

**City of Ada**  
**Regular Meeting of the City Council**  
**Tuesday November 10, 2016 – 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.** October 4, 2016 Council Meeting minutes
  - B.** Meeting minutes from City Committees
  - C.** City Pre – paid checks
  - D.** City Accounts payables (\$73,002.65)
  
- 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.** Jerry Nelson and garage/ apartment concept for East Main St.
  - B.** Moore Engineering
  
- VIII. Reports of Department Heads and Committees**
  - A.** Mayors Report
    - 1) Sliding scale water rate discussion
    - 2) Legal Contract Scope of Work for 2017
  - B.** Administrator / Clerk / Treasurer Report.
    - 1) Department Updates/ City Hall request
    - 2) West Side Park Grant Application and Concept
    - 3) Update on feral felines
    - 4) Assistant Clerk Position Description
    - 5) Discuss employee healthcare options
    - 6) COBRA situation

- 7) Zoning modification recommendations
- 8) Rage natural gas update
- 9) Street Sweeper

**IX. Old Business**

**X.**

- 1) RESOLUTION 2016-12-01 RESOLUTION AUTHORIZING CHANGES TO CEMETERY RULES AND REGULATIONS

**XII. New Business**

- A. Kaleidoscope guests
- B. Closed Session- Labor Negotiations Update
- C. One day liquor license for December 3<sup>rd</sup>

**XIII. Adjournment**

# November 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b>	<b>2</b> Dekko Fundraiser 5:30	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Beautification Committee Mtg 6pm Dekko Mtg Rm	<b>10</b> Regular City Council Mtg 6:00 pm City Hall	<b>11 CLOSED</b> Veteran's Day 	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Public Safety Meeting – 5:30 p.m. Public Safety Bldg	<b>22</b>	<b>23</b>	<b>24 CLOSED</b> Happy Thanksgiving! 	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> Public Works Board Mtg 5:30 p.m. at Public Works Bldg	<b>29</b>	<b>30</b> 			





**City of Ada**  
**Minutes of the Regular Meeting of the City Council**  
**Wednesday October 4, 2016– 6:00 P.M. – Council Chambers**  
**City Hall**

**Members Present:** Mayor Jim Ellefson, Members Candy Robertson, John Rosenberger, Mike Triplett, Jim Hansen, Rich Pinsonneault, Neil Miller.

**Member Absent:**

**Others present:** James Leiman, Mark Askelson, Pat Pfund, Tyson Hajicek and others

- I. **Citizen Forum** –Gerald Nelson, a resident of Hawley but homeowner in Ada, approached the council about potentially purchasing lots 25-0270000 and 25-02670000 which are to the north of his rental property. In essence, he would like to build a garage with apartments above the garages. A proposal was submitted to the council and a meeting and a Planning and Zoning Commission meeting will take place in October to address.
  
- II. **Consent Agenda** – Consent Agenda. Listed on the Consent Agenda was: August 3rd meeting minutes, August special session minutes various committee meeting minutes, City pre-paid checks, City accounts payable for \$41,811.96.

**Motion by Member Triplett, second by Member Hansen to approve the Consent Agenda. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

- III. **Approve Agenda** –

**Motion by Member Triplett, seconded by Member Robertson to approve the Agenda and add cemetery discussion and Safe Routes to School. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

- IV. **Presentations with possible discussion and decision.**

- A. Ada Housing Hearing for Rage Addition Special Assessment- Hearing was actually held prior to the Council session being called to order.
- B. Ben Brakefield from Go Corp Tech- Removed due to last minute cancellation
- C. Twin Home Development West Side Park- Removed due to last minute cancellation
- D. Tyson Hajicek from Moore Engineering presented the status of both the Rage Addition and the Flood Mitigation project. Re: Rage, the project is almost complete however paving the cul-de-Sac will have to wait until 2017 due to ground saturation from a rainy late summer.

Concerning the levee project, it is on track to be complete by the third week of October. There were some areas that did not have adequate surface elevation that required rectification but Reiner Contracting is wrapping up. A change order to complete the work was also required.

