

City of Ada
Meeting of the City Council
Tuesday July 12, 2022 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, except for referral to staff or commission for future report.*

- V. Consent Agenda** – *These items are routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
 - A.** June 2022 Council Meeting minutes
 - B.** City Pre-paid checks in the amount of \$186,719.14
 - C.** ,City Accounts payables in the amount of \$56,741.81
 - D.** City Accounts payables in the amount of \$49,295.96. (previously approved \$49,295.96) \$77.87 difference.

- 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
 - 1) 2022 Elections
 - 2) FM Riders Club benefit for the VFW \$100 donation Request

 - B.** Administrator / Clerk / Treasurer Report.
 - 1) Department Updates
 - 2) Police Officer Position Update
 - 3) 2023 Budget Planning
 - 4) Fire Department Turnout Gear Budget
 - 5) Administrator Maternity Leave

X. Old Business

- A. Ordinance 485- Amending Elected Official's Salaries 2nd Reading

XI. New Business

- A. Kaleidoscope Guests, July - Kim/Mike, August - Crystal/Shawn
- B. Resolution 2022-07-01 Release of Tax Forfeiture
- C. Resolution 2022-07-02 Lot Sale- RAGE Addition
- D. Ada Event Center Door Replacement
- E. Committee Updates.
 - A. Public Works
 - i. Underground wire project
 - ii. Fuel Tank
 - B. Public Safety
 - C. Beautification
 - D. EDA

XII. Adjournment

City of Ada
Meeting of the City Council
Tuesday June 7, 2022, 6:00 P.M. – Council
Chambers

Minutes

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call** Members Present-Nelson, Mathsen, Roux, Lewis, and Stene. Absent-Member Krieger and Erickson. Others present – Mayor Hintz, Administrator Larson, and the 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, except for referral to staff or commission for future report.*
- V. Consent Agenda** – *These items are routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
 - A.** May 2022 Council Meeting minutes
 - B.** City Pre–paid checks in the amount of \$170,778.82
 - C.** City Accounts payables in the amount of \$49,373.83
 - D.** Liability Coverage Waiver Form
 - E.** Benedictine Annual Fun Run Donation Request \$300
 - F.** National Night Out Donation - \$500.00
 - G.** Fun in the Flatlands Donation - \$500.00

Member Stene made a motion and Member Mathsen seconded to approve the Consent Agenda as amended. All in Favor: Nelson, Mathsen, Stene, Roux 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.*

Member Lewis made a motion and Member Mathsen seconded to approve the Agenda as amended. All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed
- VII. Presentations with discussion and decision.**
 - A.** NONE

VIII. Reports of Department Heads and Committees

A. Mayors Report

1) Election Deadline

Reminder to get your application in to run for council by August 2, 2022

2) Grass Clippings

Citizens: be aware that there is an ordinance in the City of Ada that lawns that are more than being six inches or more long will be issued a letter to get the lawn mowed or the City will mow it for them at a cost of \$100.00 per hour. Also, do not discharge grass clippings into the street, they cause problems with our drainage system.

3) Union Negotiation Committee

Employee contract negotiations for the police department and other employees are up for renewal. Mayor Hintz has appointed member Roux to be on the negotiation committee. Hintz stated they would like to be able to meet before Administrator Larson goes on maternity leave.

B. Administrator / Clerk / Treasurer Report.

1) Department Updates

Administrator Larson updated council on the happening within the departments of the city. Larson started with the liquor store and stated that sales were great for the Memorial Day week and weekend. There has been some turnover of employees at the liquor store, and she commended the staff for their performance. Larson went on to the public works department and stated they have been busy doing their normal summer activities. High fuel prices and other repair items have increased, resulting in Manager Rasmusson keeping an eye on the budget. The Dekko Center is busy with swimming lessons, volleyball league, and trying to remove the skating rink liner, which has not been removed yet, due to inclement weather.

Member Krieger joined the meeting

2) Police Department Updates

Administrator Larson brought to council a request for compensation for covering both shift and administrative duties during the months of January to March 2022. A bonus of \$2.00 per hour plus overtime pay of \$3.00 per hour based on the hours worked during this period. Officer Coonfield would receive \$1,444.50 and Officer Hager \$1,921.25. These bonuses are coming from Covid Funds.

Member Mathsen made a motion and Member Krieger seconded to approve interim pay to the police officers for their time spent covering shifts above and beyond their regular shifts with the funds coming from Covid Funds. All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

3) Dekko Center Repair Bids

Administrator Larson brought to council some repair items for the Dekko Center. Condensers and exhaust fans are either wearing out or not working at all and need attention to replace. It is recommended to approve these and take the funds from the Dekko Maintenance funds, currently sitting at approximately \$77,000.00

Member Nelson made a motion and Member Stene seconded to approve purchasing condensers and exhaust fans for the Dekko Center, as recommended by our consulting firm. All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

4) USDA Revolving Loan Grant Update

Administrator Larson updated council on the grant that was first rejected by the USDA and subsequently approved due to lack of participation from other cities. The USDA allowed the city to receive \$80,000.00 with a \$25,000.00 match from the city. The original grant was a \$50,000.00 grant with a \$25,000.00 match from the city.

