6/6/23	\$238.26	1ST QTR FISCAL YR 2024 INDIRECT ASSESSMENT
86633	NORSK COFFEEHOUSE LLC	6/6/23	\$2,500.00	STORE FRONT GRANT
86634	PETRY INSURANCE AGENCY	6/6/23	\$1,003.00	STORE FRONT GRANT
86635	STEVE PETRY	6/6/23	\$190.75	FIRE- FUEL FOR FIRES,MLG-RAM REPAIRS
86636	READITECH SOLUTIONS	6/6/23	\$194.55	MAY IT
86637	RED RIVER VALLEY CO-OP POWER	6/6/23	\$212.66	UTILITIES
86638	SOUTHERN GLAZERS OF MN	6/6/23	\$823.73	LIQUOR
86639	VERIZON WIRELESS	6/6/23	\$174.27	POLICE CELL PHONE
86640	VISSER TRENCHING, INC.	6/6/23	\$5,370.00	DEMO SALLY GULLEKSON HOUSE
86641	WESTCOTT, LORI	6/6/23	\$5,705.00	MAY MOWING
86642	AASLAND, GERRIE JO	6/7/23	\$50.00	LIQUOR JUNE CELL PHONE
86643	ADA SUMMER CHILDRENS THEATRE	6/7/23	\$400.00	ADA SUMMER CHILDRENS THEATRE CONTRIBUTION
86644	DEKKO COMMUNITY CENTER	6/7/23	\$500.00	DEKKO CONTRIBUTION- INFLATABLES
86645	EGGEN, BRIANNA	6/7/23	\$50.00	DEKKO JUNE CELL PHONE
86646	HAGER, STEVE	6/7/23	\$50.00	POLICE JUNE CELL PHONE
86647	KELLY'S CHRYSLER CENTER, INC.	6/7/23	\$39.65	POLICE- OIL CHANGE
86648	LARSON, ASHLEY	6/7/23	\$50.00	ADMIN JUNE CELL PHONE
86649	LAUGHING EARTH GARDEN & GIFT	6/7/23	\$68.00	POLICE FLOWER POT
86650	MORRIS ELECTRONICS	6/7/23	\$428.42	POLICE- MICROSOFT OFFICE, DVD BURNER,IT LABOR
86651	NORMAN CO. AUDITOR/TREASURER	6/7/23	\$8.25	JIM SARGENT TRANSFER LOT FEES
86652	NORMAN COUNTY RECORDER	6/7/23	\$40.00	JIM SARGENT RECORD LOT PURCHASE
86653	PETRO SERVE USA	6/7/23	\$177.36	FIRE,POLICE- FUEL
86654	PRESTEGORD, KAREN	6/7/23	\$12.60	POLICE STAMPS
86655	RASMUSSON, BRIAN	6/7/23	\$122.55	PW CELL PHONE,BOOTS
86699	ARTISAN BEER COMPANY	6/8/23	\$147.65	BEER
86700	AUTO VALUE-ADA	6/8/23	\$125.03	PW GENERATOR
86701	BEVERAGE WHOLESALERS, INC	6/8/23	\$844.82	BEER

