

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **5:00 P.M.**
Monday, March 12, 2018
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 MOTION is in order. (Council)

3. APPROVE MINUTES

Page 1

A copy of the minutes of the regular meeting minutes and February 26, 2018 regular meeting are enclosed. A MOTION 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 MOTION may be in order (Public/Council)

5. CONSENT AGENDA

A.	Senator Dahms Newsletter – March 2, 2018 - receive	Page 4
B.	Cash and Investment – February 2018 – receive	Page 7
C.	Computer Commuter – February 2018 – receive	Page 8
D.	MEDA Loan Note Status – February 2018 – receive	Page 9
E.	Water Plant Monthly Report – February 2018 – receive	Page 10
F.	Liquor Report – February 2018 – receive	Page 11
G.	Mobile 311 – February 2018 – receive	Page 12
H.	Council Revenue/Expense – February 2018 – receive	Page 14
I.	HRA Agenda – March 8, 2018 – receive	Page 18
J.	SMAC Equipment and Facilities Grant Award – receive	Page 22
K.	Pioneerland Agenda – March 15, 2018 – receive	Page 24

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

6. UNFINISHED AND NEW BUSINESS

Page 25

A. City Council Checklist. A DISCUSSION and MOTION may be in order. (Manager, Council)

- B. City Engineer Update and Approval of Invoice. A DISCUSSION and MOTION may be in order. (Manager, Council)
- C. Other. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- Employee Wellness Event March 8th
- Library Board March 19th 5:30pm
- Art Council Forum rescheduled April 2nd 5:00
- Blandin Leadership Training April 8-13

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

- LqP Ag Society/City Meeting March 7th
- EDA – rescheduled March 8th

9. AUDITING CLAIMS

Page 28

A copy of the Schedule Payment Report of bills submitted February 26, 2018 through March 12, 2018 is attached for approval for Check No. 56059 through Check No. 56101. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
FEBRUARY 26, 2018**

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 26, 2018, at 5:05 p.m. in Council Chambers at City Hall. Councilmembers present: Tim Volk, Mayor Greg Thole, Maynard Meyer, Paul Zahrbock, and Adam Conroy. Also present: City Attorney Rick Stulz, City Manager Val Halvorson, and City Clerk Kathleen Weber.

AGENDA

Upon motion by Conroy, seconded by Meyer and carried, Agenda was approved as amended. Additions include fire department mutual aid agreement. All agenda items are hereby placed on the table for discussion.

MINUTES

Upon motion by Volk, seconded by Zahrbock and carried, February 12, 2018, meeting minutes were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None.

CONSENT AGENDA

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

CITY COUNCIL CHECKLIST

Council reviewed the City Council Checklist.

CITY ENGINEER'S REPORT

Alley Ponding Problem: City Engineer DeSchepper provided Council with a revised estimate for re-grading of the alley between Dave's Plumbing and United Prairie Bank which includes less engineering services and more work being performed by city staff. Construction costs including contingencies are estimated to be \$13,872.60; and engineering costs are estimated at \$9,000. Council discussed the fact that assessing adjoining properties is not an option as property values would not increase in comparison to project costs. Councilmember Conroy asked whether this same situation occurs in other locations and asked that this project be the City's "final fix" and any future ponding problems in this area become the responsibility of the property owners to take care of. After further discussion, upon motion by Volk, seconded by Thole and carried, Council authorized Bolton & Menk to put together a final design for the project. Upon completion of the design, DeSchepper will meet with Dave Pillatzki to explain changes that will occur to his property.

Water main replacement: Council was informed that an old water main on the east side of Midwest Machinery is in need of replacement, after having two breaks this winter. The construction portion of the project is estimated to cost \$18,000, with minimal engineering costs, and will be completed by a local contractor. City Engineer Phil DeSchepper indicated that an easement will be needed to complete this project.

URBAN/RURAL TAX DISTRICT

Upon motion by Zahrbock, seconded by Meyer and carried, **ORDINANCE NO. 383** titled “Ordinance Establishing Rural and Urban Service Districts Within the City of Madison, Minnesota” was adopted. This ordinance would provide for agricultural land located in the City of Madison to be taxed at the “township rate”, with tax dollars still going to the City. City Attorney Stulz noted that the ordinance will take effect upon publication but property owners won’t see the result until next year with taxes payable 2019.

Upon motion by Volk, seconded by Zahrbock and carried, a summary of Ordinance No. 383 was adopted for publication purposes.

DELINQUENT TAXES REPORT 2018

Council acknowledged receipt of a delinquent property tax listing from County Auditor/Treasurer Jake Sieg. This list helps the City identify hazardous properties for possible demolition, and holds the property owner liable for the expense.

LEAGUE OF MN CITIES LIABILITY COVERAGE

Upon motion by Zahrbock, seconded by Conroy and carried, Council verified that the City of Madison does not waive the monetary limits on its municipal liability insurance coverage through the League of MN Cities.

MEDIACOM FRANCHISE RENEWAL

Upon motion by Conroy, seconded by Zahrbock and carried, **ORDINANCE NO. 382** titled “An Ordinance Granting a Franchise to MediaCom Minnesota, LLC to Construct, Operate, and Maintain a Cable Communications System in the City of Madison, Minnesota; Setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System and the Public Rights-of-Way and Prescribing Penalties for the Violation of the Provisions Herein” was adopted. This ordinance would provide for renewal of the existing franchise agreement for 10 years and includes a franchise fee of 5% of cable TV collections.

Upon motion by Zahrbock, seconded by Meyer and carried, a summary of Ordinance No. 382 was adopted for publication purposes.

FIRE DEPARTMENT MUTUAL AID AGREEMENT

Upon motion by Volk, seconded by Meyer and carried, Council approved execution of a Mutual Aid Agreement between the West Central Fire Department Association and the Southwest Fire Department Association. This agreement has been reviewed by the League of MN Cities Risk Management Attorney and will eliminate the need for mutual aid agreements with other counties and cities within the two regions.

CITY MANAGER’S REPORT

Award: City Manager Halvorson commended Dennis Vonderharr for his receipt of a Wastewater Facility Operational Award. Announcement of this award will be put on the City’s Facebook page.

MCFOA Conference: City Manager Halvorson will attend the MCFOA Conference being held in March.

Madison Arts Council: Council was reminded of meeting being held by Madison Arts Council on March 5th at 5:00 p.m. City Manager Halvorson noted that the EDA meeting that evening will be postponed to 6:00 p.m.

MAYOR/COUNCIL REPORTS

Community Center: Mayor Thole and Councilmember Adam Conroy noted that the Community Center Committee held a meeting today to discuss square footage available at the M-M-N Elementary School complex for a proposed Community Center and to discuss needs and affordability. The goals of the proposed project are to keep the M-M-N Elementary School a viable part of the community, include a childcare center to alleviate a shortage issue, and provide a recreation center with activities for families.

Snow Parking Violations: Councilmember Meyer asked about the City's enforcement of the parking ordinance as it relates to snow removal. He wondered whether the City has "been too nice" on repeat offenders and noted that the vehicle should be towed if repeatedly parked in violation of the ordinance.

DISBURSEMENTS

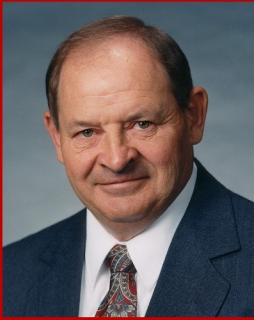
Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between February 13th and February 26, 2018. These disbursements include United Prairie Check Nos. 55998-56041.

There being no further business, meeting adjourned at 5:50 p.m.

Greg Thole – Mayor

ATTEST:

Kathleen Weber – City Clerk



STATE SENATOR GARY DAHMS



Proudly Serving the Residents of District 16

E-Newsletter

March 2, 2018

FEBRUARY FORECAST SHOWS A SURPLUS OF \$329 MILLION

Twice each year the **Minnesota Management and Budget (MMB)** office prepares the *Budget and Economic Forecast* as required by Minnesota law. The November forecast is used to set the starting point for the budget and is the basis for the governor's recommendations. The February forecast incorporates additional data and is used by the legislature and the governor to set the enacted budget or to ensure that enacted budgets remain on track and in balance. Forecast information is also used by bond rating agencies and other financial analysts to review the state's financial health and by the media who present information on the state's financial condition to the public.

The November 2017 economic forecast predicted a \$188 million deficit. On Wednesday, the MMB office released its February economic forecast, and the report showed an additional \$518 million soon to be collected in the state's bank account, bringing the total budget surplus for the current biennium to \$329 million. The report noted that much of the surplus can be attributed to an increase in revenues and a decrease in spending for the FY 2018 – 2019 biennium. MMB also reports that Minnesota's long term budget outlook remains strong.