Moore also presented a levee disbursement request from the State of Minnesota. The total was \$155,428.80 (broken up by \$114,511.68 for Reiner and \$40,917.12 for Moore Engineering) and is 100% refundable via the DNR flood mitigation grant.

**Motion by Member Pinsonneault, second by Member Rosenberger to approve the payment. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

Moore presented a bill of \$147,080.90 for the work accomplished at Rage Addition.

**Motion by Member Miller, second by Member Rosenberger to approve the payment. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

Moore requested a change order for the levee work to be completed.

**Motion by Member Pinsonneault, seconded by Member Hintz to approve the change order. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

- E. Ranae Kappes presented to the council an issue that has arisen concerning the potential for miscommunication as it pertains to headstones and flat section monuments. Ms. Kappes presented a picture of her mother's recently purchased headstone which is currently not permitted in the flat stone section where her mother is buried. She was stated that during the purchase of the lot, no mention was made of the rules and regulations. This is likely a result of communication during periods of duress following the passing of loved ones; protocol at City Hall requires that prior to the purchase of the deed, one must receive verbal and written instructions concerning cemetery use. As a result of the situation, Ms. Kappes requested that she be able to place her mother's headstone at the plot even though the grave resides in the flat stone section.

**Motion by Member Rosenberger, seconded by Member Robertson to repeal the flat stone rule in the Western section of the cemetery. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

- F. Troy Schroeder from the NWRDC gave an update concerning the Safe Routes to School study being conducted in Ada. He also mentioned that there may be federal

DOT money available to improve routes to schools for children who walk or ride a bicycle to school.

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

### **A. Mayors Report**

#### 1) 2017 Budget Discussion

*The Mayor and Council discussed the anticipated 27% garbage shortfall and water rates to offset debt servicing. A new category for garbage will be added for medium sized apartment complexes and a sliding scale will be developed regarding water rates to include use and meter fees. New numbers will be presented in November.*

#### 2) Set date for November Council meeting

**Motion by Member Hintz, seconded by Member Triplett to approve move meeting to November 10<sup>th</sup> due to the election. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

#### 3) Discuss safety service change recommendation for City

*The MMUA recently proposed a \$14,000 per year safety service; the council decided that this was too expensive and opted to use a local firm which meets requirements and charges less for the service. Pat Pfund Enterprises, a firm specializing in safety consulting services will provide safety consultation services at \$65 per hour.*

**Motion by Member Miller, seconded by Member Rosenberger to approve utilizing Pat Pfund Enterprises safety consultation services point forward. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

#### 4) One-day Liquor License request for the Dekko Fundraiser event to be held at the Norman County Fairground for November 2, 2016.

**Motion by Member Pinsonneault, seconded by Member Hansen to approve the one-day liquor license for November 2nd. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

#### 5) Roles of Committees Moving Forward

*Councilmember Rosenberger requested that we determine roles and responsibilities point forward now that the City Administration model is in place. A discussion ensued among council members and the mayor and it was decided that each committee will remain*



*advisory in nature but department heads should consider if there is a need to meet monthly as opposed to something less regular, e.g. quarterly. Committees will also be evaluated by the Mayor, Administrator and City Attorney to determine minimum requirements along with which standing committees may be consolidated.*

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

1) Department Updates

*Administrator Leiman provided the council with updates concerning each department. There were no major updates except that the City of Ada's roof grant request was denied by the Dekko Foundation as the group prefers that the City exhaust its existing maintenance funds prior to any more Dekko grant requests.*

2) Water Quality Study Participation

*The State of Minnesota Management and Budget formally requested that the City of Ada participate in a water quality study to assist the State government in defining its long-term water quality requirements. A brief discussion ensued and there was no opposition to the city's participation. The City of Ada will participate in the study.*

3) Accounting Clerk Backfill

*The Administrator presented two options based on State Senate election results. The first option (based on no change) included backfilling the position with an Accounting Clerk. The second option (based on election results) focused on having an Assistant Administrator that would be funded using the savings from the Administrator position should James be elected to the legislature. A discussion ensued and it was decided that the City would hire an Assistant Clerk, regardless of the result to reduce the management imprint yet have coverage when necessary. James will return with a new position description on 10 November.*

