#### CITY OF MADISON AGENDA AND NOTICE OF MEETING

#### Regular Meeting of the City Council – **5:00 PM. Monday, February 27, 2017** Madison Municipal Building

#### 1. CALL THE REGULAR MEETING TO ORDER

Mayor Thole will call the meeting to order.

#### 2. APPROVE AGENDA

Approve the agenda as posted in accordance with the Open Meetings law, and herein place all agenda items on the table for discussion. A <u>MOTION</u> is in order. (Council)

#### 3. APPROVE MINUTES

Page 1

A copy of the minutes of the February 13, 2017 regular meeting are enclosed. A <u>MOTION</u> is in order. (Council)

4. **PUBLIC PETITIONS, REQUESTS, HEARINGS, AND COMMUNICATIONS** (public/mayor/council) Members of the audience wishing to address the Council with regard to an agenda item, presentation of a petition, utility customer hearing, or a general communication should be recognized at this time. A <u>MOTION</u> may be in order (Public/Council)

#### 5. CONSENT AGENDA

Α.	MRES Board Notice and Agenda – March 2017 - receive	Page 5
В.	CTC – Fiber Study Invoice - receive	Page 7
C.	HRA Meeting Agenda and Minutes – February 2017 - receive	Page 9
D.	Mobile 311 – January 2017 – receive	Page 14
Ε.	George B. Gmach Consulting invoice – receive	Page 15
F.	Regular Drill Meeting – January 2017 – receive	Page 16
G.	Utility Report – January 2017 – receive	Page 17

A <u>MOTION</u> may be in order to accept the reports and/or authorize the actions requested. (Council)

# 6. UNFINISHED AND NEW BUSINESS Page 18 A. City Council Checklist. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)

B. Engineer Update – WWTP update, Seal Coat Plans. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)

Handout

C. Review and Approval of Compensation Study – General Government Committee. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council) D. Resolution 17-19 Establishing Points Based Pay Range Schedule. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)

Page 24

Page 19

E. Resolution 17-20 Establishing Assignment of Wage Increase Schedule 2017.
 A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council, Attorney)

Page 26

F. Lac qui Parle County Auditor Delinquent Taxes Report 2017. A <u>DISCUSSION</u> may be in order. (Manager, Council)

Page 34

- G. Ordinance No. 378 an Ordinance Enacting and Adopting a Supplement to the Code of Ordinances. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council) Page 37
- H. Approval of American Legal Publishing Corporation Invoice. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)

Handout

- I. Conditional Use Permit– Larry Louterbauer, 314 8<sup>th</sup> Ave. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)
- J. Request for City to serve as Fiscal Agent Art Council. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)

Page 38

- K. Resolution 17-21 Authorizing the Execution of a Warranty Deed Dr. Maria Nolte. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council, City Attorney)
- L. Other. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (Manager, Council)

#### 7. MANAGER REPORT (Manager)

- Fiber Report meeting March 2<sup>nd</sup> 1pm, City Hall
- Deloris Retirement Recognition March 8<sup>th</sup> 2:00-3:00
- Manager Vacation March 13-17

#### 8. MAYOR/COUNCIL REPORTS (Mayor/Council)

#### 9. AUDITING CLAIMS

Page 42

A copy of the Schedule Payment Report of bills submitted February 13, 2017 through February 27, 2017 is attached for approval for Check No. 54168 through Check No. 54196. A <u>MOTION</u> is in order.

#### 10. ADJOURNMENT

#### CITY OF MADISON OFFICIAL PROCEEDINGS

#### MINUTES OF THE MADISON CITY COUNCIL REGULAR MEETING FEBRUARY 13, 2017

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Thole on Monday, February 13, 2017, at 5:05 p.m. in Council Chambers at City Hall. Councilmembers present were: Tim Volk, Mayor Greg Thole, Maynard Meyer, Paul Zahrbock, and Adam Conroy. Also present were: City Manager Val Halvorson, City Attorney Rick Stulz, and City Clerk Kathleen Weber.

#### AGENDA

Upon motion by Meyer, seconded by Zahrbock and carried, the Agenda was approved as amended. Additions to the agenda include Madison Arts Council update. All agenda items are hereby placed on the table for discussion.

#### **MINUTES**

Upon motion by Volk, seconded by Conroy and carried, minutes of the January 23, 2017, meeting were approved as presented.

#### PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None.

#### **CONSENT AGENDA**

Upon motion by Zahrbock, seconded by Meyer and carried, the Consent Agenda was approved as presented.

#### LAC QUI PARLE COUNTY SHERIFF'S OFFICE

Lac qui Parle County Interim Sheriff Lou Sager presented Council with an activity report for the quarter ended December 31, 2016. He noted 158 incidents, which is a 5% decrease over the previous quarter, and officers provided 928 hours of service. Sheriff Sager informed Council that the Lac qui Parle County Board of Commissioners is in the process of filling John Maatz's position and is contemplating doing something with the Lac qui Parle County Jail. The building is over 50 years old and was originally built as a house. The new student drop off zone at the elementary school is going pretty well. Deputies have been monitoring the area and issuing written warnings if necessary. The Sheriff's Office will be getting new vehicles in the near future. All vehicles will be marked.

#### MNDOT SPEED STUDY

Lac qui Parle County Interim Sheriff Lou Sager discussed with Council MNDOT's recommendation that the speed limit on Highway 40 West be increased to 60 mph. Sager indicated that the average speed on that highway is 64 anyway, so he saw no concern with it being increased from 55 mph to 60 mph.

Madison City Council February 13, 2017 Regular Meeting

#### **SMALL CITIES GRANT 2017**

Upon motion by Volk, seconded by Conroy and carried, Council accepted the proposal received from Development Service Inc. for administrative services connected with the Small Cities Grant 2017 cycle if approved for funding by the Department of Employment and Economic Development. Based on the proposed rehab of 26 houses and 7 commercial properties, the fee for services would be \$112,000. Of that amount, \$80,795 would be paid by SCDP grant dollars and \$31,205 would be paid with city dollars committed to the grant project. It was noted that no other proposals had been received.

Upon motion by Conroy, seconded by Zahrbock and carried, Council authorized the use of a minimum of \$59,700 from the Small Cities Revolving Loan Fund as the City's commitment toward the Small Cities Grant 2017 funding cycle. Additional dollars deposited into the Small Cities Revolving Loan Fund will also be available for use as low-interest loans for low-to-moderate income borrowers for their owner share.

Dan Popowski presented Council with a map showing the target area in which rehabilitation projects can be funded through the Small Cities Grant Fund if funded for 2017. After 12 months, if grant dollars are still available, the target zone is then expanded to include additional areas.

Upon motion by Zahrbock, seconded by Volk and carried, **RESOLUTION 17-17** titled "Local Government Application Resolution – City of Madison" was adopted. This resolution would provide for authorization of the City of Madison to apply to the Department of Employment and Economic Development for funding of a Small Cities Grant, 2017 funding cycle. A complete copy of Resolution 17-17 is contained in City Clerk's Book #8.

#### CITY COUNCIL CHECKLIST

Council reviewed the City Council Checklist. City Manager Halvorson informed Council that letters will be going out to 3-4 residents who need to clean up their property. A 2-3 week timeline will be established. If cleanup is not taken care of, then the City would take care of the matter and bill the property owner accordingly.

#### WWTP IMPROVEMENT PROJECT

Upon motion by Zahrbock, seconded by Volk and carried, Council approved Pay Application No. 16 in the amount of \$50,880.92 to KHC Construction for work completed to date on the Wastewater Treatment Plant Improvement Project.

#### **ENGINEERING SERVICES**

Upon motion by Zahrbock, seconded by Volk and carried, Council approved payment of \$1,187.50 to Bolton & Menk for engineering services completed in connection with 2017 Grant Writing Project.

#### TIF ANALYSIS/SUBSTANDARD BUILDINGS

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 17-18** titled "Resolution of the City of Madison Finding a Parcel to be Occupied by Structurally Substandard Buildings" was adopted. This resolution would provide for the City to identify structures in Block 48 as substandard prior to demolition, and the designate Block 48 as being included in a proposed Tax Increment Financing Redevelopment District after demolition has occurred. A complete copy of Resolution 17-18 is contained in City Clerk's Book #8.

#### LMCIT LIABILITY WAIVER FORM

Upon motion by Zahrbock, seconded by Volk and carried, Council authorized execution of the League of MN Cities Liability Coverage – Waiver Form with the indication that the City of Madison does not waive the monetary limits on municipal tort liability established by Minnesota Statute.