86702	D-S BEVERAGES	6/8/23	\$2,843.12	LIQUOR
86703	ESSENTIA HEALTH	6/8/23	\$52.00	DRUG TEST- BRUCE NELSON,BRIAN RASMUSSEN
86704	JOHNSON BROS WHLSE LIQUOR CO	6/8/23	\$554.47	LIQUOR
86705	JOHNSON CONTROLS	6/8/23	\$804.36	DEKKO-FIRE ALARM TEST/INSPECTION
86706	LAUGHING EARTH GARDEN & GIFT	6/8/23	\$68.00	LQR FLOWER POT
86707	LEAGUE OF MINN CITIES	6/8/23	\$46,959.00	WORK COMP
86708	NORMAN CO. AG. SOCIETY	6/8/23	\$500.00	CONTRIBUTION- NC FAIR
86709	PHILLIPS WINE & SPIRITS CO.	6/8/23	\$3,837.46	LIQUOR
86710	RED RIVER VALLEY CO-OP POWER	6/8/23	\$8,250.00	JUNE MNT
86711	WINE MERCHANTS	6/8/23	\$148.58	WINE
86725	ADA CHAMBER OF COMMERCE	6/22/23	\$700.00	EDA- CATCH THE SPIRIT
86726	ADA-BORUP-WEST HIGH SCHOOL	6/22/23	\$22,000.00	BASEBALL FLDS- SUMMER REC PROGRAM
86727	ARVIG	6/22/23	\$1,745.21	JUNE PHONE,INTERNET
86728	BEVERAGE WHOLESALERS, INC	6/22/23	\$1,795.25	BEER
86729	BREAKTHRU BEVERAGE	6/22/23	\$601.71	LQR
86730	CARDMEMBER SERVICES	6/22/23	\$2,375.83	BIKE RODEO- FLAGS, VESTS
86731	CITY OF ADA GENERAL FUND	6/22/23	\$68.67	APPLY DEPOSIT- LIZ DAVIDSON
86732	COONFIELD, BRUCE	6/22/23	\$200.53	POLICE TRAINING MEALS, MLG
86733	DAVIDSON, ELIZABETH	6/22/23	\$31.47	DEPOSIT REFUND
86734	DEPT. OF ENERGY W A P A	6/22/23	\$31,091.57	MAY ENERGY
86735	D-S BEVERAGES	6/22/23	\$5,019.65	BEER
86736	FRANCOTYP-POSTALIA, INC.	6/22/23	\$105.00	JUNE POSTAGE METER LEASE
86737	GARDEN VALLEY TECHNOLOGIES	6/22/23	\$33.99	CH IT
86738	GREAT PLAINS FIRE, INC.	6/22/23	\$707.54	FIRE- GRASS RIG REPAIR
86739	HAGER, STEVE	6/22/23	\$170.01	POLICE PATCHES, EMBLEMS
86740	K R J B RADIO	6/22/23	\$259.00	FIRE ADV- SAFETY ADS
86741	LEE BROS SALES, INC.	6/22/23	\$94.56	POLICE- OIL CHANGE
86742	MCDONALD DISTRIBUTING	6/22/23	\$176.00	BEER
86743	MN ENERGY RESOURCES CORP.	6/22/23	\$1,105.59	MAY UTILITIES
86744	MOORE ENGINEERING, INC.	6/22/23	\$28,000.00	SEWER PROJECT 21721
86745	MYERS LAWNSCAPES	6/22/23	\$1,174.40	MAY MOWING
86746	HILARY MYERS	6/22/23	\$75.00	EC CLEANING
86747	NORMAN MOTEL, LLC	6/22/23	\$306.07	UTILITY OVERPAYMENT
86748	NORTHERN STATES POWER CO.	6/22/23	\$769.00	MAY DISTRIBUTION FACILITIES CHRG
86749	NORTHLAND TRUST SERVICES	6/22/23	\$8,200.00	BOND INTEREST 2015A