4) Electric for Rage Addition

*A price of \$24,300 was quoted for the Rage Addition as it pertains to installation of electric services. Per state law, this cost cannot be specially assessed.*

**Motion by Member Pinsonneault, seconded by Member Hansen to fund the project to include decorative street lights and LED bulbs. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Motion passed.**

5) Discuss Stray Cat Ordinance

*The City has received multiple complaints in recent weeks concerning people feeding stray cats and creating a safety hazard for neighbors with young children. One resident indicated that approximately 40 cats are fed by his neighbor and it creates a challenge for his young children who desire to play outside. The City will pursue some type of ordinance that prohibits feeding wildlife when compromise in safety occurs.*

6) Replacement of 2006 Didge Police Cruiser in 2017

*As part of an attempt to budget for 2017 requirements, the Council requested information from departments concerning major purchases. The only one received was for the potential replacement of the Chief's police cruiser. Should this need arise, it will cost approximately \$30,000 given the state rate. Local dealers will have an opportunity to bid the job as well.*

**Old Business**

- A. RESOLUTION 2016-10-01 RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF A \$297,000 GENERAL OBLIGATION IMPROVEMENT NOTE, SERIES 2016A

**Motion by Member Rosenberger, second by Member Miller to approve the issuance of the bond. Members voting for: Robertson, Triplett, Hansen, Pinsonneault, Rosenberger, Miller and Hintz. Against: None. Absent: None. Motion passed.**

**XII. New Business**

- A. Kaleidoscope guests

*Mayor Ellefson*

- B. RESOLUTION 2016-10-02 RESOLUTION AUTHORIZING THE SALE OF PARCELS OF LAND IN THE CITY OF ADA

**Motion by Member Triplett, second by Member Pinsonneault to approve the sale of lots 6 and 7 of the Rage Addition to Lynn and Patricia Johnson for \$20,000 plus special assessment. Members voting for: Robertson, Triplett, Hansen, Pinsonneault, Miller and Hintz. Against: None. Abstention: Rosenberger. Motion passed.**

- C. Paving of uneven road surfaces

*Councilmember Rosenberger discussed the need to fix five extremely unstable road surfaces throughout the City. It would cost more than \$5,000 but is a necessary requirement; future years will include other problematic areas.*

**Motion by Member Pinsonneault, second by Member Triplett to approve the fixing the highest priority areas. Members voting for: Robertson, Triplett, Hansen,**

**Pinsonneault, Rosenberger, Miller and Hintz. Against: None. Absent: None. Motion passed.**

**D. Closed Session- Labor Negotiations and discussion regarding City benefit irregularity**

**Motion by Member Miller, second by Member Robertson to close the session to the public at 8:05 p.m.. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Hintz, Pinsonneault. Against: None. Motion passed**

*A discussion ensued concerning the status of negotiations with both AFSCME and AFL-CIO; a recent proposal was submitted by the AFL-CIO for law enforcement personnel. In addition, the City closed the benefit irregularity issue that started in 2011.*

**Motion by Member Rosenberger, second by Member Robertson to open the meeting at 8:35. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Hintz, Pinsonneault. Against: None. Motion passed**

### **XIII. Adjournment**

**Motion by Member Miller, second by Member Triplett to adjourn at 8:36. Members voting for: Robertson, Rosenberger, Triplett, Hansen, Hintz, Pinsonneault. Against: None. Motion passed.**

## Beautification Committee Meeting

Date: 10/12/2016

Time: 6:00pm

Location: Dekko Community Room

Present: Ashley Larson, James Hanson, Pat Pfund, Honey Olson, Janis Lee,

Agenda:

### **Old Business:**

#### 1. Update on City signs:

Ashley Larson is waiting on permits from the DOT. All locations have been marked. As soon as the permits arrive, Public Works will install the signs.

#### 2. Reforestation project, training, and volunteers

127 Trees were planted on Saturday, October 8. 23 evergreen trees remain. They will be winterized and sit outside of Public Works and will be planted next spring. Plans for 2<sup>nd</sup> planting session will begin this winter.

