

CITY OF MADISON
AGENDA AND NOTICE OF MEETING

Regular Meeting of the City Council – 4:30 P.M.
Monday, February 25, 2019
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 February 11, 2019, regular meeting minutes 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

Page 4

A. Small Cities Update January 31, 2019.

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

6. UNFINISHED AND NEW BUSINESS

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

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

Page 6

C. Countryside Public Health – Ashlie Johnson. A DISCUSSION and MOTION may be in order. (Manager, Council)

D. Arts Council. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 12

E. Resolution 19-13-01. Correction to 2019 Fees Schedule. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 18

F. Resolution 19-16. Data Practices Policy update. A DISCUSSION and MOTION may be in order. (Manager, Council)

G. Other. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

LMCIT – renewal

Little Eagles Daycare Open House

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

9. AUDITING CLAIMS

Page 38

A copy of the Schedule Payment Report of bills submitted February 12, 2019 through February 24, 2019 is attached for approval for Check No. 57734 through Check No. 57757 and debit card purchases. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
FEBRUARY 11, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Acting Mayor Meyer on Monday, February 11, 2019, at 5:05 p.m. in Council Chambers at City Hall. Councilmembers present were: Tim Volk, Mayor Greg Thole (arrived at 5:40 p.m.), 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 Zahrbock, seconded by Conroy and carried, the Agenda was approved as amended. Additions to the agenda include agenda correction and snow issue. All agenda items are hereby placed on the table for discussion.

MINUTES

Upon motion by Volk, seconded by Zahrbock and carried, minutes of the January 28, 2019, 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.

CITY COUNCIL CHECKLIST

Recreation Facility: City Manager Halvorson informed Council that the Recreation Facility Committee met with Ehlers & Associates and SEH and reviewed two preliminary plan options. Madison's state representatives will be contacted regarding the possibility of a bonding bill for this community project. As this project progresses, meetings will be held with a cross-section of community people to gather input and ensure that the committee is on the right path.

Little Eagles Daycare: Council was informed that the final inspection of Little Eagles Daycare was conducted today.

Highway 40 Curbing: Councilmember Zahrbock asked about curbing repair on Highway 40 near the Avenue of Flags. He noted that this issue was first discussed in 2015. He asked whether the city can make the repairs and bill the MN Department of Transportation. City Manager Halvorson and City Engineer Phil DeSchepper indicated that representatives of MNDOT were in Madison a while back in preparation of a proposed pedestrian ramp project taking place in 2023, and they will include the curbing repair/driveway work with that project. Councilmember Volk noted that, if MNDOT will be making the repairs at their expense, then the City should not proceed with making repairs at this time.

CITY ENGINEER'S REPORT

Upon motion by Zahrbock, seconded by Volk and carried, Council approved payment to Bolton & Menk in the amount of \$570.00 for work completed on the Watermain Replacement Project. City Engineer Phil DeSchepper noted that this will be the last invoice for this project until it resumes this spring.

Upon motion by Zahrbock, seconded by Volk and carried, Council approved payment to Bolton & Menk in the amount of \$180.00 for engineering services provided in connection with the Water Treatment Plant Filter Rehabilitation Project. City Engineer DeSchepper informed Council that the filter rehab project will start this week and it will take at least one month. Madison residents will be notified by newspaper and radio ads as well as Facebook posts that the project is underway, and they may notice that their water is harder than normal as it will not be sent through the RO system at the plant.

DEPUTY CITY CLERK/TREASURER POINTS EVALUATION

Upon motion by Conroy, seconded by Zahrbock and carried, **RESOLUTION 19-14** titled "Resolution Evaluation of Points Based Schedule for 2019 and Beyond" was adopted. This resolution was approved with recommendation of the General Government Committee and would increase the point value of the Deputy City Clerk/Treasurer position based on an updated job description to include the addition of financial and investment responsibilities since the retirement of City Treasurer Gene Koosmann. A complete copy of Resolution 19-14 is contained in City Clerk's Book #9.

ASSIGNMENT OF SALARY DEPUTY CITY CLERK/TREASURER

Upon motion by Zahrbock, seconded by Meyer and carried, **RESOLUTION 19-15** titled "Resolution Establishing Assignment of Salaries Deputy City Clerk/Treasurer" was adopted. This resolution would provide for the wage assignment for Angie Amland, Deputy City Clerk/Treasurer at Grade 9, Range D, \$21.53 per hour effective February 1, 2019. A complete copy of Resolution 19-15 is contained in City Clerk's Book #9.

ELECTRIC DEPARTMENT VEHICLE PURCHASE

Upon motion by Conroy, seconded by Zahrbock and carried, Council authorized the purchase of a 2019 Chevrolet Silverado from Erickson Chevrolet which was quoted in the amount of \$28,917.90 not including applicable tax and registration. A second quote was obtained from Lee Motors for a 2019 Ford F-150 in the amount of \$26,144.92. Line Department personnel prefer the Chevrolet as it includes the towing package for pulling the sewer machine and generator and includes a double cab. This is a budgeted item.

SNOW REMOVAL ISSUES

Councilmember Volk informed Council that Carol Siedschlag is concerned with individuals blowing their snow onto her residential lot on 9th Avenue as well as her commercial lot west of Erickson Chevrolet. It was noted that this is a civil issue, but City Manager Halvorson indicated that she would contact the individuals and request that they discontinue the practice of blowing snow onto other's personal property.

Councilmember Meyer noted that some residents may attend the next meeting to complain about vehicles not being moved off the street for snowplowing, resulting in a large buildup of snow in the street. City Manager Halvorson noted that she will be sending out snow removal letters to violators to include the \$50 fine if it is their 2nd offense. Council noted that the City has been diligent in putting the snow removal ordinance in the newspaper, advertising on the radio when plowing will be done, and updating the City's Facebook page. If violations continue to exist, Council is interested in utilizing the services of Rod Coon from Dawson for the purpose of towing vehicles that are in violation of the city's snow removal ordinance after a first warning and second violation with fine. City Manager Halvorson will include this in snow removal letters and will be in contact with Mr. Coon.

CITY MANAGER'S REPORT

General Government: City Manager Halvorson reviewed other topics discussed by the General Government Committee to include the City's personnel policy as it relates to overtime and compliance with the Fair Labor Standards Act. A discussion was held in regard to offering a long-term disability



option at Open Enrollment for 2020. City Manager Halvorson noted that Boomer Fernholz has not given an official retirement date, but she feels that it is important to maintain the role of Public Works Coordinator. Boomer was very complimentary regarding the new public works staff members.

2020 census: City Manager Halvorson informed Council that she will plan to attend a 2020 Census informational meeting sponsored by the League of MN Cities. The first one was scheduled for Marshall but had to be cancelled due to weather. She questioned the City's involvement in the 2010 census, with no one recalling much involvement.