#### MADISON ARTS COUNCIL

Councilmember Conroy informed Council that following the Community Collaboration meeting in January, a Madison Arts Council has been formed; and one of their first tasks will be to apply for a planning grant through the Southwest Minnesota Arts Council. The newly formed Madison Arts Council is looking into options to improve the aesthetics of the south entrance to Main Street where substandard buildings are slated for demolition by considering an "urban lights" display. Conroy noted that the Madison Arts Council would continue work on this idea if the City Council is in favor of it. After further discussion, the City Council approved further research into the proposed project for Main Street.

#### **COMMUNITY COLLABORATION**

Mayor Thole and Council discussed the great results of the Community Collaboration held in January and noted lots of good ideas and very positive attitudes. The next step in moving forward is to appoint a steering committee who will review all the compiled data. A joint meeting of the City Council, Madison EDA, LqP County EDA, and Madison Business Development Corporation could then be held to summarize the data and determine how to continue to move forward.

#### **CITY MANAGER'S REPORT**

#### Wage Study:

City Manager Halvorson informed Council that the General Government Committee will be meeting with George Gmach this Friday in regard to the wage study report.

#### **Conditional Use Permit:**

The Planning & Zoning Commission will hold a public hearing on February 23<sup>rd</sup> regarding a Conditional Use Permit Application received from Larry Loterbauer for construction of a storage garage along Highway 75.

#### **Broadband Study:**

City Manager Halvorson information Council that a meeting will be held with CTC on March  $2^{nd}$  at 1:00 p.m. to review a draft report. The report will be sent out with the meeting reminder.

#### MAYOR/COUNCIL REPORTS

None.

#### **DISBURSEMENTS**

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between January 24<sup>th</sup> and February 13<sup>th</sup>, 2017. These disbursements include United Prairie Check Nos. 54051-54163.

Madison City Council February 13, 2017 Regular Meeting

There being no further business, meeting adjourned at 6:15 p.m.

Greg Thole – Mayor

4

ATTEST:

Kathleen Weber – City Clerk

February 22, 2017

### NOTICE OF Board Meeting Missouri River Energy Services

You are hereby notified that the Board meeting of Missouri River Energy Services (MRES) will be held at 7:30 a.m., Thursday, March 9, 2017. The meeting will be held at the MRES office 3724 West Avera Drive, Sioux Falls, South Dakota.

These meetings are being held in a physically accessible place. If you have special needs, please contact Missouri River Energy Services at 605-338-4042 or <u>mailman@mrenergy.com</u> at least 48 hours prior to the start of the meetings, and necessary accommodations will be made.

The matters proposed to be discussed at the meeting are identified in the draft Agenda, which follows this Notice. All items on the draft Agenda are subject to change.

Brad Roos

Brad Roos Secretary/Treasurer

### PLEASE OBSERVE PROPER POSTING PROCEDURES FOR NOTICE AND DRAFT AGENDA

#### Draft Agenda Missouri River Energy Services (MRES) Board of Directors Meeting MRES Office 3724 West Avera Drive Sioux Falls, South Dakota 7:30 a.m., March 9, 2017

Ca 1.		Order nsideration of the Agenda	**
2.	0 0 0 0	nsent Agenda a. Consideration of the January 26, 2017, Board Minutes b. Acceptance of the December 2016 Financial Statements c. Approval ROC Minutes d. Approval of 02-17 and 03-17 Warrants and Requisitions	**
3.	Uni Noi	finished Business ne	
4.	Nev a.	w Business Performance Indicators	**
	b.	S-1 Rate Recommendation	**
	c.	Exira Station into the Midcontinent Independent System Operator, Inc.	
	d.	Coon Rapids Dam Update	
	e.	Archer Daniels Midland (ADM) Update	
5.	Rep a.	ports Board	
	b.	Chief Executive Officer	
	c.	Legislative & Governmental Relations	
	d.	Federal Legislative (Kanner)	
	e.	Legal	
	f.	General Counsel (Woods Fuller)	
	g.	Special Counsel (Van Ness Feldman)	
	h.	Administration & Finance	
	i.	Federal & Distributed Power Programs	
		I. Six-Month Strategic Plan Report	
	j.	Member Services & Communications	
	k.	Power Supply & Operations	
6.	Oth Noi	ner Business ne	
7.	Арі Арі	rure Meetings ril 122:00 p.mMRES Smart Grid Committee Mtg ril 137:00 a.mMRES Executive Committee Mtg ril 137:30 a.mMRES Board Mtg	MRES Office, Sioux Falls, SD
8.	Adjo	ourn	**

**\*\***Action Anticipated

# ctc technology & energy

engineering & business consulting Columbia Telecommunications Corporation

#### 10613 Concord Street Kensington, MD 20895

(301)933-1488 Ext 31 CTCBilling@ctcnet.us

 Date
 Invoice #

 1/31/2017
 001202-1

Bill To

City of Madison 404 6th Avenue Madison, MN 56256

Project	P.O. No.	Terms	Contact
Madison, MN FTTP Cost Estimate		Net 30	Val Halvorson
Professional Services	Hours	Rate	Amount
Principal Analyst Engineering Aide Principal Engineer Senior Project Analyst Adjust Budget	0.25 0.25 8.25 22.5	160.00 75.00 160.00 150.00 -893.96	40.00 18.75 1,320.00 3,375.00 -893.96
	ann p-Thanan ann ann ann ann ann ann ann ann an	Net amount	due \$3,859.79

# ctc technology & energy

engineering & business consulting

### Time Activities by Professional Detail

### Prepared for: City of Madison, MN

Project: Madison, MN FTTP Cost Estimate

Date	Professional	Timekeeper Type	Hours	Notes
1/5/2017	Thomas Asp	Principal Analyst	0.25	Financial analysis.
1/9/2017	Eric Wirth	Principal Engineer	2	Draft report on FTTP costs.
1/9/2017	Kyle Doescher	Engineering Aide	0.25	Export report maps of the sample design in GIS.
1/9/2017	Sabrina Gosnell	Senior Project Analyst	3.5	Prepare competitive assessment narrative.
1/10/2017	Eric Wirth	Principal Engineer	3	Draft report on FTTP costs.
1/11/2017	Eric Wirth	Principal Engineer	3.25	Draft report on FTTP costs.
1/11/2017	Sabrina Gosnell	Senior Project Analyst	1.5	Prepare full draft report.
1/13/2017	Sabrina Gosnell	Senior Project Analyst	2	Prepare full draft report.
1/16/2017	Sabrina Gosnell	Senior Project Analyst	3	Prepare draft report.
1/17/2017	Sabrina Gosnell	Senior Project Analyst	2.5	Prepare draft report.
1/18/2017	Sabrina Gosnell	Senior Project Analyst	2	Prepare draft report.
1/24/2017	Sabrina Gosnell	Senior Project Analyst	3.25	Prepare draft report.
1/25/2017	Sabrina Gosnell	Senior Project Analyst	2.5	Prepare draft report.
1/28/2017	Sabrina Gosnell	Senior Project Analyst	2.25	Prepare draft report.

Total hours: (14 records)

31.25

#### MEETING AGENDA HRA of Madison

#### 310 Park Avenue Madison, MN 56256

Meeting Description Regular Meeting

#### **Results Desired**

Date: Fel	bruary 9, 2017_ Time	<u>11:30a.m.</u>	Location Autho	rity Office	
Start	Stop	Total Hours	Start	Stop	Total Hours
	1				

Call to Order:

Action on Minutes:

Financial Report:

Project Performance Reports: Dec. '16

Correspondence: None

Maintenance: Tom Jacobsen, Dave Jacobsen - New Window in #229, Clg. Woodwork, Tom Jacobsen Work Ability - No change yet; has an appointment for tests 2/8/17, gets Results 2/17/17.

Occupancy Status: Patricia Thompson all moved in #115.

Old Business: Apt. #128 – M. DeBraske is still behind by \$45.00 on January rent.

New Business: FYI: Apt. #123 – L.Burczek behind \$135.00 on January rent. Left me a note saying she would be paying \$100.00/week until she catches up. (Total \$270.00/mo.)

