

City of Ada
Meeting of the City Council
Tuesday, April 14, 2020 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.** March 10 Council Meeting minutes
 - B.** March Emergency Council Meeting minutes
 - C.** City Pre-paid checks in the amount of \$167,540.16
 - D.** City Accounts payables in the amount of \$34,424.78
 - E.** Approval of annual liquor licenses

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

- VII. Presentations with possible discussion and decision.**
 - A.** Moore Engineering Update
 - a. Award Bids for Water Tower and Lift Stations Projects
 - b. Resolution 2020-04-01 Accepting Bid
 - c. Resolution 2020-04-02 Accepting Bid

- VIII. Reports of Department Heads and Committees**
 - A.** Mayors Report
 - 1) EDA RFL Update
 - 2) NCEDA Update

 - B.** Administrator / Clerk / Treasurer Report.
 - 1) Department Updates
 - 2) COVID-19 Updates
 - 3) Main Street Bar

4) Clean Up Week -Postponed

IX. Old Business

- A. 2nd Reading Ordinance 482 An ordinance amending Ordinance No. 281 Sec. 6-51
Intoxicating Liquor Licenses

XII. New Business

- A. Kaleidoscope Guests,

XIII. Adjournment

Mayor Hintz appearing by video conference at 405 W. Thorpe Ave. Ada
Member Stene appearing by video conference at 306 6th Ave W Ada
Member Krieger appearing by video conference at 208 6th Ave W Ada
Member Opheim appearing by video conference at 503 Lily Lane
Member Nelson appearing by video conference at 209 Jamison Dr. Ada
Member Lewis appearing by video conference at 113 Main St. W Ada
Member Mathsen appearing by video conference at 608 3rd Ave E Ada
Member Roux appearing by video conference at 506 W. 6th St. Ada

City of Ada
Meeting of the City Council
Tuesday, March 10th at 6:00 P.M. – Council Chambers

Minutes

- 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 \$29,654.24

Motion by Member Krieger seconded by Member Nelson to accept the Consent Agenda as amended. Voting For: Opheim, Nelson, Mathsen, Roux, Lewis, and Krieger. Against NONE Motion passes.

- 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.*

VI. Presentations with possible discussion and decision.

- A.** Recognition of former Council Member Kroshus

Mayor Hintz presented a plaque to Former Councilperson Jacob Kroshus to recognize his service as a council person to the City of Ada.

B. Al's Disposal- Clean Up Week

Charlie and Julie Bitker of Al's Disposal presented to council details relating to the proposed clean up week within the City of Ada. The dates would be May 7-9, 2020.

Motion by Member Opheim seconded by Member Mathsen to accept having clean up week in the City of Ada May 7-9, 2020. Al's Disposal would be handling the cleanup and disposal. Voting For: Opheim, Nelson, Mathsen, Roux, Lewis, and Krieger. Against NONE Motion passes.

C. Moore Engineering Update

a. Water Tower and Lift Stations

Dan Hanson of Moore Engineering updated council regarding bids to the water tower project and lift station project. Bids were open and Mr. Hanson announced the bid winners. Spruce Valley Corporation was low bidder for the lift station project. LC United Painting was low bidder for the water tower project. Mr. Hanson will be contacting the MPCA to get approval of going forward with these projects. Member Opheim motioned to table until Mr. Hanson came back to council to get a vote of council to move forward with these projects.

Motion by Member Opheim seconded by Member Mathsen to table the bid letting for the water tower and lift station projects. Voting For: Opheim, Nelson, Mathsen, Roux, Lewis, and Krieger. Against NONE Motion passes.

D. David Drones and Associates- CFP Presentation

Jason Murry of David Drones and Associates presented to council financial information gathered from data he put together with the help of Administrator Larson. Mr. Murry was using a two-phase approach. Comparable Approach – comparing the City of Ada with surrounding towns and cities. Internal Approach – analyzing the City of Ada's financial data and using those numbers to make short term and long-term decisions. After presenting past financial data and using that data to project how the City can better position itself, Mr. Murry made some recommendations. The first was to move \$266,000.00 to the Fire Station Fund to reduce the need to levy dollars to pay the bond payments. The second was to move the remaining Long-Term Capital Fund (II) dollars to the General Fund to create a six-month cash flow cushion to better position the City in the event that LGA dollars do not cover the General Fund Budget.

VII. Reports of Department Heads and Committees

A. Mayors Report

1) Rage Lot Spec Home

Mayor Hintz updated council regarding a lot at the Rage Addition. An interested party went through the EDA and discussed building a spec home in the Rage Addition. There was rumored that the lot was being given away, but it is not the case. The EDA has recommended that the lot payment be delayed after the spec home was sold. Members of council, on the EDA board, were aware of the circumstances.

B. Administrator / Clerk / Treasurer Report.

1) Department Updates

Administrator Larson updated council regarding the departments within the City. She stated that public works has been busy doing spring flood preparation. Staffing was mentioned regarding having enough people on board for the near future. The police department has added a part time officer. Ezra Walz is in training with the officers and will cover future shifts when needed. Dekko Center director Brianna Eggen has been busy with programs at the center. There have been issues with a boiler at the Center, so that will be taken care of before new furnaces are purchased. The pool will be needing to be drained, which will shut the pool down for about three weeks. Updates to follow.

2) RFP for Wellhead Protection Plan

Administrator Larson informed council about the City's wells and the need for a Wellhead Protection Plan. This is a required plan by the MN Dept of Health. This is a lengthy process and the City will need to hire a contractor to finish the 2nd phase of the plan. There is not a need for an RFP, but it was found prudent to get bids.

