

City of Ada
Meeting of the City Council
Tuesday, March 10th at 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.** February 4th Council Meeting minutes
 - B.** February Special Session Council Meeting minutes
 - C.** City Pre–paid checks in the amount of \$242,196.95
 - D.** City Accounts payables in the amount of \$28,668.53

- 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.** Al’s Disposal- Clean Up Week
 - B.** Moore Engineering Update
 - a. Water Tower and Lift Stations
 - C.** David Drones and Associates- CFP Presentation

- VIII. Reports of Department Heads and Committees**
 - A.** Mayors Report
 - 1) Recognition of former Council Member Kroshus

 - B.** Administrator / Clerk / Treasurer Report.
 - 1) Department Updates
 - 2) RFP for Wellhead Protection Plan
 - 3) Emergency Action Plan / Emergency Mitigation Plan
 - 4) Fire Department Awards

IX. Old Business

- A. 2nd Reading Ordinance 481 amending Ordinance No 34-103- Snow, ice, dirt, and rubbish; removal
- B. 2nd Reading Ordinance 480 amending Ordinance No 381, Sec. 50-4 Sale of Tobacco Products

XII. New Business

- A. Kaleidoscope Guests, March – Crystal/Casey
- B. Resolution 2020-03-01 USDA Loan Application
- C. Resolution 2020-03-02 One Day Gambling Permit
- D. 1st Reading Ordinance 482 amending Ordinance No. 281 Sec. 6-51 Intoxicating Liquor Licenses.

XIII. Adjournment

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

Minutes

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call (Member Opheim appeared via Skype)**
- 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.** January 7th Council Meeting minutes
 - B.** City Pre-paid checks in the amount of \$25,675.28
 - C.** City Accounts payables in the amount of \$49,733.50
 - D.** City Accounts Payable December updated amount of \$164,924.96
 - E.** Catch the Spirit Sponsor \$300 Donation
 - F.** Post Prom Donation \$300.00

Motion by Member Mathsen seconded by Member Opheim to approve the Consent Agenda as amended. Voting for: Opheim, Mathsen, Stene, Krieger, Nelson and Roux. Against: None Motion Passed

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

Motion by Member Nelson seconded by Member Stene to approve the Agenda as amended. Voting for: Opheim, Mathsen, Stene, Krieger, Nelson and Roux. Against: None Motion Passed

VII. Presentations with possible discussion and decision.

A. Norman County Fair Board and Saddle Clun Donation Request for Kennedy's Park

Amy Germolus spoke to council about a Rainbow Play System that is being built at the Norman County Fairgrounds. This playground is being built in memory of Katie Vilmo. A request for a \$500.00 donation from the City of Ada.

Motion by Member Stene seconded by Member Krieger to approve the request for \$500.00 from the City of Ada from the gaming funds. Voting for: Opheim, Mathsen, Stene, Krieger, Nelson and Roux. Against: None Motion Passed

B. Moore Engineering Update

a. Park Street Bids

Dan Hanson of Moore Engineering presented to council an update on the Park Street Project bids. Bids were opened and they came in favorable. With a \$640,000.00 grant, the City will be capped at the bid amount. The low bid came in at \$598,466.15, which will be the maximum paid from the grant, with no exception. Gladen Construction was awarded the low bid. Norman County accepted the bid, contingent upon the City of Ada's acceptance of the low bid.

Motion by Member Opheim seconded by Member Mathsen to approve the low bid from Gladen Construction of \$598,466.15 for the Park Street Project. Voting for: Opheim, Mathsen, Stene, Krieger, Nelson and Roux. Against: None Motion Passed

Mr. Hanson updated council regarding the water tower project and the lift station project. The project plans have been submitted to the Department of Health and to the MPCA. Mr. Hanson state that a funding application needs to be submitted to the PFA. A Resolution of Application needed to be approved by council. The application informs the State of the funds being spent and where the funds would be generated from.

Motion by Member Mathsen seconded by Member Krieger to approve the Resolution for Application for the water tower project and lift station project. By roll call vote: For: Mathsen, Stene, Krieger, Nelson and Roux. Member Opheim abstained Against: None Motion Passed

Mr. Hanson then further discussed the need for an easement for the lift station project. One lift station sits near private property and it was recommended to either get an easement or possibly purchase the property in order to work on this lift-station. The council agreed with the recommendation from Moore Engineering to first seek an easement.

VIII. Reports of Department Heads and Committees

A. Mayors Report

1) New Council Member Appointment

Member Opheim nominated Kim Lewis to fill the vacant council seat.

There were no other nominations from the floor. All council agreed to the nomination and appointment. Mr. Lewis was then officially sworn in.

2) Norman County Broadband

Mayor Hintz wanted to inform the citizens of Ada that the Norman County EDA and Administrator Larson discussed fiber optic cable options for the City of Ada's businesses and private properties with Arvig Communications. They advised individuals to contact Arvig about fiber cable options.

3) Norman County Memories Magazine

Mayor Hintz wanted to inform businesses in Ada and the surrounding area to contact John Kolness, publisher of a historical magazine called Norman County Heritage, being published this summer. This is an opportunity to shine some history on area businesses.

B. Administrator / Clerk / Treasurer Report.

1) Department Updates

Administrator Larson updated council on the happenings within the City of Ada's departments. The first department she reported on was the Police Department. A new part time officer, Ezra Walz, will be training with Chief Bueng and will be on board soon. Larson then commented on the financial status of the Ada Liquor Store. She stated that even though the year end will show a loss, there is a strong chance that the store will be back in the black in 2020. The Public Works Department has been busy hauling snow from areas in the City where snow has built up. Larson continues to work on the dirt, snow, and rubbish ordinance. Larson moved on to the Dekko Community Center when Brianna Eggen has been busy with the Weight Loss Challenge, with over 50 participants. Ms. Eggen was able to purchase lockers from the NCW school auction, these will replace old lockers in the locker rooms at the Dekko.

- 2) Union Negotiations. Approve Contract for all Full Time Exempt and Non-Exempt Employees

Administrator Larson sent out changes and an agreed upon contract with the City of Ada employees union. Member Opheim and Mayor Hintz were involved in the negotiations.

Motion by Member Opheim seconded by Member Mathsen to approve the agreed upon Union Contract for all Full Time Exempt and Non-Exempt Employees. Voting For: For: Mathsen, Stene, Krieger, Nelson, Opheim, Lewis and Roux. Against: None Motion Passed

- 3) Minkota Technologies Inc. Contract

Administrator Larson issued a contract to council and was seeking approval of a contract with a new IT contractor. The reason for a different IT contractor is the efficiency or lack thereof with the existing IT contract. The contract is based on an hourly rate, not a monthly rate.

Motion by Member Mathsen seconded by Member Opheim to approve the new contract with Minkota Technologies. Voting For: For: Mathsen, Stene, Krieger, Nelson, Opheim, Lewis and Roux. Against: None Motion Passed

- 4) Acceptance of Ada Fire Dept Relief Association check of \$19,737.00

Administrator Larson needed approval to accept the check from the Ada Fire Relief Association. The check was given to the City of Ada to help cover the cost of the new Pickup and Trailer the Fire Department received in 2019.

Motion by Member Stene seconded by Member Mathsen to accept a check from the Ada Fire Relief Association in the amount of \$19,737.00, to help cover the cost of the new pickup and trailer from 2019. Voting For: Mathsen, Stene, Krieger, Nelson, Opheim, Lewis and Roux. Against: None Motion Passed

IX. Old Business

A. Event Center Pricing Schedule

Mayor Hintz updated council on the proposal for a change in rental charges for use of the Ada Event Center. The need for change was due to identifying certain groups that have been utilizing the building and have concerns about how high the prices were to rent the facility vs other centers. Larson was assisted by Stephanie Knutson in seeking comparable pricing in the region and came up with, what they felt like, a fair rental arrangement.

Motion by Member Mathsen seconded by Member Opheim to accept the new pricing structure for renting the Ada Event Center. Voting For: Mathsen, Stene, Krieger, Nelson, Opheim, Lewis and Roux. Against: None Motion Passed

B. 2nd Reading Ordinance 479 Eliminating Wards

Mayor Hintz was seeking a motion of the 2nd Reading of Ordinance 479-Eliminating Wards.

Motion by Member Krieger seconded by Member Mathsen to accept the 2nd Reading of Ordinance 479-Eliminating Wards. Voting For: Mathsen, Stene, Krieger, Nelson, Lewis and Roux. Against: Opheim Motion Passed

C. Transfer of Title of 2000 Ford to the Benedictine Living Center

Mayor Hintz was seeking a motion to transfer title to the Benedictines. They would be trading the vehicle in for a newer passenger vehicle.

Motion by Member Opheim seconded by Member Mathsen to approve transferring title of the 2000 Ford Passenger vehicle to the Benedictine Living Center. Voting For: Mathsen, Stene, Krieger, Nelson, Lewis, Opheim and Roux. Against: None Motion Passed

XII. New Business

- A. Kaleidoscope Guests, February – Mike/Josh, March – Crystal/Casey
- B. Resolution 2020-02-01 Sale of Land Rage Addition

Motion by Member Opheim seconded by Member Mathsen to approve Resolution 2020-02-01 Sale of Land Rage Addition. By roll call vote: For: Mathsen, Stene, Krieger, Nelson, Lewis, Opheim and Roux. Against: None Motion Passed

C. Ordinance 480 amending Ordinance No 381, Sec. 50-4 Sale of Tobacco Products

Ordinance 480 needed to be updated due to changes in the tobacco law, increasing the age to 21 from age 18.

Motion by Member Mathsen seconded by Member Stene to approve Ordinance 480 an amending Ordinance No 381, Sec. 50-4 Sale of Tobacco Products. By roll call vote: For: Mathsen, Stene, Krieger, Nelson, Lewis, Opheim and Roux. Against: None Motion Passed

- D. Ordinance 481 amending Ordinance No 34-103- Snow, ice, dirt, and rubbish; removal.

Administrator Larson updated council on an Ordinance that needed amending due to the piling of snow this year on public streets and on others private property. The penalty comes in the form of being charged to remove snow by public works or an independent contractor at the cost of the city. The Public Works fee is \$100.00 per hour. Member Opheim was concerned that was no indication of a right to contest the violation and some of the language in the Ordinance. Member Opheim motioned to table the reading.

Motion by Member Opheim seconded by Member Stene to approve tabling the reading of Ordinance 481 amending Ordinance No 34-103- Snow, ice, dirt, and rubbish: removal. By roll call vote: For: Mathsen, Stene, Nelson, Lewis, Opheim and Roux. Against: Krieger Motion Passed

- E. Public Works – Snow Blower

Member Krieger brought to council quotes for a new snow blower for the Public Works Department. The Public Works committee was recommending the low bid of \$5,655.00 which was the low bid of two bids.

Motion by Member Opheim seconded by Member Mathsen to approve the purchase of a new snow blower for the Public Works Dept. at the low bid price of \$5,655.00. Voting For: Mathsen, Stene, Nelson, Lewis, Krieger, Opheim and Roux. Against: None Motion Passed

XIII. Adjournment

Motion by Member Stene seconded by Member Krieger to adjourn the meeting at 6:45pm. Voting For: Mathsen, Stene, Nelson, Lewis, Krieger, Opheim and Roux. Against: None Motion Passed

Council Member Tom Opheim will appear by interactive TV. He will be located at 3441. Brantley Oaks Dr., Fort Myers Beach, Fl

Mayor Hintz

Administrator Larson

City of Ada
Minutes of the City Council Special Session
February 13, 2020 at 6:00 p.m.
City Hall

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call

Members present: Mike Nelson, Casey Krieger, Shawn Roux, Kim Lewis, Josh Mathsen.
Absent: Crystal Stene, Tom Opheim.

Others present: Mayor John Hintz, Administrator Ashley Larson

- IV. Ordinance 481 amending Ordinance No. 359 Sec. 34-103 Snow, ice, dirt, and rubbish removal

Motion by Member Krieger, seconded by Member Mathsen to approve the first reading of Ordinance 481 an ordinance amending Ordinance No. 359 Sec. 34-103 By roll call vote For: Roux, Mathsen, Lewis, Nelson, and Krieger. Against: None Motion Passed

- V. EDA Spec Home Update

Mayor Hintz, informed the council the EDA has approached an independent contractor to build a spec home in Ada with the goal of building an affordable family friendly home to attract new residents to Ada. Mayor Hintz asked the council for approval of waving the purchase of the lot in the Rage addition until the home is built and sold. At that time, the City will be paid the \$10,000 cost of the lot. The council agreed this would be in the best interest of the City and because the independent contractor was approached by the EDA members for this project, the cost of the lot can be paid at the time of sale. The EDA is looking at a spring 2020 start date.