### **New Business**

#### 1. Dekko Park Comprehensive Plan

At the previous meeting, committee members took home the first draft of Dekko Park that we received from Matthew Kirkwood, Landscape Architect from NDSU. Changes discussed by committee members include, keeping the volleyball courts, monument sign, warming house and ice rinks in their current locations rather than the suggested area on the proposal, also to remove the west side parking lot. Ashley will work with the architect to make these changes and the committee will continue to work on the Dekko Park Comprehensive Plan at the next meeting.

#### 2. Dekko Playground Structure

Ashley has been working with Playground Structures, Dakota Playground, and Play and Structures to prepare plans for the Dekko Park playground. Committee members narrowed down designs to two plans proposed by Dakota Playgrounds. Suggestions were made to each plan, Ashley will work with a representative from Dakota Playgrounds to update designs and present at the November meeting.

#### 3. West Side Park

The committee members voted on a playground design for West Side Park. The proposal came from Dakota Playgrounds. The cost for the play structure and swings are \$31,400.00. Materials needed for surfacing are Poly Bordering and Wood Fiber Surfacing. The cost for the surfacing and material delivered to Ada are \$6,100.00, and supervision for 1 day to install the equipment is \$1,150.00. Total project comes to \$38,650.00.

\*Motion by Pat Pfund to recommend to City Council this playground design be installed in West Side Park spring 2017. Second by Honey Olson, all approved, motion carried.

**Meeting Adjournment:** 7:00pm

## **EDA Minutes** **9/28/2016**

Meeting Called to Order at 7:34 AM

**Roll Call:** Present were Todd Sawrey, Richard Pinsoneault, Jim Birkemeyer, Greg Slotten, & John Hintz. James Leiman arrived a few minutes late.

**Approval of Previous Minutes:** Motion by Greg, 2<sup>nd</sup> by Rich

### **Financials:**

Greg reported that we have spent \$7,460.71 of our \$12,550 budget for a remaining balance of \$5,089.29. There are items/payments that have not been taken out of these numbers & will be better reflected at the October meeting. It was also requested that we have a more expanded breakdown including line items.

### **New Business:**

NWMF Quality of Place Award - Ada: James notified the group that the city of Ada was nominated & awarded a \$1,000 award from the Northwest Minnesota Foundation. He has recommended that one person from every group/organization try & attend the October 21<sup>st</sup> awards banquet in Bemidji. James will pass the idea onto the City Council about donating the \$1,000 to the Ada-Borup Community Fund as a way to jump start there program.

Grant Applications: There were no new grant applications to discuss at this time & it was noted we have roughly \$15,000 left to assign for this cycle.

Other: There is still talk throughout the town in regards to a replacement and/or purchasing of Tubby's Tavern for events. The first event to be affected is the Chocolate Extravaganza & it had to be moved up a couple weeks to accommodate the potential colder temperatures at the Norman County Fairgrounds Coliseum.

### **Old Business:**

Downtown Store Front Update: The downtown store front grant has used up all of the grant money. Bob Kinkade is still open to renting the front half of his building to a potential suitor, as is Ron Kuball if the right prospect comes along. Adam & Tonia McRunnel are extremely close to opening there photography & marketing business. It sounds like all that needs to be done now is to refinish the floors. R&J Broadcasting's building project is looking great & nearing the completion on the outside. Tree planting along the old railroad bed will start next Saturday, October 8<sup>th</sup>. The first part will consist of the levee south of town to Highway 200 & West Central Ag towards the North end of

town. The second part that will start in the spring is from Ada Feed & Seed to Lee Brothers.

Cougar Addition: The Ada City Council has approved the purchase of 2 lots to Lynn & Patty Johnson in the new Rage addition.

AAPC Building Project: The gutters are going on this week. Arvig is still not budging on the price of running fiber to the new building, roughly a \$10,000 cost.