Motion by Member Opheim seconded by Member Mathsen to get at least two quotes from contractors to complete phase 2 of the Wellhead Protection Plan. Voting For: Opheim, Nelson, Mathsen, Roux, Lewis, and Krieger. Against NONE Motion passes.

3) Emergency Action Plan / Emergency Mitigation Plan

Administrator Larson informed council that FEMA requires local government agencies to have a plan for Emergencies. There will be a County wide plan and the City of Ada will have its own plan as well. Larson stated that she would like to have this plan approved and submitted soon. This would assist in getting FEMA dollars in the future.

4) Fire Department Awards

Administrator Larson brought to council an idea that was proposed a year ago. She wanted to know what council's thoughts were regarding recognition of retired firefighters, both alive and deceased. Larson requested a \$1,500.00 budget to order plaques and presented to those retired individuals this summer.

VIII. Old Business

- A. 2nd Reading Ordinance 481 amending Ordinance No 34-103- Snow, ice, dirt, and rubbish; removal

Motion by Member Krieger seconded by Member Mathsen to approve the 2nd Reading Ordinance 481 amending Ordinance No 34-103- Snow, ice, dirt, and rubbish removal. By Roll Call Vote For: Opheim, Nelson, Mathsen, Roux, Lewis, and Krieger. Against NONE Motion passes.

- B. 2nd Reading Ordinance 480 amending Ordinance No 381, Sec. 50-4 Sale of Tobacco Products

Motion by Member Opheim seconded by Member Lewis to approve the 2nd Reading Ordinance 480 amending Ordinance No 381, Sec. 50-4 Sale of Tobacco Products, subject to change to replace Grantor and Grantee with Licensor and Licensee. By Roll Call Vote For: Opheim, Nelson, Roux, Lewis, and Krieger. Against Mathsen Motion passes.

XII. New Business

- A. Kaleidoscope Guests, April – Crystal/Casey
B. Resolution 2020-03-01 USDA Loan Application

Administrator Larson needed approval to move forward with a USDA Grant that involves matching funds by the City. There is not a demand for matching funds, but it improves the odds of getting the grant dollars. This has been a recommendation from the City's EDA committee.

Motion by Member Opheim seconded by Member Krieger to approve the Resolution 2020-03-01 USDA Loan Application. By Roll Call Vote For: Opheim, Nelson, Roux, Lewis, Mathsen and Krieger. Against NONE Motion passes.

- C. Resolution 2020-03-02 One Day Gambling Permit

Motion by Member Opheim seconded by Member Mathsen to dispense the reading of Resolution 2020-03-02 One Day Gambling Permit to Ada Fire Department. By Roll Call Vote For: Opheim, Nelson, Roux, Lewis, Mathsen and Krieger. Against NONE Motion passes.

- D.** 1st Reading Ordinance 482 amending Ordinance No. 281 Sec. 6-51 Intoxicating Liquor Licenses.

Administrator Larson explained the reason for the amending of the Ordinance. It was mainly to accommodate the businesses that are struggling dealing with the availability of 3.2 alcohol. Larson also requested a price to set an annual fee for this license. A recommendation was \$300.00.

Motion by Member Opheim seconded by Member Lewis to approve the 1st Reading Ordinance 482 amending Ordinance No. 281 Sec. 6-51 Intoxicating Liquor Licenses. By Roll Call Vote For: Opheim, Nelson, Roux, Lewis, Mathsen and Krieger. Against NONE Motion passes.

XIII. Adjournment

Motion by Member Mathsen seconded by Member Krieger to adjourn the meeting at 7:30pm. Voting For: Opheim, Nelson, Roux, Lewis, Mathsen and Krieger. Against NONE Motion passes.

Administrator Larson

Mayor Hintz

City of Ada
Minutes of the City Council Special Session
March 19, 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, Local Media

- IV.** Resolution 2020-03-03 a resolution declaring a State of Emergency for the City of Ada – COVid19 Pandemic.

Administrator Larson updated council regarding the steps being taken in the City of Ada and how departments are handling the required social distancing by the State of Minnesota and Governor Walz. The Dekko Center has been closed and will be thoroughly sanitized. The Liquor Store will operate at their regular hours and will be taking measures to keep the facility sanitized as best as they can. The Public Works Department will be working in two shifts to prevent a possibility of having the threat of quarantining all of them at one time. The need for their services is essential to the City. The Police Department is following Public Safety suggestions being provided by the State Health Department. City Hall is being closed to the public but will remain fully staffed to carry out City business.

Motion by Member Opheim, seconded by Member Mathsen to wave the reading and to approve Resolution 2020-03-03 a resolution declaring a State of Emergency for the City of Ada – COVid19 Pandemic. By roll call vote For: Roux, Mathsen, Lewis, Nelson, Stene, Opheim and Krieger. Against: None Motion Passed

- V.** Adjourn

Motion by Member Stene seconded by Member Lewis to adjourn the meeting at 6:03 pm. Voting For: Roux, Mathsen, Lewis, Nelson, Stene, Opheim and Krieger. Against: None Motion Passed