X. Old Business

A. Quit Claim Deed- Ramstad Properties LLC Amended

Administrator Larson brought to council a request from a client's attorney to amend the original Quit Claim Deed due to the property (North Industrial Park) being sold.

Member Mathsen made a motion and Member Roux seconded to approve amending the original Quit Claim Deed for a property located in the North Industrial Park. All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

B. Resolution 2022-06-07 A RESOLUTION AMENDING RESOLUTION NO. 2015-04-01 AND AUTHORIZING THE ISSUANCE OF A CORRECTIVE QUIT CLAIM DEED

Member Krieger made a motion and Member Roux seconded to approve Resolution 2022-06-07 A RESOLUTION AMENDING RESOLUTION NO. 2015-04-01 AND AUTHORIZING THE ISSUANCE OF A CORRECTIVE QUIT CLAIM DEED. By roll call vote: All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

XI. New Business

A. Kaleidoscope Guests, June - Scott/Josh, July - Kim/Mike, August - Crystal/Shawn

B. Resolution 2022-06-01 Sale of Land in RAGE Addition

Member Mathsen made a motion and Member Stene seconded to approve Resolution 2022-06-01 A RESOLUTION for Sale of Land in the RAGE Addition. By roll call vote: All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

C. Resolution 2022-06-02 Sale of Land in North Industrial Park
Member Krieger made a motion and Member Roux seconded to approve Resolution 2022-06-02 A RESOLUTION for Sale of Land in the North Industrial Park. By roll call vote: All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

D. Ordinance 485 Amending Council Salaries- First Reading
Mayor Hintz brought to council the first reading of Ordinance 485 Amending Council Salaries. The change in the ordinance will now pay council a “bonus” at the end of the year if they maintain an attendance record for council and committee meetings through out the year. Hintz mentioned council has not raised compensation since 2001. This would go into effect in 2023.

Member Krieger made a motion and Member Mathsen seconded to approve the first reading of Ordinance 485 Amending Council Salaries. By roll call vote: All in Favor: Nelson, Mathsen, Stene, and Lewis. Abstained: Roux Opposed NONE. Motion passed

E. Benedictine Living Community pavement of sidewalk request.
Administrator Larson brought a request from a Benedictine Living Community employee about paving a sidewalk from 9th Street West to the walking path on school property. Member Roux stated that the school has not been approached about the project.

F. Committee Updates.

A. Public Works

i. Lawn Mower Bid

Public works requested from council to approve a bid for a new lawnmower. The 2022 budget is carrying a \$7,000.00 amount for a new mower. To cover the cost difference, Administrator Larson stated that the funds would come from the \$7,000.00 budgeted amount and the remainder from the Street Dept-Repairs.

Member Nelson made a motion and Member Krieger seconded to approve the purchase of a new lawn mower with funds coming from Parks and Rec \$7,000.00 and Street Dept-Repairs \$5,000.00. All in Favor: Nelson, Roux, Stene, and Lewis. Abstained: Mathsen Opposed NONE. Motion passed

ii. Highway Department project

Administrator Larson brought to council a bid of \$21,000.00 for the new Norman County Highway Department building site. The city will bill the County for their portion of the project.

Member Mathsen made a motion and Member Stene seconded to approve the bid of \$21,000.00 to purchase material for the Cities share of running utilities to the project. All in Favor: Nelson, Roux, Stene, Mathsen and Lewis. Opposed NONE. Motion passed

B. Public Safety

Member Roux recapped the meeting – Blight – police officer equipment – clean up week – police officer schedule. Mayor Hintz stated to council an idea that was introduced to him by a citizen of Ada. He stated that in a city he resided in, they applied unpaid citations, issued by the City, to their city utility bills. Administrator Larson is looking into this idea.

C. Beautification

Member Mathsen highlighted the topics discussed at their meeting. East Side Park Eagle Scout project – Cemetery Eagle Scout Project – mowing bids

D. EDA

The EDA met and discussed loan applications – advertising - AAPC

XII. Adjournment

Member Mathsen made a motion and Member Roux seconded to adjourn the meeting at 7:04pm. All in Favor: Nelson, Mathsen, Stene, Roux and Lewis. Opposed NONE. Motion passed