Other Business: FYI: Finshing up last recertifications and reporting info to HUD

Adjournment:

#### MINUTES REGULAR MEETING THURSDAY, JANUARY 16, 2017

The Board of Commissioners of the HRA of Madison, MN met on Thursday, January 16, 2017 at the office of the authority. All board members had been contacted and approved of the change of meeting date. Commissioners present were: Carlyle Larsen, Dale Olson, Stan Olson and Missy Heinrich. Also present was Executive Director Kathy Bungarden, Assistant County Attorney Becky Trapp and Tom and Dave Jacobsen from Maintenance. Absent was Karie Sorknes.

Co-Chairperson Stan Olson called the meeting to order at 12:02 p.m.

Tom Jacobsen reported that Park Avenue had been busy with snow removal and trying to get ice to melt off the concrete. The roof was in need of snow removal before we get the predicted warmer temperatures that would melt it. Tom Jacobsen let the board know that it was time to start thinking about a different snow blower. Missy Heinrich suggested going on the Amundson Peterson website to check on equipment that may have been traded in and to also stop in and talk to Dave Amundson to let him know we are looking.

Tom Jacobsen and Dave Jacobsen had completed the semi-annual apartment inspections on January 12<sup>th</sup> and 13<sup>th</sup>. Overall the apartments were in good shape. We will be needing approximately 12 new refrigerator gaskets.

Starting the end of December, 2016 and into January, 2017 Tom Jacobsen has had to call Pillatzki Plumbing to open the main pipe. Twice on the east end of the building and twice on the east side of the building.

Dave Jacobsen still needs to get his Boiler License and his Lead Safe Certification. It was decided to hold off on registering him for classes until we find out more on Tom Jacobsen's situation after his back surgery.

The minutes of the regular meeting on Thursday, December 9, 2016 were discussed. Minutes were approved as written.

The financial report was reviewed. After a short discussion by the board regarding checks #6144 - #6176 for a total amount of \$17,943.22 a motion was made by Carlyle Larsen and seconded by Missy Heinrich to pay the bills. Motion carried.

Kathy Bungarden had received a Performance Report for November, 2016 from Loucks & Schwartz. We are showing a good negative number (-51.63) for the month.

Occupancy Status: Kelsey Nelson moved out of #115. Patty Thompson started moving into #115 on January 14, 2017. Kathy has two applications on file.

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

Kathy Bungarden reported that Melissa DeBraske in apartment #128 still owed \$50.00 of December's rent and had not paid anything in January. Kathy has written three letters and left 2 telephone messages. She has gotten no response from Melissa.

Kathy Bungarden informed the board that ProBuild had been bought out and as of January 1, 2017 was now Builders First Source.

Kathy Bungarden informed the board that Park Avenue would be paying some additional unemployment regarding Kelly Myhre. Kelly has applied for unemployment again and Park Avenue is liable for \$320.31 of the total amount of benefits he could receive.

Tom Jacobsen had given Kathy Bungarden a Report of Work Ability from his doctor. The report states that his restrictions are Sedentary. Sitting-work that can be done in a recliner or bed. Standing and walking – As tolerated. Carrying and level lifting – none. Bending and lifting – none. Pushing and pulling – none. The doctor states this is permanent. A discussion was held and it was decided to find out if Tom would be going back to the doctor again for another evaluation and if physical therapy could be of help. Kathy will speak to Tom and get back to the board.

Kathy Bungarden had talked to Kathy Weber at City Hall and found out that Stan Olson would be approved at the council meeting to be held 1/9/2017.

Kathy Bungarden had received an email from NAHRO with an article regarding Gov. Dayton's \$1.5 billion dollar bonding proposal for Affordable Housing. Becky Trapp offered to follow up on this.

No further business forthcoming.

The next regular meeting will be Thursday, February 9, 2017 at 11:30 a.m.

Meeting adjourned at 1:15 p.m.

Chairperson – Karie Sorknes

Vice-Chairperson – Stan Olson

Minutes prepared by KB on 1-17-2017.

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	AC	29					\$ \$	350.00		
	Garage Fr.	10					\$	12.00		
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4190	1/1/2017	6144	Cardmember Service(Norton Renewal, Fax In	<b>()</b>	\$	163.32		te data	in the state	2
4190	1/1/2017	6145	MN Dept. of Labor & Industry		\$	10.00				
4190	1/4/2017	6146	Prairie Five Senior Nutrition		\$	27.00				
4190	1/11/2017	6147	Frontier and the second states and the	, 1	\$	212.83	1. 	e en estado		** }
2117	1/6/2017	Auto	MN 4th Qtr. W/H	1.12.28	\$	474.00			1997 - 1899 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997	**
2117	1/16/2017	6148	LQP Co.(Payment in Lieu of Taxes)		\$	3,927.31				
4110	1/15/2017	6149	Kathy Bungarden		\$	973.55				
4110	1/31/2017	6150	Kathy Bungarden		\$	973.55				
4170	1/16/2017	6151	Loucks & Schwartz		\$	158.00				
4190	1/16/2017	6152	KLQP		\$	30.35				
4190	1/16/2017	6153	Jubilee(Coffee Filters)		\$	3.27				
4190	1/16/2017	6154	Office Peeps(Toner, Tape, File Folders, Hanging F	olders)	\$	280.29				
4190	1/16/2017	6155	Madison Postmaster		\$	37.60				
4220	1/16/2017	6156	Dorothy Wright (12.5 hrs. @ \$8.00)		\$	92.35				
4220	1/16/2017	6157	Deloris Smith (26.5 hrs. @ \$8.00)		\$	195.79				
4220	1/16/2017	6158	Judi Nelson(5.5 hrs. @ \$8.00)		\$	44.00				
4220	1/16/2017	6159	Claudie Brustuen(7 hrs. @ \$8.00)		\$	56.00				
4330	1/9/2017	Auto	MN Energy			1,209.89				
	1/15/2017	Auto	City of Madison	•		4,030.29			* <b>*</b>	
4410	1/15/2017	6160	Tom Jacobsen		\$	117.92				
4410	1/31/2017	6161	Tom Jacobsen		\$ ¢	117.92				
4410	1/15/2017	6162	Dave Jacobsen		\$	558.33				
4410	1/31/2017	6163	Dave Jacobsen		\$	558.33				
4420	1/16/2017	6164	LQP Co. Oil	:	\$	52.48				
4420	1/16/2017	6165	Brehmers True Value		\$	28.79				

				•	240 57		
4420	1/16/2017	6166	Amundson Peterson	\$	219.57		
4430	1/23/2017	Auto	Mediacom	\$	1,078.21		
4430	1/16/2017	6167	American Welding & Gas(Fire Extinguisher Inspect)	\$	99.00		
4430	1/16/2017	6168	Dave's Plumbing(Clean Sewer Line)	\$	350.00		
4430	1/16/2017	6169	Minnesota Elevator	\$	146.64		
4430	1/16/2017	6170	Larson's Body Shop	\$	50.00		
4430	1/16/2017	6171	Theresa Henrich	\$	200.00		
4540	1/16/2017	6172	H.A.R.T.	\$	443.00		
4540	1/16/2017	6173	Kathy Bungarden H.C.	\$	249.34		
4540	1/16/2017	6174	Tom Jacobsen H.C.	\$	191.17		
4190	1/16/2017	6175	Cardmember Service(Ink Cart., Clg. Supplies)	\$	75.97		
2117	1/16/2017	6176	MN Dept. of Unemployment(Kelly Myhre)	\$	27.78		
				\$	17,927.09	<u>\$</u>	(17,927.09)
						\$	140.58

Int. Rate 0.35% Insured CD \$24,941.55 Mat. Date 11/14/2017 Interest - \$ 74.80 #51000000499 1 year **Insured Money Market Savings** 11/30/2016 \$101,838.90 Balance **Capital Fund** 12/5/2016 \$14,000.00 Subsidy 12/5/2016 \$3,950.00 **Transfer from Savings** 12/7/2016 (\$2,000.00) interest 12/31/2016 \$ 19.04 12/31/2016 Balance \$117,807.94

YTD Int.	Sec. Dep. Klein Bank	<u>Deposit</u>	<u>Payment</u>	Balance
\$4.10				
	11/30/2016			\$7,055.87
	12/31/2016 Interest	\$0.17		\$7,056.04

#112; Cat - No Pet Deposit #118; Cat - \$300 Deposit #234; Dog - \$300 Deposit #239; 2 Cats - \$600 Deposit #123; 1 Cat - \$300.00 Deposit #113; 1 Dog - \$300.00 Deposit