- VI. Resolution No 2020-02-02 Appointing Election Judges for the 2020 Primary and General Election

Motion by Member Mathsen, seconded by Member Roux to approve Resolution No 2020-02-02 Appointing Election Judges for the 2020 Primary and General Election. By roll call vote For: Roux, Mathsen, Lewis, Nelson, and Krieger. Against: None Motion Passed

- VII. Move Regular Council Meeting time to March 10, 2020 at 6:00pm due to Presidential Primary Election being held on March 3, 2020.

Motion by Member Lewis and Second by Member Krieger to move the regular council meeting to March 10th, 2020 at 6:00pm. Voting for, Mathsen, Nelson, Roux, Krieger, Lewis, Against: NONE Motion passed

VIII. Adjournment

Motion by Member Mathsen and Second by Member Krieger to move the regular council meeting to adjourn meeting at 6:08pm. Voting for, Mathsen, Nelson, Roux, Krieger, Lewis, Against: NONE Motion passed

PUBLIC SAFETY COMMITTEE MEETING
Public Safety Meeting
Tuesday, February 18th, 2020
5:30 p.m.

PRESENT: **JODY BUENG**
 STEVE PETRY
 KEITH HATFIELD
 JOSH MATHSEN
 DEAN KNUTSEN
 STEVE HAGER
 EZRA WALZ

ABSENT: MIKE NELSON, ERIC NESS

1. Meeting called to order at 5:49 p.m.
2. Roll call.
3. Last Minutes approved.
4. Additions to the agenda: None

FIRE DEPARTMENT:

1. Steve P. Reported that the Fire Department has applied for a high speed extractor. This will wash fire gear. Steve stated that these washing machines became available recently and he spoke to Ashley Larsen about purchasing one for the department. Ashley approved as purchase was under \$5000.00.
2. Steve mentioned that the FEMA grant period has opened up.
3. It was mentioned that Norman County was doing a grant to try to get the Fire Departments the Armor Radios they need to become 800 Mhz compliant.
4. Steve is getting quotes on repairing the boiler at the Fire Department. It is currently down. Heating the building with the secondary heat system currently.
5. Tuesday 2/25/20 meet with county to set up the auto-aid agreements
6. Fire Department will be in need of some roof repairs as there is a leaky ceiling in portions of the building.

POLICE

1. Jody introduced the new officer, Ezra Walz to the Public Safety Committee. Ezra has started Field Training

2. Jody brought the recommendation to the Public Safety Committee to begin the process of replacing the 2014 Ford Explorer Police vehicle. Mileage and hours are high on the vehicle and it is in need of replacement. The group agreed that the 2014 Explorer has seen its better days.

Josh Mathsen made a motion to collect bids from Lee Bros. and Kelly's Chrysler on a Pursuit rated SUV style police vehicle and bring it to council.

Dean Knutsen 2nd the motion.

Jody will collect the bids from the local dealerships and get them to Ashley.

3. Jody mentioned that the Police Department is transitioning currently to NIBRS. NIBRS stands for National Incident Based Reporting System. Currently the department reports activity and crime through the UCR, or Uniform Crime Reporting system. The FBI is transitioning to NIBRS. The department will be trained in NIBRS. Jody and Karen have been implementing the beginning stages of NIBRS through phone conference calls with organizers of the program for the Norman county agencies of Ada PD, Twin Valley PD, and NCSO. Jan 1, 2021 is the go live date for 100 % compliance with NIBRS.
4. Jody mentioned that the departments computers will be updated with Windows 10 on March 13th, 2020 by Morris Electronics. The new computer for the Squad car should be in by then also.

Motion to Adjourn – Dean K, 2nd by Josh M at 6:49

Beautification Committee Meeting February.

The beautification committee meeting was held on 19th of February due to a storm on the 12th We met at the meeting room inside the Dekko.

Members present were Crystal Stene, Debrah Mickelson, Pat Pfund, Chasity Weston and Brianna Eggen, Other community members present were Honey Olson. We went over items from our last meeting:

Goals for 2020

1. East Side Park beautification
 - a. We will concentrate on the path
 - i. Getting weeds out and trying to relevel bricks around path
 - ii. Trimming up trees and possibly replacement of benches in the park.
 - b. Street lights need updating
 - i. Brianna will talk to Dana at Border states Electric and get a better quote on the same lights that we have in Raege addition
 - ii. What's our budget for the parks (Brianna will check on this if we can look at replacing all lights or just some this year and some next year. We will also have to get a couple of quotes from electricians.)
2. Benches that need replacing
 - a. Pat talked to City of Grygla on their benches because they had caught her eye passing thru. They also convert into a picnic table which would be nice in West Side Park so we will do a little more checking on stability, quality and costs.
 - b. We will get a quote on the plaques that need to be replaced that people gave in memory of family members.
3. Level gravestones
 - a. Maybe check with Earl Visser on which ones need more help than others in the older area, check with
4. Possible changes to back area of Dekko
 - a. Rails for handicap ramp, possible removal of rock and adding in concrete.
5. Gardening club for kids will be a Dekko Community Ed class this summer for kids. We will work on the flower containers
6. Dog Park update – Pat said JD will get at it when the snow melts.

MINUTES OF THE PUBLIC WORKS BOARD MEETING

February 24, 2020

Members present: Casey Krieger, Bruce Visser, Shawn Roux and Scott Erickson

Also present: Brian Rasmusson

Members Absent: Bob Ramstad

Call meeting to order. 5:35 pm

Casey Krieger called the meeting to order.

Approve minutes: Motion to approve minutes from January 27, 2020 PWB Meeting; Roux, 2nd Erickson. All in favor, motion passed.

Items added to agenda: Flood preparation

Approve agenda: Motion- Roux and 2nd Erickson. All in favor, motion passed.

Old business:

Water: None

Sewer: None

Electric: None

Street: None

Other: None

New business:

Water: Wellhead protection Phase 2. Brian updated the board that the State mandated wellhead protection plan is starting phase 2 and explained what it was about and that we would need to hire a consultant to write up the plan. Brian had talked to Tyson from Moore Engineering about a rough estimate of what that would cost and he had said between \$6500.00-\$10,000. Lake Park had just received PFPs for their wellhead protection plan and it was about \$6500.00. **No Action taken, Information Only.**

Sewer: None

Electric: None

Street: Flood preparation: Bruce Visser added this to the agenda and just wanted to discuss flood prep just so we were all on the same page incase it floods this spring. We talked about all of the structures, tractors for running the PTOs for the pumps at the structures and getting additional pumps checked out and running.

Brian told the board that we have a plan in place and will be ready when the time comes. **No Action taken, Information Only.**

Other: None

Next meeting: March 30, 2020 @ Ada Public Works Department 5:30 PM

Adjourn meeting: Motion – Visser, 2nd by Roux. All in favor, motion passed **5:53 pm.**

ACCOUNT PAYABLE - FEBRUARY 2020
 REGULAR COUNCIL MEETING
 Tuesday, March 10, 2020

* - added or revised amounts

ADA CHAMBER OF COMMERCE	LIQUOR STORE 2020 MEMBERSHIP	\$ 75.00
ADA COUNTRY STORE	PW FUEL	\$ 96.00
ADA ELECTRIC	PW- SERVICE CALL MAIN LIFT PUMP	\$ 100.00
ADA ELECTRIC	POLICE- REPLACE LIGHTS	\$ 483.74
AL'S DISPOSAL	FEB DUMPSTER RENTS	\$ 117.24
AMERIPRIDE	PW MATS,MOPS,TOWELS	\$ 218.40
AMERIPRIDE	LIQUOR- MATS, MOPS	\$ 80.30
AMERIPRIDE	POLICE MATS	\$ 52.75
AUTO VALUE	PW- WINDSHIELD WASHER, PARTS	\$ 167.44
COCA-COLA BOTTLING	LQR POP	\$ 91.00
EQUIPMENT MANAGEMENT COMPANY	FIRE- EMC, CASA	\$ 835.00
FP MAILING SOLUTIONS	POSTAGE INKJET CARTRIDGE & LABELS	\$ 368.27
GODFATHER'S EXTERMINATING	LIQUOR PEST CONTROL	\$ 64.13
HAWKINS	PW WATER CHEMICALS	\$ 549.86
HAWKINS	DEKKO CHEMICALS	\$ 340.15
HENRY'S FOODS	LIQUOR CIGARETTES	\$ 181.24
HENRY'S FOODS	LIQUOR SUPLS- JUICE, BAGS, CUPS	\$ 180.01
HOLM PLUMBING	EVENT CENTER INSTALL KITCHEN FAUCET	\$ 457.60
INDEPTH INSPECTION	FEBRUARY BLDING PERMIT SERVICES	\$ 888.89
KRJB RADIO	COUNCIL- ANNUAL	\$ 578.05
KRJB RADIO	DEKKO- ANNUAL ADV	\$ 266.00
KRJB RADIO	LIQUOR-ANNUAL, SUPER BOWL, FACEBK-VALENTINES	\$ 343.00
LOCATORS & SUPPLIES	PW SAFETY CLOTHING	\$ 154.74
LOCATORS & SUPPLIES	PW LED LIGHT BAR	\$ 273.08
MCCOLLUM HARDWARE, INC	EC CLEANER FOR KITCHEN	\$ 94.93
MCCOLLUM HARDWARE, INC	POLICE - KEYS,BAGS	\$ 34.30
MCCOLLUM HARDWARE, INC	DEKKO-CLEANERS, TISSUES,BAGS,BATTERIES, GLUE, RINK PUCK,	\$ 120.86
MCCOLLUM HARDWARE, INC	PW PARTS	\$ 403.59
MCCOLLUM HARDWARE, INC	FIRE - BAGS, MOP	\$ 92.96

MID-CENTRAL ICE	LQR ICE	
NORMAN COUNTY ATTORNEY	FEBRUARY - CRIMINAL LEGAL FEES	\$ 833.33
NORMAN COUNTY TREASURER	2020 SOLID WASTE ASSESSMENT	\$ 126.00
NORMAN COUNTY IMPLEMENT	PW- FITTING	\$ 6.04
NORMAN COUNTY INDEX	CLERK/COUNCIL- NOTICE OF PRESIDENTIAL NOMINATION PRIMARY ELECTION	\$ 42.50
NORMAN COUNTY INDEX	CLERK/COUNCIL- PUBLIC ACCURACY NOTICE	\$ 40.00
NORMAN COUNTY INDEX	CLERK/COUNCIL- ORDINANCE #479. ADV BIDS FOR WATER TOWER & LIFT STATION	\$ 365.75
NORMAN COUNTY INDEX	LIQUOR ADV VALENTINES WINE SALE	\$ 40.00
OFFICE SUPPLIES	CH- RCT BKS, CALC ROLLS, STAPLER	\$ 457.37
OFFICE SUPPLIES	DEKKO- PAPER TOWELS,USB FLASH DRIVECORD CONCEALER,INK CART	\$ 277.79
OFFICE SUPPLIES	LIQUOR-	\$ 103.06
OFFICE SUPPLIES	POLICE -BAGS,OFFICE SUPLS,TONER	\$ 293.79
OFFICE SUPPLIES	PW SHIPPING,MARKERS	\$ 106.53
PEMBERTON,SORLIE,RUFER&KERSHNER	JANUARY- GENERAL ATTORNEY FEES	\$ 1,599.00
PETRO SERVE USA	PW FUEL	\$ 1,859.91
PETRO SERVE USA	POLICE FUEL	\$ 91.32
POWERPLAN-RDO	PW- VEHICLE LAMP	\$ 19.56
RICHARDS OIL	PW GENERATOR FUEL	\$ 303.75
READITECH	FEBRUARY RTS HOST, MNGE SERVICES, ANTIVIRUS	\$ 113.25
RMB ENVIRONMENTAL LAB	SEWER TESTING SERVICES	\$ 35.00
STATE OF MN DEPT OF PUBLIC SAFETY	MN HAZARDOUS MATERIALS FEE	\$ 25.00
SUNFLOWERS	LIQUOR ROSES FOR VALENTINES DAY SP,FUNERALS-MELIN, GRUNKE	\$ 143.09
SUPERMARKET FOODS	LIQUOR STORE VALENTINE CANDY	\$ 14.74
TRANE	DEKKO- SERVICE MNT	\$ 1,500.00
VISSER TRENCHING	ALLEY PROJECT	\$ 1,981.00
WATER & LIGHT FUND	UTILITIES	\$ 10,296.10
WEX BANK	POLICE FUEL	\$ 107.67
ZEP SALES	PW- SUPLS	\$ 178.45
TOTALS		<u>\$ 28,668.53</u>