ACCOUNT PAYABLE - JUNE 2022
 REGULAR COUNCIL MEETING
 Tuesday, July 12, 2022

*Added or Revised Amounts

** Pre-pd invoices

ADA BODY SHOP	PW- CO2	\$ 95.50
ADA BUILDING CENTER	EC- DOOR HINGE	\$ 918.00
ADA BUILDING CENTER	DEKKO- SAND VB COURT SUPLS	\$ 398.00
ADA FEED & SEED	GRASS SEED	\$ 140.00
ADA FIRE DEPT. RELIEF ASSOC	AUDIT REIMBURSEMENT	\$ 1,000.00
ADA-FELTON COUNTRY STORE	PW FUEL	\$ 260.23
ACME TOOLS	PW PARTS #17	\$ 265.84
ACTION TRAINING SYSTEMS	FIRE- TRAINING-HAZMAT AWARENESS, VEHICLE EXTRICATION	\$ 2,542.35
AL'S DISPOSAL	MAY & JUNE DUMPSTER RENTALS	\$ 435.16
ARCTIC GLACIER	LQR ICE	\$ 463.46
AUTO VALUE	BATTERIES, FUEL FILTER	\$ 161.13
BANK OF ZUMBROTA	BOND INTEREST	\$ 195.50
BORDER STATES	PW- LINE MNT	\$ 1,838.52
COCA- COLA	LIQUOR- POP	\$ 112.00
DAKOTA PAPER CO.	EC FLOOR CLEANER	\$ 68.68
FERGUSON WATERWORKS	WATER METERS, SEAL	\$ 1,582.48
GOPHER STATE ONE CALL	LOCATES	\$ 63.45
HAWKINS	PW CHEMICALS	\$ 2,516.75
HAWKINS	DEKKO CHEMICALS	\$ 1,379.74
HOLM PLUMBING	PARKS- SLOAN REPAIR KIT	\$ 38.90
INDEPTH INSPECTION	JUNE BLDING PERMIT SERVICES	\$ 888.89
KRJB RADIO	CLERK- ANNUAL	\$ 212.05
KRJB RADIO	POLICE- FULL TIME JOBLINE	\$ 140.00
KRJB RADIO	DEKKO- ANNUAL CONTRACT	\$ 270.00
KRJB RADIO	LIQUOR- ADV, SCAVENGER HUNT	\$ 421.00
LAUGHING EARTH	SUMMER POTS, TREES	\$ 5,626.07
MCCOLLUM HARDWARE, INC	PW- PARTS, TAPE, SUNSCREEN, MOWER PUSH MACHINE, BATTERIES	\$ 447.32
MCCOLLUM HARDWARE, INC	DEKKO- PARTS, VB PARTS, CLEANERS,PARK PARTS	\$ 213.34
MCCOLLUM HARDWARE, INC	EVENT CENTER- CLEANING AND PAINTING SUPLS	\$ 37.96
MYERS, HILARY	EC- KITCHEN PAINT MARKERS	\$ 102.48
NORMAN COUNTY ATTORNEY	JUNE CRIMINAL LEGAL FEES	\$ 833.33
NORMAN COUNTY FAIR 4-H PREM	LQR- ADV	\$ 129.00
NORMAN COUNTY FAIR 4-H PREM	DEKKO- ADV	\$ 69.00

NORMAN COUNTY FAIR 4-H PREM	CITY ADV	\$ 199.00
NORMAN COUNTY FAIR 4-H PREM	FIRE ADV	\$ 100.00
NORMAN COUNTY IMPLEMENT	LAWN MOWER BELTS	\$ 293.28
NORMAN COUNTY INDEX	LIQUOR- 4TH OF JULY SALE	\$ 60.00
NORTHLAND TRUST SERVICES	BOND INTEREST	\$ 8,725.00
OFFICE SUPPLIES	CITY HALL-FOLDERS, STAMPER, PARADE CANDY	\$ 94.42
OFFICE SUPPLIES	POLICE- PARADE CANDY, SCISSORS	\$ 44.92
OFFICE SUPPLIES	EC- CLEANER	\$ 51.98
OFFICE SUPPLIES	PW- SHIPPING TESTS	\$ 345.24
OFFICE SUPPLIES	DEKKO- THERMAL ROLLS, INK CART,BATTERIES, PENS, RCPT BK,TRASH BAGS,SOAP	\$ 399.64
OFFICE SUPPLIES	LIQUOR- TAKE OUT BAGS,TONER, SUPLS	
PEMBERTON LAW	MAY LEGAL FEES	\$ 956.50
PETRO SERVE	PW FUEL	\$ 1,061.67
READITECH	IT	\$ 204.50
RDO EQUIPMENT	PW- OIL FILTER	\$ 21.09
RICHARDS OIL	PW FUEL	\$ 4,881.29
RITWAY	CH- LASER DISCONNECT NOTICE, UTILITY BILLS	\$ 999.69
RMB ENVIR LAB	TESTING	\$ 405.00
SUPERMARKET FOODS	LIQUOR- JUICE, POP	\$ 28.82
VALLEY CEMETERY MAINT	CEMETERY- LIFT, CLEAN & STRAIGHTEN STONES	\$ 4,800.00
WATER & LIGHT FUND	UTILITIES	\$ 8,299.95
WEX BANK	POLICE FUEL	\$ 903.69
TOTALS		\$ 56,741.81