Status	Address	Street Name	Work Type	Date Flagged	Flagged By	Description	Comments
						Annual Tier II management submission for water plant, wastewater plant and	
Complete	201	1ST ST	Other - Water	1/23/2017 13:41	dean.broin	swimming pool.	Dean went online and completed annual submission. Used sewer machine to melt snow and ice that's blocking catch basins in numorus locations so water
Complete	102	1ST ST	Catch Basin - Sew	er 1/20/2017 8:36	dean.broin	1/19/2017 opening catch basins to drain water pooling on street.	build up from melting snow will drain. removed snow from hydrants to allow access to them
New Request		all hydrants	Hydrant	1/19/2017 14:47	Dennis.Vonderhar	r all fire hydrants	incase of fire Air wash blower alarm. Blower kicked while in a back wash cycle. 11am Dean & Betty checked out the blower found it was reset was kicked out. no explanation why it happened. Reset panel. Ran blower for twenty minutes
Complete	201	1ST ST	Other - Water	1/15/2017 11:14	betty.chester	1/15/2017 8:04 am WTP alarm	without it kicking out.
Complete	0	No Geocode	Snow Removal	1/10/2017 15:37	Allan. Thompson	plow snow six inches	
						NEUTRAL WAS BROKEN ON THE FEED GOING TO THE ST.LIGHT. SPLICED OUT	
Complete	105	1ST ST E	Street Light Out -	Ele1/10/2017 10:06	linedept	THE NEUTRAL.	
•			0		•	DAN NELSONS HOUSE LIGHTS WERE BLINKING, WE BYPASSED A COUPLE OF	
Complete	413	WESTERN AVE	Outage	1/10/2017 10:04	linedept	SPLICES ON THE NEUTRAL AND THAT SEEMED TO FIX IT.	
Complete	2355	241 ave	Maintenance	1/9/2017 13:32	•	r Roots Blowers #1 & #2	greased blowers and motors #1 & #2 1-9-17
New Request	201	1ST ST	Other - Water	1/9/2017 9:11	dean.broin	1/9/2017 8:40AM WTP RO skid maintenance	Dean and Betty changed RO prefilters
				, -,			Dean responded to high filter and RO skid alarm. reset items. No explanation for high level alarm. Put into
Complete	201	1ST ST	Other - Water	1/9/2017 9:01	dean.broin	1/9/2017 3:40AM WTP alarm	backwash cycle.
							Dean responded to membrane pump alarm. Pump was
Complete	201	1ST ST	Other - Water	1/9/2017 8:57	dean.broin	1/9/2017 2:22AM WTP alarm	kicked out. Reset pump.
Complete Complete	201 0	1ST ST No Geocode	Other - Water Snow Removal	1/5/2017 23:49 1/5/2017 8:50	dean.broin Allan.Thompson	1/6/2017 7:52pm Air wash blower fail alarm at wtp 1/7/2017 11:40am Air wash blower fail again plow snow on 01022017. three inches	betty chester responded to alarm at wtp to find blower to wash filter was not working. Called Dean to explain, I told Betty to set alarms as is and I would check it out within a few minutes. I reset blower when I went to wtp. After second alarm Betty and I found that belts on blower had loosened up. Retightened belts. Ordered new belts. Put new belts on three days later.

Feb 5, 2017

Val Halvorson City Manager 404 6th Ave Madison MN 56256

Dear Val,

The following is an invoice for consulting services provided to The City of Madison for developing a pay program. The work was performed prior to and during February, 2017.

Invoice # 20170210

This invoice constitutes the complete billing for all time and materials provided for that service.

Total Hours: 20 Rate: \$100 Total Invoice Amount: \$2,000

Thank you, George B. Gmach Consultant

Remit to: George B. Gmach Compensation Consulting 22600 Oakdale Drive Rogers, MN 55374

Attached form W-9

# Regular Drill Meeting 1/16/2017

The Madison Volunteer Fire Department met in regular session with Chief Mitch Wellnitz presiding.

Roll call was made and minutes of the last meeting were read and approved.

Gary Hansen gave the treasurers report and it was approved as read.

Emergency calls for the past month:

1. December 25 – ambulance lift/hospital assistance, T. Mortenson

A much-appreciated meat and cheese tray was brought in as a thank you from the hospital for the help provided.

Training report – Training surveys were handed out tonight and the results of those will be used to set up the training for 2017.

Mark Olson reported that the high-level rescue training courses are very expensive. To train a class of 16 people for 24 hours it will cost at least \$12,000. The officers will need to have a meeting to discuss how the department wants to move forward with this.

Blood-Bourne Pathogen/Right-to-know/confined spaces training might be on the agenda for next months training.

The 2017 monthly hall duties schedule is posted.

The 2017 committee signup sheet was passed around.

Removing snow away from fire hydrants was discussed--the radio station and newspaper will be contacted to see if a reminder could be issued to the residents of Madison about keeping snow away from fire hydrants.

In regards to the cell phone paging it was agreed upon that if possible it should continue as long as the service is still being paid for.

Motion was made by Gary Hansen to adjourn meeting seconded by Zack Flickinger, carried.

Don Tweet Secretary

Jan-17	Consumption	Charges	% Diff		Jan-16	Consumption	Charges	% Diff		Jan-15	Consumption	Charges	% Dif	f
Commercial Serv Charge	156.00	\$ 2,038.00	1.96%	1.88%	Commercial Serv Charge	153.00 \$	2,000.38	-1.29%	-0.05%	Commercial Serv Charge	155.00	2,001.31	0.00%	-1.66%
Commercial Light	719,278.00	\$ 50,894.17	-9.67%	-8.59%	Commercial Light	796,249.00 \$	55,678.91	-5.99%	-5.50%	Commercial Light	846,991.00	58,921.14	14.33%	20.61%
Demand Charge	1,662.67	\$ 9,344.27	5.09%	5.09%	Demand Charge	1,582.14 \$	8,891.61	-8.06%	-8.06%	Demand Charge	1,720.77	9,670.74	1.07%	1.07%
Safe Drinking Water	-	\$-	#DIV/0!	0.00%	Safe Drinking Water	- \$	-	#DIV/0!	0.00%	Safe Drinking Water	- 9	; -	#DIV/0!	0.00%
Garbage Charge	843.00	\$ 17,569.26	0.48%	0.15%	Garbage Charge	839.00 \$	17,542.28	0.48%	1.03%	Garbage Charge	835.00	17,363.90	0.12%	0.10%
Res Serv Charge	799.00	\$ 6,483.46	0.00%	0.77%	Res Serv Charge	799.00 \$	6,434.00	0.50%	0.00%	Res Serv Charge	795.00	6,434.25	1.66%	1.42%
Res Light	911,330.00	\$ 66,350.91	2.89%	2.89%	Res Light	885,690.00 \$	64,484.20	-10.57%	-10.57%	Res Light	990,327.00	5 72,101.80	-2.04%	5.18%
Sewer Charge	2,454,900.00	\$ 16,247.54	-9.26%	-1.80%	Sewer Charge	2,705,400.00 \$	16,545.64	-2.45%	-2.44%	Sewer Charge	2,773,300.00	16,959.83	-1.53%	-1.52%
Security Light Charge	27.00	\$ 159.42	0.00%	7.41%	Security Light Charge	27.00 \$	148.42	0.00%	0.00%	Security Light Charge	27.00	148.42	8.00%	5.31%
Storm Sewer Charge	926.00	\$ 12,129.13	-0.32%	0.13%	Storm Sewer Charge	929.00 \$	12,113.03	-0.11%	-0.43%	Storm Sewer Charge	930.00	12,165.72	0.43%	1.29%
Sewer Serv Charge	886.00	\$ 17,339.35	0.23%	7.68%	Sewer Serv Charge	884.00 \$	16,103.27	0.00%	-0.52%	Sewer Serv Charge	884.00	16,187.73	1.38%	1.23%
Water Service Charge	889.00	\$ 17,173.80	0.23%	5.98%	Water Service Charge	887.00 \$	16,205.27	0.00%	-0.52%	Water Service Charge	887.00	16,289.73	1.49%	1.00%
Water Charge	2,466,200.00	\$ 21,153.54	-14.71%	-9.16%	Water Charge	2,891,400.00 \$	23,285.98	-0.57%	-0.67%	Water Charge	2,907,900.00	23,442.33	1.71%	1.53%
Accounted for Water Usage	85%	\$ 236,882.85	\$ (2,367.29)	-1.07%	Accounted for Water Usage	85% \$	239,432.99	\$ (11,640.14)	-4.87%	Accounted for Water Usage	96% \$	251,686.90	\$ 13,788.84	6.07%