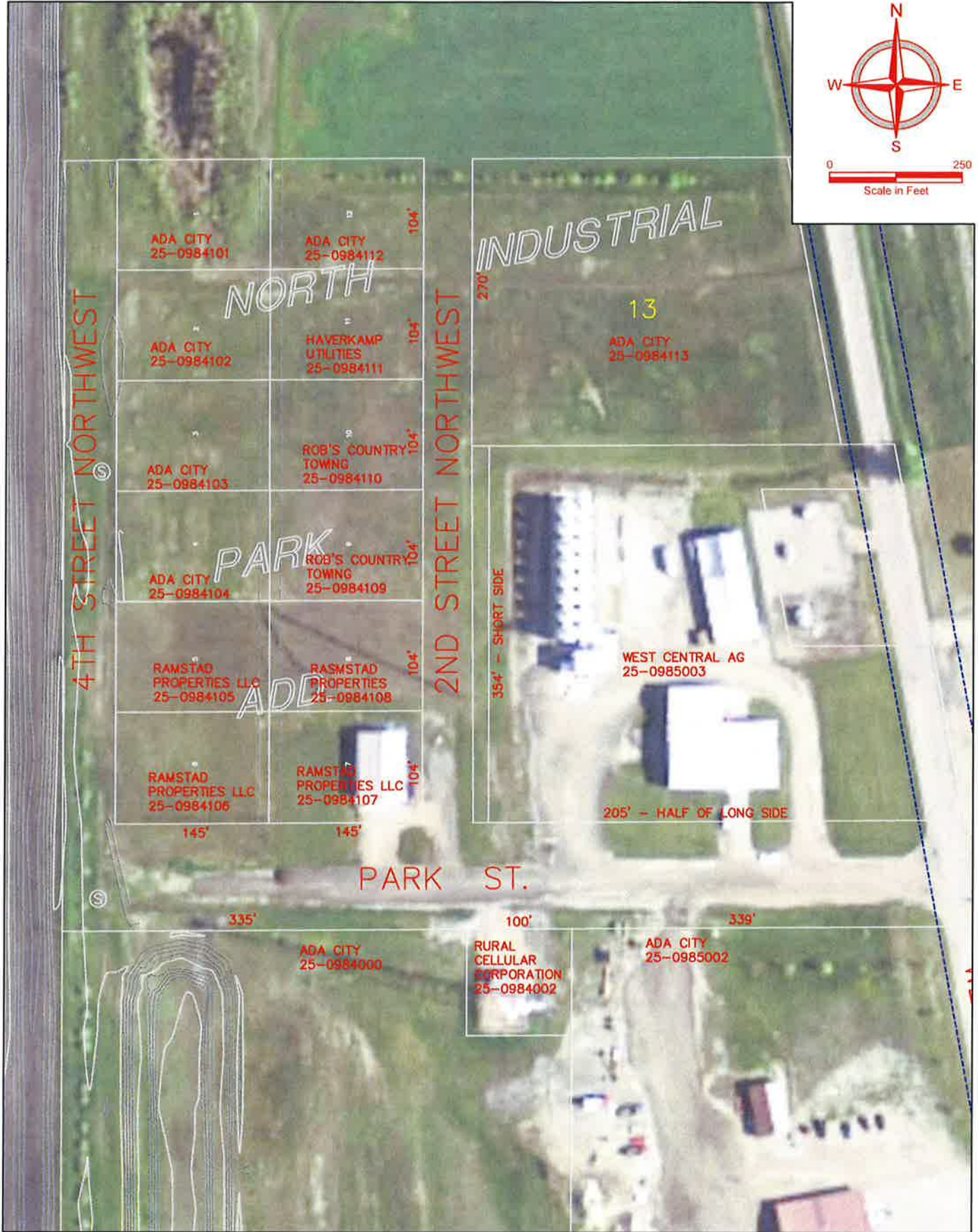
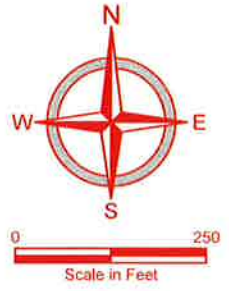
PRE-PRINTED CHECKS for FEBRUARY 2020

Paid Chk# 080539	AMERIPRIDE	2/10/2020	\$52.33	POLICE MATS
Paid Chk# 080540	ARTISAN BEER COMPANY	2/10/2020	\$73.80	LIQUOR
Paid Chk# 080541	BELLBOY CORPORATION	2/10/2020	\$360.00	LIQUOR
Paid Chk# 080542	BENEDICTINE LIVING COM OF ADA	2/10/2020	\$300.00	EC CLEANING DEPOSIT REFUND
Paid Chk# 080543	BEVERAGE WHOLESALERS, INC	2/10/2020	\$358.90	BEER
Paid Chk# 080544	BREAKTHRU BEVERAGE	2/10/2020	\$249.80	LIQUOR
Paid Chk# 080545	BSN SPORTS	2/10/2020	\$313.44	DEKKO WEIGHTS
Paid Chk# 080546	BUREAU OF CRIM. APPREHENSION	2/10/2020	\$150.00	POLICE- CJDN ACCESS FEE
Paid Chk# 080547	CITY OF ADA GENERAL FUND	2/10/2020	\$104.19	FEB BILLING PSTG DIF
Paid Chk# 080548	DEFIANT DISTRIBUTORS	2/10/2020	\$225.00	LOR
Paid Chk# 080549	DEPT OF ENERGY WAPA	2/10/2020	\$33,010.17	JAN ENERGY
Paid Chk# 080550	D-S BEVERAGES	2/10/2020	\$7,790.75	BEER
Paid Chk# 080551	DVS RENEWAL	2/10/2020	\$404.25	HOSPITAL TABS- 08 CHRY
Paid Chk# 080552	EGGEN, BRIANNA	2/10/2020	\$3,207.66	DEKKO- GYM TOWELS
Paid Chk# 080553	GRAND FORKS LATRU FAMILY YMC	2/10/2020	\$400.00	LIFEGUARD CERT- EMILY SIP
Paid Chk# 080554	JOHNSON BROS WHLSE LIQUOR C	2/10/2020	\$2,276.76	LIQUOR
Paid Chk# 080555	KELLY S CHRYSLER CENTER, INC.	2/10/2020	\$33.45	POLICE-OIL CHNG,BATTERY- 18 DO
Paid Chk# 080556	LARSON, ASHLEY	2/10/2020	\$50.00	CLERK JAN CELL PHONE
Paid Chk# 080557	LEAGUE OF MINNESOTA CITIES	2/10/2020	\$450.00	PATROL SUBSCRIPTION
Paid Chk# 080558	MCKINNON CO., INC.	2/10/2020	\$5,134.15	BEER
Paid Chk# 080559	MN ENERGY RESOURCES CORP.	2/10/2020	\$7,266.45	POLICE UTILITIES
Paid Chk# 080560	MN MUNICIPAL UTILITIES ASSOC.	2/10/2020	\$3,561.00	2020 UTILITY MEMBER DUES
Paid Chk# 080561	MN RURAL WATER ASSOCIATION	2/10/2020	\$275.00	CITY ASSOCIATE MEMBERSHIP
Paid Chk# 080562	MODITY, INC	2/10/2020	\$326.97	DEKKO ACCESS CARDS
Paid Chk# 080563	NIHCA	2/10/2020	\$399.00	DEKKO 2020 MEMBERSHIP
Paid Chk# 080564	NORMAN CO. AUDITOR/TREASURE	2/10/2020	\$0.00	QUIT CLAIM DEED- RAMSTAD
Paid Chk# 080565	NORMAN COUNTY RECORDER	2/10/2020	\$92.00	RECORD SALE-RAGE LOT 3 BLK 1-
Paid Chk# 080566	NORTHERN STATES POWER CO.	2/10/2020	\$769.00	DISTRIBUTION FACILITIES CHR
Paid Chk# 080567	PETRO SERVE USA	2/10/2020	\$84.23	POLICE FUEL
Paid Chk# 080568	PETRY, STEVE	2/10/2020	\$100.00	FIRE M CHIEFS 2020 MEMBERSHIP
Paid Chk# 080569	PHILLIPS WINE & SPIRITS CO.	2/10/2020	\$5,758.70	LIQUOR

Paid Chk# 080570	RED RIVER VALLEY CO-OP POWER	2/10/2020	\$7,832.68	JANUARY MNT
Paid Chk# 080571	SAFFIRE	2/10/2020	\$1,500.00	6 MONTH HOSTING SITE
Paid Chk# 080572	SORENSEN ELECTRIC	2/10/2020	\$315.60	DEKKO LED TUBES
Paid Chk# 080573	SOUTHERN GLAZERS OF MN	2/10/2020	\$408.43	LIQUOR
Paid Chk# 080574	VERIZON WIRELESS	2/10/2020	\$67.35	POLICE CELL PHONE
Paid Chk# 080575	WINE MERCHANTS	2/10/2020	\$69.99	LIQUOR
Paid Chk# 080576	ADA BODY SHOP & GLASS	2/12/2020	\$0.00	POLICE- 2014 FORD REPAIRS
Paid Chk# 080577	ADA CHAMBER OF COMMERCE	2/12/2020	\$300.00	CATCH THE SPIRIT CONTRIBUTION
Paid Chk# 080578	ADA-BORUP SCHOOL	2/12/2020	\$300.00	AFTER PROM PARTY DONATION
Paid Chk# 080579	ADA-FELTON COUNTRY STORE	2/12/2020	\$0.00	PW FUEL
Paid Chk# 080580	AL'S DISPOSAL, INC.	2/12/2020	\$0.00	PW-JAN DUMPSTER RENT
Paid Chk# 080581	ARVIG ENTERPRISES	2/12/2020	\$760.07	FEB CH RENT
Paid Chk# 080582	NORMAN CO. AG. SOCIETY	2/12/2020	\$500.00	CONTRIBUTION FOR KENNEDY'S PAR
Paid Chk# 080583	NORMAN CO. AUDITOR/TREASURER	2/12/2020	\$33.00	QUIT CLAIM DEED- RAMSTAD
Paid Chk# 080584	XCEL/NORTHERN STATES POWER	2/12/2020	\$49,426.73	JAN 2020 ENERGY
Paid Chk# 080644	ARVIG	2/13/2020	\$2,044.32	CLERK -PHONE/INTERNET
Paid Chk# 080645	CROWN TROPHY	2/13/2020	\$10.00	PLAQUE SHIPPING
Paid Chk# 080646	D-S BEVERAGES	2/13/2020	\$427.20	BEER
Paid Chk# 080647	MN DEPT OF LABOR/IND.	2/13/2020	\$2,549.42	2013 BLDING SURCHARGES
Paid Chk# 080648	RED RIVER VALLEY CO-OP POWER	2/13/2020	\$7,500.00	FEB MNT CONTRACT
Paid Chk# 080649	SKID PRO ATTACHMENTS	2/13/2020	\$5,490.00	PW-SNOW BLOWER- SPLIT
Paid Chk# 080650	SORENSEN, MATTHEW	2/13/2020	\$414.75	REBATE LOCAL PURCHASE
Paid Chk# 080651	VERIZON WIRELESS	2/13/2020	\$35.01	POLICE BROADBAND
Paid Chk# 080652	BEVERAGE WHOLESALERS, INC	2/19/2020	\$140.50	BEER
Paid Chk# 080653	CITY OF ADA GENERAL FUND	2/19/2020	\$70.00	PAYABLE POSTAGE
Paid Chk# 080654	D-S BEVERAGES	2/19/2020	\$8,026.85	BEER
Paid Chk# 080655	IACP	2/19/2020	\$190.00	POLICE ANNUAL MEMBERSHIP
Paid Chk# 080656	MAIN STREET BAR LLC	2/19/2020	\$320.62	EDA-STORE FRONT GRANT
Paid Chk# 080657	MID-STATES ORGANIZED CRIME IN	2/19/2020	\$100.00	POLICE- 3 SWORN OFFICERS
Paid Chk# 080658	SOUTHERN GLAZERS OF MN	2/19/2020	\$525.39	LIQUOR
Paid Chk# 080659	STUENESS, STACY	2/19/2020	\$100.24	REFUND METER DEPOSIT
Paid Chk# 080660	SUPERMARKET FOODS	2/19/2020	\$2,209.18	STORE FRONT GRANT
Paid Chk# 080661	VERIZON WIRELESS	2/19/2020	\$30.75	PW CELL PHONE