PRE-PAID CHECKS for JUNE 2022

Paid Chk# 084838	AGGREGATE INDUSTRIES	6/6/2022	\$444.00	Volleyball Courts
Paid Chk# 084839	ARVIG ENTERPRISES	6/6/2022	\$760.07	CH JUNE RENT
Paid Chk# 084840	EGGEN, BRIANNA	6/6/2022	\$136.03	JUNE CELL, BIKR RODEO SNACKS
Paid Chk# 084841	FM LAWNS	6/6/2022	\$3,300.00	CEMETERY MOWING
Paid Chk# 084842	MN DEPT OF COMMERCE	6/6/2022	\$352.64	1ST QTR 2023 ASSESSMENT
Paid Chk# 084843	RASMUSSEN, BRIAN	6/6/2022	\$244.37	MAY & JUNE CELL PHONE, PLUMBING
Paid Chk# 084844	TRANE U.S. INC.	6/6/2022	\$1,622.25	DEKKO- JUNE MNT
Paid Chk# 084845	VERIZON WIRELESS	6/6/2022	\$128.99	POLICE MAY CELL PHONE
Paid Chk# 084846	VISSER TRENCHING, INC.	6/6/2022	\$9,850.00	9-21 REPAIR WATER LINES- AMBUJE
Paid Chk# 084847	WESTCOTT, LORI	6/6/2022	\$1,347.00	MAY MOWING
Paid Chk# 084849	MYERS LAWNSCAPES	6/9/2022	\$673.80	MOWING CONTRACTS
Paid Chk# 084850	NORMAN CO. AUDITOR/TREASURER	6/9/2022	\$1.65	SALE OF RAMSTAD PROP- N IND PR
Paid Chk# 084851	NORMAN COUNTY RECORDER	6/9/2022	\$46.00	SALE OF RAMSTAD PROP- N IND PR
Paid Chk# 084852	RED RIVER VALLEY CO-OP POWER	6/9/2022	\$217.74	UTILITIES
Paid Chk# 084853	VERIZON WIRELESS	6/9/2022	\$35.01	POLICE CELL PHONE
Paid Chk# 084915	NORMAN CO. AUDITOR/TREASURER	6/22/2022	\$1.65	CORRECT RAMSTAD PROP
Paid Chk# 084916	NORMAN COUNTY RECORDER	6/22/2022	\$46.00	CORRECT RAMSTAD PROP
Paid Chk# 084917	U. S. POSTMASTER	6/29/2022	\$272.02	JUNE- UTILITY BILLING PSG
Paid Chk# 084938	AASLAND, GERRIE JO	6/30/2022	\$100.00	MAY & JUNE CELL PHONE
Paid Chk# 084939	ADA CHAMBER OF COMMERCE	6/30/2022	\$260.59	EDA- AD CATCH THE SPIRIT
Paid Chk# 084940	ADA FEED & SEED, INC.	6/30/2022	\$140.00	GRASS SEED
Paid Chk# 084941	AL'S DISPOSAL, INC.	6/30/2022	\$21,238.22	MAY FUEL SURCHARGE, 2022 CLEAN UP
Paid Chk# 084942	ARAMARK	6/30/2022	\$459.33	PW ,POLICE, LIQUOR- MATS, MOPS, TOWELS
Paid Chk# 084943	ARTISAN BEER COMPANY	6/30/2022	\$53.50	BEER
Paid Chk# 084944	ARVIG	6/30/2022	\$1,710.69	JUNE PHONE/INTERNET
Paid Chk# 084945	BANK OF ZUMBROTA	6/30/2022	\$1,975.00	BOND INTEREST
Paid Chk# 084946	BEVERAGE WHOLESALERS, INC	6/30/2022	\$1,326.55	BEER
Paid Chk# 084947	BOOM ISLAND BREWING CO, LLC	6/30/2022	\$100.00	BEER
Paid Chk# 084948	BRAD JENSEN CONSTRUCTION	6/30/2022	\$715.00	DEKKO- VB FOUNDATION