Administrator Larson

Mayor Hintz

Feb-20 Interim Combined Statement of Cash and Investments

Fund	Cash Balance	Investment Balance	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	Balance
	1/31/2019	1/31/2019	Cash Debits	Cash Credits	Invest Debits	Invest Credits	2/29/2020
General Fund	(367,052.12)	393,785.01	58,106.19	142,969.82	40.20		(58,090.54)
	0.00						0.00
Special Revenue Funds:							0.00
TIF District 2-1 Redevelopment	0.00						0.00
TIF District 2-2 Housing	156,984.46			4,729.29			152,255.17
TIF District 2-3 Housing	54,977.22			27,145.59			27,831.63
Demolition\Blight Fund	7,844.66	12,145.45					19,990.11
(207) 2015 Revolving Loan Account	39,064.49		1,546.69				40,611.18
(208) Ada Economic Development Revolving Loan	8,150.12	3,832.97	264.27				12,247.36
Library	(33,011.55)	40,566.63		2,280.98			5,274.10
Community Center Maintenance Fund	(541,699.50)	717,916.83					176,217.33
Recreation Development Fund	34,635.83	40,000.00					74,635.83
Long Term Designated Capital	69,201.24	501,218.71		6,500.00			563,919.95
Public Works	(15,663.28)	4,690.92					(10,972.36)
Capital Project - Emergency Services Building	324.29						324.29
Capital Project - Lift Station / Force Main Project	(165,489.92)						(165,489.92)
Capital Project - New Well	0.00						0.00
Ada Event Center	165,813.78		2,736.40	3,266.26			165,283.92
Community Development Fund	(301,653.84)						(301,653.84)
Downtown Development District	36,872.43						36,872.43
Debt Service Funds:							0.00
2008 Lease Purchase Fire Hall	67,831.48						67,831.48
2003 G. O. Improvement Bonds (Street Project)	37,371.09	3,539.73					40,910.82
1999 G. O. Water / Sewer Rev Bonds							0.00
2000 G. O. Improvement Bonds	0.00						0.00
	0.00						0.00
Enterprise Funds:							0.00
Water and Sewer Fund	(9,175.24)	82,914.83	55,362.74	36,522.34			92,579.99
Electric Utility	781,953.98	10,179.15	182,009.15	121,556.21			852,586.07
Long Term Designated Capital II	129,901.89	633,319.94		17,024.75			746,197.08
Liquor	132,451.20	1,237.75	37,670.02	60,001.73			111,357.24
Total - All Funds	289,632.71	2,445,347.92	337,695.46	421,996.97	40.20	0.00	2,650,719.32
	2,734,980.63						
							210,922.64
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							530,037.16
							-
American Federal Bank CD (LT Desig Cap II)							193,082.30
BancWest Investment Services (LT Desig Cap II)	G607-10400						638,782.25
BancWest Investment Services (Maintenance Funds)	G225-10400						648,723.45
BancWest Investment Services (General)	G101-10400						296,257.12
BancWest Investment Services (LT Des Cap)	G400-10400						131,843.89
Total Balances 12-31-19							2,650,719.32

ACCOUNT PAYABLE - MARCH 2020
 REGULAR COUNCIL MEETING
 Tuesday, April 14, 2020

* - added or revised amounts

ADA BUILDING CENTER	PW-DECK BOARD FOR TRAILER, GREASE GUN	\$ 329.83
ADA BUILDING CENTER	EC- KITCHEN PIPE COVERS	\$ 120.98
ADA BUILDING CENTER	DEKKO- CEILING TILES, TAPE	\$ 335.44
ADA CHAMBER OF COMMERCE	2020 CITY MEMBERSHIP DUES	\$ 40.00
ADA-FELTON COUNTRY STORE	POLICE FUEL	\$ 168.00
AL'S DISPOSAL	MARCH DUMPSTER RENTS	\$ 117.24
AMERIPRIDE	PW MATS, MOPS TOWELS	\$ 174.16
AMERIPRIDE	LIQUOR- MATS, MOPS	\$ 80.30
AMERIPRIDE	POLICE MATS	\$ 47.67
AUTO VALUE	PW- PARTS FOR STEAMER, MOWER	\$ 106.32
BORDER STATES	ELECTRICAL TAPE	\$ 314.85
CINTAS	EVENT CENTER MATS	\$ 66.26
COCA-COLA BOTTLING	LQR POP	\$ 42.00
FERGUSON WATERWORKS	WATER METERS AND CONNECTIONS	\$ 1,691.78
GOPHER STATE ONE CALL	LOCATES	\$ 10.80
HAWKINS	DEKKO CHEMICALS	\$ 1,118.59
HERITAGE PUBLICATIONS	AD FOR NORMAN COUNTY 150TH PUBLICATION	\$ 199.00
HOLM PLUMBING	LIQUOR STORE REPAIR FAUCET	\$ 59.10
INDEPTH INSPECTION	MARCH BLDG PERMIT SERVICES	\$ 888.89
KRJB RADIO	COUNCIL- ANNUAL, SPRING SPORTS BOOK, STREAMING	\$ 481.05
KRJB RADIO	EDA- COVID 19 LOAN ADV	\$ 250.00
KRJB RADIO	DEKKO- ANNUAL ADV, SWIM INSTRUCTIONS	\$ 370.00
KRJB RADIO	LIQUOR-ANNUAL, MARCH MADNESS, CABIN FEVER PROMO, COVID 19	\$ 350.00
LEE BROS SALES	POLICE OIL CHNG ON EXPLORER	\$ 83.48
MCCOLLUM HARDWARE, INC	FIRE-PARTS, BAGS, HOSE SHUT OFF	\$ 154.14
MCCOLLUM HARDWARE, INC	EC - FRONT DOOR KEY FOR MAT COMPANY	\$ 2.81
MCCOLLUM HARDWARE, INC	POLICE -PAPER TOWELS, CLEANER	\$ 41.96
MCCOLLUM HARDWARE, INC	DEKKO-CLEANERS, PARTS, BAGS, PAINT, SUPLS, SEALANT	\$ 674.55
MCCOLLUM HARDWARE, INC	PW-PARTS, CLEANING PRODUCTS, BATTERIES, TOILET SEAT	\$ 262.19