Current Biennium: FY 2018-19 General Fund Budget Forecast Comparison

	November 2017 Forecast	February 2018 Forecast	\$ Change
Beginning Balance	\$3,333	\$3,333	\$ -
Revenues	44,447	44,801	353
Expenditures	45,955	45,789	(167)
Cash Flow & Budget Reserves	1,958	1,958	-
Stadium Reserve	55	58	2
Forecast Balance	\$(188)	\$329	\$518



COMMERCE COMMITTEE HEARS DEPARTMENT'S ANTI-FRAUD INITIATIVES



On Wednesday, members and staff of the Senate Commerce and Consumer Protection Committee received updates on fraud prevention measures from Commerce Commissioner Jessica Looman and Commerce Fraud Bureau Director and Chief Law Enforcement Officer Michael Marben. Minnesotans are encouraged to contact the department's **Consumer Services Center** if they are in need of assistance.

- ★ Overview of fraud prevention and enforcement
- ★ Hang Up on Fraud initiative

SENATOR DAHMS INTRODUCES WATER FACILITIES BONDING BILL

The **Coalition of Greater Minnesota Cities (CGMC)** lauded legislation introduced this week that would boost state funding for grant and loan programs that help cities pay for wastewater and drinking water infrastructure projects.

Senate File 2668, chief authored by Senator Dahms, appropriates \$167 million in state bonding for three key grant and loan programs administered by the Public Facilities Authority (PFA). The proposal has broad bipartisan support. Governor Mark Dayton has also shown support for the plan by including it in his bonding proposal. Senate File 2268 was referred to the Senate Capital Investment Committee and is awaiting a hearing.

The CGMC, which is comprised of 96 cities outside the metro area, has determined that funding for the PFA grant and loan programs is its top bonding bill priority this session.

Due to the need to replace aging infrastructure and comply with new, stricter water-quality regulations, the number of cities and sanitary sewer districts currently planning to rebuild or upgrade their drinking water or wastewater infrastructure has jumped in recent years. More than 300 cities, the bulk of which are in Greater Minnesota, currently have projects on the PFA's Project Priority List which identifies potential wastewater, drinking water, and storm water projects that are eligible to receive funding through PFA programs. The Minnesota Pollution Control Agency has estimated that local governments and the state are facing \$5 billion in wastewater infrastructure costs over the next 20 years, while the Minnesota Department of Health estimates it will cost an additional \$7.4 billion to upgrade and repair drinking water infrastructure over that same time period.

For more information on this bonding bill proposal and why it is important to Greater Minnesota communities, please see this **CGMC Info Sheet**.



THANK YOU FOR VISITING US AT THE CAPITOL



River Bend Area Learning Center, New Ulm



Jon Huseby
MnDOT District 7, Willmar



Tom Bolin
Marshall YMCA



SMSU Faculty

THANK YOU FOR VISITING US AT THE CAPITOL



Kayla Jones, teacher from New Ulm
Jake Langemo, teacher from Lafayette



Paul U'Ren, Redwood Falls



Independent Community Bankers
of Minnesota



Minnesota Farmers Union



SMILES



Local firefighters



Cliff Carmody, SW/WC
with Senator Bill Weber (R – Luverne)



Minnesota Beer Wholesalers



Association of Minnesota Counties

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Cash and Investment Balances
Date: February 28, 2018

Fund	Acct No.	Cash Balance	Acct No.	KleinBank MM	Acct No.	First Empire	Acct Number	Cetera	
General Fund	101-10100	\$ 844,133.08	101-10107	\$ 28,757.58	101-10111	\$ 100,000.00	101-10112	\$ -	\$ 972,890.66
Ambulance Fund	201-10100	\$ (111,056.23)	201-10107	-	201-10111	\$ -	201-10112	\$ 200,000.00	\$ 88,943.77
EDA Fund	211-10100	\$ 6,743.94	211-10107	-	211-10111	\$ -	211-10112	\$ -	\$ 6,743.94
Sewer Sys replace	225-10100	\$ 68,407.63	305-10107	-	305-10111	\$ -	305-10112	\$ -	\$ 68,407.63
2009 GO Temp. Imp.	308-10100	\$ 2,186.50	308-10107	-	308-10111	\$ -	308-10112	\$ -	\$ 2,186.50
Inf. Replace. DS	350-10100	\$ (41,860.42)	350-10107	-	350-10111	\$ -	350-10112	\$ -	\$ (41,860.42)
2015 GO Refunding	351-10100	\$ 36,551.58	351-10107	-	351-10111	\$ -	351-10112	\$ -	\$ 36,551.58
2016 GO Ref/Wt Rev	353-10100	\$ (92,777.85)	353-10107	-	353-10111	\$ -	353-10112	\$ -	\$ (92,777.85)
Water Fund	601-10100	\$ 169,993.88	601-10107	-	601-10111	\$ 99,000.00	601-10112	\$ -	\$ 268,993.88
Sewer Fund	602-10100	\$ (50,202.56)	602-10107	-	602-10111	\$ 400,000.00	602-10112	\$ -	\$ 349,797.44
Sanitation Fund	603-10100	\$ 129,520.67	603-10107	-	603-10111	\$ -	603-10112	\$ -	\$ 129,520.67
Electric Fund	604-10100	\$ 257,579.15	604-10107	-	604-10111	\$ 1,800,000.00	604-10112	\$ -	\$ 2,057,579.15
Storm Sewer Fund	605-10100	\$ 115,536.93	605-10107	-	605-10111	\$ -	605-10112	\$ -	\$ 115,536.93
Liquor Fund	609-10100	\$ 67,185.75	609-10107	-	609-10111	\$ -	609-10112	\$ -	\$ 67,185.75
Eastview Fund	614-10100	\$ (3,570.30)	614-10107	-	614-10111	\$ 100,000.00	614-10112	\$ -	\$ 96,429.70
Reserve Fund	851-10100	\$ 173,700.14	851-10107	-	851-10111	\$ -	851-10112	\$ 400,000.00	\$ 573,700.14
		\$ 1,572,071.89		\$ 28,757.58		\$ 2,499,000.00		\$ 600,000.00	\$ 4,699,829.47
SCDP Rev Loan	202-10103	\$ 16,232.88		\$ -		\$ -		\$ -	\$ 16,232.88
EDA Rev Loan Fund	212-10105	\$ 129,788.73		\$ -		\$ -		\$ -	\$ 129,788.73
EDA Dwn Pay Fund	213-10105	\$ 0.68		\$ -		\$ -		\$ -	\$ 0.68
Select Account	850-10102	\$ 4,500.98		\$ -		\$ -		\$ -	\$ 4500.98
Grand Total Cash and Investments		\$ 1,722,595.16							\$ 4,850,352.74

LqP Computer Commuter

March 2018 Update

Please find attached the community totals for February.

61 people came on board the Computer Commuter this month. We gained 1 new user in Marietta.

With current monthly expenses and funding, we will be running all of this year and next year (2019). This could change if the bus were to have a catastrophic breakdown or expense.

*Please contact me if you have questions or concerns. Thank you for your continued support!

February 2018 Attendance

	Feb 5	Feb 12	Feb 19	Feb 26		Totals
Bellingham	1	1	0	1		3
Boyd	3	3	3	3		12
Dawson	3	2	3	4		12
Madison	2	2	1	4		9
Marietta	3	6	3	2		14
Nassau	2	3	3	3		11
Totals	14	17	13	17		61

**CITY OF MADISON
MADISON ECONOMIC DEVELOPMENT AUTHORITY LOAN FUND
NOTE STATUS REPORT**

February 28, 2018

MEDA LOANS (REVOLVING LOAN FUND)

LOAN NAME	NOTE #	FINAL MATURITY	ORIG LOAN Amount	MONTHLY PAYMENT	DAY DELINQ	AMOUNT DELINQ	BALANCE
Natalie Collom	MGD#1009	12/01/21	\$10,000.00	\$142.08	454	\$2,120.69	\$10,000.00
Mtech Service & Repair L	MGD#1008		\$29,400.00	\$283.07			\$17,037.14
Ronold Sorenson	MGD#1007		\$25,000.00	\$371.00	1488	\$18,149.52	\$25,000.00
Ron & JoAnn Sorenson	MGD#69	06/01/13	\$70,000.00	\$371.00	622	\$7,586.70	\$36,316.54
Mark Siegert	Dev Agreeemnt	10/01/17	\$3,686.00	1st Stage 2 yrs 2nd Stage 5 yrs	10/1/2014 10/1/2017		
Susana C. Wittnebel	MGD#1010	10/15/23	\$2,500.00	tax assessmer			\$2,224.66
Pantry Café	MGD#1011	12/01/19	\$3,703.59	\$110.75			\$2,324.17
Madison Business Dev Cc	MGD#1012		\$125,000.00		149		\$25,000.00
TOTAL MEDA LOANS (REVOLVING LOAN FUND)						\$27,856.91	\$117,902.51

