

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **12:00 Noon.**
Monday December 23, 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 December 9, 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

A.	LMC 2019 Dividend – receive	Page 5
B.	HRA Agenda and Minutes – December 12, 2019 – receive	Page 8
C.	Airport Commission – December 18, 2019 – receive	Page 12
D.	LMC Property Survey – receive	Page 15
E.	Ehlers Municipal Client Disclosure – receive	Page 18
F.	Pioneerland Agenda – December 19, 2019 – receive	Page 22
G.	Prairie Five Regional Transportation Coordinating Council	Page 23

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

6. UNFINISHED AND NEW BUSINESS

Handout

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

Page 25

B. Approval of City Contract. A DISCUSSION and MOTION may be in order. (Attorney, Manager, Council)

1. Fairway View Lots Facilitator Service Agreement

Page 31

C. Resolution 19-53 – Acceptance of Donation. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 33

D. Resolution 19-54 – Assignment of Salaries – Journeyman Line Worker. A DISCUSSION and MOTION may be in order. (Manager, Council)

- E. Resolution 19-55 –Define Municipal Electric Range. A DISCUSSION and MOTION may be in order. (Manager, Council)

- F. Napa Agreement Approval. A DISCUSSION and MOTION may be in order. (Manager, Council)

- G. Paperless Meetings. A DISCUSSION may be in order. (Manager, Council)

- H. Public Comment Period. A DISCUSSION may be in order. (Manager, Council)

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

7. MANAGER REPORT (Manager)

- City Clerk

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

- Public Works Committee
- Airport Commission

9. AUDITING CLAIM

A copy of the Schedule Payment Report of bills submitted December 9, 2019 through December 23, 2019 is attached for approval for Check No. 59015 through Check No. 59068 and debit card purchases. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
DECEMBER 9, 2019**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Thole on Monday, December 9, 2019, at 5:04 p.m. in Council Chambers at City Hall. Councilmembers present were: Tim Volk, Mayor Greg Thole, Maynard Meyer, Paul Zahrbock, and Adam Conroy. Also present were: City Manager Val Halvorson, City Attorney Rick Stulz, and City Clerk Kathleen Weber.

AGENDA

Upon motion by Meyer, seconded by Zahrbock and carried, the Agenda was approved as amended. Additions to the agenda include Prairie Five Mealsite Agreement and Facilitator Agreement with Dahle & Olson Realty. All agenda items are hereby placed on the table for discussion.

MINUTES

Upon motion by Zahrbock, seconded by Volk and carried, November 25, 2019, meeting minutes were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

Matt Schneider approached Council to again express concern with residents not following parking ordinances. He also questioned whether the city's noise ordinance will get "cleaned up". He expressed continued concern with a Lac qui Parle County Deputy. Council suggested that Mr. Schneider bring this to the attention of the Lac qui Parle County Sheriff and Commissioners if needed.

CONSENT AGENDA

Upon motion by Conroy, seconded by Zahrbock and carried, Council approved the Consent Agenda as presented.

CITY COUNCIL CHECKLIST

Council reviewed the City Council Checklist. Regarding downtown restrooms, City Manager Halvorson noted that contact has been made with Scott Sawatzky at Lac qui Parle Valley in regard to the drafting class working on plans for a new restroom facility. Public Works staff will also help with the design phase.

CITY ENGINEER'S REPORT

City Engineer Phil DeSchepper informed Council that he has accepted a position as Utility Engineer for District A of the MN Department of Transportation. Kent Louwagie will be Phil's replacement as City Engineer for the City of Madison. Council expressed appreciation to DeSchepper for his services.

2020 FEES SCHEDULE

Upon motion by Volk, seconded by Meyer and carried, **RESOLUTION 19-48** titled "Resolution Establishing a Fee Schedule Pursuant to §34.01 of the Madison Code of Ordinances for the Year 2020" was adopted. A complete copy of Resolution 19-48 is contained in City Clerk's Book #9.