86750	PEMBERTON,SORLIE,RUFER,KERSHNE	6/22/23	\$144.00	APRIL LEGAL FEES
86751	PRESTEGORD, KAREN	6/22/23	\$25.76	POLICE- NNO PAPER
86752	RED RIVER VALLEY CO-OP POWER	6/22/23	\$2,366.92	PW LINE MNT
86753	SELLIN BROTHERS, INC.	6/22/23	\$225,816.90	SEWER PROJECT 21721
86754	SOUTHERN GLAZERS OF MN	6/22/23	\$624.48	LIQUOR
86755	VERIZON WIRELESS	6/22/23	\$94.10	PW CELL
86756	VISSER TRENCHING, INC.	6/22/23	\$778.00	BLACK DIRT
86757	XCEL/NORTHERN STATES POWER	6/22/23	\$41,618.84	MAY ENERGY
86758	2ND TO NONE SEPTIC SOLUTIONS	6/27/23	\$220.00	HOLTE EVENT BATHRM RENTALS
86759	BREAKTHRU BEVERAGE	6/27/23	\$213.97	LIQUOR
86760	CITY OF ADA GENERAL FUND	6/27/23	\$130.64	APPLY DEPOSIT
86761	D-S BEVERAGES	6/27/23	\$6,112.85	BEER
86762	JOHNSON BROS WHLSE LIQUOR CO	6/27/23	\$1,938.99	LIQUOR
86763	MCKINNON CO., INC.	6/27/23	\$7,095.70	LIQUOR
86764	PHILLIPS WINE & SPIRITS CO.	6/27/23	\$5,408.78	LIQUOR
86765	PLEUNE, DAYMIN	6/27/23	\$69.59	DEPOSIT REFUND
86766	ACTION TRAINING SYSTEMS	6/29/23	\$3,350.00	FIRE TRAINING MATERIALS
86767	INCIDENTAL FUND-CITY OF ADA	6/29/23	\$506.51	JUSTIN KASTE- DBL PAID REFUNDED
86768	SIP FARM SERVICES	6/29/23	\$3,277.50	MOWING DIKE- MAY-JUNE
86769	U. S. POSTMASTER	6/29/23	\$313.23	JUNE UB POSTAGE
86789	INCIDENTAL FUND-CITY OF ADA	6/30/23	\$20.64	STAMPS
86790	VERIZON WIRELESS	6/30/23	\$174.25	POLICE JUNE CELL PHONE

**\$500,453.55**

May-23 Interim Combined Statement of Cash and Investments

Fund	Cash Balance 4/30/2023	Investment Balance 4/30/2023	May Cash Debits	May Cash Credits	May Invest Debits	April Invest Credits	Balance 5/31/2023
General Fund	(294,204.99)	393,923.54	41,524.21	212,491.86			(71,249.10)
Special Revenue Funds:	0.00						0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	281,085.04			1,123.81			279,961.23
TIF District 2-3 Housing	48,116.40						48,116.40
Demolition/Blight Fund	7,844.66						19,990.11
(207) 2015 Revolving Loan Account	(36,390.17)	12,145.45	3,070.97				(33,319.20)
(208) Ada Economic Development Revolving Loan	(1,466.27)	3,832.97		444.97			2,366.70
Library	(35,030.47)	40,566.63					5,091.19
Community Center Maintenance Fund	(646,656.72)	722,532.13		165.00			75,875.41
Recreation Development Fund	42,315.76	40,000.00		4,537.50			82,150.76
Long Term Designated Capital	(259,113.59)	501,218.71					237,567.62
Public Works	(60,715.31)	4,690.92					(56,024.39)
Capital Project - Emergency Services Building	3,321.04						3,321.04
Capital Project - Lift Station / Force Main Project	(165,489.92)						(165,489.92)
Capital Project - New Well	0.00						0.00
Ada Event Center	(208,416.75)		2,725.00	2,776.90			(208,468.65)
Community Development Fund	106,512.00						106,512.00
Downtown Development District	30,372.43						30,372.43
Debt Service Funds:	0.00						0.00
2008 Lease Purchase Fire Hall	103,196.40						103,196.40
2003 G. O. Improvement Bonds (Street Project)	10,263.73	3,539.73					13,803.46
1999 G. O. Water / Sewer Rev Bonds	(35,509.00)						(35,509.00)
2000 G. O. Improvement Bonds	0.00						0.00
2020 G. O. Water Tower Improvement	7,149.04		49,981.60				7,149.04
2020 G. O. Lift Station Improvements	40,443.91		185,573.47	185,573.47			90,425.51
(513) 2023 Sewer Project	(0.00)						(0.00)
Enterprise Funds:	0.00						0.00
Water and Sewer Fund	(114,887.01)	82,914.83		37,990.59			(13,744.50)
Electric Utility	2,306,432.07	10,179.15	207,670.73	109,768.86			2,414,533.09
Long Term Designated Capital II	174,112.16	635,737.31		10,289.75			799,559.72
Liquor	157,533.75	1,237.75	69,013.79	58,770.52			169,014.77
<b>Total - All Funds</b>	<b>1,460,838.19</b>	<b>2,452,519.12</b>	<b>615,778.04</b>	<b>623,933.23</b>	<b>0.00</b>	<b>0.00</b>	<b>3,905,202.12</b>
Frandsen-General Checking							1,666,104.58
Frandsen Bank - Savings							1,070.51
Frandsen Bank - Money Market - General							-
Frandsen Bank - Money Market - LT Desig							-
Frandsen Bank - Fire Insurance Proceeds							-
Frandsen Bank - CD's							313,476.69
American Federal Bank CD (LT Desig Cap II)							-
BancWest Investment Services (LT Desig Cap II)							193,082.30
BancWest Investment Services (Maintenance Funds)	G607-10400						644,720.33
BancWest Investment Services (General)	G101-10400						654,218.92
BancWest Investment Services (LT Des Cap)	G400-10400						300,684.90
							131,843.89