MEDA DWM PAY LOANS (CITY)

TOTAL MEDA DWN PAY LOANS (CITY)	\$0.00	\$0.00
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MEDA DWM PAY LOANS (STATE)

	\$0.00	\$0.00
TOTAL MEDA DWN PAY LOANS (STATE)	\$0.00	\$0.00

TOTAL DELINQUENCIES \$27,856.91

FUND BALANCE AVAILABILITY

		DWN PAY LOANS (CITY)	DWM PAY LOANS (STATE)	TOTALS
Fund Balance	\$247,691.92	\$0.00	\$0.00	\$247,691.92
Less Loans Outstanding	\$117,902.51	\$0.00	\$0.00	\$117,902.51
Less Other Assets		\$0.00	\$0.00	\$0.00
Funds Available	\$129,789.41	\$0.00	\$0.00	\$129,789.41

TOTAL CHECKING & INVESTMENTS OR FUNDS AVAILABLE FOR LENDING	2/28/2018	\$129,789.41
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FUND BALANCE INCOME

January 18 Int \$83.44	April 18 Int \$0.00	July 18 Int \$0.00	October 18 Int \$0.00
February 18 Int \$86.84	May 18 Int \$0.00	August 18 Int \$0.00	Nov 18 Int \$0.00
March 18 Int \$0.00	June 18 Int \$0.00	Sept 18 Int \$0.00	Dec 18 Int \$0.00

2018 YTD Interest \$170.28

Water Plant Monthly Report

Year: 2018

	January	February	March	April	May	June	July	August	September	October	November	December	Year End Total
Aqua Hawk	Used (gal) 23	18											41
	Cost \$195.27	\$152.82											\$348.09
KMNO4	Used (lbs) 333	267											600
	Cost \$1,248.75	\$1,001.25											\$2,250.00
Anti Scalant	Used (gal) 34	28											62
	Cost \$1,642.20	\$1,352.40											\$2,994.60
Poli-phosphate	Used (gal) 52	41											93
	Cost \$659.36	\$519.88											\$1,179.24
Chlorine	Used (lbs) 99	67											166
	Cost \$94.05	\$63.65											\$157.70
Nalco 7768	Used (gal) 2.5	2.2											4.7
Polymer	Cost \$68.00	\$59.84											\$127.84
Flouride	Used (gal) 18	15											33
	Cost \$91.44	\$76.20											\$167.64
Sodium meti-Bisulfate	Used (lbs) 10	9											19
	Cost \$14.10	\$12.69											\$26.79
R ₆ O ₄ Pre-Filters	Used (case) 1	1											2
	Cost \$237.95	\$206.50											\$444.45
RO Cleaner P	Used 0	0											0
703 low Ph	Cost \$0.00	\$0.00											\$0.00
Sodium Hydroxide	Used (gal) 0	0											0
	Cost \$0.00	\$0.00											\$0.00
RO Cleaner	Used (lbs) 0	0											0
p111 High Ph	Cost \$0.00	\$0.00											\$0.00
Caustic Soda	Used (gal) 100	82											182
50% & 30%	Cost \$854.00	\$700.28											\$1,554.28
Hydrachloric	Used (gal) 0	0											0
	Cost \$0.00	\$0.00											\$0.00

Well gal Pumped	x1000	5037	4155										9192
Hi service gal, pumped	x1000	3494	2847										6341
Gallons to Waste	x1000	1140	945.5										2085.5
RC membrane gal pumped	x1000	3733	2990										6723
Backwash gal pumped	x1000	558	442										1000
w. p water meter gallons	Actual	192300	157470										349770
Treated accounted gal	Actual	224800	63500										288300
Soft Water gal sold	Actual	0	0										0
Baseball Field well gal pumped	Actual	0	0										0

1/30 water main break, est. water loss=203,000gals
2/16 water main break, est. water loss=63500gals

CITY OF MADISON MUNICIPAL LIQUOR STORE

LIQUOR DISPENSARY REPORT Statement for the month of February 2018

SALES	2017	2018	% of Sales	2017 YTD	2018 YTD	% of Sales
Liquor	9434.05	8907.01	33.82%	18,651.49	18,867.01	34.63%
Beer	17971.36	17010.06	64.58%	37,086.25	34,799.45	63.87%
Mix, Ice, Etc.	257.88	420.46	1.60%	523.43	821.64	1.51%
TOTAL SALES	27663.29	26,337.53	100.00%	56,261.17	54,488.10	100.00%
COST OF SALES						
Inventory at 1st of month	34855.43	32177.28	122.17%	64,934.32	68,568.08	125.84%
Purchases	22367.90	18153.20	68.93%	45,909.46	32,648.76	59.92%
Freight	187.40	138.20	0.52%	316.00	290.00	0.53%
Inventory at end of month	38406.05	32401.50	123.02%	73,261.48	64,578.78	118.52%
TOTAL COST OF SALES	19004.68	18,067.18	68.60%	37,898.30	36,928.06	67.77%
GROSS PROFIT	8658.61	8,270.35	31.40%	18,362.87	17,560.04	32.23%
OPERATING EXPENSE						
Labor	3909.99	3572.11	13.56%	8,133.21	9,385.20	17.22%
PERA	84.15	104.72	0.40%	175.12	262.04	0.48%
FICA	299.14	273.03	1.04%	622.23	717.42	1.32%
Mandatory Medicare	0.00		0.00%	0.00	0.00	0.00%
Worker's Compensation	0.00		0.00%	0.00	0.00	0.00%
City Health Insurance	424.58	251.45	0.95%	849.16	502.90	0.92%
General Supplies	0.00		0.00%	0.00	3.00	0.01%
* Audit Service	83.33	83.33	0.32%	166.66	166.66	0.31%
Dues & Subscriptions	0.00		0.00%	391.00	391.00	0.72%
Licenses & Taxes	0.00		0.00%	0.00	0.00	0.00%
Telephone	116.32	71.95	0.27%	188.27	143.90	0.26%
Advertising	291.01	288.75	1.10%	639.01	729.35	1.34%
Utilities	732.87	772.94	2.93%	919.50	998.91	1.83%
* Property Insurance	129.92	129.92	0.49%	259.84	259.84	0.48%
Training	0.00		0.00%	0.00	0.00	0.00%
Building Maint.	0.00		0.00%	0.00	0.00	0.00%
Equipment Maint.	0.00		0.00%	0.00	16.50	0.03%
Contractual Services	475.89	261.16	0.99%	942.35	1,014.51	1.86%
Travel	0.00		0.00%	0.00	0.00	0.00%
* Dram Shop Insurance	43.00	43.00	0.16%	86.00	86.00	0.16%
Miscellaneous	0.00		0.00%	0.00	0.00	0.00%
Depreciation	485.98	473.87	1.80%	971.96	947.74	1.74%
TOTAL OPERATING EXPENSE	7076.18	6326.23	24.02%	14,344.31	15,624.97	28.68%
Operating Income	1582.43	1,944.12	7.38%	4,018.56	1,935.07	3.55%
Nonoperating Revenues:						
Interest Income	0		0.00%			0.00%
NET INCOME	1582.43	1,944.12	7.38%	4,018.56	1,935.07	3.55%