## **CITY COUNCIL CHECKLIST**

# 2/23/2017

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	EXPECTED COMPLETION	COMPLETE
Irrigation Flags of Honor	5/13/2013		<del>CM, Parks</del>	Installed	<del>completed</del>
Downtown Alleyway Water Problem	9/19/2013		CM, Streets	paved curb to properly drain water	completed
Water Main Relocation - Cargill	2/28/2014		<del>CM, Engineer</del>	Mains installed, working on easements	completed
Disc Golf Course	3/10/2014	<del>Conroy</del>	CM	Delivery and installation complete by June	completed
Weed Control	5/27/2014	Zahrbock	Parks	sprayed and will continue to spray	completed
Junk Vehicles - Modify Ordinance	7/28/2014	Meyer	<del>CM, Attorney</del>	Proposed Ordinanace	completed
Snow Removal Sidewalks	1/26/2015	<del>Conroy</del>	<del>CM PW</del>	Follow Ordinance Procedure	<del>completed</del>
Prairie Arts Center Bats	2/23/2015	<del>Conroy</del>	<del>CM</del>	Bat Guy followed up, some areas are going to need to be	ongoing
Contracted Mowing Services	7/28/2014	<b>Zahrbock</b>	<del>CM, Parks</del>	Contracted with Richards Adams	ongoing
Lawn Ordinance	4/27/2015		<u>Streets</u>	mowed and will continue to mow through	ongoing
Swimming Pool Renovation	2/11/2013	Thole	<del>CM, Parks</del>	Donations remain	ongoing
Planning and Zoning updates	12/28/2015	Thole	<del>CM</del>	Ordinance to be approved	<del>ongoing</del>
Landscape Library	11/2/2015	Thole	<del>Parks</del>	City Staff with design input from boards	<del>ongoing</del>
Pool House - Renovations	7/13/2015	<del>Conroy</del>	<del>CM, Parks</del>	Work in Progress	ongoing
<del>Playground - Kiwanis Kiddie Park</del>	7/13/2015	<del>Meyer</del>	<del>CM, Parks</del>	Wood Fiber complete, city to repair turf around edges	ongoing
Outside City Limits Properties	<del>8/13/2012</del>	<del>Zahrbock</del>	<del>CM, Attorney</del>	Letter sent and responded from LqP Env.	<del>ongoing</del>
Downtown Disctric Maintenance Fund	11/23/2015	<b>Zahrbock</b>	<del>CM</del>	Dismissed	<del>ongoing</del>
Sump Pumps	<del>8/22/2016</del>	Thole	<del>CM,PW</del>	Ordiance approved and notices mailed to homes	<del>ongoing</del>
<del>Grand Theatre - Seat Project</del>	<del>5/11/2015</del>	<del>Meyer</del>	CM	City will be fiscal agent and deliver acknowledgme	ongoing
Prairie Arts Center Steps	2/8/2016		СМ	No work at this time for 2016	ongoing
Praire Arts Windows	11/9/2015	Thole	СМ	Local contractor to board windows	ongoing
City Garage	11/23/2015	Thole	СМ	Determine method to repair	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	Create task force	ongoing
Downtown Open Space	10/27/2014	Conroy	CM Parks Board	Discuss potential ideas once property is cleared	ongoing
Hwy 40 Curbing - ask MNDoT to repair	5/11/2015	Zahrbock	CM, Engineer	Reported on MNDOT list of projects	ongoing
Storm Pond East Highway 40	8/10/2015	Zahrbock	CM, Engineer	Seeking bids from contractors 2017	ongoing
Hazardous Houses	12/12/2011	Thole	CM, Attorney	Work in Progress	ongoing
Outside City Limits Properties	8/8/2016	Zahrbock	CM, Attorney	City Attorney to address with County Board	ongoing
Tree Trimming	9/26/2016	Meyer	CM, PW	obstructed sidewalks/streets documented and assigned	ongoing
Broadband Exploration	4/1/2016	Meyer	CM,committee	Report received, meeting with CTC 3/2/17	ongoing

### **CITY OF MADISON**

# Memo

To:	Mayor and Council Members
From:	Val Halvorson City Manager
CC:	
Date:	02/27/2017
Re:	Classification and Compensation Implementation

#### **Background:**

The General Government Committee met with George Gmach whom was hired to conduct a Classification/Compensation Study. During this meeting George detailed the process he used and answered questions related to the study.

To briefly explain the study began by reviewing and updating all job descriptions. This
was accomplished with industry knowledge from the consultant, City Manager and
employee input. Each classification was evaluated based on the point factor system
and assigned a point value. These values then create the hierarchy of classifications
within the city. The consultant utilized both a peer market study and comparable cities
study to create the new pay range structure.

The goal of this process was to put into place a framework for management to communicate with current employees as well as ensuring entry into our structure was competitive to attract new employees. Maintaining this structure will ensure pay equity compliance.

With an unknown outcome of the study, a 2% salary increase was put into the budget. To best utilize these funds I am recommending a 2% increase April 1<sup>st</sup>, with July 1<sup>st</sup> catch-up adjustments to those not in the structure. For those employees eligible for a full step that have service over 5 years a mid-year step value increase.

Though we are not going back retroactive to January 1<sup>st</sup> staff will still realize the effect of the system in their base pay. This also allows for the service step increases with minimal budget implications. I have attached the 2017 plan implementation cost.

#### **Discussion/Recommendation:**

I am recommending approval of the study prepared by George Gmach. This includes the newly assigned points, recommended pay grade assignments, pay ranges for 2017. Also for approval the 2017 implementation plan.

Fund	April 2% Increase	July Service Step	July Catch up	Total
General Admin	\$1,955.30		. ,	\$4,897.66
General - Streets	\$1,216.49	\$1,751.77	\$261.54	\$3,229.80
Liquor Store	\$567.37	\$222.19	\$0.00	\$789.56
Water	\$999.02	\$1,272.26	\$0.00	\$2,271.28
Sewer	\$1,087.32	\$479.51	\$0.00	\$1,566.83
Electric	\$1,849.54	\$1,195.10	\$0.00	\$3,044.64
Total	\$7,675.04	\$5,879.83	\$2,244.89	\$15,799.76
2017 Budgeted Sala	ry Increases			\$11,312.94
Additional Implement	tation Cost			\$4,486.82

## 2017 Pay Plan Implementation

#### CITY OF MADISON MINNESOTA RESOLUTION NO. 17-19

STATE OF MINNESOTA) COUNTY OF LAC QUI PARLE) CITY OF MADISON)

#### RESOLUTION ESTABLISHING POINTS BASED PAY RANGE SCHEDULE for 2017 & BEYOND

**WHEREAS**, the City Council is interested in establishing points and pay ranges for the City of Madison effective for current job classifications, as shown in "Exhibit A and B"

**WHEREAS**, the City Council is determining all salary and wage ranges in accordance with Minnesota Law, City Personnel Policies and Pay Equity.

**WHEREAS**, the existing job descriptions were updated by an independent consultant utilizing industry knowledge and input from management and employees. The point factor evaluation system was applied to rate each position based on qualifications, decisions, problem solving, relationships, effort, environment, and hazards.

**WHEREAS**, the City Council recognizes the range of points associated with each grade, and each classification placement, thereby establishing an internal hierarchy of pay.

WHEREAS, the City Council is in agreement on the pay assigned to each grade

**WHEREAS**, the City Council acknowledges the direct relationship of pay ranges to points, thereby minimizing pay equity problems by maintaining a pay structure.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA that the Council has determined the official pay range schedule to be as follows for the City's employees for the year of 2017 and continuing thereafter until modified therein. Pay schedule requirements for the salary/wage schedule are contained in the City Personnel Policies.

Upon vote taken thereon, the following voted:

For: Against:

Whereupon said Resolution No. 17-19 was declared duly passed and adopted this 27th day of February, 2017.