Other: A potential towing business is interested in buying/building a shop in the Northwest Industrial Park. James & Todd will work together to try & accommodate & assist the individual. We will report further if talks progress. It was also noted that an individual will be approaching the City Council at the next meeting to further discuss purchasing the South half or West Side Park. Todd also reminded everyone to start thinking about a new chair for the group as his term is expiring.

**Confirmed Next Meeting:** 7:30 on October 27<sup>th</sup> at the Dekko Community Center

**Adjournment:** 8:37 AM - Motion by Jim, 2<sup>nd</sup> by Greg

## MINUTES OF THE PUBLIC WORKS BOARD MEETING

October 31, 2016

**Members present:** John Rosenberger, Vernon Habeck, Kim Lewis

Also present: Brian Rasmusson

**Members Absent:** Paul Bergman, Neil Miller, Bob Ramstad

### Call meeting to order. 5:36 pm

Chairman Rosenberger called the meeting to order.

**Approve minutes:** September 26, 2016 regular meeting, **Motion** Habeck, and **2<sup>nd</sup>** Lewis. All in favor, motion passed.

**Items added to agenda:** Oil Switch at East Substation

**Approve agenda:** Motion: Lewis and **2<sup>nd</sup>** Ramstad. All in favor, motion passed.

### Old business:

**Water:** None

**Sewer:** None

**Electric: CITY SERVICE FEES:** This item was tabled as Brian is still working on this project. Miscellaneous Licenses & Fees that the City charges, was discussed. Brian and the PWB think that many of the fees that the City charges are needed to be raised; it has been many years since some of these fees have been looked at. Brian will talk to other Cities to see if they have a fee chart that we could get an idea of what they are charging. Brian will bring back information to the next PWB meeting. **No action was taken.**

**Street: Curb and gutter repair:** Brian informed the board that he had talked to Bill and he is still planning on coming to Ada this fall to give us a demonstration of foam jacking curb and gutters. **No action was taken information only.**

**Repair for repairing asphalt roads:** Brian informed the board that we got four areas patched and three areas overlaid and the cost was \$13,955.00 from REIT Rock Paving out of Crookston MN. The board was happy that we got these areas repaired and hope that we can do more next year.



**Other:** None

**New business:**

**Water:** None

**Sewer:** None

**Electric:** Brian informed the board that RRVC would like to come to the PWB meeting on November 28, 2016 to update the board on some of the projects that we completed this past summer and to see if we have any questions or comments about the service that they are providing. **No action was taken information only.**

**East Substation:** Brian informed the board that all of the scheduled repair/replacement was done on the four oil switches at the electrical substations. After taking the last oil switch out of the east substation and sending it in to be repaired, the company that works on the switches discovered that the switch was half full of water and all of the internal components were no longer useable. The only solution to the problem is to buy a new oil switch. The cost of the switch is \$11,000.00. This switch would be our spare switch in case something happens to one of the other oil switches. The board decided that it would be in our best interest to purchase the new oil switch. **Motion Habeck to purchase the new switch and 2<sup>nd</sup> by Lewis. All in favor, motion passed**

**Street:** None

**Next meeting:** November 28, 2016 @ Ada Public Works Department building 5:30 pm

**Adjourn meeting:** Motion - Lewis, 2<sup>nd</sup> by Habeck. All in favor, motion passed 6:04 pm.

**Water/ Wastewater Fund Deficit Sliding Scale**

Total anticipated costs: \$775,726 Special Assessments: \$35,832+\$12,986+\$48,410 = \$97,228  
 - Tax Levies: \$52,405

Anticipated Expenses after assessments and levies \$626,093

Anticipated Revenues \$579,696

**\$46,397**

**As of 29 August- 851 water customers~ \$5 per month to close gap per customer**

**If we do not borrow for Rage- reduce debt to \$10,947 or approx. \$1.25 per customer**

**To close the gap, recommend selecting an option from the sliding scale below:**

Scaled Solution	Meter (p/m)	Water Use	Sewer Use
Option 1	\$0.00	\$4.63	\$2.80
Option 2	\$1.00	\$4.51	\$2.72
Option 3	\$2.00	\$4.41	\$2.65
Option 4	\$3.00	\$4.30	\$2.58
Option 5	\$4.00	\$4.18	\$2.52
Option 6	\$4.50	\$4.11	\$2.49