* Standard values per month

FEBRUARY 2018 311 MONTHLY COUNCIL REPORT

Status	Address Number	Street Name	Work Type	Date Flagged	Flagged By	Modified Date	Last Modified By	Description	Comments
City Attorney	0		Code Enforcement - Other	2/26/2018 11:18:09 AM	Angie.Amland	2/26/2018 11:18:10 AM	Angie.Amland	Complaint about Maur cats. 7 cats on neighbor doorstep at 10am and messing all over the place. Also, complained of seeing cats going into sewer.	
Complete	0		Snow Removal	2/26/2018 7:44:24 AM	Allan.Thompson	2/26/2018 7:44:25 AM	Allan.Thompson		pickup snow in uptown area
Complete	0		Snow Removal	2/26/2018 7:43:40 AM	Allan.Thompson	2/26/2018 7:43:41 AM	Allan.Thompson		2/25/18 plow snow about six inches
Complete	0		Parking (Snow)	2/25/2018 8:11:31 AM	Allan.Thompson	2/26/2018 9:02:50 AM	Angie.Amland	1st violation. Mailed warning letter 2-26-18	
Complete	0		Parking (Snow)	2/25/2018 5:58:53 AM	Allan.Thompson	2/26/2018 9:03:27 AM	Angie.Amland	SD license plate. Can't look up.	
Complete	0		Parking (Snow)	2/25/2018 5:56:17 AM	Allan.Thompson	2/26/2018 9:04:19 AM	Angie.Amland	1st violation. Sent warning letter 2-26-18.	
Complete	0		Snow Removal	2/23/2018 11:17:42 AM	Allan.Thompson	2/23/2018 11:17:43 AM	Allan.Thompson		plow snow seven inches
Complete	0		Parking (Snow)	2/23/2018 8:04:53 AM	Allan.Thompson	2/23/2018 1:22:03 PM	Angie.Amland	2nd Violation - Mailed fine letter 2/23/18	
Complete	0		Maintenance	2/22/2018 8:25:13 AM	Dennis.Vonderharr	2/22/2018 8:25:14 AM	Dennis.Vonderharr	wasteing from clairifiers	2-14-18 wasted from both clairifiers for 5 hrs. at pump rate of 128 gpm with RAS pumps.
Complete	0		Snow Removal	2/21/2018 4:15:51 PM	Allan.Thompson	2/21/2018 4:15:52 PM	Allan.Thompson		plow snow on 2/20/18 was three inches of snow.
Void	0		Parking (Snow)	2/20/2018 11:43:54 AM	Allan.Thompson	2/21/2018 4:12:10 PM	Allan.Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 10:31:37 AM	Allan.Thompson	2/21/2018 4:12:47 PM	Allan.Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 10:14:28 AM	Allan.Thompson	2/21/2018 4:12:30 PM	Allan.Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 10:08:36 AM	Allan.Thompson	2/21/2018 4:13:13 PM	Allan.Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 10:05:58 AM	Allan.Thompson	2/21/2018 4:13:03 PM	Allan.Thompson		Mobile 311 inoperable

Void	0		Parking (Snow)	2/20/2018 6:05:29 AM	Allan. Thompson	2/21/2018 4:13:25 PM	Allan. Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 5:44:51 AM	Allan. Thompson	2/21/2018 4:13:41 PM	Allan. Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 5:40:29 AM	Allan. Thompson	2/21/2018 4:13:53 PM	Allan. Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 5:34:18 AM	Allan. Thompson	2/21/2018 4:12:19 PM	Allan. Thompson		Mobile 311 inoperable
Void	0		Parking (Snow)	2/20/2018 5:12:34 AM	Allan. Thompson	2/21/2018 4:14:03 PM	Allan. Thompson		Mobile 311 inoperable
Complete	616	8TH ST	Snow Removal	2/9/2018 11:07:53 AM	Allan. Thompson	2/9/2018 11:07:54 AM	Allan. Thompson		plow snow a little over a half inch
Complete	616	8TH ST	Snow Removal	2/5/2018 8:01:16 AM	Allan. Thompson	2/5/2018 8:01:17 AM	Allan. Thompson		pickup snow wind rows in uptown area
Complete	531	8TH ST	Snow Removal	2/5/2018 7:59:33 AM	Allan. Thompson	2/5/2018 7:59:34 AM	Allan. Thompson		2/4/18 plow snow about an inch

REVENUE REPORT
CALENDAR 2/2018, FISCAL 2/2018

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	1,691,276.10	40,226.89-	109,407.22	6.47	1,581,868.88
	AMBULANCE TOTAL	119,500.00	11,923.45	19,008.37	15.91	100,491.63
	SCDP GRANT REVOLVING LOAN TOTA	.00	2,352.04	2,752.00	.00	2,752.00-
	EDA TOTAL	60,219.00	140.89	140.89	.23	60,078.11
	EDA REVOLVING LOAN FUND TOTAL	2,600.00	86.84	170.28	6.55	2,429.72
	SEWR SYSTEM REPLACEMENT TOTAL	52,000.00	.00	.00	.00	52,000.00
	2009 GO TEMP IMPROVE DEBT TOTA	100.00	.00	.00	.00	100.00
	INFRA. REPLACE. DEBT SERV TOTA	339,519.65	3,725.44	4,930.70	1.45	334,588.95
	2015 GO REFUNDING DS TOTAL	356,582.57	8,885.88	11,859.20	3.33	344,723.37
	2016 GO REF/WT REV DS TOTAL	137,261.75	.00	.00	.00	137,261.75
	WATER TOTAL	532,600.00	41,002.92	84,840.02	15.93	447,759.98
	SEWER TOTAL	454,050.00	36,072.39	73,034.15	16.09	381,015.85
	SANITATION TOTAL	218,777.00	17,691.59	35,169.65	16.08	183,607.35
	ELECTRIC UTILITY TOTAL	1,448,412.00	136,168.62	297,132.32	20.51	1,151,279.68
	STORM SEWER TOTAL	143,600.00	12,109.20	24,226.36	16.87	119,373.64
	LIQUOR TOTAL	414,037.00	26,337.53	54,488.10	13.16	359,548.90
	EASTVIEW APARTMENTS TOTAL	168,520.00	1,438.65	14,698.65	8.72	153,821.35

REVENUE REPORT
CALENDAR 2/2018, FISCAL 2/2018**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	RESERVE TOTAL	55,000.00	.00	610.00	1.11	54,390.00
	REVENUE BY FUND SUMMARY	=====	=====	=====	=====	=====
		6,194,055.07	257,708.55	732,467.91	11.83	5,461,587.16
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 2/2018, FISCAL 2/2018

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	1,691,276.10	91,392.28	147,030.40	8.69	1,544,245.70
	AMBULANCE TOTAL	103,958.00	18,567.56	20,053.44	19.29	83,904.56
	SCDP GRANT REVOLVING LOAN TOTA	.00	.00	382.42	.00	382.42-
	EDA TOTAL	59,850.00	4,715.40	4,901.30	8.19	54,948.70
	EDA REVOLVING LOAN FUND TOTAL	200.00	.00	.00	.00	200.00
	2009 GO TEMP IMPROVE DEBT TOTA	200.00	.00	.00	.00	200.00
	INFRA. REPLACE. DEBT SERV TOTA	334,799.00	.00	334,398.75	99.88	400.25
	2015 GO REFUNDING DS TOTAL	339,820.00	.00	.00	.00	339,820.00
	2016 GO REF/WT REV DS TOTAL	138,061.75	.00	121,656.25	88.12	16,405.50
	WATER TOTAL	716,480.12	34,193.31	69,388.58	9.68	647,091.54
	SEWER TOTAL	688,255.88	43,881.28	88,129.03	12.80	600,126.85
	SANITATION TOTAL	218,487.75	15,410.29	17,338.77	7.94	201,148.98
	ELECTRIC UTILITY TOTAL	1,324,788.23	109,793.75	244,899.28	18.49	1,079,888.95
	STORM SEWER TOTAL	230,323.06	8,797.35	17,583.71	7.63	212,739.35
	LIQUOR TOTAL	417,617.18	27,393.74	46,025.95	11.02	371,591.23
	EASTVIEW APARTMENTS TOTAL	199,525.87	4,655.91	93,954.12	47.09	105,571.75
	RESERVE TOTAL	159,038.00	23,428.80	23,428.80	14.73	135,609.20
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 2/2018, FISCAL 2/2018**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	EXPENSES BY FUND SUMMARY	6,622,680.94	382,229.67	1,229,170.80	18.56	5,393,510.14
		=====	=====	=====	=====	=====

MEETING AGENDA HRA of Madison

310 Park Avenue
Madison, MN 56256

Meeting Description Regular Meeting

Results Desired

Date: March 8, 2018_ **Time** 11:30a.m. **Location** Authority Office

Start	Stop	Total Hours	Start	Stop	Total Hours

Call to Order:

Action on Minutes:

Financial Report:

Project Performance Reports: Jan. '18 - ()

Correspondence: None

Maintenance:

Occupancy Status:

Old Business:

New Business: Kent Weber requested being on agenda
Auto Withdrawal for rent payments through U.P.
ACOP
Pest Policy
Jim Daly - #102

Other Business: FYI: For fiscal yr. ended 9/30/17 our PHAS score is once again 95/100. (5 points off the "Physical" category)

Adjournment:

MINUTES
REGULAR MEETING
THURSDAY, FEBRUARY 8, 2018

The Board of Commissioners of the HRA of Madison, MN met on Thursday, February 8, 2018 at the office of the authority. Commissioners present were: Karie Sorknes, Carlyle Larsen, Missy Heinrich, Judi Nelson and Stan Olson. Also present was Executive Director Kathy Bungarden and Assistant City Attorney Becky Trapp. Absent was Dave Jacobsen from Maintenance.

