

City of Ada
Meeting of the City Council
Tuesday, June 4, 2024, 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. May 2024 Council Meeting minutes,
 - B. City Pre-paid checks in the amount of \$
 - C. City Accounts payables in the amount of \$

- 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) Elections 2024
 - 2) SRO Scramble

 - B. Administrator / Clerk / Treasurer Report.
 - 1) Department Updates
 - 2) Tax Abatement Bond Update/Dekko Foundation Grant
 - 3) Alert Notification System
 - 4) Ada Event Center Update
 - 5) Pemberton Law City Services

IX. Old Business

XII. New Business

- A. Kaleidoscope Guests, June – Erickson/Krieger
- B. Ada Summer Theater Donation Request \$500
- C. Committee Updates
 - A. Public Works
 - B. Public Safety
 - C. EDA
 - D. Beautification

XIII. Adjournment

City of Ada
Meeting of the City Council Minutes
Tuesday, May 7, 2024 6:00 P.M. – Council Chambers

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call- Present: Nelson, Erickson, Roux, Nordquist, and Lewis. Other Present: Mayor Hintz, Administrator Larson, members of the media, Mike Blevins-MIS, Absent – Krieger, and Ness.**
- 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. April 2024 Council Meeting minutes,
 - B. City Pre-paid checks in the amount of \$207,122.23
 - C. City Accounts payables in the amount of \$52,019.14

Motion made by member Roux and Seconded by member Erickson to approve the consent agenda. Approved, Roux, Nordquist, Lewis, Nelson, and Erickson. 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.*
- VII.**

Motion made by member Nelson and Seconded by member Nordquist to approve the agenda. Approved, Roux, Nordquist, Lewis, Nelson, and Erickson. Opposed, None. Motion Passed.
- VIII. Presentations with possible discussion and decision.**
 - A. Midwest Inspection Services
 - a. Building Code Inspection Services AgreementMike Blevins, President of Midwest Inspection Services, presented the council with a proposal and contract for building inspection services. The fee schedule was reviewed

as well as the responsibility of each party as stated in the contract. Fees would increase for the individual requesting a building permit from the City, however, the City would no longer have an obligated monthly or annual fee. Instead, the City would only be charged the amount of the actual building permit costs.

Motion made by member Lewis and seconded by member Roux to approve the 1 year contract with Midwest Inspection Services for building inspection services. Approved: Nelson, Erickson, Roux, Nordquist, and Lewis. Opposed: None. Motion Passed.

B. Glen Visser – Fire Department raise in retirement from \$1500 to \$1700.

Motion made by member Nelson and seconded by member Nordquist to approve the increase in retirement for the Fire Department members and increase the amount from \$1500 to \$1700. Approved: Nelson, Nordquist, and Lewis. Abstain: Roux and Erickson. Opposed: None. Motion Passed.

C. Moore Engineering Update

- a. Invoice -Brandon Reber from Moore Engineering presented an invoice for \$8453.75 for services rendered.

Motion made by Roux and seconded by Nordquist to approve the Moore Engineering invoice in the amount of \$8453.75. Approved: Nordquist, Roux, Nelson, Erickson, and Lewis. Opposed None. Motion Passed.

- b. Lead Service Line Inventory – Brandon explained to the council they will begin conducting the State mandatory study. He will work with Ashley and Brian
- c. RAGE Addition Study – Brandon will meet with John, Brian, and Ashley to review different plans and designs and look at preliminary costs.

IX. Reports of Department Heads and Committees

A. Mayors Report

- 1) Elections 2024

John reminded the council and public that there will be 4 open council positions in the November Election.

- 2) Lawn Mowing

John reminded the public of the City’s lawn-mowing ordinances and policies.

B. Administrator / Clerk / Treasurer Report.

- 1) Department Updates
 - a. Ada PD Officer
 - b. Approval of Fire Department new elected officials.

Motion made by member Lewis and seconded by member Nordquist to approve Glen Visser as the new Fire Chief, Shawn Roux as Assistant Fire Chief, and Duane Hushagen as secretary. Approved: Lewis, Nordquist, and Nelson. Oppose: None. Abstain: Roux and Erickson. Motion Passed.

