

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, May 2, 2023 6:00 P.M. – Council Chambers**

**Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.*
  
- V. Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - A.** April 2023 Council Meeting minutes
  - B.** City Pre–paid checks in the amount of \$334,277.06
  - C.** City Accounts payables in the amount of \$19,692.06
  
- 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.** Ada-Borup-West Library Donation Request
  - B.** Norman County Public Health
    - a. Responsible Beverage Server Training ordinance
  - C.** Moore Engineering Update
  
- VIII. Reports of Department Heads and Committees**
  - A.** Mayors Report
    - 1) blight
  
  - B.** Administrator / Clerk / Treasurer Report.
    - 1) Department Updates
      - a. Dekko Center- Bike Rodeo
    - 2) Clean Up Week Reminder
    - 3) Ada Event Center 5 Year Anniversary

**IX. Old Business**

**XII. New Business**

- A. Kaleidoscope Guests, May – Josh/Scott N.
- B. Resolution 2023-05-01 RLF Application
- C. Post Prom Donation Request- Ada Borup \$500
- D. Ada Summer Children’s Theater Production \$100
  
- E. Department Updates
  - A. Public Works
  - B. Public Safety
  - C. EDA
  - D. Beautification

**XIII. Adjournment**

**City of Ada**  
**Meeting of the City Council**  
**Tuesday, April 4, 2023 6:00 P.M. – Council Chambers**

**Agenda**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call:** Members present: Nelson, Erickson, Mathsen, Nordquist, Roux, and Lewis. Members absent: Krieger. Other present: Mayor Hintz, Administrator Larson, and members of the media.
  
- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, 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.** March 2023 Council Meeting minutes
  - B.** City Pre-paid checks in the amount of \$320,348.31
  - C.** City Accounts payables in the amount of \$29,173.85

**Member Mathsen motioned and Member Roux seconded to approve the Consent Agenda as amended. All in Favor: Nelson, Mathsen, Nordquist, Roux, Erickson and Lewis. Opposed: NONE Motion passed.**

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

**Member Lewis motioned and Member Roux seconded to approve the Agenda as amended. All in Favor: Nelson, Mathsen, Nordquist, Roux, Erickson and Lewis. Opposed: NONE Motion passed.**

- VII. Presentations with possible discussion and decision.**
  - A.** SCDP Grant- (Home Rehab Grant)
    - Owner Occupied Rehab Policies and Procedural Guide
    - Drug-Free Workplace Policy
    - Excessive Force Policy
    - Fair Housing Plan Policy

- Residential Anti-Displacement Policy
- Program income Policy
- Resolution 2023-04-02

Kristi Thorfinnson and Charity Brault from the NW Minnesota Multi County HR presented to the council a list of policies and procedures the City would need to follow in order to be compliant with the SCDP grant that was awarded to the City. They also went over the timeline of events and when the projects would be able to get started.

**Motion by member Mathsen and Member Roux seconded to approve RESOLUTION 2023-04-02 A RESOLUTION APPROVING AND ADOTING THE OFFICAL POLICIES FOR GRANT AS REQUIRED BY DEED. By roll call vote: All in Favor: Nelson, Erickson, Mathsen, Nordquist, Roux, Lewis. Opposed: None Motion Passed.**

#### B. Moore Engineering Update

Brandon Reber from Moore Engineering presented to Council a preconstruction meeting recap, and the contractors schedule and prep work needed to be done for the sewer project.

**Motion by member Mathsen and Member Erickson seconded to approve Contractor's application for payment #1 of \$171,214.79. All in Favor: Nelson, Mathsen, Erickson, Nordquist, Roux, Lewis. Opposed: None. Motion Passed.**

**Motion by member Lewis and Member Roux seconded to approve and pay Moore Engineering for services in the amount of \$7000. All in Favor: Nelson, Erickson, Mathsen, Nordquist, Roux, and Lewis. Opposed: None**

#### C. Elizabeth Brainard, Norman County Attorney.

Norman County Attorney Eliabeth Brainard presented to council the State of Minnesota Joint Powers Agreement. This is a 5 year agreement between the County Attorney and the City of Ada in which the Norman County Attorney acts as the City's prosecuting party.

**Motion by member Roux and Member Nelson seconded to approve the Joint Powers Agreement and RESOLUTION 2023-04-03 RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ADA ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT. By Roll Call Vote: All in Favor: Nelson, Erickson, Mathsen, Nordquist, Lewis, and Roux. Opposed: None. Motion Passed.**

Mrs Brainard also asked for a 4% raise in 2023, with a 3.5% raise in 2024, and a 3.5% raise in 2025 for monthly services.