Chairperson Karie Sorknes called the meeting to order at 12:01 p.m.

Maintenance: With Dave Jacobsen out sick Kathy informed the board that there was nothing extraordinary going on in the maintenance department other than everyday tasks. Tom Jacobsen's snow removal was brought up. The board felt seven charges from December 25, 2017 – January 14, 2018 was a bit overboard. Dave should be able to clean up areas that might get blown in if a wind comes up.

The minutes of the regular meeting on Thursday, January 11, 2017 were discussed. The minutes were approved as written.

The financial report was reviewed. After a short discussion by the board regarding checks #6528 - #6553 for a total amount of \$19,240.24 a motion was made by Stan Olson and seconded by Karie Sorknes to pay the bills. Motion carried.

Kathy Bungarden received the Performance Report for December, 2017 from Loucks & Schwartz. The number for the month is (8.06).

Occupancy Status: #123 – Sara Kummrow moved in 1/27/2018. All apartments are occupied.

OLD BUSINESS: A decision on whether or not Dave Jacobsen should continue to attend the monthly board meetings was tabled.

NEW BUSINESS: Kathy Bungarden informed the board that prices for the senior dining nutrition meals were going up. Meals for 60+ and handicapped people are going from \$4.00 to \$4.50. Meals for -60 are going from \$7.00 to \$8.00.

OTHER BUSINESS:

No further business forthcoming.

The next regular meeting will be Thursday, March 8, 2018 at 11:30 a.m.

Meeting adjourned at 12:37 p.m.

Chairperson – Karie Sorknes

Co-Chairperson – Stan Olson

Minutes prepared by KB on 2/8/2018.

ROUGH DRAFT

FINANCIAL STATEMENT

February, 2018

Balance as of last statement

\$ 5,681.48

Income for February, 2018

Rent	35	\$329.00 each apartment	\$	11,512.00
Cable	29		\$	870.00
AC	27		\$	135.00
Garage	10		\$	350.00
Fr.	5		\$	10.00
			\$	-
			\$	18,558.48

Other Income

Maintenance - Rent, Cable, Freezer, A/C	\$	148.00	
Laundry	\$	340.00	
Transfer from Savings 2/8/2018	\$	1,000.00	
Interest on ch	\$	0.19	
	\$	1,488.19	\$ 1,488.19
			\$ 20,046.67

2117	2/9/2018	Auto	S.S.-\$659.23;Medi-\$154.18;Fed.-\$450.00	\$	1,263.41
	2/6/2018	6528	VOID		
4110	2/28/2018	6529	Kathy Bungarden	\$	1,018.33
4110	2/15/2018	6530	Kathy Bungarden	\$	1,018.33
4170	2/6/2018	6531	Loucks & Schwartz	\$	305.00
4190	2/8/2018	6532	Western Guard	\$	75.00
4190	2/8/2018	6533	Jubilee Foods	\$	79.84
4190	2/8/2018	6534	Frontier	\$	209.93
4190	2/8/2018	6535	PHADA - Annual Dues	\$	160.00
4190	2/8/2018	6536	KLQP - FM	\$	30.35
4190	2/8/2018	6537	Dollar General Regions	\$	99.05
4190	2/8/2018	6538	Madison Postmaster	\$	39.20
4220	2/8/2018	6539	Judi Nelson(20 Hrs. @ \$9.50)	\$	175.46
4220	2/8/2018	6540	Deb Rakow(10.25 hrs. @ \$9.50)	\$	89.93
4220	2/8/2018	6541	Joan Fernholz(19.25 hrs. @ \$9.50)	\$	168.89
4330	2/8/2018	Auto	Minnesota Energy	\$	1,934.02
	2/15/2018	Auto	City of Madison	\$	4,298.01
4410	2/15/2018	6542	Dave Jacobsen	\$	672.08
4410	2/28/2018	6543	Dave Jacobsen	\$	672.08
4430	2/8/2018	6544	Gretchen Perry(Painting Hallways & Sitting Areas)	\$	250.00
4430	2/8/2018	6545	Minnesota Elevator	\$	146.64
4420	2/8/2018	6546	Madison Hardware Hank	\$	40.44
4430	2/8/2018	6547	Thomas Jacobsen(Snow Removal)	\$	175.00
4430	2/23/2018	Auto	Mediacom	\$	1,179.30
4540	2/8/2018	6548	H.A.R.T.	\$	462.60
4540	2/8/2018	6549	Kathy Bungarden - H.C.	\$	249.24

4190	2/8/2018	6550	Cardmember Service(Copy Paper)	\$	29.92	
2117	2/8/2018	6551	LQP Co.-Payment in Lieu of Taxes)	\$	4,327.19	
	2/12/2018	6552	VOID			
4540	2/13/2018	6553	Dave Jacobsen - H.C.	\$	71.11	
				\$	19,240.35	-19,240.35
				\$		806.32

Insured CD	\$25,028.85	Mat. Date 11/14/2018	Int. Rate 0.35%
#51000000499	1 year	Interest Yr. Ending 11/14/17 - \$87.30	

Balance	Insured Money Market Savings	12/31/2017	\$119,787.83
	Subsidy	1/9/2018	\$2,997.00
	Transfer from Savings	1/9,10,23/18	\$7,500.00
	Interest	1/31/2018	\$ 21.14
Balance		1/31/2018	\$115,305.97

<u>YTD Int.</u>	<u>Sec. Dep. Klein Bank</u>	<u>Deposit</u>	<u>Payment</u>	<u>Balance</u>
\$1.03				

12/31/2018				\$6,938.13
1/4/2018	Sec. Dep. Refund to P.Karels-#105		\$125.00	\$6,813.13
1/31/2018	Interest	\$0.00		\$6,813.13

#118; 1 Cat - \$300 Deposit
 #234; 1 Dog - \$300 Deposit
 #239; 1 Cat - \$300 Deposit
 #123; 1 Cat - \$300.00 Deposit
 #125; 1 Dog - \$300.00 Deposit
 #115; 1 Cat - No Pet Deposit

From: [Kathy Weber](#)
To: [greg.thole](#); [Val \(City\)](#)
Subject: FW: Results of SMAC Grants
Date: Monday, March 05, 2018 9:28:45 AM
Importance: High

Looks like we got the grant!

From: info@swmnarts.org [mailto:info@swmnarts.org]
Sent: Thursday, March 01, 2018 2:05 PM
To: rosemaryplays@gmail.com; dldallman@farmerstel.net; kathyw@ci.madison.mn.us
Subject: Results of SMAC Grants
Importance: High

March 1, 2018

Rosemary Hendrickson
PD email: rosemaryplays@gmail.com

Dean Dallman
AO email: dldallman@farmerstel.net

Kathy Weber, City of Madison
FA email: kathyw@ci.madison.mn.us

Dear Dean:

I am pleased to inform you that the SMAC Board of Directors met on 2/27/2018 and voted to award the Lac qui Parle Players an Equipment and Facilities Improvement Grant in the amount of \$10,000.00 for their project #EQ-32, "Improvement of PAC Facilities". Your application scored a percentage of 84.33% and was ranked 5 out of 9. I have included comments from the grant review panel below so you can better understand their scoring.

Within 30 days, log in to our [online grant system](#) to find and certify your contract. Both the project director and the authorizing official listed on the grant application are responsible for compliance with the contract.

Please read through the contract carefully, paying special attention to the "Publicity and Acknowledgement" section, which outlines the proper use of credit lines when advertising your project.

Upon receipt of your completed contract (or within thirty days of the start date of the project, whichever is later) you will be sent a check for 80% of the grant award. In accordance with the program guidelines, a final report is due sixty days after the completion of the project, in this case by 3/1/2019. The final report can also be accessed within our [online grant system](#). Upon receipt and approval of the online final report form, the remaining 20% of the award will be sent to you.

Congratulations and best wishes for a successful project. If we can provide assistance or answer any questions, please don't hesitate to call.

Sincerely,

A handwritten signature in dark ink, reading "Nicole DeBoer". The signature is fluid and cursive, with the first name "Nicole" and last name "DeBoer" clearly distinguishable.