MCCOLLUM HARDWARE, INC	LIQUOR- BULBS,GLOVES,BUCKET	\$ 42.69
MID-CENTRAL ICE	LIQUOR ICE	\$ 82.00
NORMAN COUNTY ATTORNEY	MARCH - CRIMINAL LEGAL FEES	\$ 833.33
NORMAN COUNTY IMPLEMENT	PW- AIR FILTERS	\$ 194.15
NORMAN COUNTY INDEX	LIQUOR- UTTER MADNESS ADV	\$ 35.00
NORTHLAND TRUST SERVICES	SERIES 2015B INTEREST	\$ 7,210.00
OFFICE SUPPLIES	CH- PENS,MARKERS,SANITIZER,CORDLESS ANSWERING SYSTEM	\$ 62.09
OFFICE SUPPLIES	COUNCIL- NAME PLATE FOR Kim Lewis	\$ 37.00
OFFICE SUPPLIES	DEKKO- PAPER TOWELS,BATH TISSUE,PAPER,FLASH DRIVE,INK CART	\$ 242.01
OFFICE SUPPLIES	LIQUOR- TONER,TAPE,PAPER,PROTECTOR SHEETS,CLEANER	\$ 140.64
OFFICE SUPPLIES	POLICE -HAND SOAP	\$ 207.78
OFFICE SUPPLIES	PW- TONER,MLG LOG BOOK,SHIPPING TEST	\$ 150.38
PEMBERTON,SORLIE,RUFER&KERSHNER	FEBRUARY- GENERAL ATTORNEY FEES	\$ 493.50
PETRO SERVE USA	PW FUEL	\$ 335.48
PETRO SERVE USA	POLICE FUEL	\$ 167.71
PETRO SERVE USA	FIRE FUEL	\$ 72.06
POWERPLAN-RDO	PW- SNOW BLOWER PARTS.FILTERS,OIL	\$ 264.45
PRODUCTIVITY PLUS- TITAN	PW-DEF FLUID FOR TRACTOR,AIR AND OIL FILTERS, PARTS,LABOR,COOLANT LEAK	\$ 3,722.14
READITECH	MARCH RTS HOST, MNGE SERVICES, ANTIVIRUS	\$ 238.25
RED RIVER PROMOTER	LIQUOR ADV- RRV AG MONTH	\$ 39.00
RMB ENVIRONMENTAL LAB	SEWER TESTING SERVICES	\$ 35.00
SUPERMARKET FOODS	CH,ELECTION- POP, ICE, PAPER PRODUCTS	\$ 51.89
SUPERMARKET FOODS	POLICE- CLEANER	\$ 4.09
SUPERMARKET FOODS	LIQUOR STORE	\$ 15.11
TRANE	DEKKO- POOLPAK POOL DEHUMIDIFICATION UNIT	\$ 902.60
WATER & LIGHT FUND	UTILITIES	\$ 8,757.48
ZIEGLER INC	STREET EQUIPMENT PARTS AND LABOR	\$ 1,507.56
TOTALS		<u>\$ 34,424.78</u>

PRE-PAID CHECKS for MARCH 2020

CK #	VENDER	DATE	\$ AMOUNT	DESCRIPTION
80711	BERGLIND, SANDRA	3/5/2020	\$200.00	PNP ELECTION & TRAINING
80712	BEVERAGE WHOLESALERS, INC	3/5/2020	\$258.00	BEER
80713	CITY OF ADA GENERAL FUND	3/5/2020	\$31.35	POSTAGE- BLDING PERMIT SURCHARGES TO STATE
80714	D-S BEVERAGES	3/5/2020	\$916.00	BEER
80715	EDUCATION & TRAINING SERVICES	3/5/2020	\$998.00	PW TRAINING-BRIAN R
80716	PAMELA GORDON	3/5/2020	\$177.50	PNP ELECTION & TRAINING
80717	HAUSTEN, SANDRA	3/5/2020	\$200.00	PNP ELECTION & TRAINING
80718	JOHNSON BROS WHLSE LIQUOR CO	3/5/2020	\$356.61	LIQUOR
80719	KNUTSON, SHARON	3/5/2020	\$202.50	PN PRIMARY ELECTION & TRAINING
80720	LEAGUE OF MINNESOTA CITIES	3/5/2020	\$60.00	ADMIN SAFETY TRAINING
80721	MARCUSSEN, KAY	3/5/2020	\$200.00	PNP ELECTION & TRAINING
80722	MERKENS, ANN	3/5/2020	\$45.00	PN PRIMARY ELECTION & TRAINING
80723	MPCA HAZARDOUS WASTE DIVISION	3/5/2020	\$345.00	WASTEWATER ANNUAL PERMIT FEE
80724	PHILLIPS WINE & SPIRITS CO.	3/5/2020	\$393.87	LIQUOR
80725	READITECH SOLUTIONS	3/5/2020		POLICE- EZRA EMAIL
80726	SVARE, GENEVIEVE	3/5/2020	\$200.00	PNP ELECTION & TRAINING
80727	JANICE TRACY	3/5/2020	\$231.00	PN PRIMARY ELECTION & TRAINING
80728	LUANNE VISSER	3/5/2020	\$211.75	PNP ELECTION & TRAINING
80729	WEX BANK	3/5/2020	\$107.67	POLICE FUEL
80730	WINE MERCHANTS	3/5/2020	\$126.99	WINE
80746	ADA FIRE DEPT RELIEF ASSN	3/17/2020	\$20,497.76	SUPP FIRE AID
80747	ARVIG ENTERPRISES	3/17/2020	\$760.07	CH MARCH RENT
80748	BOOM ISLAND BREWING	3/17/2020	\$30.00	BEER- CHILL LACS
80749	BREAKTHRU BEVERAGE	3/17/2020	\$293.33	LQR
80750	CHISHOLM, MELISSA	3/17/2020	\$200.00	DEKKO- WEIGHT LOSS CHALLENGE WIN
80751	DEPT OF ENERGY WAPA	3/17/2020	\$28,789.29	FEBRUARY ENERGY
80752	DSC COMMUNICATIONS	3/17/2020	\$1,905.00	FIRE- MINITOR VI PAGERS
80753	EGGEN, BRIANNA	3/17/2020	\$130.42	DEKKO- TRAINING INSTRUCTOR-SILVER SNEAKERS
80754	JOHNSON BROS WHLSE LIQUOR CO	3/17/2020	\$657.89	LQR
80755	KRIEGER, CASEY	3/17/2020	\$50.00	DEKKO WEIGHT LOSS CHLNG WIN
80756	MCKINNON CO., INC.	3/17/2020	\$889.05	BEER
80757	MN DEPT OF COMMERCE	3/17/2020	\$323.87	4TH QTR 2020 ASSESSMENT