Attest:

Kathleen Weber, City Clerk

Greg Thole, Mayor

### Exhibit A Evaluation Scores

Dept	Title	Qualific	cation	Decis	ions	Prob Solv		Relatio	nships	Musc Effo		Atten Effo		Haza	ırds	Condi	tions	Total Points	Grade
Liq	Liquor Store Clerk	QC1	43	DB1	24	PB1	23	RB3	36	MB3	8	AA3	5	HA1	3	CB2	6	148	2
Admii	Deputy Clerk	QD2	57	DC1	29	PC1	31	RC3	48	MA3	5	AB3	8	HA1	3	CB1	4	185	5
PW	Water & Wastewater Operator	QE1	62	DB2	29	PC2	39	RC2	39	MC3	12	AB3	8	HE3	20	CC3	16	225	7
Admii	Deputy City Clerk Treasurer	QD3	63	DC3	43	PD2	51	RC3	48	MA3	5	AC3	12	HA1	3	CB1	4	229	8
PW	Heavy Equipment Operator Me	QD3	63	DC2	36	PC2	39	RC2	39	MC3	12	AB3	8	HE3	20	CC3	16	233	7
PW	Sr Water & Wastewater Operat	QE3	75	DC2	36	PC2	39	RC2	39	MC3	12	AB3	8	HE3	20	CC3	16	245	8
Liq	Liquor Store Manager	QD4	69	DD3	52	PD2	51	RD3	64	MB3	8	AB3	8	HB2	6	CB2	6	264	9
PW	Journey Lineworker	QD6	83	DD3	52	PD2	51	RC3	48	MC3	12	AC3	12	HE3	20	CC3	16	294	11
Admii	n City Clerk	QD3	63	DD5	77	PD2	51	RD4	79	MC1	5	AC3	12	HE1	6	CB1	4	297	11
PW	Streets & Parks Supervisor	QD3	63	DD4	63	PD2	51	RD3	64	MC3	12	AB3	8	HE3	20	CC3	16	297	11
PW	Water & Wastewater Superviso	QE3	75	DD3	52	PD2	51	RD3	64	MC3	12	AB3	8	HE3	20	CC3	16	298	11
PW	Line Supervisor - PW Coordina	QE7	110	DE6	113	PD4	79	RD4	79	MC3	12	AC3	12	HE3	20	CC3	16	441	16
Admii	n City Manager	QF4	99	DG7	201	PE4	106	RE5	131	MC1	5	AD3	17	HE1	6	CB1	4	569	19

### Exhibit B Range Structure

Grade	Point Minimum	Point Maximum	Min	В	С	D	E	F	G	Max	Range Percent Spread	Max Spread	Step Value
1	128	138	\$11.29	\$12.09	\$12.90	\$13.71	\$14.51	\$15.32	\$16.12	\$ 16.93	50.0%		\$ 0.81
2	139	150	\$11.96	\$12.82	\$13.67	\$14.53	\$15.38	\$16.24	\$17.09	\$17.95	50.0%	6.00%	\$ 0.85
3	151	162	\$12.68	\$13.59	\$14.49	\$15.40	\$16.31	\$17.21	\$18.12	\$19.02	50.0%	6.00%	\$ 0.91
4	163	176	\$15.36	\$16.02	\$16.68	\$17.34	\$18.00	\$18.66	\$19.32	\$19.97	30.0%	5.00%	\$ 0.66
5	177	191	\$16.13	\$16.82	\$17.52	\$18.21	\$18.90	\$19.59	\$20.28	\$20.97	30.0%	5.00%	\$ 0.69
6	192	208	\$16.94	\$17.67	\$18.39	\$19.12	\$19.84	\$20.57	\$21.30	\$22.02	30.0%	5.00%	\$ 0.73
7	209	226	\$17.79	\$18.55	\$19.31	\$20.07	\$20.84	\$21.60	\$22.36	\$23.12	30.0%	5.00%	\$ 0.76
8	227	245	\$18.68	\$19.48	\$20.28	\$21.08	\$21.88	\$22.68	\$23.48	\$24.28	30.0%	5.00%	\$ 0.80
9	246	266	\$19.61	\$20.45	\$21.29	\$22.13	\$22.97	\$23.81	\$24.65	\$25.49	30.0%	5.00%	\$ 0.84
10	267	288	\$20.59	\$21.47	\$22.35	\$23.24	\$24.12	\$25.00	\$25.88	\$26.77	30.0%	5.00%	\$ 0.88
11	289	313	\$21.52	\$22.44	\$23.36	\$24.28	\$25.20	\$26.13	\$27.05	\$27.97	30.0%	4.50%	\$ 0.92
12	314	340	\$22.48	\$23.45	\$24.41	\$25.38	\$26.34	\$27.30	\$28.27	\$29.23	30.0%	4.50%	\$ 0.96
13	341	369	\$23.50	\$24.50	\$25.51	\$26.52	\$27.52	\$28.53	\$29.54	\$30.55	30.0%	4.50%	\$ 1.01
14	370	400	\$24.55	\$25.61	\$26.66	\$27.71	\$28.76	\$29.82	\$30.87	\$31.92	30.0%	4.50%	\$ 1.05
15	401	434	\$25.66	\$26.76	\$27.86	\$28.96	\$30.06	\$31.16	\$32.26	\$33.36	30.0%	4.50%	\$ 1.10
16	435	471	\$26.81	\$27.96	\$29.11	\$30.26	\$31.41	\$32.56	\$33.71	\$34.86	30.0%	4.50%	\$ 1.15
17	472	511	\$28.02	\$29.22	\$30.42	\$31.62	\$32.82	\$34.02	\$35.22	\$36.43	30.0%	4.50%	\$ 1.20
18	512	555	\$29.28	\$30.54	\$31.79	\$33.05	\$34.30	\$35.56	\$36.81	\$38.06	30.0%	4.50%	\$ 1.25
19	556	602	\$30.60	\$31.91	\$33.22	\$34.53	\$35.84	\$37.16	\$38.47	\$39.78	30.0%	4.50%	\$ 1.31

#### CITY OF MADISON MINNESOTA RESOLUTION NO. 17-20

STATE OF MINNESOTA) COUNTY OF LAC QUI PARLE) CITY OF MADISON)

#### RESOLUTION ESTABLISHING ASSIGNMENT OF WAGE INCREASE SCHEDULE 2017

WHEREAS, the City Council is interested in establishing the assignment of wage increases in conformity to the requirements of pay equity for the City of Madison for 2017 fiscal year and continuing thereafter until modified therein; and

**WHEREAS**, the City Council is determining that the establishment of wage increases shall be contained in this resolution effective the first pay date in April 2017 and July 2017 with wage changes as described within and continuing thereafter until modified therein; and

**WHEREAS**, the City Council has determined the wage increase to be applied for the following employees in the 2017 fiscal year;

Job Title	Employee #	Current Actual	Effective first April 2017 Paydate	Effective first July 2017 Paydate - Allowed Service Step	Effective first July 2017 Paydate - schedule Catchup
Liquor Store Clerk	100142	\$12.13	2%	\$0.43	\$0.00
Deputy Clerk	200190	\$15.62	2%	\$0.00	\$0.20
Water & Wastewater Operator	100057	\$20.28	2%	\$0.76	\$0.00
Heavy Equipment Operator Mechanic	200150	\$18.06	2%	\$0.76	\$0.00
Sr Water & Wastewater Operator	100095	\$23.11	2%	\$0.00	\$0.00
Liquor Store Manager	100137	\$24.24	2%	\$0.00	\$0.00
Journey Lineworker	100008	\$27.29	2%	\$0.00	\$0.00
City Clerk	100055	\$26.01	2%	\$0.92	\$0.00
Streets & Parks Supervisor	200158	\$20.93	2%	\$0.92	\$0.17
Water & Wastewater Supervisor	100056	\$23.48	2%	\$0.92	\$0.00
Line Supervisor - PW Coordinator	100010	\$31.99	2%	\$1.15	\$0.00
City Manager	200172	\$28.85	2%	\$0.00	\$1.17

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA, that the Council has determined the official placement on pay ranges is based on pay equity points as determined by the Point Factor System performed by an Independent Consultant with the report accepted February 27, 2017. **THEREFORE BE IT FURTHER RESOLVED** That the City Council of Madison, Lac qui Parle County, Minnesota does hereby authorize the adoption and implementation of the Assignment of Wage Increases as contained herein with approval date of February 27, 2017 with payment effective the first pay date in April 2017, and July 2017 fiscal year and continuing thereafter until modified therein.

Upon vote taken thereon, the following voted:

For: Against: Absent:

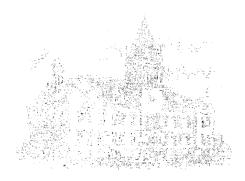
Whereupon said Resolution No. 17-20 was declared duly passed and adopted this 27<sup>th</sup> day of February, 2017.