WATER & SEWER EDU'S 2020

Upon motion by Conroy, seconded by Zahrbock and carried, **RESOLUTION 19-49** titled "Resolution Establishing Water & Sewer Equivalent Dwelling Unit Billing Schedule for 2020" was adopted. This

resolution provides for the 2020 commercial billing schedule based on 2018 consumption as prescribed by Ordinance. A complete copy of Resolution 19-49 is contained in City Clerk's Book #9.

CITY CONTRACTS

Mowing/Code Enforcement: Upon motion by Zahrbock, seconded by Meyer and carried, Council authorized execution of an Independent Contractor Agreement between the City of Madison and Dave Redepenning, dba MD Lawncare, for mowing and code enforcement services for the period of May 1st to November 1st, 2020, at a rate of \$35.00 per hour for mowing, and \$20.00 per hour for code enforcement.

LqP Racing Association: Upon motion by Volk, seconded by Thole and carried, Council authorized execution of an Agreement between the City of Madison and LqP Racing Association which requires fire and ambulance bills to be paid by December 31st of each year and approves the use of city grader for track maintenance for the 2020 racing season.

Utility Bill Mailing Preparation: Upon motion by Meyer, seconded by Conroy and carried, Council approved execution of an Independent Contractor Agreement between the City of Madison and Dan Tuckett for business services related to utility bill mailing preparation for calendar year 2020 at a cost of \$150.00 per month.

Dog Kennel Services: Upon motion by Zahrbock, seconded by Conroy and carried, Council approved execution of a Memorandum of Understanding between the City of Madison and Jen Wold, dba Gemini Kennels for the purpose of caring for lost and abandoned dogs for calendar year 2020 in exchange for a \$500.00 donation, regardless of the number of dogs transferred to the facility.

Madison Public Library Maintenance Agreement: Upon motion by Volk, seconded by Meyer and carried, Council approved execution of a Building Maintenance Agreement between the City of Madison and Old Army Services for cleaning and maintenance services at the Madison Public Library for calendar year 2020 at a cost of \$750.00 per month.

Fairway View Lots Facilitator Services Agreement: Upon motion by Volk, seconded by Conroy and carried, Council authorized execution of a Facilitator Services Agreement between the City of Madison and Dahle and Olson Realty for the provision of realtor services for the sale of Fairway View lots at a rate of \$800 per lot. This agreement will be in effect for a 3-year period through December, 2022.

BUDGETED FUND TRANSFERS

Upon motion by Conroy, seconded by Zahrbock and carried, **RESOLUTION 19-46** titled "Fund Transfers" was adopted. This resolution would provide for annual budgeted transfers as recommended by City Manager. A complete copy of Resolution 19-46 is contained in City Clerk's Book #9.

CITY MANAGER'S REPORT

Ice Skating Rink: City Manager Halvorson noted that skating rink attendants will be selected and ready for the 2019-2020 skating season.

Prairie Five Mealsite: Council was informed that the participant surveys for City Hall and Park Avenue Apartments' meal programs were inconclusive. Prairie Five plans to make a decision by February, 2020, regarding which site will be utilized for their senior dining program in Madison. City Manager Halvorson noted that she has advertised for cleaning staff for City Hall to include the senior dining area in the basement. Lyndon Worden has decided not to renew that contract.

Section 8 Housing Vouchers: City Manager Halvorson noted that she and Tammy Schuelke-Sampson, Dawson City Administrator, will meet with Cathy Jacobs to discuss participation in a housing assistance

program administered by Chippewa County. It was noted that Lac qui Parle County has decided to discontinue participation in the program. Halvorson noted that housing will be high on a priority list for CEDA when they begin services for the Cities of Madison and Dawson in January. She's hoping a good conversation will be held with the county board at that time.

NAPA Parking Lot: City Manager Halvorson noted that she has been working on an agreement with the owner of NAPA who may decide to remove all asphalt from his parking lot rather than having the city repair the patch that was damaged during snow removal last year.