80758	NORTHERN STATES POWER CO.	3/17/2020	\$769.00	FEBRUARY DISTRIBUTION FACILITIES
80759	PHILLIPS WINE & SPIRITS CO.	3/17/2020	\$2,309.60	LQR
80760	RAMSTAD, GLENN	3/17/2020	\$200.00	DEKKO- WEIGHT LOSS CHLNG WIN
80761	RED RIVER VALLEY CO-OP POWER	3/17/2020	\$7,823.44	UTILITIES-COMPOST SITE
80762	VISSER, ROXI	3/17/2020	\$25.00	DEKKO- WEIGHT LOSS CHLNG WIN
80763	XCEL/NORTHERN STATES POWER	3/17/2020	\$56,483.05	ENERGY FEBRUARY
80764	Voided	3/17/2020	VOID	Check AddUnused
80817	WEX BANK	3/17/2020	\$107.67	POLICE FUEL
80818	ADVANCED BUSINESS METHODS	3/19/2020	\$805.86	ANNUAL COPY MACHINE
80819	AMERICAN RED CROSS	3/19/2020	\$300.00	DEKKO- 2020 LTS FACILITY FEE
80820	ARVIG	3/19/2020	\$1,872.96	CLERK -PHONE/INTERNET
80821	BANYON DATA SYSTEMS, INC.	3/19/2020	\$395.00	UB DISCONNECT NOTICE MODULE
80822	BEVERAGE WHOLESALERS, INC	3/19/2020	\$227.50	BEER
80823	CARDMEMBER SERVICES	3/19/2020	\$1,393.84	ELECTION JUDGES MEALS, ADOBE,PW RACKING,WIRE DECKING
80824	D-S BEVERAGES	3/19/2020	\$2,272.70	BEER
80825	MINKOTA TECHNOLOGIES	3/19/2020	\$120.48	CH- WINDOWS UPDATE ERROR
80826	PETRY, STEVE	3/19/2020	\$327.94	FIRE-MLG.HOTEL,MEALS- DL FIRE SCH
80827	RAMSTAD, GLENN	3/19/2020	VOID	FRIG CIP REBATE
80828	RASMUSSEN, BRIAN	3/19/2020	\$109.91	PW-STEEL TOE WK BOOTS
80829	SORENSEN ELECTRIC	3/19/2020	\$685.61	PW-WT WELL BLD HEATER
80830	SOUTHERN GLAZERS OF MN	3/19/2020	\$461.55	LIQUOR
80831	SUPERMARKET FOODS	3/19/2020	\$1,030.40	LED BULBS-CIP REBATE
80832	VERIZON WIRELESS	3/19/2020	\$78.75	POLICE- JETPACK MIFI,CELL PHONE, PW CELL PHONE
80833	WALZ, EZRA	3/19/2020	\$92.00	POLICE-MLG-TRF DWI TRAINING
80839	AIRGAS USA, LLC	3/24/2020	\$142.50	LEASE RENEWAL- 5 YRS
80840	DVS RENEWAL	3/24/2020	\$54.25	HOSPITAL TABS-03 DODGE
80841	MINNESOTA NORTHERN RAILROAD	3/24/2020	\$1,005.00	WATER PIPELINE LEASE
80842	SKANSGAARD CONSTRUCTION	3/24/2020	\$4,589.01	PW BLDING DAMAGE REPAIR
80860	ARTISAN BEER COMPANY	3/30/2020	\$73.80	LQR
80861	BREAKTHRU BEVERAGE	3/30/2020	\$290.95	LQR
80862	CITY OF ADA GENERAL FUND	3/30/2020	\$707.57	APPLY DEPOSITS/INTEREST,POLICE POSTAGE STAMPS
80863	D-S BEVERAGES	3/30/2020	\$11,908.50	BEER
80864	ELSETH, JASMINE	3/30/2020	\$100.14	METER DEPOSIT/INTEREST REFUND
80865	JOHNSON BROS WHLSE LIQUOR CO	3/30/2020	\$1,264.25	LQR
80866	LARCK, AMY	3/30/2020	\$100.14	REFUND METER DEPOSIT/INTEREST