Greg Thole, Mayor

Attest: \_

Kathleen Weber, City Clerk

ASSIGNMENT OF WAGE INCREASE FOR 2017



## Lac qui Parle County Auditor-Treasurer

600 6<sup>th</sup> Street Madison, MN 56256

Email: jake.sieg@lqpco.com Phone: 320-598-7444 Fax: 320-598-3125

> Jacob Sieg Auditor-Treasurer

February 1, 2017

City Managers/Administrators/Clerks:

Enclosed is a list of properties that have delinquent property taxes going back to 2015 and earlier for your respective cities. This list is being provided to you as a basis for reviewing these properties to determine whether or not they may currently, or in the near future, present a hazardous condition that the property owner should remedy.

Declaring properties to be hazardous helps to ensure that we hold owners responsible for their properties. Otherwise, the burdens of ongoing maintenance and disposal are unfairly placed on neighboring property owners and local government. By working with your city attorney to declare a property hazardous, this procedure can create personal liability for hazardous property owners and also deter potential buyers from acquiring the property with no intention of rehabilitation.

Lac qui Parle County has worked with adjacent property owners and city officials to share the cost of demolishing hazardous properties. Under this policy, adjacent owners who receive funding from their city/township to aid in the cost of demolition are eligible to receive matching funding from the County of up to \$3,500 per parcel.

If your city is interested in pursuing these options, please contact your respective County Commissioner or County Attorney Rick Stulz.

Contact information is as follows:

Rick Stulz, County Attorney	(320) 598-7578
John Maatz, County Commissioner	(320) 413-0205
Terry Overlander, County Commissioner	(320) 226-1575
Roy Marihart, County Commissioner	(320) 752-4491
Todd Patzer, County Commissioner	(320) 226-6284
DeRon Brehmer, County Commissioner	(320) 568-2226

Sincerely,

Jake Sieg County Auditor-Treasurer

Enclosure

CC: County Board of Commissioners, County Attorney

An Equal Opportunity Employer

	MADISON CITY	MADISON CITY MADISON CITY		MADISON CITY		MADISON CITY MADISON CITY		MADISON CITY MADISON CITY MADISON CITY MADISON CITY MADISON CITY		MADISON CITY MADISON CITY MADISON CITY MADISON CITY MADISON CITY		MADISON CITY	City or Township	02/02/17 16:21:36
	54-0090-000	54-0089-000		54-0088-000		54-0084-000		54-0061-000		54-0049-000		RE 54-0023-000	PT Parcel #	01
	2016	2014 2015 2016		2014 2015		2014 2015 2016		2012 2013 2015 2016		2011 2012 2013 2014 2015		2016	Year	0
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	54-0377-000		54-0345-000		54-0339-000		54-0323-000		54-0319-000		54-0288-000		RE 54-0280-000		PT Parcel #	
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			13,877.20	208,95	36.22	36.22	172.73	172.73	13,668.25	1.755.86	293.92 680.40 253.72	P/I/C/F due	
			55,592,86	348.95	94.22	94.22	254.73	254.73	55,243.91	7.154.63	936.39 2.638.40 2.243.72	Balance Due	PAGE 7

### **CITY OF MADISON**

# Memo

To:	Mayor and Council Members
From:	Val Halvorson City Manager
CC:	
Date:	02/27/17
Re:	Supplemental Codification

#### Background:

The City Code of Ordinances was prepared by American Legal Publishing in late 2007 and adopted January 1, 2008. American Legal works with the League of Minnesota Cities to provide codification services. Codification includes the compilation of the existing ordinances by subject matter, and then placing the ordinances in chronological order within each area. The next step is placing the material in user-friendly chapters and sections and supplementing with new ordinances.

Providing staff and the public with accurate and timely information is critical. Completing a supplement allows the new ordinances to be added into the document by removing and replacing pages compared to having to search the codes added separately since the last codification. This includes the updating of the word document as well. A supplement maintains the codes integrity.

Safeguarding that the electronic and paper copies remain the same is imperative. Going beyond 5 years created a large update covering almost a decade of ordinances and updating 134 pages.

#### **Discussion/Recommendation:**

Recommended passage of Ordinance and approval the cost for supplement pages.

#### **ORDINANCE NO. 378**

#### CITY OF MADISON, MINNESOTA

#### AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDIANCES FOR THE CITY OF MADISON, MINNESOTA

#### THE CITY OF MADISON, MINNESOTA, DOES HEREBY ORDAIN:

**WHEREAS,** American Legal Publishing Corporation of Cincinnati, Ohio has completed the first supplement to the Code of Ordinances of the City of Madison, which supplement contains all ordinances of a general and permanent nature enacted since adopting the codification and printing of ordinances pursuant to Ordinance No. 353, effective January 1, 2008; and

**WHEREAS**, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date;

# NOW, THEREFORE, BE IT ORDAINED BY THE LEGISTATIVE AUTHORITY OF THE CITY OF MADISON, MINNESOTA

**SECTION 1.** That the first supplement to the Code of Ordinances of the City of Madison as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, which includes Ordinances:

- 354 Liquor Regulations
- 355 Sanitation Collection
- 356 Tree Amendment
- 357 Mayor Council Salaries
- 358 Water Service Pipes
- 359 Utility Bill Adjustments
- 360 Federated Telephone Franchise
- 361 Farmers Mutual Cable Franchise
- 362 Tall grass Abatement
- 363 Golf Cart Ordinance
- 364 Noise
- 365 Electric Utility
- 366 ATV Adjust Fees

- 367 Solid Fuel heating
- 368 Amend Side Yard
- 369 Residential Parking
- 370 Alley Vacation
- 371 Amend Accessory Structure
- 372 Lodging tax repeal
- 373 Chicken Ordinance
- 374 Opt Out Health Care Dwelling
- 375 MN Energy Franchise
- 376 MN Energy Franchise Fee
- 377 Amending Groundwater Connections

And all other amendments, be and the same is hereby adopted by reference as if set out in its entirety

**SECTION 2**. Such supplement shall be deemed published as of the day of its adoption and approval by the city of Madison and the Clerk of the City is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the City Office.

Passed by the Madison City Council this 27th day of February, 2017.

Those voting for: Against: Absent:

Mayor

Attest:

City Clerk

Date of Publication: The Western Guard on March 7, 2017



AMERICAN LEGAL Publishing Corporation One West Fourth Street, 3rd Floor Cincinnati, OH 45202 1-800-445-5588

Invoice Date	Invoice No.	Ship Date
1/26/2017	0114393	

#### INVOICE

Billing Address:

City of Madison Val Halvorson, Manager 404 6th Ave. MADISON, MN 56256

Terms: Due	e Upon Receipt	Customer ID: 02414 Shi	pped Via:		P.O. #:	
Qty. Ordered	Qty. Shipped	Description		Unit Price	Tax	Total (\$)
1 134	1 134	Madison, MN Code of Ordinances 2017 S-1 Supplement Pgs		0.00 18.00	0.00 0.00	0.00
				Shipping & Handlin	ng	72.00
One West		note our new address: et, 3rd Floor, Cincinnati, OH 45	202	Please Pay Th Amount	is	\$2,484.00

#### CITY OF MADISON, MINNESOTA RESOLUTION NO. 17-21

STATE OF MINNESOTA ) COUNTY OF LAC QUI PARLE ) CITY OF MADISON )

#### RESOLUTION AUTHORIZING THE EXECUTION OF A WARRANTY DEED TO Dr. MARIA E. NOLTE FOR THE SALE OF REAL ESTATE IN THE CITY OF MADISON, MINNESOTA

WHEREAS, in recognition of the importance of physicians within the community, the City of Madison will assist in the recruitment of physicians to the local hospital;

WHEREAS, Madison Healthcare Services recently hired Dr. Maria E. Nolte who desires to reside within the City of Madison;

WHEREAS, the City is willing to provide at no cost a vacant residential lot in the Fairway View Addition to Dr. Maria E. Nolte on condition that she develop the same as her residence;

WHEREAS, the parcel is legally described as:

Lot One (1), Block One (1), Fairway View First Addition to the City of Madison;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA, that the City Council authorizes its Mayor to execute a Warranty Deed for the sale and transfer of the above referenced real estate to John M. Nolte and Maria E. Nolte, husband and wife.

Upon the vote taken thereon, the following voted:

For: All

Against: None

Whereupon said Resolution No. 17-21was declared duly passed and adopted this  $27^{TH}$  day of February, 2017.