Paid Chk# 080666	AASLAND, GERRIE JO	2/25/2020	\$38.53	LIQUOR- CURLING RIBBON
Paid Chk# 080667	ADA BODY SHOP & GLASS	2/25/2020	\$651.00	POLICE-2014 FORD REPAIR
Paid Chk# 080668	AL'S DISPOSAL, INC.	2/25/2020	\$32.02	EC EXTRA GRBG DUMP
Paid Chk# 080669	BREAKTHRU BEVERAGE	2/25/2020	\$582.46	LIQUOR
Paid Chk# 080670	BRIDGES CARE COMMUNITY	2/25/2020	\$27,145.59	TIF 2019
Paid Chk# 080671	D-S BEVERAGES	2/25/2020	\$4,753.15	BEER CREDIT
Paid Chk# 080672	JOHNSON BROS WHLSE LIQUOR C	2/25/2020	\$193.68	LIQUOR
Paid Chk# 080673	KLEVGGAARD, MARK	2/25/2020	\$2,692.56	TIF 2019
Paid Chk# 080674	MCKINNON CO., INC.	2/25/2020	\$2,954.75	BEER
Paid Chk# 080675	MN DNR ECO-WATERS	2/25/2020	\$232.43	WATER USE PERMIT,SURCHARGES
Paid Chk# 080676	MN ENERGY RESOURCES CORP.	2/25/2020	\$6,977.20	LQR UTILITIES
Paid Chk# 080677	MYERS, RAYMOND	2/25/2020	\$1,507.06	TIF 2019
Paid Chk# 080678	STEVE PETRY	2/25/2020	\$377.91	FIRE SAFETY SUPLS
Paid Chk# 080679	PHILLIPS WINE & SPIRITS CO.	2/25/2020	\$2,525.32	LIQUOR
Paid Chk# 080680	SKANSGAARD CONSTRUCTION	2/25/2020	\$6,975.00	BASEBALL SIGN INSTALL
Paid Chk# 080681	TUTTLE, RICHARD	2/25/2020	\$529.67	TIF 2019
Paid Chk# 080682	VISSER, GLEN	2/25/2020	\$268.69	FIRE-SORBENT PADS,SOCKS
Paid Chk# 080683	WINE MERCHANTS	2/25/2020	\$121.99	LIQUOR
Paid Chk# 080684	LARSON, ASHLEY	2/27/2020	\$50.00	ADMIN FEB CELL PHONE
Paid Chk# 080685	LEAGUE OF MN CITIES INS. TRUST	2/27/2020	\$16,967.00	LIABILITY INSURANCE
Paid Chk# 080707	ADA-FELTON COUNTRY STORE	2/28/2020	\$586.37	DEC 2019 POLICE FUEL-RCVD AFTE
Paid Chk# 080708	BOOM ISLAND BREWING CO, LLC	2/28/2020	\$21.18	BEER
Paid Chk# 080709	SOUTHERN GLAZERS OF MN	2/28/2020	\$507.74	LIQUOR
Paid Chk# 080710	U. S. POSTMASTER	2/28/2020	\$230.57	UTILITY BILLING POSTAGE

\$242,196.95



**Post Bid Estimated Special Assessments
Park Street/2nd Street Paving Improvement Project**

Moore Engineering Project No. 17947A

February 26, 2020

Project Finances

As Bid Construction Cost	\$598,466
3% Contingencies	\$17,954
<hr/>	
Total Estimated Construction Cost	\$616,420
Engineering Design through Bidding	\$53,500
Rebidding and Assessment Services	\$6,500
Construction Engineering, Staking & RPR	\$69,500
Post Construction	\$800
Additional Services	\$1,500
<hr/>	
Total Engineering Contract	\$131,800
Estimated Materials Testing	\$16,000
Estimated Total Project Cost	\$764,220
Less LRIP Grant	-\$598,466
<hr/>	
Total As Bid City Cost	\$165,754

Total Assessable Front Footage	2,372
Estimated Cost per Front Foot	\$69.88

Project Timeline

Get MNDot Approval on Plans & Specifications	November
Advertise for Bids	December/January
Open Bids	January
Estimated Construction Duration	45 Calendar Days
Project Completion Date	October 1, 2020

Estimated Special Assessments - Post Bid Analysis
SAP 054-594-001: Park and 2nd Street Reconstruction

February 26, 2020

Ada MN

Moore Project No.: 17947A

Parcel No.	Supposed Owner	Physical Address	Tax Payer Address	Abutting Frontage or Short side on a corner lot	1/2 Long (If a corner Lot)	Total Assessable Footage	Estimated Assessment	Est. Annual Payment 15 Years @ 5.00%	
25-0984000	City of Ada		PO Box 32, Ada, MN 56510	335		335	\$23,409.61	\$2,255.34	
25-0984002	Rural Cellular Corporation		PO Box 2549, Addison, TX 75001	100		100	\$6,987.94	\$673.23	
25-0984106	Ramstad Properties LLC		1760 State HWY 9, Ada, MN 56510		72.5	72.5	\$5,066.26	\$488.09	
25-0984107	Ramstad Properties LLC	201 Park St.	1760 State HWY 9, Ada, MN 56510	104	72.5	176.5	\$12,333.72	\$1,188.26	
25-0984108	Ramstad Properties LLC		1760 State HWY 9, Ada, MN 56510	104		104	\$7,267.46	\$700.16	
25-0984109	Rob's Country Towing		905 2nd Street NW, Ada, MN 56510	104		104	\$7,267.46	\$700.16	
25-0984110	Rob's Country Towing		905 2nd Street NW, Ada, MN 56510	104		104	\$7,267.46	\$700.16	
25-0984111	Haverkamp Utilities		17 South 4th Street West, Ada, MN 56510	104		104	\$7,267.46	\$700.16	
25-0984112	City of Ada		PO Box 32, Ada, MN 56510	104		104	\$7,267.46	\$700.16	
25-0984113	City of Ada		PO Box 32, Ada, MN 56510	270		270	\$18,867.45	\$1,817.73	
25-0985002	City of Ada		PO Box 32, Ada, MN 56510	339		339	\$23,689.13	\$2,282.26	
25-0985003	West Central Ag Services	104 Park St.	220 1st St, PO Box 368, Ulen, MN 56585	354	205	559	\$39,062.60	\$3,763.38	
Totals							2,372	\$165,754.00	\$15,969.12

Estimated Assessable Project Cost \$165,754.00
 Estimated Assessment Per LF \$69.88

**Estimated Special Assessments - Presented at Public Improvement Hearing
SAP 054-594-001: Park and 2nd Street Reconstruction**

October 8, 2019

Ada MN

Moore Project No.: 17947A

Parcel No.	Supposed Owner	Physical Address	Tax Payer Address	Abutting Frontage or Short side on a corner lot	1/2 Long (If a corner Lot)	Total Assessable Footage	Estimated Assessment	Est. Annual Payment 15 Years @ 5.00%	
25-0984000	City of Ada		PO Box 32, Ada, MN 56510	335		335	\$32,101.81	\$3,092.76	
25-0984002	Rural Cellular Corporation		PO Box 2549, Addison, TX 75001	100		100	\$9,582.63	\$923.21	
25-0984106	Ramstad Properties LLC		1760 State HWY 9, Ada, MN 56510		72.5	72.5	\$6,947.41	\$669.33	
25-0984107	Ramstad Properties LLC	201 Park St.	1760 State HWY 9, Ada, MN 56510	104	72.5	176.5	\$16,913.34	\$1,629.47	
25-0984108	Ramstad Properties LLC		1760 State HWY 9, Ada, MN 56510	104		104	\$9,965.94	\$960.14	
25-0984109	Rob's Country Towing		905 2nd Street NW, Ada, MN 56510	104		104	\$9,965.94	\$960.14	
25-0984110	Rob's Country Towing		905 2nd Street NW, Ada, MN 56510	104		104	\$9,965.94	\$960.14	
25-0984111	Haverkamp Utilities		17 South 4th Street West, Ada, MN 56510	104		104	\$9,965.94	\$960.14	
25-0984112	City of Ada		PO Box 32, Ada, MN 56510	104		104	\$9,965.94	\$960.14	
25-0984113	City of Ada		PO Box 32, Ada, MN 56510	270		270	\$25,873.10	\$2,492.67	
25-0985002	City of Ada		PO Box 32, Ada, MN 56510	339		339	\$32,485.12	\$3,129.69	
25-0985003	West Central Ag Services	104 Park St.	220 1st St, PO Box 368, Ulen, MN 56585	354	205	559	\$53,566.91	\$5,160.76	
Totals							2,372	\$227,300.00	\$21,898.60

Estimated Assessable Project Cost \$227,300.00
Estimated Assessment Per LF \$95.83



Protecting, Maintaining and Improving the Health of All Minnesotans

February 28, 2020

Mr. Brian S. Rasmusson, Public Works Director
City of Ada
P.O. Box 32
Ada, Minnesota 56510-0032

Subject: Scoping 2 Decision Notice and Meeting Summary – City of Ada – PWSID 1540001

Dear Mr. Rasmusson:

This letter provides notice of the results of a scoping meeting held with you, Ashley Larson and Neal Devos (city of Ada) and Jenilynn Marchand and I (Minnesota Department of Health) on February 21, 2020, at Ada City Hall regarding wellhead protection (WHP) planning. During the meeting, we discussed the data elements that must be compiled and assessed to prepare the part of the WHP plan related to the management of potential contaminants in the approved drinking water supply management area. The enclosed Scoping 2 Decision Notice lists the data elements discussed at the meeting. We also discussed a summary of planning issues and recommendations that were identified during the Part 1 WHP Plan development process which should be considered for inclusion in your Part 2 WHP Plan.

The city of Ada has met the requirements to distribute copies of the first part of the WHP plan to local units of government and hold an informational meeting for the public. The city of Ada will have until May 15, 2021, to complete its WHP plan. The city of Ada was given additional time due to Minnesota Rules, part 4720.5130, subpart 4, item D.

MDH understands a consultant, now yet determined will be working with you to develop a draft of the remainder of the WHP plan. I will be contacting you to review the progress of the development of Part 2 of your plan. Upon request, the Technical Assistance Planner can provide a glossary of terminology, identification of information sources for the required Data Elements, and other technical assistance documents. If you have any questions regarding the enclosed notice, contact me by email at dan.disrud@state.mn.us or by phone at 218-332-5195.

Sincerely

A handwritten signature in black ink, appearing to read 'Dan Disrud', written over a horizontal line.

Dan Disrud, Principal Planner
Source Water Protection Unit
1505 Pebble Lake Road
Fergus Falls, Minnesota 56537-3858

DD:ds-b
Enclosures

Cc: Ms. Ashley Larson, City Administrator, City of Ada
Mr. Luke Stuewe, Minnesota Department of Agriculture

SCOPING 2 DECISION NOTICE – LOW VULNERABILITY DWSMA

SCOPING 2 DECISION NOTICE – LOW VULNERABILITY DWSMA

Date: February 28, 2020

Name of Public Water Supply: City of Ada

PWSID: 1540001

Name of the Wellhead Protection Manager: Mr. Brian S. Rasmusson, Public Works Director

Address: P.O. Box 32

City: Ada

Zip: 56510-0032

Phone: 218-784-5537

Primary Unique Well Numbers: 239752 (Well #4), 810289 (Well #5), 800400 (Well #6)

DWSMA Vulnerability: Low

The purpose for the second scoping meeting, as required by Minnesota Rules, part 4720.5340, is to discuss the information necessary for preparing Part 2 of a Wellhead Protection Plan. The Part 1 Plan identifies the area that provides the source of drinking water for the public water supply (PWS) and assesses how vulnerable that area is to contamination. The PWS can utilize that information to develop land use and management practices that protects their groundwater resource from contamination.

The wellhead rule (Minnesota Rules, part 4720.5340) refers to the information required for wellhead planning as data elements. This notice lists the data elements that are stated in Minnesota Rules, part 4750.5400 and are selected for the PWS because of the low vulnerability of the drinking water supply management area (DWSMA) as determined in Part 1.

Scoping 2 Data Elements Needed for the Part 2

Data Elements are pieces of information in the form of a map, a list, records, tables and inventories. Where appropriate, they should be reviewed and assessed in terms of their present and/or future implications on the 1) use of the well(s), 2) quality and quantity of water supplying the public water supply wells(s), and 3) land and groundwater uses in the DWSMA. It is important to discuss the relevance of the data elements to management of the DWSMA. Check the technical assistance comments for guidance on reviewing the data elements and conducting these assessments. Clearly identify in the plan which data elements are associated with which tables/figures. If a data element does not exist, state that in the narrative.

Submit –

The following information **MUST** be submitted in the Part 2 by including it in the plan narrative and/or appendix. **An asterisk* with red text** indicates information that **MUST** be contained in the Part 2.

- *A map that indicates the vulnerability and includes the DWSMA, WHP Area, and Emergency Response Area must be included in the Part 2.** This map with vulnerability is a product of the Part 1 and provides a basis for planning activities in Part 2. SWP Planner can provide the DWSMA figure.