**Motion by member Nelson and Member Mathsen seconded to approve the increase of 4% in 2023, 3.5 % increase in 2024, and 3.5 % in 2025 for monthly services. All in Favor: Nelson, Mathsen, Erickson, Nordquist, Roux, and Lewis. Opposed: None. Motion Passed.**

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

### **A. Mayors Report**

#### 1) Declaration of Emergency - Flood Warning (3 Days)

Mayor Hintz signed a Declaration of Emergency for possible flooding in the City.

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

#### 1) Department Updates

Administrator Larson provided the council with an update on the departments. Liquor Store sales are up in March from 2022. With great sales each day leading up to Easter. Public Works in busy with preparations for flood control. They are also steaming catch basins, and street sweeping. The Police Department is applying for a grant for new body cameras and the Dekko Center is busy with classes, swim lessons, and planning for spring/summer events.

##### a. Dekko Center- Bike Rodeo

The Bike Rode is May 17<sup>th</sup>. Looking for volunteers.

#### 2) City Hall

##### a. New Utility Billing program – save \$14,000/year in fees

##### b. New Email software – save \$47/month

Administrator Larson filled in the council on the new utility billing software being implemented this month. This will save the city an average of \$14,000 each year. Larson also gave an update on city email addresses.

## **IX. Old Business**

## **XII. New Business**

### **A. Kaleidoscope Guests, April – Scott N//Shawn**

### **B. Resolution 2023-04-01 Extending a Local Emergency Declaration**

**Motion by member Lewis and member Mathsen seconded to approve RESOLUTION 202-04-01 EXTENDING A LOCAL EMERGENCY DECLARATION. By Roll Call Vote: All in favor: Nelson, Erickson, Mathsen, Nordquist, Roux, and Lewis. Opposed none: Resolution passed.**

### **C. Cody Holte Memorial Tournament – June 3<sup>rd</sup> Donation Request**

**Motion by member Mathsen and member Erickson seconded to approve a \$500 donation from gambling funds to the Cody Holte Memorial Day Tournament. All in favor: Nelson, Mathsen, Erickson, Nordquist, Roux, and Lewis. Opposed: None. Motion Passed.**

### **D. Annual Liquor Licenses**

Administrator Larson needed approval of the Annual Liquor Licenses and other required licensing. These are the same licensing businesses that have applied in previous years

**Member Mathsen made a motion and Member Erickson seconded to approve the annual liquor licenses and other licensing required for businesses within the city. A list was provided to council. All in favor: Nelson, Mathsen, Erickson, Roux, Nordquist, and Lewis  
Against: NONE Motion passed**

**E. Department Updates**  
**A. Public Works**

Member Roux represented the committee and reported on the items brought up. Sump pumps turned out to the street in the spring. Update from the engineering firm on sewer system. Information on new loaders was discussed, and flood preparations.

**B. Public Safety**

Member Roux and Member Nordquist represented the committee and reported items discussed were a new police squad vehicle, leaking roof at the Fire Department, a grant the Police Department was seeking for body cameras, and the alarm ordinance

**C. EDA**

Member Lewis represented the committee. A demo loan was approved at the meeting. RLF was discussed and possible loan applications

**D. Beautification**

Member Nelson represented the committee. Plans for East Side Park, the cemetery, and the hill on the south side of Ada.

**XIII. Adjournment**

**Member Lewis motioned, and Member Mathsen seconded to approve adjourning the meeting at 7:06 pm. All in Favor: Nelson, Mathsen, Nordquist, Roux, Erickson, and Lewis.  
Opposed: NONE Motion passed.**