Total Balances 5-31-2023

3,905,202.12

## ORDINANCE NO. 488

### AN ORDINANCE ASSIGNING SERVICE CHARGES FOR EXCESSIVE FALSE ALARMS

The City Council of the City of Ada hereby ordains that Chapter 32 of the Ada City Code is amended by adding Article III as follows:

#### ARTICLE III. ALARM SYSTEMS

##### **Sec. 32-38. Purpose.**

The City of Ada deems it necessary to regulate alarm systems to which the Police Department personnel are expected to respond to in order to protect public or private property. The purpose of this Article is to encourage alarm system users to maintain proper use of alarm systems and to reduce or eliminate the frequency of false alarms.

##### **Sec. 32-39. Definitions.**

When used in this Article, the following terms have the following meanings:

- A. “*Alarm Period*” means January 1 through December 31, calendar year.
- B. “*Alarm System*” means any device designed for the detection or prevention of unauthorized entry on the premises in effort to protect private or public property, and, when actuated, emits a sound or transmits a signal or message which causes the Police department to be alerted.
- C. “*Alarm User*” means any person who installed an alarm system that uses alarm answering services to notify Police for a Police response.
- D. “*False Alarm*” means the activation of an alarm system, which summons the Police Department for a response, caused by anything other than an emergency, criminal activity, or weather. The following circumstances, however, shall not constitute a False Alarm: (1) a False Alarm where the Person that owns the property cancels the alarm prior to Police arriving; or (2) a False Alarm caused by acts of nature, climatic conditions, or alarms occurring within the first thirty (30) days of installation of a new alarm system.

##### **Sec. 32-40. Service Charges For Excessive False Alarms.**

- A. Any Alarm User who maintains or has an alarm system which signals more than two (2) False Alarms in an alarm period, shall pay a service charge to the City of Ada as outlined herein. The amount of the service charge reflects a portion of the cost of the Police Department services provided in response to the False Alarm for property protection purposes.
- B. Alarm charges shall be cumulative and due within 30 days from the date of notice by the City to the Alarm User. Failure to pay the service charge within 30 days’ notice will cause the Alarm User to be considered delinquent and subject to a penalty of 10% of the service charge.
- C. In accordance with Chapter 8, Section 8.02 of the Ada City Charter, delinquent False Alarm

service charges shall be certified by the City Administrator and assessed against the property of the delinquent Alarm User.

**Sec. 32-41. Schedule of Payment Rates.**

The following service charges shall apply to False Alarms under this Article in an Alarm Period:

Number of False Alarms:	Amount of Service Charge:
0-2	No Charge
3-5	\$100 per False Alarm
6-7	\$300 per False Alarm
8+	\$500 per False Alarm

**Sec. 32-42. False Alarm Statement of Correction.**

After each False Alarm, the Alarm User shall fill out and return within five days a written statement of the correction action(s) the Alarm User has taken to prevent additional false alarms, and the source of the False Alarm.