DATA ELEMENTS ABOUT THE LAND USE –

Land Use

- *An existing map of political boundaries.**
- *An existing map of public land surveys including township, range, and section.**

Technical Assistance Comments: A map or maps showing updated political boundaries and township, range, section with labels is required for determining land use authorities for the land within the DWSMA. DWSMA figure map provided by SWP Planner will also contain political boundaries with township, range, and section. Determine and discuss how the various land use authorities may affect the management of the DWSMA.

- A map and an inventory of the current and historical agricultural, residential, commercial, industrial, recreational, and institutional land uses and potential contaminant sources.
 - *The Potential Contaminant Source Inventory (PCSI) data in both a table and map format must be created and included in the Part 2. Include potential contaminant sources as listed on the PCSI attachment provided for each existing vulnerability within the DWSMA.**
 - Inventory wells greater than 100 feet in depth. Also inventory wells of undocumented or unknown depths.
 - The inventory should include your community wells but not include any wells that are known to have been sealed according to the Minnesota Well Code (MN Rules 4725).
 - *A land use/land cover map and table.** SWP Planner can provide a land cover map and data/table from federal sources. This data set should be used unless an alternative electronic data set that is more current and detailed is available. Assess and discuss changes in land use that could impact management of the DWSMA.
 - *An inventory of the Inner Wellhead Management Zone (IWMZ).** A recent IWMZ inventory (within six years) for each primary well with management recommendations on the MDH form, or a table that summarizes the number and type of contaminant sources with the management recommendations must be included. Incorporate or

SCOPING 2 DECISION NOTICE – LOW VULNERABILITY DWSMA

reference the recommendation(s) from the IWMZ into the Part 2. IWMZ will be completed by the SWP Planner with assistance from the PWS staff. A copy will be provided to the PWS.

Technical Assistance Comments: This section encompasses the Potential Contaminant Source Inventory known as the PCSI. See the Scoping 2 Decision Notice Potential Contaminant Source Inventory Requirement Attachment(s) and endorsement procedures/fact sheets for further information. Utilize the PCSI geo-database attribute template provided by SWP Planner. Management strategies must be developed for potential sources of contamination that pose a risk to the drinking water supply.

- *An existing comprehensive land-use map.
- *An existing zoning map.

Technical Assistance Comments: This information can indicate areas in the DWSMA where growth or the addition of potential contaminant sources is likely to occur. Furthermore, the review of local zoning and comprehensive land-use maps facilitates the evaluation of the degree of compatibility current and future land uses have with the PWS goals of protecting the drinking water wells and aquifer.

Required to be discussed in plan -

The following information (if existing) MUST be reviewed and discussed in the development of the Part 2. The Part 2 narrative must contain a description identifying whether/how the information may influence the management of the DWSMA. The data element may be located in the public domain. While the map or document reviewed is not required to be included in the Part 2, the source of the data element must be provided in the plan narrative by indicating a web address or reference to its location.

DATA ELEMENTS ABOUT THE PHYSICAL ENVIRONMENT –

Water Resources

- An existing map showing those areas delineated as floodplain by existing local ordinances.

Technical Assistance Comments: Assess and describe any issues and management needed in the DWSMA based on the Federal Emergency Management Agency (FEMA) Floodplain 100-year FIRM (Flood Insurance Rate Map) and (or) other State and local floodplain or flooding information. Consult with the WHP Manager to evaluate any potential or historical flooding impacts on the public water supply wells or aquifer. The Inner Well Management Zone report and Sanitary Survey may be used to identify flooding issues and impacts.

DATA ELEMENTS ABOUT THE LAND USE –

Land Use

- An existing map of parcel boundaries.

Technical Assistance Comments: Parcel boundaries may have been used for delineation of the DWSMA in Part 1. In Part 2, parcel identification information must be included or linked and must be used for education or targeting activities or practices in addressing potential contaminants. In the narrative indicate if parcel data is available from the public domain (i.e. county GIS or associated website such as Beacon).

Part 1 -

The following information was reviewed and assessed in Part 1. The Part 1 should be used as a data source for the Part 2. The technical assistance comments provide the requirements for how this information must be discussed and/or included in the Part 2. Include relevant excerpts or summaries from the Part 1 where indicated. Or if the Part 1 is included in the appendix that can be referenced.

DATA ELEMENTS ABOUT THE PHYSICAL ENVIRONMENT –

- An existing geologic map and a description of the geology, including aquifers, confining layers, recharge areas, discharge areas, sensitive areas as defined in Minnesota Statutes, section 103H.005, subdivision 13, and groundwater flow characteristics.
- Existing records of the geologic materials penetrated by wells, borings, exploration test holes, or excavations, including those submitted to the department.
- Existing borehole geophysical records from wells, borings, and exploration test holes.
- Existing surface geophysical studies.

Technical Assistance Comments: Provide a summary in the plan narrative (few sentences/paragraph) of the Description of the Hydrologic Setting from Part 1. Provide the conclusions regarding the Well and DWSMA Vulnerabilities related to the geologic conditions and how these conditions influence the management of the DWSMA.

DATA ELEMENTS ABOUT THE LAND USE –

Public Utility Services

- An existing record of construction, maintenance, and use of the public water supply well and other wells within the DWSMA.

Technical Assistance Comments: Well construction records indicate what is known about the well(s) and can indicate if the well(s) have structural integrity or groundwater protection issues. Briefly summarize in the plan narrative what is discussed about each well from the Assessment of Well Vulnerability in Part 1.

DATA ELEMENTS ABOUT WATER QUANTITY –

Groundwater Quantity

- An existing list of wells covered by state appropriation permits, including amounts of water appropriated, type of use, and aquifer source.
- An existing description of known well interference problems and water use conflicts.
- An existing list of state environmental bore holes, including unique well number, aquifer measured, years of record, and average monthly levels.

Technical Assistance Comments: This information, if known, was incorporated into the Part 1 and was used to assist in determining hydrologic boundary conditions and area static water levels. In Part 2, information about Department of Natural Resources appropriation permit holders and any known well interference problems or water use conflicts must be discussed, including how this information could affect the management of the DWSMA.

DATA ELEMENTS ABOUT WATER QUALITY –

Groundwater Quality

- An existing summary of water quality data, including: 1. bacteriological contamination indicators; 2. inorganic chemicals; and 3. organic chemicals.
- An existing list of water chemistry and isotopic data from wells, springs, or other groundwater sampling points.
- An existing report of groundwater tracer studies.

Technical Assistance Comments: This information, if known, was incorporated into the Part 1. Provide a summary of the assessment of well vulnerability and/or any relevant chemistry and isotopic composition data available from PWS wells and other wells/sources.

Revision Date: 04/01/2019

To obtain this information in a different format, call: 651-201-4570. Printed-on recycled paper.

**City of Ada Scoping 2 Meeting
Wellhead Protection (WHP) Planning Issues Summary**

NOTE: This document is intended to be a summary of issues identified to date and is **not intended to replace the required data elements identified in the Scoping 2 Decision Notice** nor is it intended to be an exhaustive list of all potential drinking water issues.

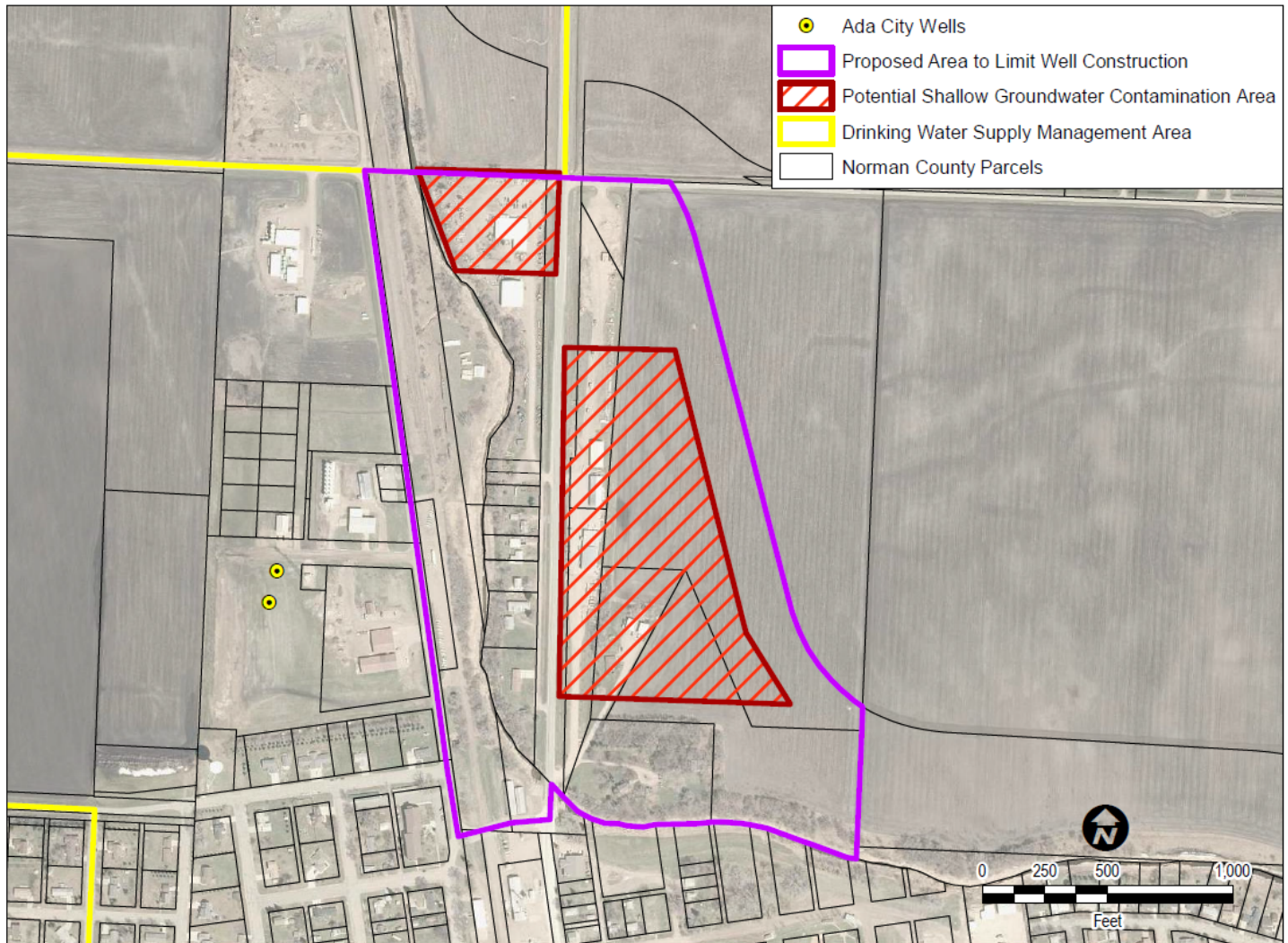
Drinking Water Protection Issues Identified to Date:

1. Well construction does not meet current State Well Code specifications (Minnesota Rules, part 4725) at Well #4 because the well was not grouted. An un-grouted well, has the potential for acting as a conduit for flow of surface water and contaminants into the buried aquifer. Well #5 and Well #6 meet construction standards meaning the well itself should not provide a pathway for contaminants to enter the aquifer. The geologic conditions at the well site include a cover of clay-rich geologic materials over the aquifer that is sufficient to prevent the vertical movement of contaminants.
2. None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at levels indicating that the well itself serves to draw contaminants into the aquifer as a result of pumping.
3. Water samples were collected from Well #4 (239752), Well #5 (810289) and Well #6 (800400) in 2012, 2014, and 2017 and were analyzed for tritium, nitrate, chloride and bromide (Table 2). Tritium was not detected in the primary well samples, confirming the nonvulnerable nature of the primary wells (Alexander and Alexander, 1989). In addition, the chloride and bromide results confirm that the primary wells have not been impacted by land-use activities (Mullaney et. al, 2009). Observations have shown the presence of arsenic, a naturally occurring contaminant, in the source water of Well #5.
4. After review of the analytical and construction data for the existing city wells, construction of the new city well and analytical data at the contamination sites, it appears that the 20 foot borings that detected high amounts of cadmium pose little threat to the public water supply wells. The PWS wells appear to have ~170 feet of competent clay above the aquifer and thus far have not shown any cadmium. There have been other detections above the MCL in the city wells.
 - Arsenic – Well #4 Entry Point – 8/7/2001 – 23.9 ug/L (mcl = 10 ug/L)
 - Di(2-ethylhexyl) phthalate – Well #2 Entry Point – 3/5/1998 – 12 ug/L (mcl = 6 ug/L)
 - Di(2-ethylhexyl) phthalate – Well #2 Entry Point – 4/28/1998 – 14 ug/L (mcl = 6 ug/L)
 - Free Cyanide – Well #3 Entry Point – 3/5/1998 – 1.59 mg/L (mcl = 0.2 mg/L)
 - Free Cyanide – Well #3 Entry Point – 5/24/2011 – 0.52 mg/L (mcl = 0.2 mg/L)
 - Free Cyanide – Well #3 Entry Point – 6/13/2011 – 0.85 mg/L (mcl = 0.2 mg/L)
 - Free Cyanide – Well #3 Entry Point – 8/11/2011 – 0.26 mg/L (mcl = 0.2 mg/L)
 - Free Cyanide – Well# 3 Entry Point – 2/7/2012 – 0.36 mg/L (mcl = 0.2 mg/L)

None of the source water samples collected from Wells 3 and 4 have exhibited any contamination.