Paid Chk# 084949	BREAKTHRU BEVERAGE	6/30/2022	\$1,611.82	LIQUOR
Paid Chk# 084950	CINTAS	6/30/2022	\$91.76	EC MATS, MOPS
Paid Chk# 084951	CITY OF ADA GENERAL FUND	6/30/2022	\$375.44	APPLY DEPOSITS
Paid Chk# 084952	DEPT. OF ENERGY W A P A	6/30/2022	\$26,691.42	MAY ENERGY
Paid Chk# 084953	D-S BEVERAGES	6/30/2022	\$16,261.01	BEER & LIQUOR
Paid Chk# 084954	GARDEN VALLEY TECHNOLOGIES	6/30/2022	\$33.99	JUNE IT
Paid Chk# 084955	JOHNSON BROS WHLSE LIQUOR CO	6/30/2022	\$957.92	LIQUOR
Paid Chk# 084956	K R J B RADIO	6/30/2022	\$259.00	FIRE SAFETY ADS
Paid Chk# 084957	KELLY'S CHRYSLER CENTER, INC.	6/30/2022	\$373.98	PD DETAILING
Paid Chk# 084958	LARSON, ASHLEY	6/30/2022	\$50.00	JUNE-CLERK CELL PHONE
Paid Chk# 084959	LEAGUE OF MN CITIES INS. TRUST	6/30/2022	\$59,287.00	22-23 WORK COMP
Paid Chk# 084960	MCKINNON CO., INC.	6/30/2022	\$11,941.12	BEER & LIQUOR
Paid Chk# 084961	MINNESOTA VALLEY TESTING LABS	6/30/2022	\$326.50	SEWER TESTING
Paid Chk# 084962	MN FIRE SERVICE CERTIFICATION	6/30/2022	\$240.00	FIRE CERT-DELONG, SAM VISSER
Paid Chk# 084963	MN MUNICIPAL BEVERAGE ASSOCN	6/30/2022	\$600.00	LIQUOR- ANNUAL MEMBERSHIP
Paid Chk# 084964	MN STATE COMM/TECH. COLLEGE	6/30/2022	\$2,740.00	FIRE TRAINING II-SAM VISSER, DELONG
Paid Chk# 084965	HILARY MYERS	6/30/2022	\$500.00	EC- CLEANING, PAINTING KITCHEN
Paid Chk# 084966	JERRY PERALTA	6/30/2022	\$150.12	DEPOSIT REFUND
Paid Chk# 084967	STEVE PETRY	6/30/2022	\$67.14	FIRE FUEL- ENG 1, PSTG
Paid Chk# 084968	PHILLIPS WINE & SPIRITS CO.	6/30/2022	\$5,452.36	LQR- MIXES, LIQUOR
Paid Chk# 084969	RED RIVER VALLEY CO-OP POWER	6/30/2022	\$8,000.00	JUNE MNT
Paid Chk# 084970	SIP FARM SERVICES	6/30/2022	\$2,295.00	MAY-JUNE DIKE MOWING
Paid Chk# 084971	SORENSEN ELECTRIC	6/30/2022	\$89.86	WSP WATER HTR
Paid Chk# 084972	SOUTHERN GLAZERS OF MN	6/30/2022	\$382.95	LIQUOR
Paid Chk# 084973	VERIZON WIRELESS	6/30/2022	\$308.45	PW & POLICE CELL PHONE
Paid Chk# 084974	WINE MERCHANTS	6/30/2022	\$74.20	WINE

\$186,719.14

May-22 Interim Combined Statement of Cash and Investments

Fund	Cash Balance 4/30/2022	Investment Balance 4/30/2022	May Cash Debits	May Cash Credits	May Invest Debits	May Invest Credits	Balance 5/31/2022
General Fund	(164,997.11)	393,923.54	265,490.23	172,192.29			322,224.37
Special Revenue Funds:	0.00						0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	0.00						0.00
TIF District 2-3 Housing	246,754.98		21,036.30				267,791.28
Demolition/Blight Fund	18,866.41		14,624.99				33,491.40
(207) 2015 Revolving Loan Account	(29,423.74)	12,145.45	2,538.35				19,990.11
(208) Ada Economic Development Revolving Loan	(3,056.27)	3,832.97					(26,885.39)
Library	(36,405.09)	40,566.63	7,755.58	1,255.40			10,661.72
Community Center Maintenance Fund	(645,494.08)	722,532.13	1,530.00	2,910.10			75,657.95
Recreation Development Fund	34,635.83	40,000.00	7,844.93	165.00			82,315.76
Long Term Designated Capital	(269,333.72)	501,218.71	31,443.88	2,000.00			261,328.87
Public Works	(52,355.80)	4,690.92	4,332.88				(43,332.00)
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	(200,874.14)						(200,874.14)
Community Development Fund	97,331.97						97,331.97
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)	10,011.72	3,539.73					13,551.45
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	1,648.81		5,500.23				7,149.04
2020 G. O. Lift Station Improvements	40,443.91						40,443.91
Enterprise Funds:	0.00						0.00
Water and Sewer Fund	(55,046.12)	82,914.83	66,648.66	24,799.45			69,717.92
Electric Utility	1,754,805.06	10,179.15	185,082.37	111,067.45			1,838,999.13
Long Term Designated Capital II	205,109.16	635,737.31		10,417.50			830,428.97
Liquor	135,773.97	1,237.75	62,863.07	47,786.03			152,088.76
Total - All Funds	1,032,131.36	2,452,519.12	676,691.47	372,593.22	0.00	0.00	3,788,748.73
Frandsen-General Checking							1,551,123.79
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)							193,082.30
BancWest Investment Services (LT Desig Cap II)	G607-10400						643,625.40
BancWest Investment Services (Maintenance Funds)	G225-10400						653,945.19
BancWest Investment Services (General)	G101-10400						300,580.96
BancWest Investment Services (LT Des Cap)	G400-10400						131,843.89

Total Balances 5-31-22

3,788,748.73



Fargo Glass and Paint Co.