- 2) Bike Rodeo – May 15th
- 3) Tax Abatement Bond Update/Dekko Foundation Grant – moved to June meeting for approval.
- 4) Widseth Building Inspectors Ending of Services –Widseth has terminated its services with the City. They are not able to offer building inspection services due to staffing issues and not being able to fill the position. They gave the City a 30 day notice of termination.

X. Old Business

XII. New Business

- A. Kaleidoscope Guests, May – Scott N/Shawn
- B. Annual Liquor License Renewal- Main Street Bar

Motion made by member Roux and seconded by member Lewis to approve Main Street Bar annual liquor license with a modified fee schedule due to the Event Center being under repairs. Main Street Bar will need to pay \$100 for each month they serve alcohol at events. Approved: Nelson, Roux, Erickson, Nordquist, and Lewis. Opposed: None. Motion Passed.

- C. 2024 Sponsorship Opportunities Norman County Fair

Motion made by member Roux and seconded by member Nordquist to approve a \$500 donation from gambling funds. Approved: Nelson, Roux, Nordquist, Erickson, and Lewis. Opposed: None. Motion Passed.

- D. Text My Gov – Communication and Alerts – tabled to June meeting.
- E. Committee Updates
 - A. Public Works

Motion by member Nelson and seconded by member Nordquist to approve the bid in the amount of \$10,136.91. Approved: Nelson, Roux, Erickson, Nordquist, and Lewis. Opposed: None. Motion Passed

- 2) Ada Electric Bid – Control Panel Replacement on Well 4

Motion Made by member Roux and seconded by member Nordquist to approve bid in the amount of \$7,791. Approve Nelson, Erickson, Nordquist, Roux, and Lewis, Opposed: None. Motion Passed.

- B. Public Safety – no meeting
- C. EDA

D. Beautification – no meeting

XIII. Adjournment

**Motion made by member Nelson and seconded by member Roux to adjourn the meeting.
Approved: Nelson, Roux, Erickson, Nordquist, and Lewis. Opposed: None. Motion Passed.**

TextMyGov

TextMyGov

P.O. Box 3784
Logan, Utah 84323
435-787-7222

Partnership Proposal

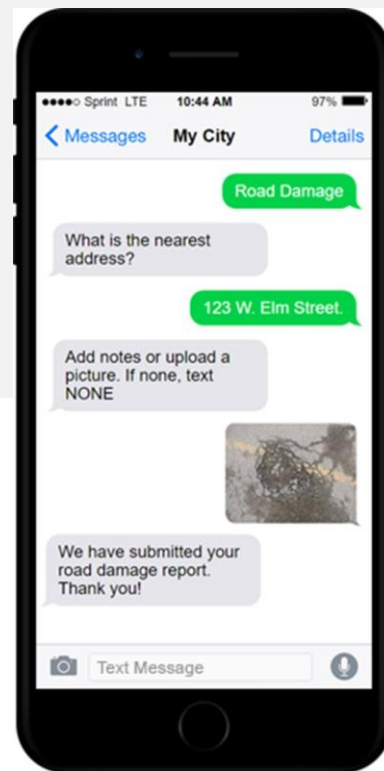
Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, **97% of smartphone owners text regularly.**

The technology analysts at Compuware reported **that 80 to 90% of all downloaded apps are only used once and then eventually deleted** by users.



TextMyGov Solutions:

Communicate, Engage, Boost Website Traffic, Track, and Work



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

Implementation

Getting Started

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

Subscription Cost Breakdown

This quote represents a subscription to TextMyGov with an annual recurring charge for a period of Two-Years. The agreement is set to automatically renew on the date of this agreement, after the initial term. See below for package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms

Prepared for:

Ada city
15 4th Ave E, Ada, MN 56510
Ashley Larson alarson@adamn.gov

Prepared by:

Kadance Anderson
Account Executive
P.O. Box 3784
Logan, UT 84323

Package	Package Price	Billing
TextMyGov Package includes: <ul style="list-style-type: none"> • TextMyGov Web-Based Software • Local Phone Number • Short Code Number (for outgoing messages) • Unlimited Users • Unlimited Departments • Unlimited Support for Every User • 10 GB Managed online data storage • 25,000 Text Messages per year 	\$2,500.00 \$2,000.00	Annual
Implementation/Setup Fee	\$1,000.00	Included
Total (First Year):	\$3,500.00 \$2,000.00	First Year
Total (Ongoing):	\$2,500.00 \$2,000.00	Annual

Notes:

1. This is a Two-Year. After the initial Two-Years, the contract can be canceled by providing 60-day written notice.
2. After the initial Two-Years, the agreement will revert to a year to year.
3. Customer is required to put Text My Gov widget on the Agency's Web Home page.
4. This agreement and pricing were provided at the customer's request and are good until 06/05/2024.
5. Customer is required to provide copy of W-9

Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual* cost, upon request.

<p>Enhanced Media & Care Package – Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information- https://textmygov.com/enhanced-media-care/</p> <p>*Our marketing team invests significant time and effort into creating a personalized media kit for your Agency, designed to enhance your Agencies presence and reach. As part of our agreement, we request that you post the material provided on your social media channels to maximize its effectiveness and ensure the best possible outcomes for the service.</p>	<p>Price based on Population</p>	<p>Annual</p>
<p>Additional Storage – Each unit of storage contains an additional 100 GB.</p>	<p>\$250</p>	<p>Annual</p>
<p>Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)</p>	<p>Price based on amount of text messages</p>	<p>Annual</p>
<p>Database</p> <ul style="list-style-type: none"> • Database of your local residence to improve citizen engagement. • Database might have been quoted in the original quote. See your package breakdown for details. 	<p>Price is based on population. See Account Executive for details.</p>	

Agreement Confirmation

Implementation Team Information

Name: _____

Title: _____

Email: _____

Office Phone: _____

Cell Phone (Required): _____

Implementation Team Information

Name: _____

Title: _____

Email: _____

Office Phone: _____

Cell Phone (Required): _____

Billing Information

**(Invoices for the amount will be sent two weeks after signature with net 30 days.
Invoices will be sent from an iWorQ email address)**

Billing Contact Name: _____

Title: _____

Email: _____

Office Phone: _____

Address: _____

(Please attach copy of W-9)

Agreement Signature

Name: _____

Title: _____

Date: _____

Signature: _____

Widget Contact

Name: _____

Title: _____

Email: _____

Phone: _____

(This person is responsible for placing the Text My Gov Widget (see options-<https://support.textmygov.com/widget/>) on the agency's website within 60 days of the signature. The Text My Gov widget will remain on the agency's website for the duration of the agreement. This agreement was discounted \$1000/annually so the agency understands that they are required to place and maintain the widget on the agency's website.)

Twilio Contact Authorization

Twilio Authorized Contacts

Employee Name (1):

Email:

Phone Number:

Job Position:

Business Title:

Employee Name (2):

Email:

Phone Number:

Job Position:

Business Title:

I confirm that my nominated authorized representatives agree to be contacted by Twilio.

***Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts. ***



May 31, 2024

City of Ada
c/o Ashley Larson, City Administrator
15 4th Avenue East
Ada, MN 56510

sent via email:
alarson@adamn.gov

IN RE: Notice of Withdrawal from City Attorney Representation
Our File No. 2013-6301

Dear City Councilors, Mayor, and City Administrator:

This letter is sent following a conference call Attorney Elise Heifort and I had with City Administrator Ashley Larson on May 29, 2024, where we notified Ashley that Pemberton Law will, unfortunately, no longer be able to represent the City of Ada as its general City Attorney. Elise, who has been the main contact for general city matters, is leaving Pemberton Law, effective **June 14, 2024**. With this change, and the evolution of my own practice toward specializing in labor and employment matters, we unfortunately do not have capacity, at this time, to continue to represent the City as its general City Attorney after this date.