Nicole DeBoer
Executive Director

P.S. Some of the funds for this project have been allocated by the Minnesota Legislature through its Arts & Cultural Heritage Funding Plan. Please thank your area legislators for their support of this important project (if possible, send a copy of your thank you letter to SMAC). For information on reaching your legislators, please call our office.

PANEL COMMENTS:

Merit of the Organization: 80% Good history. They have a nice working relationship with the city. Good community support. Dedicated individuals. They keep trying to do things and trying to reach different ages. It's a good sign that they're moving forward. They have a variety of different productions. They appear to be artistically qualified and reputable.

Impact on the Organization: 86% I could see how improving the restrooms would increase their audience. It's good for the safety of the patrons too. It can set the tone for the whole building. It seems long overdue. It's something that needs to be done. It should be especially helpful for people that have young children with them.

Feasibility of the Project: 83% They have an organized plan for this project. For the contractors, this is the business they're in, so there should be no problem. They have a great financial statement. The city is putting money into this. The city seems to view the building as an important asset of the community. I'd like more rationale for choosing the higher bid for the flooring.

Outcome Evaluation: 92% The survey was sufficient. It does the job. It's acceptable.

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE AND FINANCE COMMITTEE

Thursday, March 15, 2018

6:00 p.m. 2nd Floor Multipurpose Room

Willmar Public Library 410 Fifth Street SW

RSVP by calling 320-235-6106 Ext 28 (Laurie) or email laurie.ortega@pioneerland.lib.mn.us

Agenda

I. Call to order (Chair)

II. Roll call & Introductions

III. Approval of agenda Action

IV. Approval of Minutes for:

A. February 15, 2018 Executive/Finance Committee Action

V. Committee Reports

A. Financial Report (Finance Chair)

1. February 2018 financial report Action

2. Approval of bills and check registers Action

B. Personnel Committee

1) New hires: Gene Yocum, Library Asst. III, Cosmos Action

2) Director's review process

VI. Old Business

VII. New Business

A. 2016 MN Public Library Annual Report Action

VIII. Director's Report

A. Willmar Librarian Info

B. CRPLSA Meeting April 5-6 Info

IX. Other

Next board meeting scheduled for Thursday, April 19, 2017 at 7:00 p.m. (Finance at 6:30 p.m.)
Executive/Finance Meeting: May 17th at 6:00 p.m.

X. Adjournment

CITY COUNCIL CHECKLIST

3/9/2018

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	EXPECTED COMPLETION	COMPLETE
Irrigation Flags of Honor	5/13/2013	Thole	CM, Parks	Installed	completed
Downtown Alleyway Water Problem	9/19/2013	Conroy	CM, Streets	paved curb to properly drain water	completed
Water Main Relocation—Cargill	2/28/2014		CM, Engineer	Mains installed, working on easements	completed
Disc Golf Course	3/10/2014	Conroy	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	CM, Attorney	Proposed Ordinance	completed
Snow Removal Sidewalks	1/26/2015	Conroy	CM PW	Follow Ordinance Procedure	completed
Prairie Arts Center Bats	2/23/2015	Conroy	CM	Bat Guy followed up, some areas are going to need to be addressed	ongoing
Contracted Mowing Services	7/28/2014	Zahrbock	CM, Parks	Contracted with Richards Adams	ongoing
Lawn Ordinance	4/27/2015	Conroy	Streets	mowed and will continue to mow throughout the	ongoing
Swimming Pool Renovation	2/11/2013	Thole	CM, Parks	Donations remain	ongoing
Planning and Zoning updates	12/28/2015	Thole	CM	Ordinance to be approved	ongoing
Landscape Library	11/2/2015	Thole	Parks	City Staff with design input from boards	ongoing
Pool House - Renovations	7/13/2015	Conroy	CM, Parks	Work in Progress	ongoing
Playground - Kiwanis Kiddie Park	7/13/2015	Meyer	CM, Parks	Wood Fiber complete, city to repair turf around edges	ongoing
Outside City Limits Properties	8/13/2012	Zahrbock	CM, Attorney	Letter sent and responded from LqP Env.	ongoing
Downtown Distric Maintenance Fund	11/23/2015	Zahrbock	CM	Dismissed	ongoing
Sump Pumps	8/22/2016	Thole	CM, PW	Ordinance approved and notices mailed to homes	ongoing
Grand Theatre - Seat Project	5/11/2015	Meyer	CM	City will be fiscal agent and deliver acknowledgments for de	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	4/20/2017	Meyer	CM, committee	Revisit June 2018	ongoing
Hazardous Houses	4/20/2017	Thole	CM, Attorney	Performed 2017 annual inspection letters issued.	ongoing
City Garage	4/20/2017	Thole, Fernho	CM	Concrete Poor condition/doors and roof leaks/extensive repairs needed	ongoing
Storm Pond East Highway 40	8/10/2015	Zahrbock	CM, Engineer	Inlet side has been cleaned by City Crew	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	Small Cities Development Grant	ongoing
Downtown Open Space	10/27/2014	Conroy	CM Parks Board	Trees, grass, For Sale Sign advertising MEDA conta	ongoing
Hwy 40 Curbing - ask MNDOT to repair	5/11/2015	Zahrbock	CM, Engineer	Revised with MNDOT - 11/20/2017	ongoing
Prairie Arts Center	2/8/2016	Thole	CM	Grant Award of 10K - City to be Fiscal Agent	ongoing
Daycare Shortage	5/8/2017	EDA	CM, Zahrbock	Report received - Complete grant report to JPAC	ongoing
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Site Visit 2/27-2/28	ongoing
Public Restrooms	5/8/2017	EDA	CM, Meyer	Joint meeting held 2/8/18, follow up 3/7/18	ongoing
LqP Players Agreement	9/25/2017	Meyer	KW	Agreement drafted for review	ongoing
Recreation Facility	5/2/2017	EDA	CM, Conroy	CCC follow up meeting held 2/26/18	ongoing



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

February 27, 2018

Honorable Mayor Thole,
Members of the City Council and City Manager, Val Halvorson
City of Madison
404 6th Avenue
Madison, MN 56256

Re: 2018 General Engineering
Madison, Minnesota
BMI Project No: W14.115542

Dear Mayor, Council and Manager:

Please find the enclosed invoice from Bolton & Menk, Inc. for engineering services for the above referenced project.

I recommend total payment be made in the amount of \$1,097.50. If you have questions regarding any of the above, please feel free to call me at 320-231-3956.

Sincerely,

Bolton & Menk, Inc.

Phillip DeSchepper, P.E.
City Engineer

Enclosures



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)
 www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment



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City of Madison
 Val Halvorson, City Manager
 City Hall
 404 6th Avenue
 Madison, MN 56256-1237

February 22, 2018
 Project No: W14.115542
 Invoice No: 0214297

Madison/2018 General Engineering**Professional Services**

	Hours	Rate	Amount	
Specialist				
Gardner, Christopher	1.00	100.00	100.00	
Sanitary Annual Maintenance Figure				
Project Design Engineer				
Johnson, Bryce	9.50	105.00	997.50	
Flow Monitoring				
Totals	10.50		1,097.50	
Total Labor				1,097.50
Total this Invoice				\$1,097.50