(Mayor Thole arrived at 5:40 p.m.)

Local Government Aid: City Manager Halvorson noted that Governor Tim Walz seems to be in favor of increasing Local Government Aid to Minnesota cities.

MMUA Safety Program: City Manager Halvorson provided Council with a schedule for the 2019 MMUA Safety Program. She noted that participation in this program is very beneficial and that MMUA administers DOT testing as well.

City Hall Breakroom: Council was informed that the plumbing plans for the new breakroom have been approved.

MCMA Meeting: City Manager Halvorson reported on her attendance at the MCMA meeting and noted a list of interesting topics and good networking.

MAYOR/COUNCIL REPORTS

Mayor Thole noted a conversation he had with a member of the Madison Ministerial group. He said they are interested in being able to provide an apartment or house to individuals who find themselves in an emergency situation and in need of housing. Council noted the expense of keeping up an apartment and/or house and questioned whether offering a room at Madison's Hometown Lodge would be a better option. Councilmember Meyer thought that Park Avenue Apartments used to have a room available for this purpose as well. Mayor Thole will reply with these suggestions and include possible funding from Salvation Army.

DISBURSEMENTS

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between January 29th and February 11th, 2019. These disbursements include United Prairie Check Nos. 57670-57727. Councilmember Conroy questioned debit card use at Menards for baseboard and the cost of hotel stay for ambulance conference. City Manager Halvorson noted that business office staff will be requested to include more detail in reporting debit card use. Pre-finished baseboard was not available at Builders Home Source.

There being no further business, meeting adjourned at 5:55 p.m.

Greg Thole – Mayor

ATTEST:

Kathleen Weber – City Clerk



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Status Report on Madison SCDP Program

As of Jan 31, 2019

Small Cities Development Grant Scheduled Completion: September 30, 2020

	Housing	Commercial
Construction Funds Provided through SCDP:	\$390,000	\$171,500
Funds Committed from the City/Other Local	\$12,000	\$14,000
Total Construction Funds	\$402,000	\$185,500
SCDP & Local Funds Currently Available:	\$402,000	\$185,500
Funds Available Not Yet Committed to Projects:	\$287,917	\$151,784
Goal per Agreement	26	7
Units Currently Under Contract	6	2
Total Applicants Above & Beyond Goal	0	0
Applicants Not Yet Under Contract	8	4
# Applicants Accepted Letter of Offer	14	6
# Applicants working on contractor bids:	7	3
# Applicants not yet income-eligible	0	0
# Applicants on waiting list	0	0
# Applications Sent Out But Not Received Back Yet:	25	7
# Applicants Not Income-Eligible-Does Not Qualify:	1	0
# Applicants Not in Target Area-Does Not Qualify:	0	0
# That Have Withdrawn Their Application:	4	3
# Not Eligible due to conflict of interest	0	1

4

A HEALTHIER STATE OF MINNESOTA

BETTER HEALTH TOGETHER.



SHIP CREATES HEALTH IN YOUR COMMUNITY.

The Statewide Health Improvement Partnership (SHIP) supports community-driven solutions to expand opportunities for active living, healthy eating and commercial tobacco-free living, helping all people in Minnesota prevent chronic diseases including cancer, heart disease, stroke and type 2 diabetes. Ninety percent of the nation's health care costs are for people with chronic conditions, and the majority of those costs are preventable.

COST OF OBESITY IN MN
\$3.2 BILLION PER YEAR

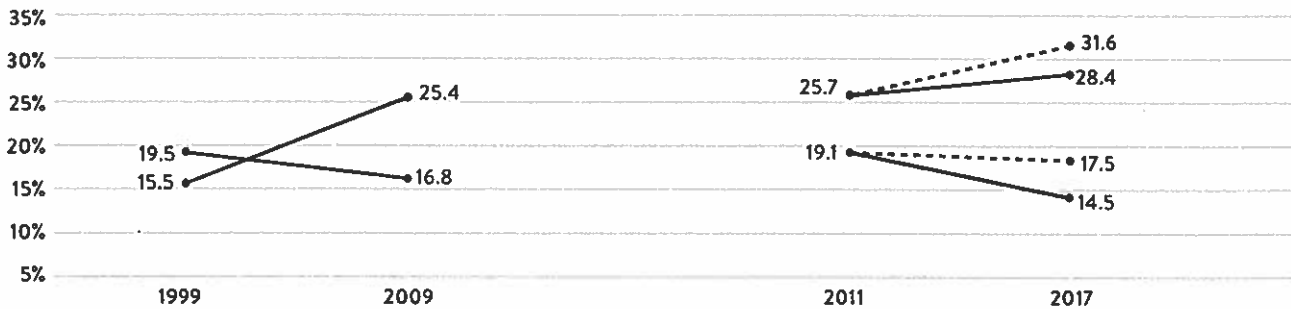
COST OF SMOKING IN MN
\$3.3 BILLION PER YEAR

WHAT MN INVESTS IN SHIP
\$17.5 MILLION PER YEAR

SHIP & partner efforts to address obesity and smoking helped bend the curves

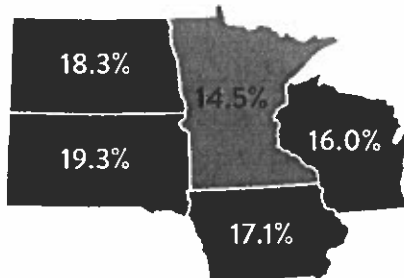
BEFORE LAUNCHING COORDINATED STATEWIDE EFFORTS

AFTER LAUNCHING COORDINATED STATEWIDE EFFORTS

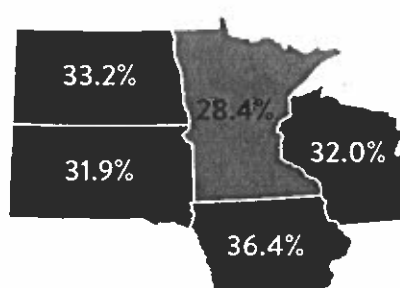


KEY — Obesity Rate (Actual) --- Obesity Rate (Projection, had pre-SHIP trend continued)
 — Smoking Rate (Actual) --- Smoking Rate (Projection, had pre-SHIP trend continued)