Well	Unique	Tritium	Nitrate + Nitrogen	Chloride	Bromide	Cl/Br	Arsenic	Sulfate	Cadmium
3	220498		<0.01 (8/7/2012)	61.6 (8/7/2012)	0.25 (8/7/2012)	246	<1 (8/7/2012)	40.8 (8/7/2012)	<0.5 (5/24/2011)
4	239752		<0.05 (4/21/2014)	95.6 (8/7/2012)	0.42 (8/7/2012)	228	<1 (8/7/2012)	77.3 (8/7/2012)	<0.5 (5/24/2011)

It is recommended that between the city wells and the contamination sites that no new wells are installed deeper than this confining layer as to not bypass this natural protection.



Water Quality Detections and Implications:

1. Isotopic and water chemistry data from wells located within the DWSMA indicate that the aquifer contains water that has no detectable levels of tritium or human-caused contamination. Isotopic data from the primary city well, when analyzed for absolute values of LC Excess indicates that well water shows a significant deviation below the Minnesota meteoric water line (Landwehr and Coplen, 2004), however it does not display evidence for evaporated surface water (Appendix B). In addition, the $\delta^{18}O$ results from the well water are far more negative than that estimated for average annual precipitation, which is thought to be on the order of -11.4 per mil (Bowen and Revenaugh, 2003). The negative values observed from the primary wells may reflect the capture of a component of remnant Pleistocene glacial meltwater, which was likely on the order of -24 per mil (Persons, et.al, 2007).

2. Review of the geologic logs contained in the CWI database, geological maps, and reports indicate that the aquifer exhibits a low geologic sensitivity throughout the DWSMA and is isolated from the direct vertical recharge of surface water.

Old Municipal Well Information:

The Minnesota Department of Health has completed the old municipal well report. There are old municipal wells to be inventoried:

- Well A is identified as located near the rear of the pumping station. It was cable tool bored in 1911 and is 253' deep.
- Well B is identified near the rear of the pumping station (same location as #1). It was cable tool bored in 1914 and is 255' deep.
- Well C is identified near the rear of the pumping station (same location as #1 and #2). It was cable tool bored before 1919 and is 262' deep.
- Well D is identified near the rear of the pumping station (same as #1, #2 and #3) and the location is further described as east of Lots 3 & 4 of Block 3. It was cable tool bored before 1919 and is 240-253' deep.
- Well E is described as constructed before 1930 in the north central part of town. It was cable tool bored and is 255' deep.
- Well F was constructed before 1930 and taken out of service in 1961. It is located in the north central part of town in a different pump house than Well E. It was cable tool bored to a depth of 242'.
- Well G is located in a park 90' north of City Hall. It was cable tool bored before 1943 and is 262' deep. This well might be known currently as Well #3.
- Well H is known as the Creamery Well. It was cable tool bored in 1945 and recorded as sealed in 2009.
- Well I is referred to as the Milk Drying Plant well and is described as in the basement of the Ada auto parts store. It was constructed before 1947.
- Well J is currently known as Well #4. It was cable tool bored in 1961 to a depth of 260' on land that was originally railroad property.
- Well K was cable tool bored before 1907 at an unknown location in the city.
- Well L was cable tool bored before 1907 at an unknown location in the city.

Sanborn Maps:

- Sanborn Maps are available for this area.

Recommended WHP Measures:

1. Well Locating: This delineation is based on very little well data. If wells are constructed within two miles of the city or one mile of the DWSMA, their locations should be verified. This information may allow a better understanding of the extent and thickness of the city's aquifer and the overlying confining unit, and could result in a more refined WHPA in the future.
2. Water Quality Monitoring: Re-sample Well #4, Well #5, and Well #6 (or whatever primary wells exist at that time) during year six of plan implementation for vulnerability parameters determined in consultation with MDH (likely tritium, chloride, bromide, nitrate and ammonia); contingent on funding assistance from MDH for sampling and analysis. The city may need to collect the samples and ship them to MDH. This information will be used to update our understanding of the vulnerability of the city's wells and aquifer to contamination risk.

3. Drinking Water Contamination Prevention: Restrict construction of wells between the city wells and the known contamination sites to ensure that the natural protection of the clay layer above the aquifer is not penetrated.

Other: None

**Minnesota Department of Health
Source Water Protection Unit**

**Request For Proposal (RFP)
for Completion of the Second Part of a Wellhead Protection Plan**

INSTRUCTIONS: This RFP template was created by Minnesota Department of Health (MDH) staff to assist public water suppliers with seeking and obtaining consulting services related to wellhead protection activities. It is strongly recommended that a public water supplier consult with MDH staff before using this template so that specific factors affecting the preparation of a wellhead protection plan can be discussed.

Wellhead protection planning is typically conducted in two parts:

- 1) Wellhead protection area (WHPA) and Drinking Water Supply Management Area (DWSMA) delineation and vulnerability assessment, and*
- 2) Potential contaminant source inventory and wellhead protection management plan development.*

This template RFP is designed to cover only the second part of the wellhead protection planning process, namely the potential contaminant source inventory (PCSI) and wellhead area management plan. The specific requirements can be found in Minnesota Rules, parts 4720.5100 to 4720.5590. Various types of guidance documents that explain the wellhead rule requirements are available from MDH.

Because of its likely broad application, parts of this template RFP are necessarily general and may require elaboration by the public water supplier. Blanks have been inserted in places throughout the document for completion by the entity that ultimately issues it.

Many variables may affect the ultimate content of this RFP, including the physical setting of the well(s) or well field, the vulnerability assessment for each public water supply well and Drinking Water Supply Management Area (DWSMA), and specific wellhead rule requirements—which may vary depending on system size and geology, among other things. Accordingly, preparation of this template RFP may be somewhat complex. MDH requires that a wellhead protection scoping meeting be held with the public water supply system staff to help define the scope of activities necessary to comply with Minnesota's wellhead protection rule. In fact, there are repeated references in this document to the MDH scoping letter, which should be attached to the RFP as an addendum.

Inquiries about the use of this document, scheduling a scoping meeting, or any questions you may have about wellhead protection may be directed to the MDH Planner assigned to your area. If you don't know the MDH Planner for your area, call 651-201-4700.

Request for Proposal

City of Ada

Introduction

The City of Ada requests proposals from qualified consulting firms to provide expertise related to wellhead protection activities. This expertise will be directed towards assisting the City in fulfilling the requirements of Minnesota Rules (MR), parts 4720.5100 to 4720.5590, with respect to conducting a potential contaminant inventory and developing pertinent management strategies based on the vulnerability of the Drinking Water Supply Management Area (DWSMA) and meeting associated reporting requirements. This Request for Proposal (RFP) is a contract for technical services, as described below.

Purpose/Anticipated Results

The objective of the work activities is to complete an inventory of the pertinent potential contaminant sources within the approved DWSMA and develop a management plan addressing potential contaminant sources and associated reporting requirements in order to meet the wellhead protection rule requirements for wellhead protection (MR, parts 4720.5100 to 4720.5590).

WORK TASKS

I. Wellhead Protection Management Plan Content

There are a number of required elements in a Wellhead Protection Plan (WHP) that guide the selection of WHP measures. These elements of the WHP plan must be started after the WHP area delineations and assessments for each well in the system have been approved by the Minnesota Department of Health (MDH). These required elements include the following.

1. Required Data Elements and Assessment

Based on the DWSMA vulnerability, selection of the following data elements to be included in the plan will be identified in the second scoping notice. Some of these data elements may have been required for the WHPA delineation and vulnerability report (see attached first scoping notice) and, therefore, it is not necessary to reassemble those specific data elements for the second part of the plan. However, a brief explanation of how the following data elements provide information that describes and interprets the intrinsic properties of the DWSMA can be useful in developing management strategies.

1.1. Physical Environment (MR 4720.5400, subpart 2)

1.1.1. Precipitation. Assemble the data necessary to fulfill the requirements of the scoping notice prepared by the MDH.

1.1.2. Geology. Assemble the data identified in the scoping notice related to geology of the area.

1.1.3. Soils. Assemble the soils data identified in the scoping notice.

1.1.4. Water Resources. Assemble the water resources data identified in the scoping notice.

- 1.2. Land Use (MR 4720.5400, subpart 3)
 - 1.2.1. Land Use. Assemble necessary land use data as identified in the scoping notice.
 - 1.2.2. Public Utility Services. Compile the maps and records required in the scoping notice.
- 1.3. Water Quantity (MR 4720.5400, subpart 4)
 - 1.3.1. Surface Water Quantity. Compile surface water quantity data as identified in the scoping notice.
 - 1.3.2. Groundwater Quantity. Compile the groundwater quantity data identified in the scoping notice.
- 1.4. Water Quality (MR 4720.5400, subpart 5)
 - 1.4.1. Surface Water Quality. Compile surface water quality data identified in the scoping notice.
 - 1.4.2. Groundwater Quality. Compile groundwater quality data identified in the scoping notice.

2. Identify the Impact of Expected Changes to Land and Water Resources on the Public Water Supply

A WHP plan must list and describe expected changes to the physical environment, land use, or surface and ground waters that may impact the aquifer serving the public water supply well (MR 4720.5220). This is needed to determine whether new potential sources of contamination may be introduced in the future and to identify future actions for addressing these anticipated sources.

3. Identify Issues, Problems and Opportunities

The WHP management plan must describe the water and land use issues, and problems and opportunities related to the aquifer serving the public water supply well, the water well itself, and the DWSMA (MR 4070.5230). This is needed to define the nature and magnitude of contaminant source management issues within the DWSMA.

Background for Conducting a Potential Contaminant Source Inventory (PCSI). Based on the vulnerability assessments determined for each well in the first part of the wellhead protection plan, the extent of the potential contaminant source inventory required for each DWSMA is identified during the second scoping meeting. The MDH provides the public water supply (PWS) system with written findings (notice) of the second scoping meeting.

As part of WHP plan development (and prior to WHP measure selection), the PWS must inventory at least 25 potential contaminant sources (PCS) for each PCS category required by MDH to be inventoried. It will also be the responsibility of the PWS to provide any additional contaminant source data, as may be stated in the second scoping notice. The PWS must use county land parcel identification numbers to accurately label and locate all PCSI data within the DWSMA and report the results using a format agreed upon by the MDH prior to the inventory being conducted.

4. Develop Goals, Objectives, and a Plan of Action

A WHP plan must establish goals for present and future water and land use to provide a framework for determining plan objectives and related action items (MR 4720.5240).

A WHP plan must identify effective wellhead protection measures that will protect the public water supply well from contamination (MR 4720.5250). The plan of action must include the following (MR 4720.5250, subparts 2 and 4).

- 4.1. Address the problems and opportunities identified in the plan.
- 4.2. Identify and prioritize the WHP measures that will be used. A number of factors must be considered when WHP measures are selected and prioritized (MR 4720.5250, subpart 3). Such factors include:
 - 4.2.1. Contamination of a public water supply well;
 - 4.2.2. Quantities of the potential contamination sources;
 - 4.2.3. Location of the source in relation to the well;
 - 4.2.4. Capability of the geologic material to absorb a contaminant;
 - 4.2.5. Existence and effectiveness of existing official controls;
 - 4.2.6. Time required to obtain cooperation; and
 - 4.2.7. Administrative, legal, technical and financial resources needed.
- 4.3. Identify proposed changes in well construction, maintenance, and water use.
- 4.4. Identify who is responsible for implementing each WHP measure selected.

5. Identify a Strategy to Evaluate the Effectiveness of the WHP Measures

The public water supplier must identify in the WHP plan a strategy to evaluate the effectiveness of the selected WHP measures (MR 4720.5270).