Greg Thole, Mayor

ATTEST:

Kathleen Weber, City Clerk

#### WARRANTY DEED (Corporation to Joint Tenants)

Deed Tax Due: \$1.65

DATED: February 23, 2017

FOR VALUABLE CONSIDERATION, City of Madison, a municipal corporation under the laws of the State of Minnesota, Grantor, hereby conveys and warrants to John M. Nolte and Maria E. Nolte, husband and wife, as joint tenants with right of survivorship, Grantees, real property in Lac qui Parle County, Minnesota, described as follows:

Lot One (1), Block One (1), Fairway View First Addition, City of Madison,

together with all hereditaments and appurtenances belonging hereto, subject to the following exceptions:

All easements, restrictions, and reservations, if any.

Seller certifies there are no wells on the herein described property.

Total consideration is \$500.00 or less.

ATTEST

City of Madison

City Clerk, Kathleen Weber

By: Gregory Thole Its: Mayor

#### STATE OF MINNESOTA ) )ss. COUNTY OF LAC QUI PARLE )

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Gregory Thole, Mayor, and by Kathleen Weber, City Clerk, of the City of Madison, a municipal corporation under the laws of the Minnesota, on behalf of the corporation.

Notary Public

Real Estate Taxes Should Be Sent To:

John M. & Maria E. Nolte

This instrument was drafted by:

Swenson, Nelson & Stulz, PLLC Attorneys at Law 214 Sixth Avenue Madison, MN 56256 (320) 598-7578

#### ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

Page 1

UPCK# 54168 - 54196

		-		
VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
	GENERAL			
	ADMINISTRATION			
AMERICAN LEGAL PUBLISHING BENNETT OFFICE TECHNOLOGI VAL HALVORSON MADISON NATIONAL LIFE INS RURAL SOLUTIONS INC SELECT ACCOUNT	ORDINANCES-SUPPLEMNT PGS ADMIN-COPIER MAINT 02/17 ADMIN-CELL PHONE Gen-life ins prem-03/2017 ADMIN 12/16 BACKUP SERVICE ADMIN JAN/FEB 17 PART. FEE	2,484.00 317.57 83.12 5.05 100.00 11.42	54171 54178 54185 54192	2/23/17 2/23/17 2/23/17 2/23/17 2/23/17 2/23/17
	ADMINISTRATION	3,001.16		
	CITY ATTORNEY			
SWENSON NELSON & STULZ PL	REC DEED-BARE LOT N OF THEATRE	47.65	54195	2/23/17
	CITY ATTORNEY	47.65		
	CITY HALL			
MN ENERGY RESOURCES	CTY HALL-01/17 NAT GAS	480.27	54188	2/23/17
	CITY HALL	480.27		
	FIRE DEPARTMENT			
BREHMER MOTOR SUPPLY MEDIACOM MN ENERGY RESOURCES	FIRE-CAR WASH FIRE HOUSE EXPENSE 02/2017 FIRE-01/17 NAT GAS	8.99 10.08 394.38	54186	2/23/17 2/23/17 2/23/17 2/23/17
	FIRE DEPARTMENT	413.45		
	STREET MAINTENANCE			
MN ENERGY RESOURCES VERIZON WIRELESS	STR 01/17 NAT GAS STR-01/17 CELL PHONE	442.41 66.73		2/23/17 2/23/17
	STREET MAINTENANCE	509.14		
	SWIMMING POOLS			
MN ENERGY RESOURCES	POOL-01/17 NAT GAS	52.89	54188	2/23/17
	SWIMMING POOLS	52.89		
	SKATING RINK			
DAVID REDEPENNING	PIZZA FOR SUPER BOWL PARTY	80.76	54191	2/23/17

#### ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	SKATING RINK	<u></u> 80.76		
	PRAIRIE ARTS CENTER			
MN ENERGY RESOURCES	PAC-01/17 NAT GAS	509.05	54188	2/23/17
	PRAIRIE ARTS CENTER	509.05		
	LIBRARY			
RANDALL LEE SCHILDT MN ENERGY RESOURCES	LIB-02/17 FURNACE LIB-01/17 NAT GAS	353.00 495.07		2/23/17 2/23/17
	LIBRARY	848.07		
	UNALLOCATED EXPENDITURES			
CTC TECHNOLOGY & ENERGY CORP	FIBER STUDY 01/2017	3,859.79	54174	2/23/17
	UNALLOCATED EXPENDITURES	3,859.79		
	GENERAL	9,802.23		
	AMBULANCE			
	AMBULANCE			
MADISON AMBULANCE SERVICE MN ENERGY RESOURCES RURAL SOLUTIONS INC VERIZON WIRELESS	MEAL REIMB 11/16-2/4/17 AMB-01/17 NAT GAS AMB-CAT 5 CABLE AMB 01/17 CELL PHONE	219.89 124.35 10.68 22.69	54188 54192	2/23/17 2/23/17 2/23/17 2/23/17 2/23/17
	AMBULANCE	377.61		
	AMBULANCE	377.61		
	WATER			
	ACCRUED DW ASSESSMENTS			
MN DEPARTMENT OF HEALTH	WT-JAN-MAR DW ASSESS	1,305.00	54187	2/23/17
	ACCRUED DW ASSESSMENTS	1,305.00		
	WATER PRODUCTION			
FRONTIER COMM OF MN MN ENERGY RESOURCES MVTL LABORATORIES INC VERIZON WIRELESS	WT-Circuit 02/2017 WT-01/17 NAT GAS WT-REGULAR TESTING WT-01/17 CELL PHONE	43.43 730.50 35.90 43.53	54188 54190	2/23/17 2/23/17 2/23/17 2/23/17 2/23/17

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#### ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

VENDOR	R NAME	REFERENCE	TOTAL	CHECK#	DATE
		WATER PRODUCTION	<u></u> 853.36		
		WATER	2,158.36		
		SEWER			
		SEWER TREATMENT			
MVTL L	LEY REC ABORATORIES INC N WIRELESS	SEW-UTILITY EXPENSE 0217 SEW-MISC TESTING SEW-01/17 CELL PHONE	4,405.09 337.60 43.53	54190	2/23/17 2/23/17 2/23/17 2/23/17
		SEWER TREATMENT	4,786.22		
		ADMINISTRATION AND GENERA			
RURAL	SOLUTIONS INC	SEW-COMPUTER CONTRACTUAL SVS	225.00	54192	2/23/17
		ADMINISTRATION AND GENERA	225.00		
		SEWER	5,011.22		
		ELECTRIC UTILITY			
		ELECTRICAL DISTRIBUTION			
LOCATO MADISO MN ENE	ON CHEVROLET RS & SUPPLIES N HEALTHCARE SERVICES RGY RESOURCES N WIRELESS	2017 Chev Silverado 1500 ELECT-LED MINI BAR & MARKER Drug and alcohol screen ELEC 01/17 NAT GAS ELEC-01/17 CELL PHONE	28,379.30 412.46 134.00 442.41 87.35	54180 54184 54188	2/23/17 2/23/17 2/23/17 2/23/17 2/23/17 2/23/17
		ELECTRICAL DISTRIBUTION	29,455.52		
		ADMINISTRATION AND GENERA			
LQP BR	OADCASTING CO.	elec-util ads 01/17	60.65	54181	2/23/17
		ADMINISTRATION AND GENERA	60.65		
		ELECTRIC UTILITY	29,516.17		
		LIQUOR			
		OFF-SALE LIQUOR			
BELLBO BEVERAG	GLACIER USA, INC Y CORPORATION GE WHOLESALERS N BROS-ST.PAUL	LIQ-02-09-2017 LIQ-02/07/2017 LIQ-02-10-2017 LIQ-02/08/17	49.42 2,622.05 2,412.17 3,282.07	54170 54172	2/23/17 2/23/17 2/23/17 2/23/17 2/23/17
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\*\*\* CITY OF MADISON \*\*\*

#### ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
LQP BROADCASTING CO. MADISON BOTTLING CO. MN ENERGY RESOURCES RURAL SOLUTIONS INC SOUTHERN GLAZER'S OF MN	LIQ-01/17 ADVERTISEMENT LIQ-02/06/17 BEER PURCH LIQ-01/17 NAT GAS LIQ 12/16 CAMERA SETUP LIQ-0217 LIQUOR PURCHASE OFF-SALE LIQUOR	84.00 4,496.50 194.62 112.50 3,838.95 	54181 54183 54188 54192 54194	2/23/17 2/23/17 2/23/17 2/23/17
	LIQUOR	17,092.28		
**** PAID TOTAL *****		63,957.87		
***** REPORT TOTAL *****		63,957.87		