**Sec. 32-43. Severability.**

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

**Sec. 32-44. Effective Date.**

This ordinance becomes effective upon passage and publication.

Adopted by the City Council of the City of Ada, Minnesota this [redacted] day of [redacted], 2023.

CITY OF ADA:

ATTEST:

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John Hintz  
Mayor

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Ashley Larson  
City Administrator

**ORDINANCE NO 487**

**AN ORDINANCE AMENDING CHAPTER 6, ARTICLE II, DIVISION 3 OF THE CITY CODE REQUIRING RESPONSIBLE BEVERAGE SERVER TRAINING (RBST).**

The City Council of the City of Ada hereby ordains as follows:

**SECTION 1. Amendment.** Section 6-97 is hereby added to Chapter 6, Article II, Division 3 of the Ada City Code:

Sec. 6-97. Responsible Beverage Server Training.

*Responsible Beverage Server Training Required.* Every person selling or serving alcohol in an establishment which has a 3.2 percent Malt Liquor License shall receive training regarding the selling or serving of alcohol to customers.

- a. All licensees, regardless of whether the licensee participates in the sale or service of alcohol at said licensed establishment, shall successfully complete the required training.
- b. Newly hired persons of a licensed establishment subject to the training requirement must complete the required training within 180 days after employment.
- c. Persons successfully completing the approved training will receive a training certificate card, and must be stored on file with the licensed establishment for the duration of the certification period.
- d. Licensee shall maintain and provide current proof of training certificates upon request for all persons subject to training.
- e. Training must be approved by the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.
- f. Failure to comply with this requirement shall be a sufficient basis for denial, suspension, or non-renewal of any license.
- g. Compliance with this provision does not alleviate licensees or their managers or employees from civil or criminal penalties for violation of this Chapter.
- h. Licensee is not responsible for cost of training requirements. The City of Ada shall review RSBT requirements if funding should expire.

**SECTION 2. Effective Date.** This ordinance becomes effective upon passage and publication.

Adopted by the City Council of the City of Ada, Minnesota this [ ] day of [ ], 2023.



CITY OF ADA:

ATTEST:

---

John Hintz  
Mayor

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Ashley Larson  
City Administrator



**CITY OF ADA  
RESOLUTION NO. 2023-07-01**

**RESOLUTION AUTHORIZING OFFICIAL SIGNATURES ON  
CITY OF ADA INVESTMENTS AND BANK ACCOUNTS**

**WHEREAS**, the City of Ada has numerous bank and investment accounts managed by the City, and;

**WHEREAS**, the City of Ada from time to time must check all account balances and examine bank statements and investments in an effort to exercise proper fiscal controls, and;

**WHEREAS**, it is recognized that banks and investment companies will only disclose account information to those persons authorized and listed on the signature cards or authorization documents.

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

1. The checking accounts listed as City of Ada General & Incidental Accounts as listed below will require that two signatures appear on each issued check.
2. The following list of accounts and personnel are considered officially authorized signers or may make inquiry on said accounts for the City of Ada :

City of Ada Accounts	Authorized Signatory	
<b>Checking</b>		
1. General Account	John Hintz	Mayor
	Stephanie Knutson	Billing Clerk
	Douglas Marcussen	Assistant Clerk
	Ashley Larson	City Administrator Clerk / Treasurer
2. City Incidental Account		
	Douglas Marcussen	Assistant Clerk
	Stephanie Knutson	Billing Clerk
	John Hintz	Mayor
	Ashley Larson	City Administrator



Clerk / Treasurer

**Savings**

1. ARP Revolving Loan Fund

John Hintz  
Ashley Larson

Mayor  
City Administrator  
Clerk /Treasurer

**Investments**

1. All 4M Fund Investments  
2. BancWest Investment Services

John Hintz  
Ashley Larson

Mayor  
City Administrator

4. Invest Financial Corporation  
5. Frandsen Bank & Trust  
6. American Federal Bank  
7. All other Accounts or Instruments  
with Frandsen Bank & Trust  
8. All other Accounts or Instruments  
with Bank of the West  
9. All other Accounts or Instruments  
with American Federal Bank