ACCOUNT PAYABLE - APRIL 2023  
 REGULAR COUNCIL MEETING  
 Tuesday, May 2, 2023

\*Added or Revised Amounts

ADA-FELTON COUNTRY STORE	PW FUEL			\$ 362.00
AL'S DISPOSAL	CITY DUMPSTER RENTALS			
ARAMARK	LIQUOR- MATS, MOPS			\$ 100.60
ARAMARK	PW MATS			\$ 195.50
ARAMARK	POLICE MATS			\$ 55.98
AUTO VALUE	PW-CONNECTOR PIPE,FLOOD PUMP SUPLS,OPTISORB,GENERATOR BATTERIES,CABLE, LIGHT			\$ 307.67
COCA-COLA BOTTLING	LQR POP			\$ 96.00
ECOLAB	POLICE- RODENT PROGRAM			\$ 118.18
FERGUSON WATERWORKS	WATER METER PARTS			\$ 594.49
FREEDOM FUEL	POLICE FUEL			
GOPHER STATE ONE CALL	LOCATES			
HAWKINS	DEKKO- CHEMICALS			
HAWKINS	PW- WATER CHEMICALS			\$ 1,714.00
INDEPTH INSPECTION	MARCH BLDG PERMIT SERVICES			
INFORMATION SUSTEMS CORP	LIBRARY MICROFILM			\$ 795.00
JP COOKE CO.	PET TAGS			\$ 69.85
KRJB RADIO	CLERK- ANNUAL,SPRING SPORTS, STREAMING			
KRJB RADIO	DEKKO- ANNUAL CONTRACT,			
KRJB RADIO	LIQUOR- ADV,			
MCCOLLUM HARDWARE, INC	PW-BATTERIES, NUT HEX LOCK,ALUMINIUM SCOOPS,PROPANE TANKS, CLEANERS			
MCCOLLUM HARDWARE, INC	LIQUOR- TIES,CORD,BATTERIES,HOSE			
MCCOLLUM HARDWARE, INC	DEKKO- CLEANING SUPLS,SEALANT			
MIDWEST FLO CAL	PW-SEWER LABOR			\$ 676.66
NORMAN COUNTY ATTORNEY	APRIL LEGAL FEES			
NORMAN COUNTY INDEX	PW DRINKING WATER REPORT			\$ 450.00
OFFICE SUPPLIES	CH- CALC TAPE, ENVELOPES, LABELSBINDER CLIPS, CLEANUP PAPER, KEYBOARD			\$ 187.29
OFFICE SUPPLIES	LIQUOR- LABELS			\$ 31.47
OFFICE SUPPLIES	EC-BATTERIES,HDMI CABLE,PT,CLEANER			\$ 200.71
OFFICE SUPPLIES	DEKKO- PAPER TOWELS			\$ 105.00
OFFICE SUPPLIES	PW- LABELER TAPE, SHIPPING TESTS			\$ 21.60
OLSON POOLS SPAS	DEKKO- PUMP SEAL REPAIR			\$ 124.90

OVERHEAD DOOR CO.	POLICE- DOOR REPAIR	\$ 799.25
PETRO SERVE	POLICE FUEL	\$ 393.08
PETRO SERVE	FIRE FUEL	\$ 253.44
RDO EQUIP	SWEeper CHAIN, HOSE FITTING	\$ 33.11
RITWAY BUS FORMS	UTILITY BILLING FORMS	\$ 862.02
RMB ENV LAB	WATER TEST	\$ 236.32
WATER & LIGHT FUND	UTILITIES	\$ 10,883.31
WEX BANK	POLICE-MARCH FUEL	
ZIEGLER	PW- FITTING	\$ 24.63
TOTALS		<b>\$ 19,692.06</b>