MINNESOTA ADULT SMOKING RATE IS AT A RECORD LOW

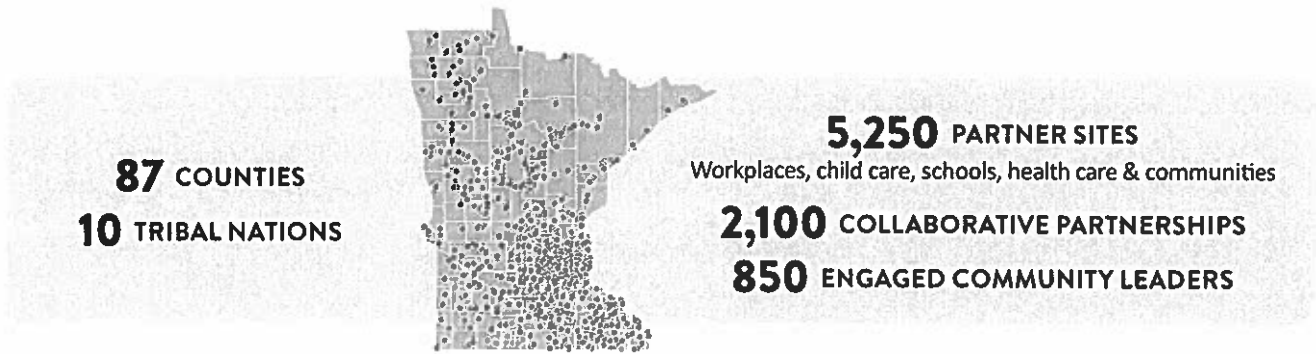


MINNESOTA ADULT OBESITY RATE IS FIRMLY BELOW OUR NEIGHBORS



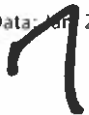
Source: CDC 2017 Behavioral Risk Factor Surveillance System

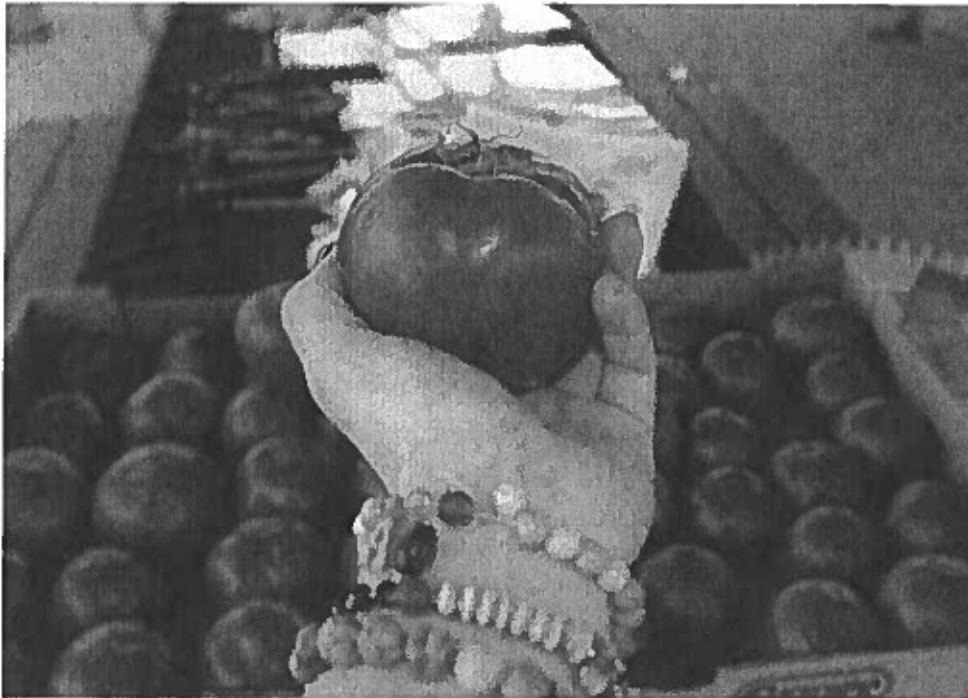
SHIP: LOCAL LEADERSHIP, LOCAL PARTNERS, LOCAL EXPERTISE



SHIP supports health across the lifespan

Child Care	} SHIP helps those who care for our children learn best practices that get our youngest generation off to a healthy start in life.	8,800 CHILDREN REACHED	380 PROVIDERS ENGAGED	
Schools	} SHIP collaborates with schools to provide students increased access to fruits and vegetables and more physical activity during the day.	471,300 STUDENTS REACHED	1,200 SCHOOLS + DISTRICTS ENGAGED	
Workplaces	} SHIP partners with employers to build a culture of wellness by establishing and strengthening practices that make healthy options the norm in an organization.	200,000 EMPLOYEES REACHED	1,600 WORKPLACES ENGAGED	
Health Care	} SHIP works to ensure that people have access to evidence-based programs that help them prevent and manage chronic diseases, prevent falls and quit smoking.	3.5 MILLION PEOPLE REACHED	300 HEALTH CARE SITES ENGAGED	
Smoke-free Housing	} SHIP works with property managers to implement smoke-free housing policies, protecting residents from the dangers of secondhand smoke.	84,300 RESIDENTS REACHED	1,130 PROPERTIES ENGAGED	
Healthy Eating	} SHIP collaborates with community partners to make changes that result in healthy foods being more available and affordable.	2 MILLION PEOPLE REACHED	700 COMMUNITY PARTNERS ENGAGED	
Active Living	} SHIP builds alliances with city officials to improve our streetscapes, ensuring that all community members can walk and bike safely throughout their day.	4.4 MILLION PEOPLE REACHED	410 COMMUNITIES ENGAGED	





Countryside SHIP

Statewide Health
Improvement Partnership

November 2018

SHIP Coordinator:
Ashlie Johnson

SHIP Staff:
Anna Snyder & Bridget Auch

TOKENS *for* TOMATOES

Tokens for Tomatoes is a program in our local communities where \$2 tokens are given out at various organizations and community events to purchase fresh produce (any fruit or vegetable) at local farmer's markets. TFT (Tokens for Tomatoes) launched in May 2018, reaching all five of our counties, including: Big Stone, Chippewa, Lac qui Parle, Swift, and Yellow Medicine with a total population of 44,000 people.

These tokens were given away in a large array of places throughout the communities, including parades, county fairs, law enforcement offices, healthcare facilities, libraries and many local participating businesses. Participating farmers' markets turn in the tokens to any Countryside Office for reimbursement. The participating farmer's markets include: Kerkhoven, Benson, Appleton, Madison, Dawson, Granite Falls, Montevideo, Ortonville and Graceville. The intent of this program is to engage our population at farmer's markets, empower them to make healthy food choices, while driving traffic to our local farmer's markets.