Doug Marcussen

Assistant Clerk

**Credit Cards**

1. Frandsen Bank and Trust

John Hintz  
Ashley Larson

Mayor  
City Administrator  
Clerk / Treasurer

2. Wex Bank and Nat'l Joint Powers Alliance

John Hintz  
Ashley Larson

Mayor  
City Administrator  
Clerk/ Treasurer

Ada PD:

- Karen Prestegord
- Steve Hager
- Bruce Coonfield
- Alex Saric

3. This Resolution becomes effective on July 11, 2023

Ayes:

Naye:

Absent:



I CERTIFY THAT the above resolution was passed and adopted by the City Council of the City of Ada on July 11, 2023

SIGNED:

WITNESSED:

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

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

As signed this 11<sup>th</sup> day of July 2023



CERTIFICATION

STATE OF MINNESOTA )  
  ) SS  
COUNTY OF NORMAN )

This is to verify that the attached Resolution is a true and correct copy of Resolution No. 2023-07-01 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 11<sup>th</sup> day of July 2023, 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:

\_\_\_\_\_  
Ashley Larson, City Administrator/Clerk-Treasurer

STATE OF MINNESOTA )  
  ) SS  
COUNTY OF NORMAN )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, 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 4<sup>th</sup> Ave  
Ada, MN 56510

# ADA-BORUP-WEST BOOSTER CLUB

President: Eric Smart  
Vice President: Barb Kesselberg  
Secretary: Latonya Bitker  
Treasurer: Katie Tritz

Director: Kristi Melting  
Director: Jeremy Peterson  
Director: Josh Visser  
Director: Brandyn Dahl

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May 31, 2023

Greetings from the Ada-Borup-West Booster Club!

The 14<sup>th</sup> Annual Ada-Borup-West Booster Club Golf Tournament will be held on **Friday, August 4th, 2023** at the Heart of the Valley Golf Course in Ada. The event is a fundraiser to help provide support for the Booster Club in their mission to promote and support activities sponsored by the Ada-Borup-West School District and the communities for which it serves. The Ada-Borup-West Booster Club has played a significant role in funding a wide variety of projects and organizations since its inception and made a huge impact on the education of our young people. Thanks to all of the hard work and generous contributions by numerous businesses and individuals, the club was instrumental in funding numerous projects and activities for the students of the Ada-Borup-West School District. It could not have happened without all of the generosity and support by individuals and businesses like yourselves, as well as the efforts of the Ada-Borup-West Booster Club!!! **THANK YOU VERY MUCH!!!**

The primary reason for this letter is to ask for your support of the Golf Tournament by making a donation of \$50.00 to be a hole sponsor and **invite everyone to play**. A registration form and a flyer are included with this letter for interested golfers. You are also welcome to register and pay online using the site below:

<https://www.ada.k12.mn.us/o/ada-borup-school-district/page/golf-tournament>

If you are interested in being a hole sponsor, please complete the information below and return to the Ada-Borup-West Booster Club at the address listed below by **July 28, 2023**. Questions can also be directed to Jeremy Peterson

We are looking forward to a great fundraising event for the Ada-Borup-West Booster Club and plenty of fun along the way!

Jeremy Peterson  
Booster Club  
adaborupboosterclub@ada.k12.mn.us  
701-371-9565

Kenley Wahlin  
High School AD  
KenleyW@ada.k12.mn.us  
218-784-5300

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The following business would like to donate **\$50.00** to be a hole sponsor for the Ada-Borup-West Booster Club Golf Tournament on Friday, August 4th, 2023. **NOTE:** If you are interested in donating prizes, please contact Jeremy Peterson. We thank everyone for their contributions and do not want to double up on gifts.