# PRE-PAID CHECKS for APRIL 2023

86335	AASLAND, GERRIE JO	4/11/23	\$50.00	APRIL CELL PHONE
86336	ARVIG ENTERPRISES	4/11/23	\$760.07	APRIL RENT
86337	BREAKTHRU BEVERAGE	4/11/23	\$1,744.78	LIQUOR
86338	CRAIG LARSON CONSTRUCTION	4/11/23	\$2,900.00	EC SNOW REMOVAL
86339	DEPT. OF ENERGY W A P A	4/11/23	\$34,496.56	MARCH ENERGY
86340	D-S BEVERAGES	4/11/23	\$1,542.10	BEER
86341	EGGEN, BRIANNA	4/11/23	\$50.00	APRIL CELL PHONE
86342	FRANCOTYP-POSTALIA, INC.	4/11/23	\$90.96	POSTAGE METER FEE
86343	GARDEN VALLEY TECHNOLOGIES	4/11/23	\$33.99	APRIL BACKUPS
86344	HAGER, STEVE	4/11/23	\$50.00	APRIL CELL PHONE
86345	JUSTIN KASTE	4/11/23	\$198.28	WORK BOOTS
86346	LARSON, ASHLEY	4/11/23	\$50.00	APRIL CELL PHONE
86347	MCKINNON CO., INC.	4/11/23	\$3,297.15	BEER
86348	PAUSTIS WINE COMPANY	4/11/23	\$976.50	LIQUOR
86349	RASMUSSEN, BRIAN	4/11/23	\$50.00	APRIL CELL PHONE
86350	RED RIVER VALLEY CO-OP POWER	4/11/23	\$8,566.75	APRIL MNT CONTRACT
86351	RICHARDS OIL/PROPANE	4/11/23	\$5,494.58	PW FUEL
86352	U. S. POSTMASTER	4/11/23	\$114.00	POLICE PO BOX 2023
86353	WINE MERCHANTS	4/11/23	\$516.24	WINE
86354	XCEL/NORTHERN STATES POWER	4/11/23	\$58,684.58	APRIL ENERGY
86385	AQUAMENTOR, INC	4/18/23	\$3,199.50	DEKKO- 6 STEP STAIRS
86386	ARVIG	4/18/23	\$1,736.00	APRIL PHONE/INTERNET
86387	D-S BEVERAGES	4/18/23	\$3,434.12	LIQUOR
86388	MOORE ENGINEERING, INC.	4/18/23	\$7,000.00	21721- 2023 INFRASTRUCTURE IMP
86389	NORTHERN STATES POWER CO.	4/18/23	\$769.00	MARCH DIST FAC CHRGR
86390	NORTHLAND TRUST SERVICES	4/18/23	\$3,610.00	2015B WATER BOND INTEREST
86391	SELLIN BROTHERS, INC.	4/18/23	\$171,214.79	21721- 2023 INFRASTRUCTURE IMP
86392	U. S. POSTMASTER	4/18/23	\$154.22	CLEAN UP WEEK MAILERS POSTAGE
86393	VERIZON WIRELESS	4/18/23	\$94.10	PW CELL PHONE
86394	COONFIELD, BRUCE	4/18/23	\$158.00	POLICE- MEALS- BCA TRN

86395	HAGER, STEVE	4/18/23	\$417.92	POLICE-HOTEL BCA TRN
86396	MN ENERGY RESOURCES CORP.	4/18/23	\$2,566.16	FEB UTILITIES
86397	OFFICE SUPPLIES PLUS	4/18/23	\$586.00	CH ENVS
86398	SARIC, ALEX	4/18/23	\$603.40	POLICE MLG, MEALS- BCA TRN
86413	AMERICAN CASTING & MANF. COR	4/24/23	\$317.45	PW- 1000 SEALS
86414	ARTISAN BEER COMPANY	4/24/23	\$46.10	BEER
86415	BEVERAGE WHOLESALERS, INC	4/24/23	\$551.85	LIQUOR
86416	BREAKTHRU BEVERAGE	4/24/23	\$712.58	LIQUOR
86417	CARDMEMBER SERVICES	4/24/23	\$1,649.12	DEKKO- PRINTER, CARPET CLEANER
86418	CITY OF ADA GENERAL FUND	4/24/23	\$44.99	PW TEST PSTG
86419	CODY HOLTE SCHOLARSHIP FUND	4/24/23	\$500.00	DONATION
86420	D-S BEVERAGES	4/24/23	\$2,437.77	BEER
86421	INCIDENTAL FUND-CITY OF ADA	4/24/23	\$126.00	STAMPS- METER DOWN
86422	JOHNSON BROS WHLSE LIQUOR C	4/24/23	\$704.21	LIQUOR
86423	MCKINNON CO., INC.	4/24/23	\$3,490.60	BEER
86424	MN ENERGY RESOURCES CORP.	4/24/23	\$3,475.82	POLICE -APRIL UTILITES
86425	NORMAN COUNTY K9 PROGRAM	4/24/23	\$500.00	Donation - Jeremy's Honor- K9 Unit
86426	PAUSTIS WINE COMPANY	4/24/23	\$108.50	WINE
86427	PHILLIPS WINE & SPIRITS CO.	4/24/23	\$3,625.02	LIQUOR
86428	SOUTHERN GLAZERS OF MN	4/24/23	\$717.39	LIQUOR
86429	US BANK PROGRESS RESOURCES	4/24/23	\$59.91	DEPOSIT BALANCE