6. Prepare a Contingency Strategy for an Alternate Water Supply

The WHP plan must have a contingency strategy to address the disruption of the water supply due to mechanical failure or contamination (MR 4720.5280). Water Supply Plans that have been approved by the Minnesota Department of Natural Resources, under the provisions of Minnesota Statutes 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

II. Local Review and Public Hearing Requirements

The WHP plan must be submitted to local units of government for review. Also, a public hearing is required before the WHP plan is submitted to the MDH.

1. Local Review and Comment

The remaining part of the WHP plan must be submitted to local units of government for review and comment (MR 4720.5350). After a 60-day review period, the public water supplier must address any comments received from local units of government.

2. Public Hearing

After the local unit of government review period and prior to submittal of the WHP plan to MDH, the public water supplier must conduct a public hearing (MR 4720.5350, subpart 4).

III. PCSI and WHP Management Reporting/Deliverables

1. Draft Report

A draft report will be prepared and submitted to MDH to satisfy the wellhead protection reporting requirements for a potential contaminant source inventory of the DWSMA and WHP management plan. A key objective of the report is to provide sufficient documentation to meet wellhead protection rule requirements for: (a) the content of a wellhead protection plan, and (b) procedures for wellhead protection plan development and review. *Option: Templates for writing a wellhead protection plan are attached as Appendix A.*

- 1.1. The WHP Plan will describe the following work tasks that were described in detail previously:
 - 1.1.1. Which data elements were considered in conducting the contaminant source inventory and how the inventory was conducted.
 - 1.1.2. What impacts may be expected on the water supply as a result of changes in land and water uses.
 - 1.1.3. Issues, problems and opportunities.
 - 1.1.4. Goals, objectives and action strategies.
 - 1.1.5. How to evaluate effectiveness of the wellhead management plan.
 - 1.1.6. Contingency strategies for alternate water supplies.
 - 1.1.7. Procedures that the water supplier followed to provide local review and public hearing requirements.
- 1.2. Documentation must include the following:
 - 1.2.1. Identification of the method used for conducting the source inventory.
 - 1.2.2. A summary of the geologic conditions throughout the DWSMA, from the land surface to the aquifer.
 - 1.2.3. Data elements collected and used as stated in the MDH second scoping letter/notice.
 - 1.2.4. Maps, diagrams, reports, studies, and tables used to conduct the PCSI.

All geographic information must be presented on a stable base material or in electronic form. If electronic, CONTRACTOR must use ARC/INFO or ARCVIEW formats B using UTM Zone 15 meters (NAD 83 Datum).

___ copies of the draft report will be required.

2. Final Report

The draft report will be updated to respond to comments made during the review process and by City and MDH staff. Six (6) copies of the final report will be required.

IV. Meetings

During the course of this project, a series of formal and informal meetings are expected. Informal meetings with Brian Rasmusson and staff will be necessary on an occasional (approximately once every four to six weeks) basis while the project is active. These meetings will take place at the Ada City Hall offices, and will serve as progress reports on the technical activities. These meetings may be held via telephone.

V. Schedule

All project activities must be completed prior to the MDH designated completion date.

VI. Other

This request for proposal does not obligate the City of Ada] to complete the project, and City of Ada reserves the right to cancel the solicitation if it is considered to be in its best interest.

Prospective responders who have any questions regarding this request for proposal may call or write:

Name: Brian Rasmusson

City of Ada

Address: 15 4th Ave W

City, State, Zip Code: Ada MN 56510

Telephone: 218-784-5520

E-mail: alarson@adamn.gov

Other City of Ada personnel are NOT allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

All proposals must be sent to the following address:

Name: Brian Rasmusson

City of Ada

Address: 15 4th Ave E

City, State, Zip Code: Ada, MN 56510

All proposals must be received no later than _____.

Late proposals will not be considered.

Submit three copies of the proposal in a sealed mailing envelope, or package, with the responder=s name and address written on the outside. Each copy of the proposal must be signed in ink by an authorized member of the firm. Submission by telephone facsimile is not acceptable. Prices and terms of the proposal as stated must be valid for the length of any resulting contract. The project must be completed prior to the MDH designated completion date.

All proposals will be evaluated on the basis of content. The following are considered minimum contents for the proposal:

1. A restatement of the goals, objectives and tasks to show or demonstrate the responder=s view and understanding of the nature of the project.
2. Identification and description of the deliverables to be provided by the responder.
3. An outline of the responder=s background and experience, with particular emphasis on the skills and expertise necessary (e.g., land use plan development, natural resource management, etc.) for conducting potential contaminant source inventory and management plan development in accordance with MDH rules.

The proposal should identify the personnel that will work on the project along with details on training, work experience, proposed role in the project, and hourly rates. No change in personnel assigned to the project will be permitted without prior approval of the

_____ [enter PWS name]. The work described in this RFP must be performed by either a planner or other individual who is familiar with the development of comprehensive land use or natural resource plans. Past experience conducting the work activities described herein, or in conducting equivalent work activities, must be included in the qualifications section of the proposal.

4. A detailed cost estimate and work plan that will identify the major tasks to be accomplished and who will do them. This work plan will be used as a scheduling and managing tool, as well as the basis for invoicing.

All proposals received by the deadline will be evaluated by representatives of the City of Ada.

The following criteria will be used in evaluating the proposals:

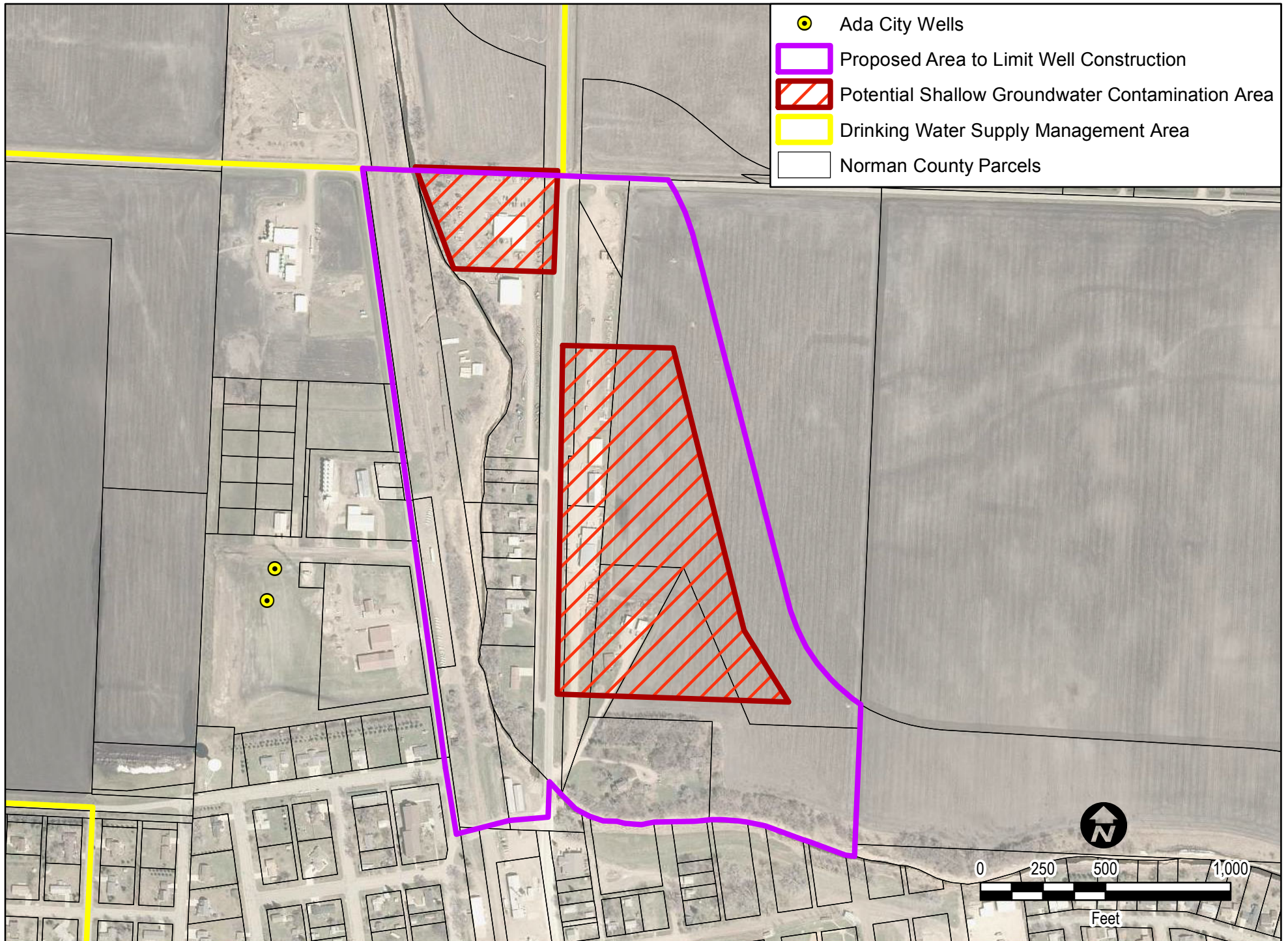
1. Expressed understanding of proposal objectives
2. Work plan
3. Cost detail
4. Qualifications/experience of company
5. Qualifications/experience of personnel working on the project

City staff expect to evaluate all proposals and select a consultant by _____ [date].

APPENDIX A

1. First MDH Scoping Notice
2. Second MDH Scoping Notice
3. Minnesota Rules, Parts 4720.5100 to 4720.5590, "Guidance Pertaining to Wellhead Protection Requirements for Public Water Supply Wells"

Option: If a wellhead protection plan template is included in the Appendix, add it to the list here.



Review & update if needed.

Norman County MHMP Update, 2020-2025

Table #. City of Ada Mitigation Action Chart (2020-2025)

CITY OF ADA Mitigation Action Chart										
A	B	C	D	E	F	G	H	I	J	K
#	Hazard	Mitigation Strategy	Mitigation Action	Reduces Risk to New / Existing Buildings or Infrastructure	Status	Priority	Expected Time-frame	Responsible Party	Comments on Implementation, Administration & Integration into Local Planning Mechanisms	Possible Funding
1	All-Hazards	Education & Awareness Programs	Encourage city residents to sign-up for Norman County's CodeRED emergency notification system.	n/a	On-going	High	2020-2025	City Admin / Emergency Mgmt.	The city of Ada participates in the County's CodeRED emergency notification system and encourages residents to sign up for it. The city has a website where a link for the CodeRED sign-up is located under the "New to Ada" tab (Helpful Resident Information) and we also include information on CodeRED in our "Welcome Wagons" for new residents. The city also has a Facebook page that we use to notify residents with information. In the future we can also promote sign up through means such as posting flyers in key community facilities such as the Dekko Center and Ada Event Center.	City funding
2	Severe Winter / Summer Storms	Education & Awareness Programs	Provide education and outreach to residents on personal preparedness for severe weather events or emergencies.	n/a	On-going	High	2020-2025	City Admin / Emergency Mgmt.	The city of Ada uses it's social media and website to help encourage residents to be aware of and prepared for severe weather events and will continue to do so.	City funding
3	Severe Winter / Summer Storms	Mitigation Preparedness & Response Support	Install generators for the Police Station/Fire Hall and our emergency shelter.	Yes (Emergency Response Facilities)	New	High	2020-2025	City Admin / Emergency Mgmt.	The city of Ada will work to obtain funding to purchase generators for key facilities to ensure continuity of operations during power outages and community sheltering can occur if people are displaced.	City funding, Other funding TBD

CITY OF ADA Mitigation Action Chart										
A	B	C	D	E	F	G	H	I	J	K
#	Hazard	Mitigation Strategy	Mitigation Action	Reduces Risk to New / Existing Buildings or Infrastructure	Status	Priority	Expected Time-frame	Responsible Party	Comments on Implementation, Administration & Integration into Local Planning Mechanisms	Possible Funding
4	Severe Winter / Summer Storms	Mitigation Preparedness & Response Support	Look for ways to allow the city to change the draw for electrical in case one substation goes down and we can re-direct all the power through the other substation temporarily.	Yes <i>(City Power Supply Infrastructure)</i>	New	High	2020-2025	City Public Works Dept.	This effort will fall under the city's Public Works Dept. which oversees delivery of our municipal energy supply. Each half of the city draws from separate substations.	
5	Severe Winter / Summer Storms	Mitigation Preparedness & Response Support	Regularly remove risk trees that may fall during severe storm events (i.e., ice storms, blizzards, high winds).	Yes <i>(Existing Buildings)</i>	On-going	High	2020-2025	City Public Works	The Public Works Dept. consistently works to remove trees that pose a danger in the event of severe storm weather. The PW Dept. will continue to address at-risk trees on city property.	City funding
6	Severe Winter / Summer Storms	Structure & Infrastructure Systems	Convert overhead powerlines to underground where feasible to reduce risk of power outages.	Yes <i>(Power Supply Infrastructure)</i>	On-going	High	2020-2025	City Public Works Dept.	The City of Ada Public Works Department serves as the city's municipal energy provider. The city will work to convert OH lines to UG wherever possible to reduce the risk of downed lines from heavy snow, ice storms and high wind events.	City funding
7	Severe Summer Storms / Tornados	Mitigation Preparedness & Response Support	Conduct regular maintenance and testing of the city's outdoor warning siren.	Yes <i>(Warning Siren Infrastructure)</i>	On-going	High	2020-2025	City Emergency Mgmt.	The City's Police Department maintains and tests the siren on a monthly basis. We plan to increase inspection of backup battery for the sirens during the months where we are at risk to high wind events.	City funding