<b>Water</b>	Current	Projected
per 100 CuF	4.11/100 CuF	4.63/100 Cuf
Monthly Service Charge	14.75	14.75
<b>Sewer</b>		
per 100 CuF	2.49/100 CuF	2.80/100 CuF
Monthly Service Charge	11.75	11.75

**Next Steps:** Select a new rate and in December, an updated Ordinance will have the selected rate in its first reading; second reading in January, effective 1 February 2017

**CITY OF ADA  
JOB DESCRIPTION**

JOB TITLE: Assistant Clerk for Payroll and Accounting  
DEPARTMENT: City Clerk  
SALARY GRADE: 11  
DATE APPROVED: November 10, 2016

**GENERAL STATEMENT OF DUTIES**

This employee assists with the daily operation of city government activities and support services under the general supervision of the City Administrator with a primary focus on bookkeeping.

Under limited supervision, performs bookkeeping and clerical duties involving financial transactions as needed. Work may include but will not be limited to initiating and completing transactions pertaining to payroll, accounts payable, accounts receivable, utility billing and receipts. Performs related work as required.

**ACCOUNTABILITY:**

**Reports to:** City Administrator

**RESPONSIBILITIES AND DUTIES:**

Assists with the preparation and administration of the city budget, as well as the development of documents such as the capital budget plan, personnel policies and procedures, etc.

Responsible for typing minutes of council meetings.

As assigned by the City Administrator, consults and cooperates with committees and community groups. Prepares reports, agendas, and other information for submission by the City Administrator to the governing body or other groups.

Performs all payroll functions including maintenance and issuance of time cards, payroll reports, taxes and issuance of paychecks. Completes all reports related to payroll as required by law or as needed by administration.

Maintains personnel files in accordance with regulations.

Maintains the strictest of confidentiality in all payroll and personnel matters.

Maintains the City of Ada's web page.

Assists with accounting duties including but not limited to: maintaining Accounts Payable, Utility Billing, and Accounts Receivable.

Assists the public in bill payments/collections and inquiries in person, writing, or by telephone.

Operates a variety of office machines including computer, typewriter, calculator, and copier.

Performs other duties and responsibilities as may be delegated by the Clerk/Treasurer.

Promote the City of Ada and all of its entities in a positive manner.

## **QUALIFICATIONS:**

### **Education and Experience**

Graduation from an accredited college or university including or supplemented by accredited courses in accounting, business administration, political science, public administration, economics, or city management. Four-year degree preferred; experience may substituted for education. Special preference will be given to those with accounting experience and education.

A two year vocational level accounting course is acceptable with two years of municipal fiscal record keeping. Related business or municipal experience may be substituted for education.

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of payroll and governmental accounting.

Knowledge of office procedures and equipment to include computer literacy.

Skill in establishing and maintaining records, reports and files.

Ability to work with limited supervision.

Knowledge of office software packages which include word processing and spreadsheets.

Must be highly organized and able to coordinate multiple tasks under tight time constraints.

Must be able in interpret technical data and policies related to state reporting requirements.

Ability to establish and maintain effective working relationships with others and the public.

Ability to lift a minimum of 30 pounds on occasion.

**RESOLUTION NO. 2016-11-01**

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

**RESOLUTION AUTHORIZING CHANGES TO CEMETERY RULES AND REGULATIONS**

**BE IT RESOLVED** by the City Council of the City of Ada, County of Norman, Minnesota,

The City of Ada Cemetery will allow monuments, constructed of permanent material such as stone, to be placed in all sections and additions in the cemetery; this includes flat and raised headstones. All other rules and regulations will remain constant and in accordance with previous rules set forth by the City Council.

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:

Nays:

Abstentions:

The Mayor then declared this resolution passed this 10th day of November 2016 and the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Norman County, Minnesota

Dated: November 10, 2016

\_\_\_\_\_  
Jim Ellefson, Mayor

ATTEST:

\_\_\_\_\_  
James Leiman, City Administrator, Clerk-Treasurer