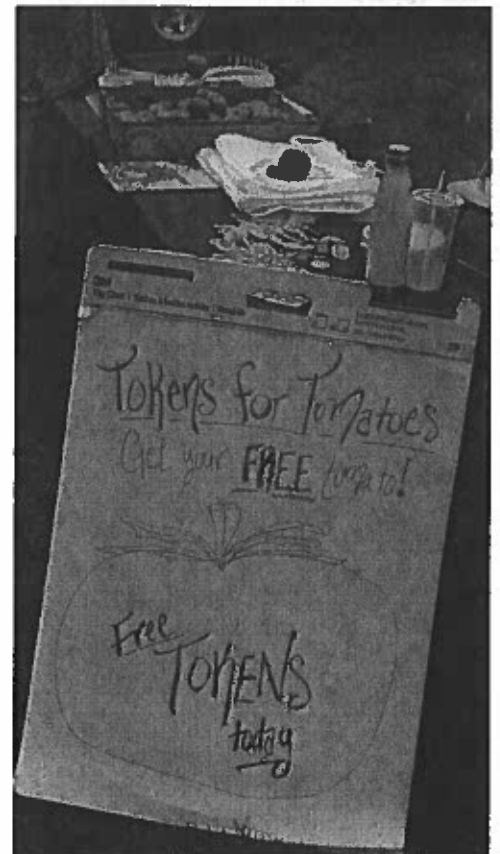
The idea of Tokens for Tomatoes was generated by the Power of Produce (PoP) grant for farmer's markets; however, our community farmer's markets did not receive this grant.

In order to bridge the gap and decrease the barrier, Countryside SHIP took action to develop our own program, Tokens for Tomatoes, to implement within our communities through collaboration with our Community Leadership Team. A large portion of our communities is kids and seniors, and Tokens for Tomatoes is designed for everyone to use, at all ages.

"All the vendors that sold vegetables and fruit thought it is a very positive idea to get healthy food to people, and they found out all the different produce we had, some which they can not get in the grocery store like kohlrabi and fresh beets and eggplant." - Jan Eifealdt, Big Stone Farmers Market

In the summer of 2018, 2,000 tokens were distributed; equal to \$4,000 worth of fresh produce; \$4,000 worth of increased access of healthy food.

Tokens for Tomatoes is a true collaboration across all five of our counties, reaching several ages and demographics to minimize the gap of rural food access. "We have a great cross section of age groups along with cultural variety at our market." -Bonita Kløver, Kerkhoven Farmers Market



Partnerships

Not only is SHIP a source of funding, but many local businesses have gotten involved and bought the Tokens for Tomatoes as wellness incentives for their organizations. Cargill Ag Horizons Grain Elevator awarded 'Tokens for Tomatoes' a \$5,000 grant with a corporate match of half, summing \$7,500. Local farmers and community members donated dollars towards TFT, equaling almost \$10,000 total in donations.



Countryside Public Health Administrator, Liz Auch, visited area Farmers' Markets.

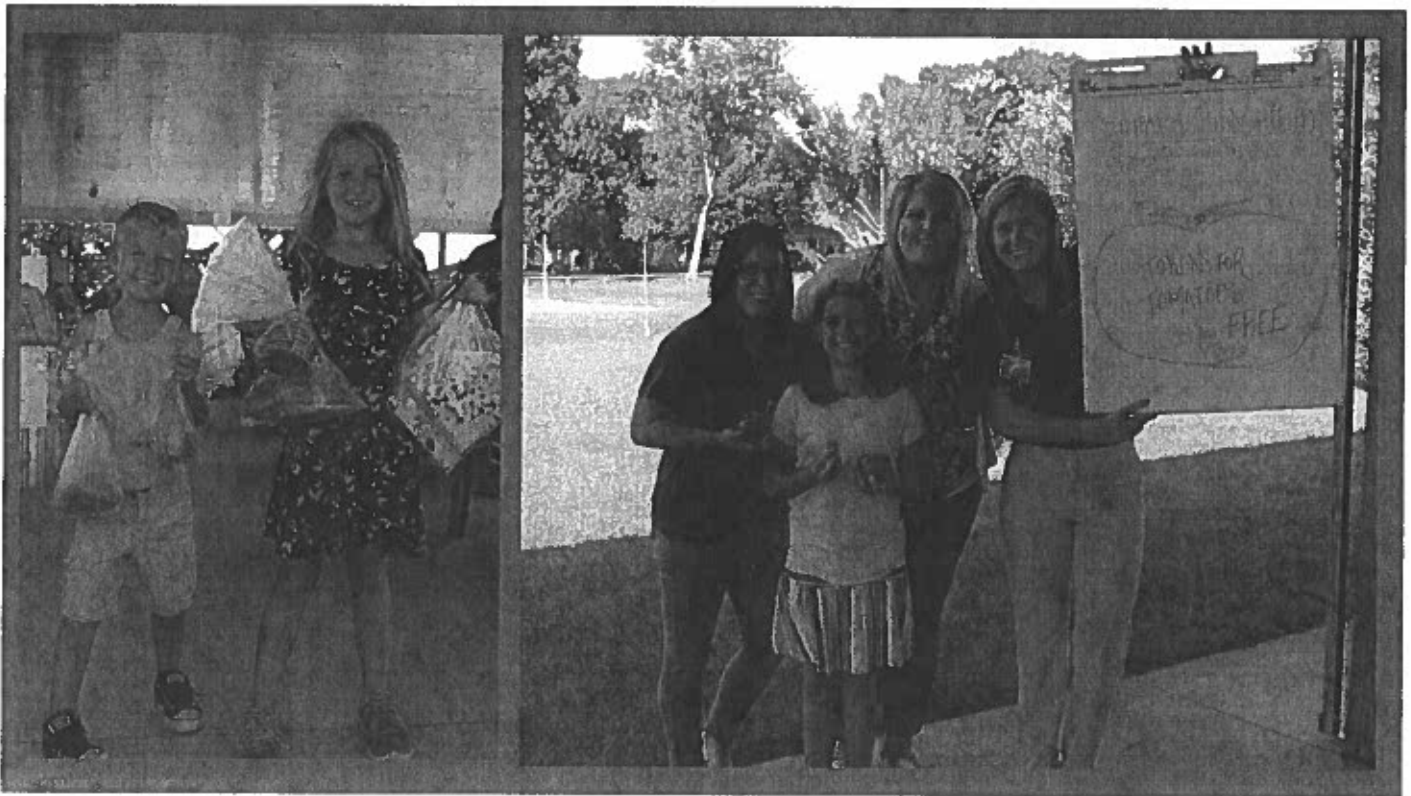
All Countryside employees earned tokens during the Summer Employee Wellness Challenge.



Countryside Public Health

Leaders of local Farmer's Markets in our five counties were excited about this program to launch as it will support their business and increase their vendor numbers. As well as, continue SHIP partnership through healthy recipes and resources to educate the public on fresh produce. Countryside SHIP hosted two TFT Kick-Off Events, utilizing local grown produce and engaging kids, teens, adults, and seniors on the benefits of healthy food and rural access.