CITY OF ADA Mitigation Action Chart										
A	B	C	D	E	F	G	H	I	J	K
#	Hazard	Mitigation Strategy	Mitigation Action	Reduces Risk to New / Existing Buildings or Infrastructure	Status	Priority	Expected Time-frame	Responsible Party	Comments on Implementation, Administration & Integration into Local Planning Mechanisms	Possible Funding
8	Severe Summer Storms / Tornados	Mitigation Preparedness & Response Support	Work with Norman County Emergency Management to offer SKYWARN weather watcher classes to local first responders and residents.	n/a	On-going	Mod.	2020-2025	City Admin / Emergency Mgmt.	The city of Ada regularly participates in the SKYWARN classes put on by Norman County Emergency Management and the National Weather Service and will continue to do so. We also open up the training to local residents who wish to become trained volunteers.	NWS funding
9	Flood	Structure & Infrastructure Projects	Monitor the condition of the city's levee and continue working with the Army Corps of Engineers for levee maintenance and repairs in emergencies.	Yes (Levee System)	On-going	High	2020-2025	City Public Works	The City's Public Works staff regularly drive the levee as well as checks structures along the levee to make sure they are sound and operational. We maintain a close working relationship with the U.S.A.C.E. and our levee has been certified.	City funding

The mitigation activities listed in the City of Ada Mitigation Action Chart were identified for inclusion in the Norman County 2020 Multi-Hazard Mitigation Plan Update through city staff participation in the planning process and mitigation action chart development. Mitigation activities are based upon existing mitigation efforts that are incorporated into local planning mechanisms and determination of new, cost-effective and sustainable activities that will support long-term risk reduction to the people, property and environment of our city.

Ordinance 481

AMENDMENT TO CITY ORDINANCE 34-103- Snow, ice, dirt, and rubbish; removal.

(a) *Declared nuisance; responsibility of owner.* All snow, ice, dirt and rubbish remaining on a public sidewalk more than ~~12~~ **24** hours after its deposit thereon is a public nuisance. The owner and the occupant of any property adjacent to a public sidewalk shall use due diligence to keep such walk safe for pedestrians. No such owner or occupant shall allow snow, ice, dirt or rubbish to remain on the walk longer than ~~12~~ **24** hours after its deposit thereon.

(b) *Removal by city upon failure of owner to abate; record of costs.* The city shall remove from all public sidewalks all snow, ice, dirt and rubbish as soon as possible beginning ~~12~~ **24** hours after any such matter has been deposited thereon or after the snow has ceased to fall. The clerk/treasurer shall keep a record showing the cost of such removal adjacent to each separate lot and parcel. **The cost of removal shall be determined in the sole discretion of the Council.**

(c) *Cost of Removal to be Assessed.* **The City Administrator shall, upon direction of the Council, and on receipt of the information provided for in the preceding subdivision, extend the cost of the removal of snow or ice as a special assessment against the lots or parcel of ground abutting on walks which were cleared, and the special assessments shall at the time of certifying taxes to the County Auditor be certified for collection as other special assessments are certified and collected.**

(d) *Civil Suit for Cost of Removal.* **The City Administrator shall, in the alternative, upon direction of the Council, bring suit in a court of competent jurisdiction to recover from the persons owning land adjacent to which sidewalks were cleared, as provided in Section (b) hereof, the cost of the clearing and the costs and disbursements of a civil action therefor.**

(e) *Placing Snow or Ice in Public Street or Other City Property Prohibited.* **It is unlawful for any person, not acting under a specific contract with the City, to remove snow from private or public property and place the same on a public street in the quantity, or in the manner, as to cause a hazard to travel, without adequate arrangements for the immediate removal thereof. It is also unlawful for any person not acting under a contract with the City to dump snow on other City property. It is also prohibited by this ordinance to deposit snow within 15 feet of a roadway intersection corner.**

(f) *Placing Snow or Ice on Another's Private Property.* **It is unlawful for any person, to remove snow from private property and place the same on the private property of another party.**

(Ord. No. 359, § 2, 10-3-95)

Ordinance No 480

An Ordinance amending Ordinance No 381, Sec. 50-4 Sale of Tobacco Products.

Be it ordained by the City Council of the City of Ada, Minnesota, amended to read as follows:

(a) LICENSE.

1. No person shall keep for retail sale, sell at retail or otherwise dispose of any tobacco product at any place in the city without first obtaining a license from the city. "Tobacco" is defined as and includes: cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuf, snuf flour, cavendish, plug and twist tobacco, one cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
2. The annual license fee for retail tobacco license shall be \$12.00 per year. All retail tobacco licenses shall be valid for one calendar year from the date that the license is issued.
3. Every license shall be conspicuously posted at the place for which the license is issued and shall be exhibited to any person upon request.

(b) SALES PROHIBITED TO MINORS

1. No person shall sell or offer to sell any tobacco or tobacco product to any person under 21 years of age.

(c) ADMINISTRATIVE PENALTIES

1. If a licensee or employee of a licensee sells tobacco to a person under the age of 21 years, or violates any other provision of this section, the licensee shall be charged with an administrative penalty of \$75.00. An administrative penalty of \$200.00 must be imposed for a second violation at the same location within 24 months after the initial violation. For a third violation at the same location within 24 months after the initial violation, an administrative penalty of \$250.00 must be imposed, and the licensee's authority to sell tobacco at that location must be suspended for not less than seven days. No suspension or penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the city to conduct the hearing.
2. An individual who sells tobacco to a person under the ages of 21 years must be charged an administrative penalty of \$50.00. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the city to conduct the hearing.
3. It is an affirmative defense to the charge of selling tobacco to a person under the age of 21 years in violation of this section that the licensee or individual making the sale relied in good faith upon proof of age as follows:

- a. A valid driver's license or identification card issued by the State of Minnesota, another state, or a province of Canada, and including the photograph and date of birth of the licensed person; or
- b. A valid military identification card issued by the United States Department of Defense; or
- c. In the case of a foreign national, from a nation other than Canada, by a valid passport.

(d) SELF – SERVICE SALES.

1. No licensee shall offer for sale single packages of cigarettes or smokeless tobacco in open displays which are accessible to the public without the intervention of a store employee.
2. Cartons and other multi-pack units may be ordered and sold through open displays accessible to the public.
3. Subsection (d)(2) of this section will expire upon the effective date and implementation of Code of Federal Regulations, Title 21, Part 897.16(c).
4. The self-service restrictions described in this subsection (d) shall not apply to retail stores which derive at least 90 percent of their revenue from tobacco and tobacco-related products and which cannot be entered at any time by persons younger than 21 years of age.

(e) VENDING MACHINE SALES

1. No person shall sell tobacco products from vending machines. This section does not apply to vending machines in facilities that cannot be entered at any time by persons younger than 21 years of age.

(f) COMPLIANCE CHECKS.

1. The city shall conduct unannounced compliance checks at least once each calendar year at each location where tobacco is sold to test compliance with M.S.A. § 609.685. Compliance checks shall utilize minors over the age of 15, but under the age of 21, who, with the prior written consent of a parent or guardian, attempt to purchase tobacco under the direct supervision of a law enforcement officer or an employee of the licensing authority.

(g) APPLICATION

1. This section shall apply to all persons who keep for sale, sell or retain or otherwise dispose of any tobacco product at any place within the corporate limits of the city.

EFFECTIVE DATE AND ACCEPTANCE

This Ordinance shall become effective and be a binding contract between the Grantor and Grantee, upon its final passage and approval by Grantor, in accordance with applicable laws and regulations, and upon acceptance by Grantee by written instrument within sixty (60) days of passage by the governing body, and filed with the City Clerk of the City of Ada, Minnesota. The

City Clerk shall sign and affix the community seal to acknowledge receipt of such acceptance, and return one copy to Grantee. If Grantee does not, within sixty (60) days following passage of this Ordinance express in writing its objections to any terms or provisions contained therein, or reject this ordinance in its entirety, Grantee shall be deemed to have accepted this ordinance and all of its terms and conditions.

Passed and approved by the City Council of the City of Ada, Minnesota, on this ____ day of _____, 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. 2020-03-01

RESOLUTION OF SUPPORT FOR THE APPLICATION TO THE USDA FOR REVOLVING LOAN FUNDS

WHEREAS, Businesses in the City Ada are of significance with respect to economic growth and job creation; and

WHEREAS, Providing low cost financing to our businesses has stimulated job creation/retention and economic growth in the past; and

WHEREAS, Providing low cost financing to our businesses is projected to stimulate continued job creation/retention and economic growth; and

WHEREAS, The USDA provides a low cost financing option that is managed by the City,

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

1. The City Council hereby supports using revolving loan funds to help stimulate economic growth and job creation/retention; and
2. The City Council hereby supports the City’s pursuit of funding from the USDA; and
3. The City Council hereby authorizes staff to prepare and submit such application.

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

Council Member	Yeas	Nays	Absent
Tom Opheim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josh Mathsen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Hintz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Kroshus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Stene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casey Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Mayor then declared this resolution passed this 10th day of March, 2020.

Dated: March 10th 2020



John Hintz Mayor

ATTEST:

Ashley Larson, City Administrator/Clerk-Treasurer

CITY OF ADA
RESOLUTION NO. 2020-03-02
A RESOLUTION APPROVING THE ISSUANCE OF LAWFUL
GAMBLING PREMISE PERMIT TO THE ADA FIRE
DEPARTMENT RELIEF ASSOCIATION.

WHEREAS, the following organization have applied to the Minnesota gambling control board for a premise permit; and

WHEREAS, a copy of said application were also filed with the City of Ada as required by Minnesota Statute 349.213, Subdivision 2; and

WHEREAS, the City Council approves of the issuance of said license.

NOW, THEREFORE, BE IT RESOLVED that the City of Ada City Council approves of the Minnesota gambling control board issuing a one day permit to the Ada Fire Department Relief Associations for April 16, 2020.

RESOLVE FURTHER, that the City Clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Adopted by the City Council of the City of Ada, Minnesota on the 10 day of March 2020.

SIGNED:

John Hintz, Mayor

WITNESSED:

Attest: _____
Ashley Larson City Administrator Clerk / Treasurer

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Nicholas Prothero* Date: 2/10/20

(Signature must be CEO's signature; designee may not sign)

Print Name: NICHOLAS PROTHERO

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

mn.gov/gcb

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application

Applications are is postmarked o application fee i
Due to the high ment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

he application event, the

ORGANIZATION INFORMATION

Organization Name: Mc Ada Fire Dept Relief Assn. Previous Gambling Permit Number: —
Minnesota Tax ID Number, if any: 3845309 Federal Employer ID Number (FEIN), if any: 41-6031049
Mailing Address: 10 W. 5th Ave
City: Ada State: MN Zip: 56510 County: Norman
Name of Chief Executive Officer (CEO): Nicholas Prothero
CEO Daytime Phone: 1-701-793-2077 CEO Email: nicholas.prothero@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Norman County Ag. Society.
Physical Address (do not use P.O. box): 601 West Thorpe Ave
Check one:
 City: Ada Zip: MN County: Norman
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 4/16/2020

Check each type of gambling activity that your organization will conduct:

Bingo Paddiewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddiewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

Business Record Details »

Minnesota Business Name

The Ada Fire Department Relief Association

Business Type Nonprofit Corporation (Domestic)	MN Statute 317A
File Number 898-NPA	Home Jurisdiction Minnesota
Filing Date 03/14/1914	Status Active / In Good Standing
Renewal Due Date 12/31/2020	Registered Office Address 15 4th Ave E Ada, MN 56510 USA
Number of Shares NONE	Registered Agent(s) (Optional) Currently No Agent
President Nic Prothero 10 W 5th Ave Ada, MN 56510 USA	
Comments Fire Fighter	

Filing History**Filing History**Select the item(s) you would like to order: Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	03/14/1914	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/14/1914	Nonprofit Corporation (Domestic) Business Name (Business Name: The Ada Fire Department Relief Association)	