A FRIENDLY HOUSE

ALL GLASS PRODUCTS – STOREFRONTS, ALUMINUM ENTRANCES, ALUMINUM WINDOWS, MIRRORS, SUSPENDED CEILINGS, SUNROOMS, AUTOMATIC AND HANDICAPPED ACCESSIBLE ENTRANCES. HOLLOW METAL ENTRANCES, AND HARDWARE.

PHONE (701) 235-4441 FAX (701) 235-7520

1801 7th Ave. N
Fargo, ND 58102

WAREHOUSES:
MINOT, ND
BISMARCK, ND

GENERAL OFFICE:
FARGO, ND

June 29, 2022

We propose to furnish and install the following described material for Ada Community Center Including:

Medium stile doors W/ 10" bottom rail, Frame Sizes: 75" X 82-5/8", Bronze Von Duprin 33 concealed vertical rods, Exit hex dogging exit device, Bronze 9" offset pull on exterior, sweeps, reuse existing closers, 1" cl tp Glass.

Base Bid	<i>ABC net</i>	\$9,240.00
	<i>ABC 5% markup</i>	\$462.00
	<i>2-closers Reused ordered earlier for existing</i>	\$918.00
	<i>Total</i>	<u>\$10,620.00</u>

Includes: All applicable taxes
Installation included

Excluded: Preparation of openings, wood blocking, and weather barriers.
Junction boxes, wiring, conduit, and electrical connections.
Finish hardware for Hollow Metal & Wood Doors provided by others.

NOTES: Should you accept this estimate yet use your own contract form, it is understood that we will incorporate and make a part of your contract. thereof a true copy of this estimate and all of its conditions.

Sales and/or Use Tax is included in this contract.

NO FINAL WASHING OR CLEANING OF GLASS OR ALUMINUM.

WE ARE NOT RESPONSIBLE FOR DAMAGE TO GLASS OR MATERIAL BY OTHER TRADES.

FARGO GLASS & PAINT CO. INCLUDES PROFESSIONAL AND ENVIRONMENTAL INSURANCES WITH ALL PROPOSALS.

NO CONSTRUCTION PROTECTION. NO TEMPORARY ENCLOSURES OR HEATING.

CONTRACT GOOD FOR THIRTY (30) DAYS FROM DATE.

ACCEPTANCE OF OFFER SUBJECT TO CREDIT APPROVAL.

BREAKAGE: Resulting from conditions beyond our control will be charged as extras.

FREIGHT: F.O.B. shipping point, freight allowed.

Accepted _____, 20____

FARGO GLASS & PAINT CO

By _____

By CHAD LEWIS

Ordinance 485

An Ordinance amending Ordinance No. 334, Sec. 2-31. Salaries – Mayor. And Ordinance 334, Sec. 2-32. – Salaries – Councilmembers

THE CITY COUNCIL OF ADA, MINNESOTA DOES HEREBY ORFAIN:

Sec. 2-31. - Salaries—Mayor.

The mayor of the city shall receive compensation at the rate of \$350.00 per month for his attendance at council meetings and up to \$1200 annually for attendance of at least 75% of any meetings of any committee, subcommittee, board appointed by the city council or for all other matters involving the city to be paid out once a year in January for the previous 12 months.

Sec. 2-32. - Same—Councilmembers.

A city councilmember of the city shall receive compensation at the rate of \$250.00 per month for their attendance at council meetings and up to \$1200 annually for attendance of at least 75% of any meetings of any committee, subcommittee, board appointed by the city council or for all other matters involving the city to be paid out once a year in January for the previous 12 months.

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

Adopted by the City Council of the City of Ada, Minnesota this ____ day of _____, 2022.

Ayes:

Nayes:

Absent:

CITY OF ADA

ATTEST:

John Hintz
Mayor

Ashley Larson
City Administrator

**CITY OF ADA
RESOLUTION 2022-07-01**

**RESOLUTION APPROVING THE RELEASE OF TAX FORFEITED PARCELS LOCATED
WITHIN THE CITY OF ADA FOR PUBLIC AUCTION**

WHEREAS; The City Council of the City of Ada, County of Norman, State of Minnesota, has received notice from the Norman County Auditor-Treasurer that in accordance with MN Statute § 282.01 the City must approve the following list of parcels for public auction or request a conveyance to our City for public use; and

WHEREAS; the City Council of the City of Ada does not wish to request conveyance of any of the tax-forfeited parcels to the City of Ada for public use; and

WHEREAS, these parcels have been or will be forfeited to the State of Minnesota for non-payment of taxes; and

WHEREAS, any assessment balances on the parcel(s) are to remain on the parcel(s) and be due and payable to the City of Ada for the remainder of the assessment term.