SCHEDULED CLAIMS LIST

UP CK # 56059 - 56064

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE							
3467 FRONTIER COMMUNICATIONS							
030218	1	3/02/18	3/02/18	SEW-ALARM DUE 3/9/18	32.83	602 602-49450-321	1
	2			TREAS-PHONE 3/9/18	25.00	101 101-41510-321	1
	3			ADMIN-PHONE 3/9/18	461.12	101 101-41320-321	1
	4			PR ARTS-PHONE 3/9/18	25.09	101 101-45180-321	1
	5			WT PLANT ALARM-3/9/18	28.54	601 601-49400-321	1
				INVOICE TOTAL	572.58		
030218A	1	3/02/18	3/02/18	SK RINK-PHONE 3/16/18 DUE	169.31	101 101-45127-321	2
				INVOICE TOTAL	169.31		
				VENDOR TOTAL	741.89		
2072 NORTHERN BUSINESS PRODUCT							
030218	1	3/02/18	3/02/18	ADMIN-OFFICE SUPPLIES	34.66	101 101-41320-201	1
				INVOICE TOTAL	34.66		
				VENDOR TOTAL	34.66		
2620 SWENSON NELSON & STULZ PL							
030218	1	3/02/18	3/02/18	CTY ATT-LEGAG FEES 3/18	1,850.00	101 101-41610-304	1
				INVOICE TOTAL	1,850.00		
				VENDOR TOTAL	1,850.00		
2940 WESTERN GUARD							
71905	1	3/02/18	3/02/18	STR-VEHICLE BIDS	33.00	101 101-43100-351	1
				INVOICE TOTAL	33.00		
71927	1	3/02/18	3/02/18	ELEC-UTILITY AD	115.50	604 604-49590-351	1
				INVOICE TOTAL	115.50		
72074	1	3/02/18	3/02/18	STR-VEHICLE BIDS	33.00	101 101-43100-351	1
				INVOICE TOTAL	33.00		
72219	1	3/02/18	3/02/18	STR-VEHICLE BIDS	24.00	101 101-43100-351	1
				INVOICE TOTAL	24.00		
72370	1	3/02/18	3/02/18	ELEC-BRIGHT ENERGY AD 2/18	68.25	604 604-49590-351	1
				INVOICE TOTAL	68.25		
				VENDOR TOTAL	273.75		
3462 WORDEN, LYNDON							
030218	1	3/02/18	3/02/18	CTY HALL-CLEAN 2/18	850.00	101 101-41940-310	1
	2			LIB-CLEAN 2/18	750.00	101 101-45500-310	1
	3			CTY HALL-FIRE EXT CHECK	20.00	101 101-41940-310	1
				INVOICE TOTAL	1,620.00		
				VENDOR TOTAL	1,620.00		
				BANK 1 - KLEIN/UNITED PR TOTAL	4,520.30		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					4,520.30		
GRAND TOTALS					4,520.30		

SCHEDULED CLAIMS LIST

UP CK# 56065-56101

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE								
68 AMERICAN SOLUTIONS FOR BU								
3414785	1	3/06/18	3/06/18	ADMIN-UTIL BILL ENVELOPES	718.76	101	101-41320-202	1
				INVOICE TOTAL	718.76			
				VENDOR TOTAL	718.76			
87 AMUNDSON PETERSON INC								
57575	1	3/06/18	3/06/18	FIRE-GENERATOR REPAIRS	193.99	101	101-42200-221	1
				INVOICE TOTAL	193.99			
				VENDOR TOTAL	193.99			
126 AUTOMATIC BUILDING CONTRO								
217262	1	3/06/18	3/06/18	LIB-ANNUAL FIRE ALARM CHECKOUT	484.00	101	101-45500-404	1
				INVOICE TOTAL	484.00			
				VENDOR TOTAL	484.00			
172 BELLBOY CORPORATION								
030618	1	3/06/18	3/06/18	LIQ-LIQUOR EXPENSE	1,583.39	609	609-49750-251	1
				INVOICE TOTAL	1,583.39			
				VENDOR TOTAL	1,583.39			
190 BEVERAGE WHOLESALERS								
030618	1	3/06/18	3/06/18	LIQ-LIQUOR EXPENSE	2,345.80	609	609-49750-251	1
				INVOICE TOTAL	2,345.80			
				VENDOR TOTAL	2,345.80			
264 BOLTON & MENK INC								
0214297	1	3/06/18	3/06/18	SEW-SEWER MAP& FLOW MONITORING	1,097.50	602	602-49460-409	1
				INVOICE TOTAL	1,097.50			
				VENDOR TOTAL	1,097.50			
270 BORDER STATES ELECTRIC SU								
914771958	1	3/06/18	3/06/18	ELEC-BUCKET LIGHT	667.71	604	604-49570-240	1
				INVOICE TOTAL	667.71			
				VENDOR TOTAL	667.71			
3473 BOSCH, CAITLYN								
030618	1	3/06/18	3/06/18	UTIL DEPOSIT REF-C BOSCH	150.00	604	604-22000	1
	2			UTIL INT REF-C BOSCH	1.13	604	604-49590-602	1
				INVOICE TOTAL	151.13			
				VENDOR TOTAL	151.13			
408 C EMERY NELSON INC								
31801	1	3/06/18	3/06/18	WT-HYTREX FILTER	413.46	601	601-49400-238	1
				INVOICE TOTAL	413.46			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
31807	1	3/06/18	3/06/18	WT-ANTISCALANT	4,926.04	601	601-49400-239	1
				INVOICE TOTAL	4,926.04			
				VENDOR TOTAL	5,339.50			
030618A	1	3/06/18	3/06/18	510 CITY OF MADISON 9TH STR LIFT PUMP 2/18 UTIL	30.80	602	602-49460-380	1
				INVOICE TOTAL	30.80			
030618AA	1	3/06/18	3/06/18	UNAPPP STORM SEWER-UTIL 2/18	103.63	101	101-49250-380	1
				INVOICE TOTAL	103.63			
030618B	1	3/06/18	3/06/18	AMB GARAGE-2/18 UTIL	115.10	201	201-44100-380	1
				INVOICE TOTAL	115.10			
030618BB	1	3/06/18	3/06/18	SEW PLANT-UTIL 2/18	131.80	602	602-49450-380	1
				INVOICE TOTAL	131.80			
030618C	1	3/06/18	3/06/18	AVE FLAGS-UTIL 2/18	27.38	101	101-45200-380	1
				INVOICE TOTAL	27.38			
030618CC	1	3/06/18	3/06/18	WT TOWER-UTIL 2/18	90.28	601	601-49430-380	1
				INVOICE TOTAL	90.28			
030618D	1	3/06/18	3/06/18	BLOCK 48-UTIL 2/18	10.66	101	101-49250-380	1
				INVOICE TOTAL	10.66			
030618DD	1	3/06/18	3/06/18	WT TREATPLANT-UTIL 2/18	2,341.34	601	601-49400-380	1
				INVOICE TOTAL	2,341.34			
030618EE	1	3/06/18	3/06/18	WEST SUB FIRE-UTIL 2/18	64.20	604	604-49570-380	1
				INVOICE TOTAL	64.20			
030618F	1	3/06/18	3/06/18	BLOCK 48-UTIL 2/18	12.31	101	101-49250-380	1
				INVOICE TOTAL	12.31			
030618G	1	3/06/18	3/06/18	CTY GARAGE-UTIL 2/18	31.46	101	101-43100-380	1
				INVOICE TOTAL	31.46			
030618H	1	3/06/18	3/06/18	CTY HALL-UTIL 2/18	1,093.62	101	101-41940-380	1
				INVOICE TOTAL	1,093.62			
030618I	1	3/06/18	3/06/18	FAIRYWAY VIEW LIFT-UTIL 2/18	23.52	602	602-49460-380	1
				INVOICE TOTAL	23.52			
030618J	1	3/06/18	3/06/18	FIRE HALL-UTIL 2/18	390.07	101	101-42200-380	1
				INVOICE TOTAL	390.07			
030618K	1	3/06/18	3/06/18	FIRE HYDRANTS-UTIL 2/18	269.00	101	101-42200-380	1
				INVOICE TOTAL	269.00			
030618L	1	3/06/18	3/06/18	GRAND-UTIL 2/18	10.66	101	101-45200-380	1
				INVOICE TOTAL	10.66			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
030618M	1	3/06/18	3/06/18	HWY 40 DET POND-UTIL 2/18	11.00	605	605	605-49600-380	1
				INVOICE TOTAL	11.00				
030618N	1	3/06/18	3/06/18	HWY 40 WELLHOUSE-UTIL 2/18	11.00	601	601	601-49400-380	1
				INVOICE TOTAL	11.00				
030618O	1	3/06/18	3/06/18	SK RINK-UTIL 2/18	485.04	101	101	101-45127-380	1
				INVOICE TOTAL	485.04				
030618P	1	3/06/18	3/06/18	JACOBSON PARK-UTIL 2/18	116.82	101	101	101-45200-380	1
				INVOICE TOTAL	116.82				
030618Q	1	3/06/18	3/06/18	LIQ STORE-UTIL 2/18	549.01	609	609	609-49750-380	1
				INVOICE TOTAL	549.01				
030618R	1	3/06/18	3/06/18	LIB-UTIL 2/18	283.12	101	101	101-45500-380	1
				INVOICE TOTAL	283.12				
030618S	1	3/06/18	3/06/18	MAIN ST GARBAGE-UTIL 2/18	64.65	101	101	101-43100-380	1
				INVOICE TOTAL	64.65				
030618T	1	3/06/18	3/06/18	MEMORIAL ATH PARK-UTIL 2/18	65.54	101	101	101-45200-380	1
				INVOICE TOTAL	65.54				
030618U	1	3/06/18	3/06/18	PR ARTS-UTIL 2/18	179.91	101	101	101-45180-380	1
				INVOICE TOTAL	179.91				
030618V	1	3/06/18	3/06/18	STR-UTIL 2/18	128.58	101	101	101-43100-380	1
	2			ELEC-UTIL 2/18	128.57	604	604	604-49570-380	1
				INVOICE TOTAL	257.15				
030618W	1	3/06/18	3/06/18	REC FIELD-UTIL 2/18	210.09	101	101	101-45200-380	1
				INVOICE TOTAL	210.09				
030618X	1	3/06/18	3/06/18	SLEN PARK POOL SHEL-UTIL 2/18	117.46	101	101	101-45124-380	1
				INVOICE TOTAL	117.46				
030618Y	1	3/06/18	3/06/18	TENNIS COURTS-UTIL 2/18	16.75	101	101	101-45200-380	1
				INVOICE TOTAL	16.75				
030618Z	1	3/06/18	3/06/18	STR LIGHTING-UTIL 2/18	1,995.50	101	101	101-43100-381	1
				INVOICE TOTAL	1,995.50				
030618ZZ	1	3/06/18	3/06/18	UTIL DEP REF-T DEBRASKE	113.90	604	604	604-22000	2
				INVOICE TOTAL	113.90				
030618YYY	1	3/06/18	3/06/18	UTIL DEP/INT REF-A SMITH	150.00	604	604	604-22000	3
	2			UTIL DEP/INT REF-A SMITH	1.35	604	604	604-49590-602	3
				INVOICE TOTAL	151.35				
030618XXX	1	3/06/18	3/06/18	UTIL DEP/INT-K JENKINS	100.00	604	604	604-22000	4
	2			UTIL DEP/INT-K JENKINS	.31	604	604	604-49590-602	4
				INVOICE TOTAL	100.31				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
VENDOR TOTAL					9,474.43		
030618	1	3/06/18	3/06/18	3381 COCA-COLA BOTTLING LIQ-POP EXPENSE	39.00	609 609-49750-251	1
INVOICE TOTAL					39.00		
VENDOR TOTAL					39.00		
030618	1	3/06/18	3/06/18	3472 DEBRASKE, TERTIA UTIL DEPOSIT REFUND-T DEBRASKE	36.10	604 604-22000	1
	2			UTIL INT REFUND-T DEBRASKE	.52	604 604-49590-602	1
INVOICE TOTAL					36.62		
VENDOR TOTAL					36.62		
030618	1	3/06/18	3/06/18	3471 HENRICH, THERESA ELEC-OVERPAY REFUND	64.58	604 604-37410	1
INVOICE TOTAL					64.58		
VENDOR TOTAL					64.58		
030618	1	3/06/18	3/06/18	3267 HIBMA, PETER AMB-EMT TRAINING REIMB-STATE	600.00	201 201-33429	1
INVOICE TOTAL					600.00		
VENDOR TOTAL					600.00		
030618	1	3/06/18	3/06/18	1160 JOHNSON BROS-ST.PAUL LIQ-LIQUOR EXPENSE	916.75	609 609-49750-251	1
INVOICE TOTAL					916.75		
VENDOR TOTAL					916.75		
6757	1	3/06/18	3/06/18	3298 KIRBY BUILT SALES PARKS-MEMORIAL BENCH-CLASS'67	916.58	101 101-45200-441	1
INVOICE TOTAL					916.58		
VENDOR TOTAL					916.58		
030618	1	3/06/18	3/06/18	3101 LEE, REX STR-CTY GARAGE BATHROOM	150.00	101 101-43100-520	1
INVOICE TOTAL					150.00		
VENDOR TOTAL					150.00		
030618	1	3/06/18	3/06/18	3340 MADISON AUTO PARTS STR-OIL	7.99	101 101-43100-212	1
	2			STR-GLOVE	35.97	101 101-43100-193	1
	3			STR-SPRAY LUBE	10.98	101 101-43100-212	1
INVOICE TOTAL					54.94		
VENDOR TOTAL					54.94		