Token Timeline

Jan – May 2018

Develop Partnerships
 Coordinate with Farmer's Market Leaders
 Disburse tokens to community organizations

Jun – Sep 2018

Advertise and promote already established program
 Plan, coordinate and attend farmer's markets
 Kick-off Events

On-going

Maintain established relationships
 Allocate funding each year
 Advertise and grow awareness of program

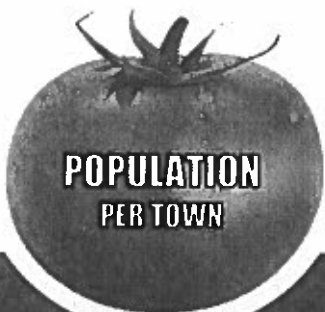


TOKENS FOR TOMATOES FACTS



Type of Organization	Number of Organizations	Tokens
Fairs	5	332
CPH	9	256
Kick-Off Events	2	119
Libraries	8	320
Sheriff/Police Offices	7	290
Indv. Purchases/Donations	15	1072
Other	4	128

**TOTAL
DISTRIBUTED:
2473**



APPLETON	1,350
BENSON	3,101
KERKHOVEN	722
MONTEVIDEO	5,207
GRANITE FALLS	2,757
MADISON	1,432
DAWSON	1,422
ORTONVILLE	1,830
GRACEVILLE	555



APPLETON	17
BENSON	65
KERKHOVEN	66
MONTEVIDEO	73
GRANITE FALLS	31
MADISON	93
DAWSON	50
ORTONVILLE	76
GRACEVILLE	N/A



BIG STONE	76
CHIPPEWA	73
LAC QUI PARLE	143
SWIFT	148
YELLOW MEDICINE	31
TOTAL:	471

Memorandum

To: Mayor and City Council members

From: Val Halvorson, City Manager

Date: February 22, 2019

Subject: 2019 Fees Resolution

It has come to our attention that the 2019 fees resolution had an incorrect amount for Ambulance Helicopter Assist. The resolution listed \$100 but, in fact, that rate was adjusted to \$850 back when Expert T Billing took over the billing service for us.

Adoption of Resolution 19-13-01 is appropriate to get the fee corrected.

**CITY OF MADISON, MINNESOTA
RESOLUTION 19-13-01
(Ambulance Helicopter Assist Correction)**

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

**RESOLUTION ESTABLISHING A FEE SCHEDULE PURSUANT TO §34.01 OF THE
MADISON CODE OF ORDINANCES FOR THE YEAR 2019**

WHEREAS, the City Council is interested in establishing a fee schedule pursuant to §34.01 of the Madison City Code of Ordinances for the year 2019, effective January 14, 2019.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA that the following fee schedule for the year 2018 be adopted pursuant to §34.01 of the Madison City Code of Ordinances.

	<u>Fee</u>
I. <u>LIQUOR LICENSES</u>	
A. <u>RETAIL LIQUOR LICENSE</u>	
1. Investigation Fee (New Applicants)	100.00
2. Initial License	500.00
3. Annual Renewal	500.00
B. <u>WINE (RESTAURANT ONLY)</u>	
1. Investigation Fee (New Applicants)	100.00
2. Initial License	100.00
3. Annual Renewal	100.00
C. <u>TEMPORARY (1 or 3-day)</u>	
1. On Sale Liquor	50.00
2. On Sale Beer	50.00
D. <u>ON-SALE BEER (3.2 or STRONG BEER)</u>	
1. Investigation Fee (New Applicants)	100.00
2. Initial License	100.00
3. Annual Renewal	50.00
E. <u>SPECIAL CLUB</u>	
1. Investigation Fee (New Applicants)	100.00
2. Initial License	100.00
3. Annual Renewal	100.00
F. <u>SET-UP</u>	
1. Investigation Fee (New Applicants)	100.00
2. Initial License	100.00
3. Annual Renewal	50.00

G.	<u>OFF-SALE BEER</u>	
	1. Investigation Fee (New Applicants)	100.00
	2. Initial License	100.00
	3. Annual Renewal	50.00
II.	<u>GAMES OF SKILL</u>	
	Pool Tables/Pinball/Video Games/Bingo	15.00
III.	<u>OTHER</u>	
	Special Use Permit	15.00
IV.	<u>TATOO AND BODY PIERCING SERVICES</u>	
	1. Initial Application	250.00
	2. Initial Investigation	100.00
	3. Annual Renewal	100.00
V.	<u>ZONING PERMITS</u>	
	Value \$20,000 or Less	25.00
	Value Over \$20,000	50.00
	Petition to Subdivide Plats:	
	Less than 5 Lots	50.00
	5-10 Lots	75.00
	More than 10 Lots	100.00
	Variance Application	100.00
	Conditional Use Permit	100.00
	Special Permit	100.00
	Rezoning Request	100.00
	Code Amendment	375.00
	Street/Alley Vacation	75.00
	Annexation Request	250.00
		(plus State of MN fees)
VI.	<u>DOGS & CHICKENS</u>	
	Dog License -Neutered Male and Spayed Female (Calendar Year)	N/C
	Dog License - Unspayed Female & Unneutered Male (Calendar Year)	N/C
	Chicken Permit – Initial Application	50.00
	Chicken Permit – Renewal Application	25.00
VII.	<u>UTILITY & SERVICE CHARGES</u>	
	Street Digging Permit	100.00*
	Water & Sewer Connection - Simultaneous	100.00

Equipment Rent (Per Hour) – *Does not include labor unless specified

Mowing includes *Labor	(minimum charge)	60.00
Snow Shoveling includes *Labor	(minimum charge)	60.00
Sweeper		50.00
Loader/Blower		100.00
Truck		40.00
Tractor Mower		50.00
Grader		60.00
Cat Loader		75.00
Aerial Truck		75.00
Sewer Machine		50.00
*Labor of City Employee operating equipment – per employee per hour		20.00

Labor & Materials/Supplies (Per hour or quantity)

Labor (Per Hour)	(minimum charge)	50.00
Gravel (Per Yard)		8.00
Water (Per 100 Gallons - Hard)		0.25
Water (Per 100 Gallons - Processed)		1.00
Reclaimed Granite (Per Yard)		15.00
Reclaimed Pea Rock (Per Yard)		4.00
Salt & Sand (Per Yard)		12.00
Vehicle storage fee (Wastewater Plant)		10.00/day

VIII. ADMINISTRATIVE CHARGES

Maps		5.00
Copies (Per Page)		0.25
Fax Machine (Per Page)		1.50
Service Charge - Returned Checks		25.00
Assessment Search Fee		10.00
Copies of Audit Report (postage additional)		10.00
Peddler/Transient Merchant Permit		35.00

IX. CITY HALL FACILITIES

*\$35 Extra charge for clean up

Madison Room	Basic Charge	25.00
	w/Set Up	35.00
Auditorium	Basic Charge	35.00
	w/Set Up	45.00
Basement	Basic Charge	35.00
	w/Set Up	45.00