**Business Name:**

**Please make checks payable to the Ada-Borup-West Booster Club and mail to:**  
**Ada-Borup-West Booster Club**  
**PO Box 55**  
**Ada, MN 56510**

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## MINUTES OF THE PUBLIC WORKS BOARD MEETING

June 26, 2023

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

Also present: Brian Rasmusson

**Members Absent:** Bob Ramstad, Pete Fetting

**Call meeting to order. 5:35 pm**

**Approve minutes:** Motion: Roux Second: Visser

**Items added to agenda:** Electrical boring estimates

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

**Old business:**

**Water:** None

**Sewer:** None

**Electric:** None

**Street: Frontend Loader:** This item was talked about again at this meeting and everyone wants to move forward with getting quotes from equipment dealers. We talked about how much money we have spent on our existing loader for major repairs and Brian told the board that in the last 3 years we have spent \$54,170.39 and we still have things to fix that would add to that cost. Some of the gauges aren't working, ride control isn't working, and there is an issue with the bucket curling hydraulics that won't kick out so we need to watch when it curls to make sure to hit the lever to stop it so it doesn't keep trying to curl. The board wants Brian to get quotes on a new front end loader and get them the info. before the July Council meeting. The reason for this is it is getting late in the year already and we would like to get one before winter. **Information only, No action Taken. NOTE : Brian and Bob meet with the John Deere Rep. to finalize loader specs and get a quote from him, Brian will contact 2 other loader dealers.**

**Other:** None

**New business:**

**Water:** None

**Sewer:** Brian updated the sanitary sewer project rehab project and told the board that the majority of it is done. We still have one spot repair to do and Key Contracting had started manhole repair but will be gone for a couple weeks on another project. **Information only, No action Taken.**

**Electric: Underground electric wire boring estimates:** Brian had a estimate for underground electric wire boring for some areas that we can't get the bucket truck into. Brian had an estimate from Chris Havercamp to bore 3 blocks of wire. The estimate was \$8,650.00 and we have \$46,500.00 in our line maintenance budget.  
**Motion: Thompson, 2<sup>nd</sup>: Roux to accept the estimate and get this done for the amount of \$8,650.00. All in favor, Motion Passed. Council Action Item.**

**Street: Beaver Damns on South side of Ada:** Brian updated the board on this issue; Brian said that he had talked with Terra at the Watershed and she wanted us to get estimates on removing the beavers and get that info. to her and she said that she would see if the Watershed board would help with that cost. Brian also told the board that he had talked with Bob from the County, Don Miller from the fairgrounds and they were willing to share in the cost of getting the beaver damns removed, Brian said that he would talk to Mike at the golf course to see if they would help with that cost. Brian also said that he had talked to Matt Wagner about trapping the beavers and he said the fair board wanted some damns removed before the fair, so he had started the process already. He had trapped 5 beavers and Vissers had removed 3 damns so far and we know that there are more damns east of what they have removed. Brian will keep Ashley updated on the progress.  
**Information Only. No Action Taken.**

**GAS TANK: Casey asked for some information on this.** Brian had info. for the purchase of a gas tank to be shared with the Police Dept. to see if we could save money in fuel costs. Brian said that the Public Works Dept. uses on average 3000 gallons of gas a year. We didn't have any info. from the Police Dept. yet but Steve or Ashley will get some information on how many gallons they use on average. Brian had costs on a 550 gallon double wall tank and a cost on a 1000 gallon double wall tank the cost of the 550 gallon tank was \$4,567.28 & the 1000 gallon tank was \$6,442.89. The cost of a pump, hose & nozzle was estimated at \$1,259.60. No decision was made until we get all of the information we need to see if it is worth pursuing or just continue going to the gas station. **Information Only. No Action Taken.**

**Other: None**

**Next meeting:** July 31,, 2023

**Adjourn meeting:** Motion to adjourn by Thompson, Second by Visser all in favor, meeting adjourned at 6:14 pm