1560 MADISON BOTTLING CO.

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
030618	1	3/06/18	3/06/18	1560 MADISON BOTTLING CO. LIQ-BEER EXPENSE	7,278.05	609	609	609-49750-251	1
				INVOICE TOTAL	7,278.05				
				VENDOR TOTAL	7,278.05				
16619	1	3/06/18	3/06/18	3435 MAXFIELD RESEARCH & CONSULTING EDA-CHILDCARE STUDY	3,500.00	211	211	211-46500-409	1
				INVOICE TOTAL	3,500.00				
				VENDOR TOTAL	3,500.00				
030618	1	3/06/18	3/06/18	1845 MN DEPARTMENT OF HEALTH WT-JAN-MAR DW ASSESS	1,304.00	601	601	601-21651	1
				INVOICE TOTAL	1,304.00				
				VENDOR TOTAL	1,304.00				
030618A	1	3/06/18	3/06/18	1865 MN ENERGY RESOURCES FIRE-NAT GAS 1/18	234.42	101	101	101-42200-380	1
				INVOICE TOTAL	234.42				
030618B	1	3/06/18	3/06/18	POOL-NAT GAS 1/18	57.77	101	101	101-45124-380	1
				INVOICE TOTAL	57.77				
030618C	1	3/06/18	3/06/18	AMB-NAT GAS 1/18	290.98	201	201	201-44100-380	1
				INVOICE TOTAL	290.98				
030618D	1	3/06/18	3/06/18	SEW-NAT GAS 2/18	591.69	602	602	602-49450-380	1
				INVOICE TOTAL	591.69				
				VENDOR TOTAL	1,174.86				
905650	1	3/06/18	3/06/18	1541 MVTL LABORATORIES INC WT-REGULAR TESTING	16.50	601	601	601-49400-409	1
				INVOICE TOTAL	16.50				
906198	1	3/06/18	3/06/18	WT-REGULAR TESTING	14.40	601	601	601-49400-409	1
	2			SEW-REGULAR TESTING	111.20	602	602	602-49450-409	1
				INVOICE TOTAL	125.60				
				VENDOR TOTAL	142.10				
030618	1	3/06/18	3/06/18	2095 OLSON SANITATION SANIT-TIPPING FEE 2/18	4,157.52	603	603	603-49500-384	1
	2			SANIT-HAULING FEE 2/18	9,221.86	603	603	603-49500-409	1
				INVOICE TOTAL	13,379.38				
				VENDOR TOTAL	13,379.38				
030618	1	3/06/18	3/06/18	2290 POSTMASTER ADMIN-PERMIT #8 POSTAGE	5,000.00	101	101	101-41320-202	1
				INVOICE TOTAL	5,000.00				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	5,000.00		
				3470 SCHAKE, MARGARET			
030618	1	3/06/18	3/06/18	UTIL DEPOSIT REFUND-M SCHAKE	100.00	604 604-22000	1
	2			UTIL INT REFUND-M SCHAKE	.82	604 604-49590-602	1
				INVOICE TOTAL	100.82		
				VENDOR TOTAL	100.82		
				3468 ST. CLOUD STATE UNIVERSITY			
MCFOA.0160	1	3/06/18	3/06/18	ADMIN-MCFOA CONF REG-V HALVORS	275.00	101 101-41320-331	1
				INVOICE TOTAL	275.00		
				VENDOR TOTAL	275.00		
				3469 STATE OF MN			
030618	1	3/06/18	3/06/18	EAP RETURN-HH#336652-FFY2017	364.87	604 604-37410	1
				INVOICE TOTAL	364.87		
				VENDOR TOTAL	364.87		
				2670 GREG THOLE ELECTRIC, INC			
3136	1	3/06/18	3/06/18	LIB-NEW BALLAST	103.46	101 101-45500-401	1
				INVOICE TOTAL	103.46		
				VENDOR TOTAL	103.46		
				2803 UPPER MN VALLEY RDC			
030618	1	3/06/18	3/06/18	EDA-MEANDER ADVERTISING	200.00	211 211-46500-342	1
				INVOICE TOTAL	200.00		
				VENDOR TOTAL	200.00		
				2940 WESTERN GUARD			
030618	1	3/06/18	3/06/18	LIQ-ADVERTISING EXPENSE	240.00	609 609-49750-342	1
				INVOICE TOTAL	240.00		
				VENDOR TOTAL	240.00		
				2944 ERIC ASFELD			
1861	1	3/06/18	3/06/18	CTY HALL-DRIVE BLOWER	386.28	101 101-41940-404	1
				INVOICE TOTAL	386.28		
				VENDOR TOTAL	386.28		
				BANK 1 - KLEIN/UNITED PR TOTAL	58,283.50		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	58,283.50		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
GRAND TOTALS					58,283.50		