80867	MCKINNON CO., INC.	3/30/2020	\$4,772.90	BEER
80868	NELSON, JENNIFER	3/30/2020	\$100.28	REFUND DEPOSIT/ INTEREST
80869	PAUSTIS WINE COMPANY	3/30/2020	\$233.33	LQR
80870	PHILLIPS WINE & SPIRITS CO.	3/30/2020	\$3,310.74	LQR
80871	RAMSTAD, GORDON	3/30/2020	\$875.00	FRIG CIP REBATE
80872	SLINGER, CASEY	3/30/2020	\$100.48	REFUND METER DEPOSIT/INTEREST
80873	U. S. POSTMASTER	3/30/2020	\$231.14	MARCH UTILITY BILLING PSTG

\$167,540.16

APRIL 2021 LIST OF LICENSES

COIN OPERATED MACHINES: Exp - 4/30/2020

ARC LANES, INC. - 6 Bowling Lanes
WEST MAIN PIZZA - 3 coin machines
MAIN STREET BAR – 4 coin machines
OUTPOST DRIVE INN – 1 coin machine

SET-UP (CONSUMPTION) LIQUOR LICENSES: Exp 4/01/2020

ARC LANES, INC.
NORMAN COUNTY AGRI. SOCIETY - FAIR GROUNDS

ON-SALE LIQUOR LICENSES: Exp 4/30/2020

TWISTED SISTERS AT PUB 21
MAIN STREET BAR

ON-SALE 3.2 MALT LIQUOR LICENSES: Exp 4/30/2020

ARC LANES, INC.

STRONG BEER & WINE LICENSES: New

WEST MAIN PIZZA
NORMAN COUNTY AGRI. SOCIETY - FAIR GROUNDS

OFF-SALE LIQUOR LICENSES: Exp 4/30/2020

ADA MUNICIPAL LIQUOR STORE

2AM LICENSES: Exp 4/30/2020

To AGED NORMAN COUNTY AGRI. SOCIETY- FAIR GROUNDS
TWISTED SISTERS AT PUB 21
MAIN STREET BAR

SUNDAY LICENSES:

MAIN STREET BAR- Exp 4/30/2020
TWISTED SISTERS AT PUB 21

INSURANCE:

TWISTED SISTERS AT PUB 21- Exp 1/01/2021
ARC LANES, INC. - Exp 4/30/2021
ADA MUNICIPAL LIQUOR STORE - Exp 8/05/20
MAIN STREET BAR – Exp 10/21/20
WEST MAIN PIZZA – Exp 2/16/21



1808 East Fir Avenue
Fergus Falls, MN 56537

P: 218.998.4041
F: 218.998.4042



March 18, 2020

Honorable Mayor and Council Members
Ashley Larson, City Administrator
City of Ada
15 East 4th Avenue
Ada, MN 56510

RE: Sanitary Sewer Lift Station Improvements;
Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation
City of Ada, MN
Recommendation of *Notice of Award*
Moore No. 19953

Honorable Mayor and Members of the Council,

On February 27, 2020 at 2:00 p.m., sealed bids were opened for the Sanitary Sewer Lift Station Improvements; Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation project. A total of 4 bids were opened with base bids ranging from \$865,194.00 to \$1,066,250.00.

We have reviewed the bids and have determined that the lowest responsible bid was from The Spruce Valley Corporation in the amount of \$865,194.00. Therefore, we recommend that a contract be awarded to The Spruce Valley Corporation **Contingent** upon the City of Ada successfully securing complete project financing through the Minnesota Public Facilities Authority Clean Water Revolving Loan Fund.

Enclosed are the bid tabulation and Notice of Award for your consideration.

Please feel free to contact me with any questions or comments at 701-499-5840.

Sincerely,

Daniel R. Hanson, PE
Senior Project Manager

Enclosures
(Bid Tabulation, Notice of Award)



BID TABULATION

**Sanitary Sewer Lift Station Improvements
Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation
Ada, Minnesota
Project No. 19953
Bid Date: February 27, 2020**

The Spruce Valley Corporation
39469 130th Ave NE
Middle River, MN 56737

Sellin Brothers, Inc.
PO Box 159
Hawley, MN 56549

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
General Items						
1. 012000 Mobilization	LSUM	1	\$97,775.00	\$97,775.00	\$145,043.00	\$145,043.00
3. 333211 Lift Station No. 2 - All Improvements	LSUM	1	\$123,639.00	\$123,639.00	\$119,818.00	\$119,818.00
4. 333211 Lift Station No. 4 - All Improvements	LSUM	1	\$154,974.00	\$154,974.00	\$231,716.00	\$231,716.00
5. 333211 Lift Station No. 5 - All Improvements	LSUM	1	\$129,630.00	\$129,630.00	\$188,940.00	\$188,940.00
6. 333211 Lift Station No. 6 - All Improvements	LSUM	1	\$116,776.00	\$116,776.00	\$115,400.00	\$115,400.00
7. 333211 Lift Station No. 7 - All Improvements	LSUM	1	\$132,523.00	\$132,523.00	\$129,470.00	\$129,470.00
8. 333211 Wastewater Stabilization Ponds - All Improvements	LSUM	1	\$109,877.00	\$109,877.00	\$50,000.00	\$50,000.00
TOTAL				\$865,194.00		\$980,387.00



BID TABULATION

**Sanitary Sewer Lift Station Improvements
Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation
Ada, Minnesota
Project No. 19953
Bid Date: February 27, 2020**