WHEREAS, Said Parcels hereby described as:

Parcel 25-029100- Elizabeth Read, et al. Property Address – 12 2nd St E. Ada

Lot Eight(8) and the South Ten (10) of Lot Nine (9), Block Twenty-eight (28), First Addition to the City of Ada, according to the official plat thereof on file and of record in the Office of the Norman County Recorder, Norman County, Minnesota

Parcel 25-069600 – Douglas and Carole Munson Property Address – 323 W 3rd Ave S. Ada

Lot Thirteen (13) in Block Three (3) of Hetland’s Addition to the Village, now City of Ada, according to the recorded plat thereof on file and of record in the Office of the County Recorder in and for said County of Norman and State of Minnesota.

NOW, THEREFORE BE IT RESOLVED by the Ada City Council, in compliance with M.S. 282.01 approves the sale of the aforementioned property at public auction.

The foregoing resolution was introduced by Council member _____ and seconded by Council member _____ who moved its adoption and vote on the acceptance was recorded as follows:

Ayes:

Nayes: None

Absent: None

The Mayor then declared this resolution passed this 5th Day of July, 2022

Dated: July 5, 2022

John Hintz, Mayor

ATTEST:

Ashley Larson, City Administrator

Norman County Auditor/Treasurer's Office

Donna J. Hanson, Auditor-Treasurer

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

June 13, 2022

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

RE: TAX FORFEIT PROPERTIES

Dear Ashley,

Enclosed is a classification listing of non-conservation land located in the city of Ada. The first parcel forfeited in 2021 for nonpayment of taxes, but was the only parcel that forfeited to the State of Minnesota, held in trust for the taxing authority. The county board elected not to have a sale at that time due to the timing and the fact that it was the only property that forfeited. The second parcel was voluntarily conveyed to the State of Minnesota, held in trust for the taxing authority, by Doug and Carole Munson due to the fact that they were not interested in redeeming the property, and had no intention of paying the delinquent taxes.

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

If you request conveyance to the City, please notify us and we will complete a State Deed Application form and mail it to the Minnesota Department of Revenue for consideration.

The county will require a certified copy of the resolution authorizing any action taken by the City Council in connection with this matter within 60 days of the receipt of this letter. Please be advised that if the City Council does not respond within 60 days of the date of this letter, the classification and sale will be deemed to be approved.

The county does request that you address this matter at your earliest convenience, as we would like to have this sale as early as possible.

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

Best regards,

A handwritten signature in cursive script that reads "Donna J. Hanson". The signature is written in black ink and is positioned above the printed name and title.

Donna J. Hanson
Norman County Auditor/Treasurer

Enclosure

2022 TAX FORFEIT LISTING

The following parcel forfeited in 2021 and was the only parcel forfeited so a sale was not held at that time.

CITY OF ADA

25-0291000 – Elizabeth Read, et al **Property Address** – 12 2nd St E

Lot Eight (8) and the South Ten (10') of Lot Nine (9), Block Twenty-eight (28), First Addition to the City of Ada, according to the official plat thereof on file and of record in the Office of the Norman County Recorder, Norman County, Minnesota.

The following parcel was voluntarily conveyed to the State of Minnesota in lieu of tax forfeiture on January 27, 2022.

CITY OF ADA

25-0696000 – Douglas & Carole Munson **Property Address** – 323 W 3rd Ave S

Lot Thirteen (13) in Block Three (3) of Hetland's Addition to the Village, now City of Ada, according to the recorded plat thereof on file and of record in the Office of the County Recorder in and for said County of Norman and State of Minnesota.

RESOLUTION NO. 2022-07-02

**A RESOLUTION AUTHORIZING THE SALE OF
PARCELS OF LAND IN THE CITY OF ADA**

A Resolution authorizing the sale of the following described properties:

Lot One (2), Block One (1), Rage Addition, City of Ada, County of Norman, State of Minnesota.

WHEREAS, the City of Ada is the owner of the above-described properties in the City of Ada, Norman County, Minnesota, and,

WHEREAS, Nick Chisholm desire to purchase said property from the City of Ada, for the sum of Ten Thousand Dollars and no/100 (\$10,000.00) for the lot and other good and valuable consideration.

NOW, THEREFORE, BE IT HEREBY RESOLVED, That the City of Ada shall enter into a Purchase Agreement with Nick Chisholm in which the City agrees to sell the above-described properties in the City of Ada, Norman County, Minnesota for the price of Ten Thousand Dollars and no/100 (\$10,000.00) and other good and valuable consideration; and

BE IT FURTHER RESOLVED, That the Mayor of the City of Ada and the City Clerk are authorized to execute and deliver any documents necessary to effectuate said transfer.

Upon motion duly made by Councilmember, and seconded by Councilmember, and upon being put to a vote, the above Resolution carried by the following vote:

Ayes:

Nayes:

Abstention:

Dated:

John Hintz, Mayor

ATTEST:

Ashley Larson, City Administrator

MINUTES OF THE PUBLIC WORKS BOARD MEETING

June 27, 2022

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

Also present: Brian Rasmusson

Members Absent: Bob Ramstad, Pete Fetting

Call meeting to order. 5:31 pm

Approve minutes: Motion: Visser, Roux second All in favor, motion passed.