\$334,277.06

**Mar-23 Interim Combined Statement of Cash and Investments**

Fund	Cash Balance 2/28/2023	Investment Balance 2/28/2023	March Cash Debits	March Cash Credits	March Invest Debits	February Invest Credits	Balance 3/31/2023
General Fund	(186,918.31)	393,923.54	53,406.70	128,087.48			132,324.45
Special Revenue Funds:	0.00						0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	281,085.04						281,085.04
TIF District 2-3 Housing	48,116.40						48,116.40
Demolition\Blight Fund	7,844.66	12,145.45					19,990.11
(207) 2015 Revolving Loan Account	23,163.90		4,468.89	55,000.00			(27,367.21)
(208) Ada Economic Development Revolving Loan Library	(1,466.27)	3,832.97					2,366.70
Community Center Maintenance Fund	(32,043.10)	40,566.63		1,260.80			7,262.73
Recreation Development Fund	(646,656.72)	722,532.13					75,875.41
Long Term Designated Capital	42,315.76	40,000.00					82,315.76
Public Works	(229,430.72)	501,218.71		30,478.17			241,309.82
Capital Project - Emergency Services Building	(60,824.94)	4,690.92					(56,134.02)
Capital Project - Lift Station / Force Main Project	3,321.04						3,321.04
Capital Project - New Well	(165,489.92)						(165,489.92)
Ada Event Center	0.00						0.00
Community Development Fund	(205,343.41)		255.00	1,852.34			(206,940.75)
Downtown Development District	106,512.00						106,512.00
Debt Service Funds:	30,372.43						30,372.43
2008 Lease Purchase Fire Hall	0.00						0.00
2003 G. O. Improvement Bonds (Street Project)	103,196.40						103,196.40
1999 G. O. Water / Sewer Rev Bonds	10,263.73	3,539.73					13,803.46
2000 G. O. Improvement Bonds	(35,509.00)						(35,509.00)
2020 G. O. Water Tower Improvement	0.00						0.00
2020 G. O. Lift Station Improvements	7,149.04						7,149.04
(513 2023 Sewer Project	40,443.91						40,443.91
Enterprise Funds:	0.00			107,000.00			(107,000.00)
Water and Sewer Fund	0.00						0.00
Electric Utility	(179,346.09)	82,914.83	56,624.06	16,261.41			(56,068.61)
Long Term Designated Capital II	2,128,958.28	10,179.15	219,392.19	128,158.78			2,230,370.84
Liquor	174,112.16	635,737.31					809,849.47
<b>Total - All Funds</b>	<b>1,423,236.23</b>	<b>2,452,519.12</b>	<b>389,334.16</b>	<b>515,432.16</b>	<b>0.00</b>	<b>0.00</b>	<b>3,749,657.35</b>
Frandsen-General Checking							1,510,559.81
Frandsen Bank - Savings							1,070.51
Frandsen Bank - Money Market - General							-
Frandsen Bank - Money Market - LT Desig							-
Frandsen Bank - Fire Insurance Proceeds							-
Frandsen Bank - CD's							313,476.69
American Federal Bank CD (LT Desig Cap II)							-
BancWest Investment Services (LT Desig Cap II)	G607-10400						193,082.30
BancWest Investment Services (Maintenance Funds)	G225-10400						644,720.33
BancWest Investment Services (General)	G101-10400						654,218.92
BancWest Investment Services (LT Des Cap)	G400-10400						300,684.90
							131,843.89

**Total Balances 3-31-2023**

**3,749,657.35**

**RESOLUTION NO. 2023-05-01**

**STATE OF MINNESOTA  
COUNTY OF NORMAN  
CITY OF ADA**

**RESOLUTION CERTIFYING GRANT AND LOAN REQUESTS FOR ADA  
ECONOMIC DEVELOPMENT ACTIVITIES**

**BE IT RESOLVED** by the City Council of the City of Ada, County of Norman, Minnesota, that the Economic Development Authority recommends an economic development loan for a business that will create jobs in the community. The loan is therefore contingent:

1. Upon the delivery of a business plan which addresses all applicable elements associated with Section 5 of the City of Ada Small Business RLF Program Application.

**AND**

2. Gap financing for the purchase of the facility and equipment **OR** a fully executed rental agreement for the facility and/ or Contract for Deed which will enable the City to leverage some type of assets (to include personal property) should the loan fail.