Gladen Construction, Inc.
40739 US 71
Laporte, MN 56461

CC Steel, LLC
1841 43rd St N, No. B
Fargo, ND 58102

BID ITEM NO. & DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
General Items						
1. 012000 Mobilization	LSUM	1	\$117,500.00	\$117,500.00	\$95,000.00	\$95,000.00
3. 333211 Lift Station No. 2 - All Improvements	LSUM	1	\$140,000.00	\$140,000.00	\$115,400.00	\$115,400.00
4. 333211 Lift Station No. 4 - All Improvements	LSUM	1	\$240,000.00	\$240,000.00	\$225,100.00	\$225,100.00
5. 333211 Lift Station No. 5 - All Improvements	LSUM	1	\$185,000.00	\$185,000.00	\$289,500.00	\$289,500.00
6. 333211 Lift Station No. 6 - All Improvements	LSUM	1	\$140,000.00	\$140,000.00	\$148,650.00	\$148,650.00
7. 333211 Lift Station No. 7 - All Improvements	LSUM	1	\$160,000.00	\$160,000.00	\$132,900.00	\$132,900.00
8. 333211 Wastewater Stabilization Ponds - All Improvements	LSUM	1	\$78,000.00	\$78,000.00	\$59,700.00	\$59,700.00
TOTAL				\$1,060,500.00		\$1,066,250.00

NOTICE OF AWARD

Date of Issuance:

Owner: City of Ada

Owner's Project No.:

Engineer: Moore Engineering, Inc.

Engineer's Project No.: 19953

Project: Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation

Contract Name: Sanitary Sewer Lift Station Improvements

Bidder: The Spruce Valley Corporation

Bidder's Address: 39469 130th Avenue NE, Middle River, MN 56737

You are notified that Owner has accepted your Bid dated February 27, 2020 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for the Sanitary Sewer Lift Station Improvements; Lift Stations No. 2, 4, 5, 6 & 7 Rehabilitation.

The Contract Price of the awarded Contract is \$865,194.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

3 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 3 counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Deliver to Owner Supplemental Contractor Verification of Compliance in accordance with Minnesota Statute 16C.285 subd. 3 subclauses (1) to (7).
4. Other conditions precedent (if any): This Notice of Award is approved contingent to the City of Ada successfully securing complete project financing through the Minnesota Public Facilities Authority Clean Water Revolving Loan Program.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Ada

By (signature): _____

Name (printed): _____

Title: _____

Copy: Engineer



1808 East Fir Avenue
Fergus Falls, MN 56537

P: 218.998.4041
F: 218.998.4042



March 18, 2020

Honorable Mayor and Council Members
Ashley Larson, City Administrator
City of Ada
15 East 4th Avenue
Ada, MN 56510

RE: Water System Improvements;
Water Tower Rehabilitation
City of Ada
Recommendation of *Notice of Award*
Moore No. 20746

Honorable Mayor and Members of the Council,

On February 27, 2020 at 2:00 p.m., sealed bids were opened for the Water System Improvements; Water Tower Rehabilitation project. A total of 5 bids were opened with lump sum bids ranging from \$584,000.00 to \$788,985.00.

We have reviewed the bids and have determined that the lowest responsible bid was from L.C. United Painting Co., Inc. in the amount of \$584,000.00. Therefore, we recommend that a contract be awarded to L.C. United Painting Co., Inc. **Contingent** upon the City of Ada successfully securing complete project financing through the Minnesota Public Facilities Authority Drinking Water Revolving Loan Fund.

Enclosed are the bid tabulation and Notice of Award for your consideration.

Please feel free to contact me with any questions or comments at 218-998-4041.

Sincerely,

Daniel R. Hanson, PE
Senior Project Manager

Enclosures
(Bid Tabulation, Notice of Award)

BID TABULATION

Water System Improvements

Water Tower Rehabilitation

Ada, Minnesota

Project No. 20746

Bid Date: February 27, 2020

L.C. United Painting Co., Inc.

3525 Barbara Dr.

Sterling Heights, MI 48310

M.K. Painting, Inc.

4157 Seventh St.

Wyandotte, MI 48192

Viking Painting, LLC

PO Box 24162

Omaha, NE 68124

TMI Coatings, Inc.

3291 Terminal Drive

St. Paul, MN 55121

Classic Protective Coatings, Inc.

N7670 State Hwy 25

Menomnie, WI 54751

BID ITEM NO. & DESCRIPTION	BID PRICE				
1 Lump Sum Bid Price	\$584,000.00	\$645,000.00	\$645,250.00	\$740,000.00	\$788,958.00

NOTICE OF AWARD

Date of Issuance:

Owner: City of Ada

Owner’s Project No.:

Engineer: Moore Engineering, Inc.

Engineer’s Project No.: 20746

Project: Water Tower Rehabilitation

Contract Name: Water System Improvements

Bidder: L.C. United Painting Co., Inc.

Bidder’s Address: 3525 Barbara Drive, Sterling Heights, MI 48310

You are notified that Owner has accepted your Bid dated February 27, 2020 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for Water Tower Rehabilitation; Water System Improvements.