Pemberton Law has served the City of Ada as its general City Attorney since 2013. We are incredibly grateful for the opportunity and have enjoyed working with the City and its representatives. Prior to that time, going back at least several decades, perhaps longer, our firm has had a longstanding relationship with your City, including assisting your prior City Attorneys with assorted projects requiring specialized expertise, such as labor and employment and real estate work. Although we cannot continue to represent the City as its general City Attorney, I am still more than happy to continue to represent the City with employment and labor matters, as needed, if the City still wishes to engage me for that purpose. In addition, Pemberton Law continues to have a number of other attorneys with expertise in various areas, such as real estate and-or commercial/business law, and could continue to provide support, as needed, to the City in those areas as well. Going forward, however, given the evolution of my own practice, it is my opinion the City needs, and deserves to have, a general City Attorney who focuses on municipal law and can serve as your point-person for regular city matters. Your new general City Attorney, or Ashley, could then continue to engage me or other experts, as needed, for other types of projects.

During our call, Ashley and I discussed a few options the City might have for securing a new City Attorney. Option one is to post a Request for Proposal (RFP) on the League of Minnesota Cities' Website and review the proposal submissions. The other option, which might be a bit more helpful, is to contact trusted colleagues in other surrounding cities and request referrals for the names of City Attorneys they have or currently work with. Or, you could do both, and invite any referral firms to submit a response to the RFP. If the City runs into any issues finding

City of Ada
May 31, 2024
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a new City Attorney, let me know, and we may be able to assist with finding additional referral names. In addition, I am also willing, and will do my best, to assist you with any legal matters which may arise during any transition period and will, of course, be willing to assist with transitioning the general City Attorney duties to the new person selected, and answer any questions down the road that might require historical, institutional knowledge.

Should you have any questions about this transition, please let me know. Thank you, again, for the opportunity to work with the City of Ada for the past 11 years as your general City Attorney. I sincerely hope to continue to work with the City, as needed, with labor and employment law matters going forward.

Sincerely,

Josh M. Heggem
j.heggem@pemplaw.com
sjh

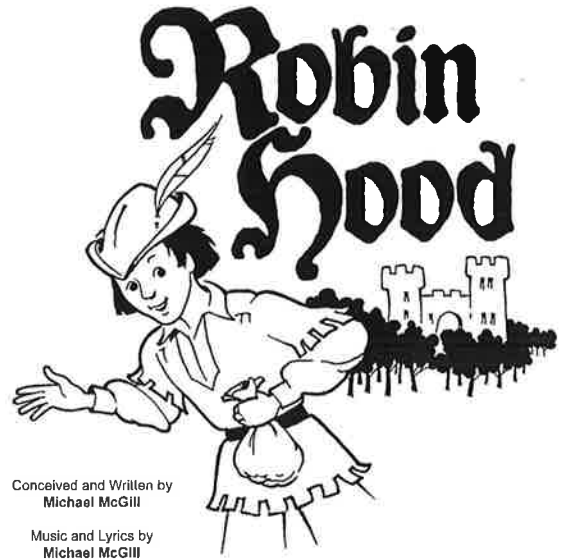
cc: Elise M. Heifort, via email

April 2024

Greetings from the Ada Summer Children's Theatre Committee!

As we enter the last quarter of the school season, we are looking forward to the many activities of summertime. One of those activities is the annual production of the Missoula Children's Theatre.

This year's production is entitled Robin Hood and will provide fun and excitement to the youngsters who participate, as well as the audience attending the production. The program will run **August 5th through August 9th**. As usual, however, we need to gain the necessary financial support in order to make this production a possibility. Therefore, we need the help of the business community in the form of financial support.



We ask that you consider supporting the Ada summer Children's Theatre program so Robin Hood can come to life at the ABWHS auditorium stage this August.

Please send your contributions to:

**Genise Solseng
803 Pleasant Dr.
Ada MN 56510**

Make checks payable to **Ada Summer Children's Theatre**.

Thank you very much!

\$ 500

Sincerely,

The Ada Summer Children's Theatre Committee

Here is our support for the Ada Children's Theatre Production for summer 2024.

Name of business _____ Phone Number _____

\$10 _____ \$15 _____ \$20 _____

\$25 _____ \$50 _____ \$75 _____

\$100 _____ Other _____