X. RECREATIONAL

Jacobson Park Wayside Rest (“rest area”)	Nightly: Tent	10.00
	Nightly: Camper/RV	20.00
	Weekly: Camper/RV	100.00
Recreation Field Damage Deposit		100.00
ATV Permit (per lifetime of vehicle)		25.00
Golf Cart Permit (per lifetime of vehicle)		25.00

	Picnic Tables – rentals for non-city facilities (per table per day)	10.00
	Memorial Bench	1,020.00
	Memorial Bench Concrete Slab	105.00
XI.	<u>ELECTIONS</u>	
	Filing Fee	2.00
		*If petition filed, no charge
XII.	<u>CODE ENFORCEMENT</u>	
	Parking Tickets	50.00
	Snow Removal Violation	50.00
	Dog/Cat Pound Boarding Fee	20.00/day
	Impound Release Fee	25.00
	Running at Large Fine	50.00
	Vehicle storage fee (impoundment)	10.00/day
	Sanitary Discharge exception Permit (November 15 – April 15)	N/C
	Sanitary Discharge fine	50.00
	Code Violation – Nuisance	50.00
XIII.	<u>SWIMMING POOL</u>	
	General Admission	3.00-3.50
	Season Pass - individual	75.00
	Season Pass - family	150.00
	Lessons (depends on swimmers level)	25.00-30.00
	Private Lessons	50.00
	Pool Rental	200.00
XIV.	<u>AMBULANCE DEPARTMENT</u>	
	Base Fee	900.00
	Mileage per loaded mile	20.00
	Transport Flight Crew to Airport	850.00
	Helicopter Assist	850.00
	Lift Assist	125.00
	Standby	
	Races (Per Hour)	50.00
	School Events (Per Hour)	50.00
	Hospital (Per Hour)	50.00
XV.	<u>PRAIRIE ARTS CENTER</u>	
	Facility Rental	
	(Weekly)	120.00
	(Daily)	40.00
XVI.	<u>MILEAGE</u>	
	Rate Reimbursement per mile (As established by resolution/ordinance)	IRS Rate

XVII. FIRE DEPARTMENT

First Hour**	1,000.00
Every Additional Hour	150.00
Materials	Determined as needed
Standby	
Races (Per Hour)	50.00
**Emergency (non-fire) Call	250.00-1,000.00

Upon the vote taken thereon, the following voted:

For:
Against:
Absent:

Whereupon said Resolution No. 19-13-01 was declared duly passed and adopted this 25th day of February, 2019.

Greg Thole
Mayor

Attest: _____
Kathleen Weber
City Clerk

Memorandum

To: Mayor and City Council members
From: Val Halvorson, City Manager
Date: February 22, 2019
Subject: Public Data Policy Resolution

The City of Madison adopted Resolution 15-37 titled “Resolution Appointing a Responsible Authority” along with Exhibits A-C. These resolutions pertain to information requests from member of the public and from data subjects. This resolution needs to be updated in order to replace Deloris Churness with Angie Amland, who began the Deputy City Clerk/Treasurer position in 2017.

Adoption of Resolution 19-16 along with Exhibits A, B, and C is appropriate to make this change.

**CITY OF MADISON, MINNESOTA
RESOLUTION 19-16**

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

RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY

WHEREAS, *Minnesota Statutes*, section 13.02, subdivision 16, as amended, requires that the City of Madison appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

WHEREAS, the Madison City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute.

WHEREAS, the policies regarding the data practices for members of the public and data subject are included as Exhibits A, B & C of this resolution and will be available for review upon request at City Hall 404 6th Ave, Madison MN, during regular business hours.

NOW THEREFORE BE IT RESOLVED, that the City Council of Madison appoints Val Halvorson, City Manager, as the Responsible Authority for the purposes of meeting all requirements of *Minnesota Statutes*, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

BE IT FURTHER RESOLVED, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by *Minnesota Statutes*, chapter 13 and by *Minnesota Rules*, chapter 1205, as amended.

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 19-16 was declared duly passed and adopted this 25th day of February, 2019.

Greg Thole
Mayor

Attest: _____
Kathleen Weber
City Clerk

(EXHIBIT A)

Data Practices Policy for Members of the Public

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that this government entity keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by mail, fax, or email, using the data request form on page 6.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.



- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5.

We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Val Halvorson, City Manager

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, madison@ci.madison.mn.us

Data Practices Compliance Official

Kathy Weber, City Clerk

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, kathy.weber@ci.madison.mn.us

Data Practices Designee(s)

Angie Amland, Deputy City Clerk/Treasurer

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, angie.amland@ci.madison.mn.us

Cheri Tuckett, Deputy Clerk

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, cheri.tuckett@ci.madison.mn.us

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

City of Madison Fee Schedule, most current version applicable

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies (paper and/or electronic) Both inspection and copies

Note: inspection is free but the charge for copies is \$0.25/pg.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

(EXHIBIT B)

Data Practices Policy for Data Subjects

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you:

the names of Minnesota government employees

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you:

Social Security numbers

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you:

the identity of the subject of an active criminal investigation

Your Rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 6. You may make your request by mail, fax, or email, using the data request form on page 8.

If you choose not use to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 7.

We also will arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Val Halvorson, City Manager

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, madison@ci.madison.mn.us

Data Practices Compliance Official

Kathy Weber, City Clerk

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, kathy.weber@ci.madison.mn.us

Data Practices Designee(s)

Angie Amland, Deputy City Clerk/Treasurer

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, angie.amland@ci.madison.mn.us

Cheri Tuckett, Deputy Clerk

404 6th Ave Madison, MN 56256

Phone 320-598-7373, Fax 320-598-7376, cheri.tuckett@ci.madison.mn.us

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

City of Madison Fee Schedule, most current version applicable

Data Request Form – Data Subjects

Date of request: _____

To request data as a data subject, you must show _____ [a valid state ID, such as a driver's license, military ID, or passport] as proof of identity.

I am requesting access to data in the following way:

Inspection

Copies (paper or electronic)

Both inspection and copies

Note: inspection is free but \$0.25/pg.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

<p>Contact Information</p> <p>Data subject name _____</p> <p>Parent/Guardian name (if applicable) _____</p> <p>Address _____</p> <p>Phone number _____ Email address _____</p> <p>Staff Verification</p> <p>Identification provided _____</p>

We will respond to your request within 10 business days.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

(EXHIBIT C)

**Data on Individuals
Maintained by the City of Madison
April, 2015**

This document identifies the name, title, and address of the Responsible Authority for the City of Madison and describes private or confidential data on individuals maintained by the City of Madison (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Madison's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City's Responsible Authority, Data Practices Compliance Official, and Data Practices Designee(s) will also have access to all not public data on an as needed basis as part of a specific work assignment.