The Contract Price of the awarded Contract is \$584,000.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

3 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 3 counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Deliver to Owner Supplemental Contractor Verification of Compliance in accordance with Minnesota Statute 16C.285 subd. 3 subclauses (1) to (7).
4. Other conditions precedent (if any): This Notice of Award is approved contingent to the City of Ada successfully securing complete project financing through the Minnesota Public Facilities Authority Drinking Water Loan Program.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Ada

By (signature): _____

Name (printed): _____

Title: _____

Copy: Engineer

CITY OF ADA

RESOLUTION 2020-04-01

Resolution Accepting Bid

WHEREAS, pursuant to an advertisement for bids for the Sanitary Sewer Lift Station Improvements project, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

Spruce Valley Corporation:	\$865,194.00
Sellin Brothers, Inc.:	\$980,387.00
Gladen Construction:	\$1,060,500.00
CC Steel, LLC:	\$1,066,250.00

AND WHEREAS, it appears that Spruce Valley Corporation is the lowest responsible bidder,

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

The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Spruce Valley Corporation of Middle River, MN in the name of the City of Ada for the improvement of the Sanitary Sewer Lift Station Improvements project according to the plans and specifications therefor approved by the city council and on file in the office of the City Administrator contingent upon the City of Ada successfully securing complete project financing through the Minnesota Public Facilities Authority Clean Water Revolving Loan Fund.

The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was introduced by Council Member _____ and second by member _____ who moved it's adoption and a roll call vote on the acceptance was recorded by:

Ayes:

Nayes:

Absent:

Adopted by the city council this 14th day of April, 2020.

Mayor

City Administrator

CITY OF ADA

RESOLUTION 2020-04-02

Resolution Accepting Bid

WHEREAS, pursuant to an advertisement for bids for the Water System Improvements – Water Tower Rehabilitation project, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

L.C. United Painting Co., Inc:	\$584,000.00
M.K. Painting, Inc:	\$645,000.00
Viking Painting, LLC:	\$645,250.00
TMI Coatings, Inc.	\$740,000.00
Classic Protective Coatings, Inc:	\$788,958.00

AND WHEREAS, it appears that L.C. United Painting Co., Inc. is the lowest responsible bidder,

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

The Mayor and City Administrator are hereby authorized and directed to enter into a contract with L.C. United Painting Co., Inc. in the name of the City of Ada for the improvement of the Water System Improvements – Water Tower Rehabilitation project according to the plans and specifications therefor approved by the city council and on file in the office of the City Administrator contingent upon the City of Ada successfully securing complete project financing through the Minnesota Public Facilities Authority Drinking Water Revolving Loan Fund.

The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was introduced by Council Member _____ and second by member _____ who moved it's adoption and a roll call vote on the acceptance was recorded by:

Ayes:

Nayes:

Absent:

Adopted by the city council this 14th day of April, 2020.

Mayor

City Administrator

Ordinance 482

An ordinance amending Ordinance No. 281 Sec. 6-51 Intoxicating Liquor Licenses.

Sec. 6-51. - Required.

(a) *Generally; ~~six~~ kinds of licenses.* No person, except a wholesaler or manufacturer to the extent authorized under a state license, shall directly or indirectly deal in, sell or keep for sale in the city any intoxicating liquor without a license to do so as provided in this article. Liquor licenses shall be of ~~six~~ the following kinds: on-sale, on-sale wine, off-sale, combination licenses, special club ~~and~~ set-up licenses, and temporary licenses.

(b) *On-sale licenses.* On-sale licenses shall be issued only to hotels, clubs, restaurants and exclusive liquor stores and shall permit on-sale of liquor only, with a minimum seating capacity of 60 persons.

(c) *On-sale wine licenses.* On-sale wine licenses shall be issued only to restaurants meeting the qualifications of Minnesota Statutes. § 340A.404, subd. 5, and shall permit sale of wine of up to 14% alcohol by volume for consumption with the sale of food on the licensed premises only. An on-sale wine license shall be issued only to a restaurant having facilities for seating at least 25 guests at one time.

i. *On-sale wine with strong beer.* A holder of an on-sale wine license issued pursuant to Minnesota Statutes 340A.404 Sub 5a, who is also licensed to sell 3.2 percent malt liquors at on-sale pursuant to Minnesota Statutes 340A.411, and whose gross receipts are at least 60 percent attributable to the sale of food, may also sell intoxicating malt liquors at on-sale without an additional license as defined in Minnesota Statutes 340A.404 Subd. 5c.

(d) *Off-sale license.* Off-sale licenses shall be issued only to drugstores and exclusive liquor stores and shall permit off-sale of liquor only.

(e) *Combination licenses.* A combination on-sale and off-sale license shall be issued only to an exclusive liquor store.

(f) *Special club licenses.* Special club licenses shall be issued only to incorporated clubs which have been in existence for 15 years or more, or to congressionally chartered veterans' organizations which have been in existence for ten years.

(g) *Set-up license.* A set-up license is required of every person or other business establishment which shall directly or indirectly, or upon the premises or by any device, allow the serving of any liquid for the purpose of mixing with intoxicating liquors which shall be referred to in this division as a set-up without first having obtained a license.

(h) Temporary Licenses.

i. 3.2 beer: A club or charitable, religious or non-profit organization may be issued a temporary 3.2 beer license subject to the terms set by the issuing county or city. (340A.403, Subdivision 2).

ii. On-sale spirits, wine and beer: A club or charitable, religious or other non-profit organization in existence for at least three years may be issued a temporary license for the on-sale of intoxicating liquor in connection with a social event within the city sponsored by the licensee. The license may not be for more than four consecutive days.

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

Adopted by the City Council of the City of Ada, Minnesota this ____ day of _____, 2020.

Ayes:

Nays:

Absent:

CITY OF ADA

ATTEST:

John Hintz
Interim Mayor

Ashley Larson
City Administrator