**Total Loan** **\$20,000**

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

Ayes:

Nayes:

Abstentions:

The Mayor then declared this resolution passed this 2nd day of May 2023 and the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Norman County, Minnesota

Dated: May 2, 2023

\_\_\_\_\_  
John Hintz, Mayor

ATTEST:

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

**CERTIFICATION**

STATE OF MINNESOTA    )  
  ) ss  
COUNTY OF NORMAN    )

This is to verify that the attached Resolution is a true and correct copy of Resolution No. 2023-03-01 of the City of Ada, a municipal subdivision of the State of Minnesota, as adopted at a meeting of the City of Ada Council on the 7th day of March, 2023, and that said Resolution was duly adopted pursuant to State Law.

That the undersigned has compared the foregoing Resolution on file in the office of the City of Ada and that said attached copy is a true and correct copy thereof.

The undersigned further certifies that the above Resolution is in full force and effect and has not been modified or amended.

Date: March 07, 2023

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

STATE OF MINNESOTA    )  
  ) SS  
COUNTY OF NORMAN    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, a notary public within and for said County, personally appeared Ashley Larson who, being duly sworn did say that he is the Ashley Larson, City Administrator, Clerk-Treasurer of the City of Ada, and that said instrument was signed on behalf of the City of Ada, a municipal subdivision of the State of Minnesota, and said Ashley Larson acknowledged said instrument to be the free act and deed of the City of Ada.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
City of Ada  
15 East 4<sup>th</sup> Ave  
Ada, MN 56510

## City of Ada - EDA Minutes – April 27, 2023

**Roll call:** Members Present: Kim Lewis, Rodney McCollum, and Jim Birkemeyer

Other attendees: Ashley Larson,

Absent: Scott Erickson and Danielle Brommenschenkel

**Approval of Previous Meeting Minutes:** Approved - Motion by Jim 2<sup>nd</sup> Rodney

**Treasurer's Report:** Current loan funds available: \$110,867.34. All other items in general fund are under budget. Reviewed RLF past due accounts. Discussed closing business and next steps regarding loan payments. Business owner will continue to make monthly payments at this time.

### Old Business:

- **AAPC:**
  - The AAPC met on April 20<sup>th</sup> discussed Bike Rodeo donations and marketing funds.
- **City:**
  - Brief update on all departments. Update on blight, discussed flood control and emergency planning, and reviewed residential lots sales.
- **NCEDA:**
  - No update

### New Business:

**Revolving Loan Fund** – The committee discussed adding some new requirements to the loan application. All agreed on the following elements.

1. Applications must be submitted 7 days prior to a meeting. This allows more time to be reviewed before being brought to the committee.
2. All applicants will be encouraged to have their business plans reviewed and analyzed by directors at Northwest Minnesota Foundation. This is not a requirement but rather a tool for new and existing businesses to utilize.
3. All applicants must report to a meeting 60 days after either receiving loan funds or 60 days after opening a new business and give the committee a brief update on how the funds were spent and also give an update as to business operations.

**NEXT MEETING DATE:** May 25, 2023 at 7:00am. – Event Center Meeting Room

**ADJOURNMENT:** Motion to adjourn made by Jim, 2<sup>nd</sup> by Rodney,

## MINUTES OF THE PUBLIC WORKS BOARD MEETING

April 24, 2023

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

Also present: Brian Rasmusson

**Members Absent:** Bob Ramstad, Bruce Visser

**Call meeting to order. 5:34 pm**

**Approve minutes:** Motion: Thompson second: Roux

**Items added to agenda:** Manhole sealing

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

**Old business:**

**Water:** None

**Sewer:** None

**Electric:** None

**Street: Frontend Loader:** This item will be talked about at next month's meet, we wanted Bob and Bruce here to talk about it because they purchase equipment on a regular basis and have knowledge we can use.

**Information only, No action Taken**

**Other:** None

**New business:**

**Water:** None

**Sewer:** The contractor asked if we wanted to do a chimney seal on the manholes that we are repairing and how it would help completely seal the manhole. Brian said that it was a good idea and the board agreed that we should do it. The board recommends to Council that we do the chimney seal at a cost of approximately \$34,000.00 **Council Action Item**

**Electric:** None

**Street: Spring Flooding:** Brian just discussed how the flood went and a couple of things that came up out of the ordinary but were quickly taken care of. The flood was handled with ease due to the experience of past floods. Brian also told the board that we had the public works guys on 24 hours a day from Friday until Sunday morning when the flood started to recede. **No Action Taken, Info. Only**

**Other: Next meeting:** May ?, 2023

**Adjourn meeting:** Motion to adjourn by Roux, Second by Fetting all in favor, motion adjourned at 5:45 pm