Items added to agenda: Mower update, Budget update, new underground electrical project.

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

Old business:

Water: None

Sewer: None

Electric: None

Street: Brian updated the board that the new mower was in Fargo and it will be delivered sometime this week. Brian also explained the reason we kept the old mower was because when a mower breaks down nobody carries parts for them so the mower is down for a minimum of 2 days and last year we waited over a week for parts and we had to borrow a mower from someone just to get the City stuff mowed and Brian said that we shouldn't have to borrow a mower to keep up with mowing. The board agreed. **No action taken, Info. Only**

Other: None

New business:

Water: None

Sewer: None

Electric: Summer Projects: Brian told the board he had one more project for this summer he wanted to do, it is the line south of Anda Apartments in the N.E. section of town. It is a project that the Council approved 2 years ago but didn't get done due to equipment failure for the contractor. The contractor is selling his equipment in July and once he is done the cost of installing underground wire is going to cost considerably more as this contractor is local and always gives a good discount. Brian said the contractor would get us an estimate before council meeting but thought it should be around \$10,000.00 and the board was good with

bringing to forward to council for approval if the cost is around that price. Brian said that we do have money in the budget for the project. **Action Item for Council.**

NO. CO. HWY Dept underground project update: Brian told the board that the project had started and the west side of the frontage road had mostly been completed and Chris would start on the East side of the highway next week. **No action taken, Info. Only**

Street: Fuel tank lease purchase: Brian told the board that we need to pay off the diesel fuel tank that we are leasing from a local fuel distributor because when we entered into the agreement the representative said even thou it was a lease tank, if his competitor was cheaper on fuel occasionally it was ok to let them fill it. This is the first time that the competitor beat their fuel price and the representative was upset because they got beat by .16 per gallon. Brian asked what the amount was to pay off the lease because we aren't going to play those games when it comes to buying fuel. The price to pay off the lease is \$5,878.13 the board agreed that we should pay this off so we can buy fuel from whoever has the lowest price. **Action Item for Council.**

Other: Budget numbers: Brian told the board that most things are costing almost twice as much as they did when we set the budget for this year and it is almost impossible to keep from going over budget on necessary items, besides price increases most companies are tacking on fuel surcharges which are very costly do to fuel prices. **No action taken, Info. Only**

Next meeting: July 25, 2022, @ Ada Public Works Department 5:30 PM

Adjourn meeting: Motion to adjourn by Thompson, Second by Roux all in favor, motion adjourned at 5:59 pm

city of ada

daisy ln and 4th ave e

burying of underground
burying of street lights

total estimated const cost 11000.00

Lines Maintenance

\$40,000 total
\$29,079 remaining balance
- 14,000 county
- 11,000 this project

haverkamp utility services
17 south 4th st w ada mn

56510

Public Safety Committee Meeting
Public Safety Meeting
Tuesday, June 21st, 2022 5:00P.M.

Members Present: Steve Hager, Steve Petry, Shawn Roux, Barb Kesselberg, Chris Westcott, Ashley Larson.

Absent: Scott Erickson, Dean Knutson

Citizen present: None

Call Meeting to Order at 1658hrs.

- 1.) Approve minutes of prior meeting, Shawn Roux.
- 2.) Agenda Additions:

FIRE DEPARTMENT

A. Misc. Updates:

1. Lock box keys were discussed and Petry was checking and making sure all emergency agencies had keys for the lock boxes for the apartments in town.
2. Dustin Olson was added to the FD roster.
3. OSHA training materials were to be purchased by the FD and the costs would be reimbursed by the state.

POLICE DEPARTMENT

A. Misc. Updates:

1. Discussed the search for a potential replacement for Officer Coonfield.
- B. Backup Generator:** Discussed the need for an emergency power generator for the PD and FD. Roux stated that he would find some contact information on who the school used and get back to Officer Hager on the contact information.

Motion to adjourn meeting at 1725hrs., Barb and Shawn 1st and 2nd.

City of Ada - EDA Minutes – June 30, 2022

Roll call: Members Present: Jim, Rodney, Kim

Other attendees: Ashley, John

Approval of Previous Meeting Minutes: Motion to approve Jim 2nd Rodney

Treasurer's Report: See attached. Discussed the 3 businesses delinquent on RLF payments.

Old Business:

- **AAPC Update:** Next APPC meeting will be held in August 2022

- **City Update:**~
 - Looking to hire full time police officer.
 - Liquor Store sales are up in May and June over 2021
 - Ashley leaving on maternity leave in August

- **NCEDA Update:**
 - Discuss housing shortage in Norman County
 - Reviewed and did not approve RLF Application

New Business:

- **Revolving Loan Application:** Lux Salon Co. Motion by Jim 2nd by Rodney to table at this meeting and ask more questions about loan application and usage of funds. Ashley will reach out to business owner.

NEXT MEETING DATE: July 28 2022, at 7:00 a.m. – Event Center Meeting Room

ADJOURNMENT: Motion to adjourn made by Jim, 2nd by Rodney