City of Madison's Responsible Authority is:
Val Halvorson, City Manager
404 6th Avenue
Madison, MN 56256

Direct all questions about this document to
the City of Madison's Data Practices
Compliance Official: Val Halvorson, City
Manager
404 6th Avenue
Madison, MN 56256
Phone: 320-598-7373
Fax: 320-598-7376
e-mail: madison@ci.madison.mn.us

Data Maintained by the City of Madison

The following data are maintained by the City of Madison

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Applicant Records	Completed assessments and results, related documentation, and application forms	Public Private	MSS 13.43	Certain employees on an as needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected by attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments
Benefits Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Building Permit Applications	Data received from individuals during the process of applying for building permits	Public Non-Public	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
City Council Member data	Data pertaining to City Council members	Public Private Confidential	MS 13.601	Certain employees on an as needed basis as part of specific work assignments
Claims	Claims filed by or against the city	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Complaints by citizens	The identity of individuals who register complaints with government entities concerning violations of state laws or local ordinances concerning the use of real property.	Confidential; the data becomes public when submitted to a court-appointed condemnation commissioner or the data is presented in court for a condemnation proceeding	MS 13.44	Certain employees on an as needed basis as part of specific work assignments
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.	Private	MS 13.43, subd 17	Certain employees on an as needed basis as part of specific work assignments
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as needed basis as part of specific work assignments
Data on individuals	Data that would identify an individual reporting a violation, suspected violation, or planned violation of any federal or state law	Private	MS 13.932, subd 2	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
	or common law or rule adopted pursuant to law to an employer or to any governmental body or law enforcement official;			
Data on individuals	Data that would identify an employee who is requested by a public body or office to participate in an investigation, hearing, inquiry	Private	MS 13.932, subd 2	Certain employees on an as needed basis as part of specific work assignments
Data on individuals with disabilities	Data that identify an individual with a disability or a family member of an individual with a disability	Private	MS 13.64, subd 2	Certain employees on an as needed basis as part of specific work assignments
Deferment Application	Information collected on individuals for the purpose of processing a deferment application	Private Non-Public	MS 13.51, subd 2 MS 13.52	Certain employees on an as needed basis as part of specific work assignments
Drug and Alcohol Testing Results	Employees' test results	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Electric Utility Customer Data	Data collected individual public utility customers or prospective customers, including copies of tax forms, needed to administer federal or state programs that provide relief from public utility bills, or cold weather disconnection.	Private	MS 13.679	Certain employees on an as needed basis as part of specific work assignments
Employee expense reports	Expense reimbursement requests	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Employment Eligibility Verification/1-9 Form	1-9 Forms submitted by employees	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Examination File	Completed exams administered to applicants & promotional exams administered to employees	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Family Medical Leave Documents	Data on employees regarding FMLA	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Garnishments	Data collected on employees relating to child support and/or spousal maintenance	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Government services transactions data	Credit card, charge card, debit card and other electronic transactions	Private	MS 16A.626	Certain employees on an as needed basis as part of specific work assignments
Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by the City.	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Internal audit data	Data created, collected, and maintained for the purpose of performing audits and/or	Public Private	MS 13.392 MS 13.43	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
	relating to an audit or investigation; working papers gathered or generated until the final report is published or audit becomes inactive.	Confidential	MS 13.37	Auditor
Labor Relations information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position	Private Confidential	MS 13.37, subd (a)	Certain employees on an as needed basis as part of specific work assignments
Medical Data	Medical data of employees disclosed for the purpose of administering claims	Private	MS 13.384 subd, 3	Certain employees on an as needed basis as part of specific work assignments
Personal contact and online account information	Telephone number, email address and usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual.	Private	MS 13.356	Certain employees on an as needed basis as part of specific work assignments
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	MS 13.43 179A.03, subd 4	Certain employees on an as needed basis as part of specific work assignments
Real property appraisal data (a)	Estimated or appraised values of individual parcels of real property that are made by personnel of the state or a political subdivision or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, subd 3(a), 3(c)	Certain employees on an as needed basis as part of specific work assignments
Real property appraisal data (b)	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the state or a political subdivision	Private Public	MS 13.44, subd 3(b), 3(c)	Certain employees on an as needed basis as part of specific work assignments
Rehabilitation Data	Data collected that pertain to individuals applying for or receiving rehabilitation services	Private	MS 13.791	Certain employees on an as needed basis as part of specific work assignments
Reprimands/Disciplinary Action	Data collected on employees regarding reprimands and/or disciplinary action	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Response to Data Requests	Data collected by Data Practices Compliance	Public	Various	Responsible Authority

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
	Official in responding to requests for data	Private		Data Practices Compliance Official/Designee(s)
Responses to requests for proposal	Responses submitted are private until the responses are opened. All other data on individuals are private until completion of the evaluation process. If all responses are rejected prior to completion of the evaluation process, all data, other than that made public at the opening, are private until resolicitation or abandonment of the project.	Private Public	MS 13.599	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFPs) and requests for bids	Public Private	MS 13.591	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Requests for Proposals (RFPs) and requests for bids	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Social Security Numbers	Social Security numbers assigned to individuals	Private	MS 13.355	Certain employees on an as needed basis as part of specific work assignments
Travel expense/per diem reports for council, commission, and board members	Travel expense reimbursement requests	Public Private	MS 13.601 MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Workers compensation billings and information	Records of billings for employees who receive workers compensation benefits	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments

SCHEDULED CLAIMS LIST

UP CK# 57734-57757

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
022119	1	2/21/19	2/21/19	BANK 1 - KLEIN/UNITED PRAIRIE 100 A-OX WELDING SUPPLY COMPA AMB-SUPPLIES	80.34 80.34	201	201-44100-217	1
				INVOICE TOTAL	80.34			
				VENDOR TOTAL	80.34			
03989094	1	2/21/19	2/21/19	68 AMERICAN SOLUTIONS FOR BU ADMIN-UTIL BELL ENVELOPES	754.47 754.47	101	101-41320-202	1
				INVOICE TOTAL	754.47			
				VENDOR TOTAL	754.47			
022119	1	2/21/19	2/21/19	110 ARCTIC GLACIER USA, INC LIQ-ICE EXPENSE	25.57 25.57	609	609-49750-251	1
				INVOICE TOTAL	25.57			
				VENDOR TOTAL	25.57			
022119	1	2/21/19	2/21/19	172 BELLBOY CORPORATION LIQ-LIQUOR EXPENSE	585.74 585.74	609	609-49750-251	1
				INVOICE TOTAL	585.74			
				VENDOR TOTAL	585.74			
022119	1	2/21/19	2/21/19	190 BEVERAGE WHOLESALERS LIQ-LIQUOR EXPENSE	2,953.40 2,953.40	609	609-49750-251	1
				INVOICE TOTAL	2,953.40			
				VENDOR TOTAL	2,953.40			
022119	1	2/21/19	2/21/19	320 BREHMER MOTOR SUPPLY WT-NUT/BOLTS	5.00	601	601-49400-404	1
	2			WT-MAP GAS	9.99	601	601-49400-240	1
	3			WT-PVC ELBOW	15.00	601	601-49400-404	1
	4			ELEC-ELEC BOX	4.99	604	604-49570-223	1
	5			ELEC-OUTLET/COVERS	21.48	604	604-49570-223	1
	6			LIQ-ICE MELT	7.99	609	609-49750-219	1
	7			STR-HANGERS	40.00	101	101-43100-520	1
	8			STR-ICE MELT	15.98	101	101-43100-215	1
	9			AMB-POWER STEERING FLUID	6.99	201	201-44100-212	1
				INVOICE TOTAL	127.42			
24784	1	2/21/19	2/21/19	FIRE-ICE MELT	7.99 7.99	101	101-42200-219	1
				INVOICE TOTAL	7.99			
				VENDOR TOTAL	135.41			
089212	1	2/21/19	2/21/19	3506 CORE & MAIN LP SEW-GASKET/HEAD BOLT/HEX NUTS	108.84 108.84	602	602-49450-404	1
				INVOICE TOTAL	108.84			
				VENDOR TOTAL	108.84			

38

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
24755	1	2/21/19	2/21/19	640 DAKOTA PUMP & CONTROL CO WT-RECIRCULATION PUMP	675.00	601	601-49430-407	1
				INVOICE TOTAL	675.00			
				VENDOR TOTAL	675.00			
25783	1	2/21/19	2/21/19	736 ERICKSON CHEVROLET WT/SEW-OIL CHNG/ANTIFREEZE LEA	46.16	601	601-49400-221	1
	2			WT/SEW-OIL CHNG/ANTIFREEZE LEA	46.17	602	602-49450-221	1
				INVOICE TOTAL	92.33			
				VENDOR TOTAL	92.33			
022119	1	2/21/19	2/21/19	811 FRONTIER COMMUNICATIONS CORP WT-CIRCUIT 3/19	43.43	601	601-49400-321	1
				INVOICE TOTAL	43.43			
				VENDOR TOTAL	43.43			
4441292	1	2/21/19	2/21/19	968 HAWKINS INC. WT-AQUAKAWK	1,327.23	601	601-49400-232	1
	2			WT-POLY PHOSPHATE	624.36	601	601-49400-234	1
	3			WT-POTASIMUM	1,344.83	601	601-49400-231	1
	4			WT-SODIUM HYDROXIDE	732.07	601	601-49400-230	1
				INVOICE TOTAL	4,028.49			
4441301	1	2/21/19	2/21/19	WT-TUBING	90.63	601	601-49400-404	1
				INVOICE TOTAL	90.63			
				VENDOR TOTAL	4,119.12			
1912902059176	1	2/21/19	2/21/19	3576 INTERSTATE ALL BATTERY CENTER AMB-LIT HEARTSTART	121.04	201	201-44100-217	1
				INVOICE TOTAL	121.04			
				VENDOR TOTAL	121.04			
022119	1	2/21/19	2/21/19	1160 JOHNSON BROS-ST.PAUL LIQ-LIQUOR EXPENSE	2,320.48	609	609-49750-251	1
				INVOICE TOTAL	2,320.48			
				VENDOR TOTAL	2,320.48			
115	1	2/21/19	2/21/19	3575 LANE'S ELECTRIC LLC WT-WT TOWER PUMP MOTOR SERVICE	158.66	601	601-49430-407	1
				INVOICE TOTAL	158.66			
				VENDOR TOTAL	158.66			
022119	1	2/21/19	2/21/19	3216 LAWN KING LAWN CARE PARKS-BBFIELD FERTILIZER/WEED CONTROL	210.00	101	101-45200-443	1
				INVOICE TOTAL	210.00			

39

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	210.00		
022119	1	2/21/19	2/21/19	3036 LQP BROADCASTING COMPANY, INC LIQ-ADVERTISING	88.00	609 609-49750-342	1
				INVOICE TOTAL	88.00		
				VENDOR TOTAL	88.00		
022119	1	2/21/19	2/21/19	1326 LQP CO-OP OIL FIRE-FUEL EXPENSE	160.87	101 101-42200-212	1
				INVOICE TOTAL	160.87		
				VENDOR TOTAL	160.87		
022119	1	2/21/19	2/21/19	1520 LUND IMPLEMENT CO. STR-SNOWBLOWER REPAIRS/OIL FIL	2,933.41	101 101-43100-409	1
	2			STR-SNOWBLOWER REPAIRS/OIL FIL	61.67	101 101-43100-212	1
	3			STR-SNOWBLOWER REPAIRS/OIL FIL	18.79	101 101-43100-221	1
	4			CRDT-BILLED INCORRECTLY	17.05	604 604-49570-193	1
				INVOICE TOTAL	2,996.82		
				VENDOR TOTAL	2,996.82		
022119	1	2/21/19	2/21/19	1560 MADISON BOTTLING CO. LIQ-BEER EXPENSE	3,569.40	609 609-49750-251	1
				INVOICE TOTAL	3,569.40		
				VENDOR TOTAL	3,569.40		
34363	1	2/21/19	2/21/19	1623 MADISON WELDING & REPAIR, INC FIRE-REPAIR LEAK-PUMPER #2	156.88	101 101-42200-221	1
				INVOICE TOTAL	156.88		
				VENDOR TOTAL	156.88		
0222119	1	2/21/19	2/21/19	1530 MARTIN TRUCKING LLC LIQ-FREIGHT EXPENSE	190.00	609 609-49750-258	1
				INVOICE TOTAL	190.00		
				VENDOR TOTAL	190.00		
022119	1	2/21/19	2/21/19	2047 RICHARD NEWMAN PARKS-FLOWERS FOR B HILL'S MOM FUNERAL	69.47	101 101-45200-443	1
				INVOICE TOTAL	69.47		
				VENDOR TOTAL	69.47		
35077	1	2/21/19	2/21/19	3559 RMB ENVIRONMENTAL LABS, INC SEW-CARBONACEIOUS, PHOSPHORUS	103.00	602 602-49450-409	1
				INVOICE TOTAL	103.00		
				VENDOR TOTAL	103.00		

40

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
022119	1	2/21/19	2/21/19	2940 WESTERN GUARD LIQ-ADVERTISING	291.00	609 609-49750-342	1
				INVOICE TOTAL	291.00		
				VENDOR TOTAL	291.00		
				BANK 1 - KLEIN/UNITED PR TOTAL	20,009.27		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	20,009.27		
				GRAND TOTALS	20,009.27		

41