MAYOR/COUNCIL REPORTS

December 23rd meeting: Upon motion by Meyer, seconded by Zahrbock and carried, Council cancelled their December 23rd meeting and authorized payment of invoices prior to year-end with subsequent approval being made at the first meeting in January. It was noted that the second meeting in December will be rescheduled if issues come up that need action.

Builders FirstSource: Council noted the fact that the lumber yard will be closing its doors as of December 31, 2019. A meeting will be held on December 10th with local contractors to discuss this issue. It was noted that Builders FirstSource was leasing the building.

Madison Healthcare Services: City Manager Halvorson briefly discussed the improvement project by Madison Healthcare Services and recommended that the City contribute its annual budgeted amount of \$70,000, which is earmarked for electrical improvement/repair projects, toward the MHS Project. Significant costs will be incurred in burying power lines and new transformers. The City may be requested to participate in conduit financing similar to what was done with a past MHS project and for the City of Montevideo.

(Councilmember Zahrbock left the meeting at 5:55 p.m.)

City Hall Restoration Project: City Manager Halvorson informed Council that she has been in discussions with a contractor who installs wood shingles and is familiar with historic preservation. Halvorson noted that, should the city decide to utilize asphalt shingles rather than wood shingles, it would not affect the city's chances of receiving grant funds through the MN Historical Society for the remainder of the renovation project. She also stated that asphalt shingles could be done in 2020, while wood shingles would not get done until 2021 due to a limited number of contractors. She is anticipating that the city will use reserve funds and transfers to pay for this project.

2020 GENERAL FUND BUDGET & PUBLIC HEARING

Mayor Thole opened the public hearing in regard to the 2020 General Fund Budget and final tax levy at 6:02 p.m. It was noted that no one was in attendance in regard to this matter. City Manager Halvorson presented Council with a final draft of General Fund and Non-General Fund budgets for 2020 along with summary reviews and comparisons from 2019. Only minor adjustments have been made to the final draft since the budget review meeting in November.

Upon motion by Conroy, seconded by Meyer and carried, **RESOLUTION 19-50** titled "Resolution Establishing the General Fund 2020 Budget" was adopted. A complete copy of Resolution 19-50 is contained in City Clerk's Book #9.

2020 NON-GENERAL FUND BUDGET

Upon motion by Volk, seconded by Conroy and carried, **RESOLUTION 19-51** titled "Resolution Adopting the 2020 Budgets (Exclusive of the General Fund)" was adopted. A complete copy of Resolution 19-51 is contained in City Clerk's Book #9.

TAX LEVY 2019 COLLECTIBLE 2020

Upon motion by Conroy, seconded by Meyer and carried, **RESOLUTION 19-52** titled "Resolution Adopting Tax Levy 2019 Collectible 2020" was adopted. This resolution would provide for a 3.03% increase in the tax levy from 2018, totaling \$568,824.00. A complete copy of Resolution 19-52 is contained in City Clerk's Book #9.

DISBURSEMENTS

Upon motion by Volk, seconded by Conroy and carried, Council approved disbursements for bills submitted between November 26th and December 9th, 2019. These disbursements include United Prairie Check Nos. 58951-59014. Debit card purchases made December 3rd and 4th were also approved.

There being no further business, meeting adjourned at 6:20 p.m.

Greg Thole – Mayor

ATTEST:

Kathleen Weber – City Clerk



December 5, 2019

Dear Member,

Enclosed is a check for your share of the \$2.5 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program for 2019. Also enclosed is an information sheet showing the data used to calculate your dividend, and your dividend history. Your agent will also receive this information, and we encourage you to share it with the city council or other governing body.

Dividend Formula

The formula for calculating dividends is designed to return proportionally larger amounts to members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. Your share was determined based on your gross earned premiums and total adjusted claims for the past 20 years, as shown on the enclosed information sheet. As you review these numbers, keep these definitions in mind:

- *Gross Earned Premium:* This is the total of all earned premiums for the past 20 years as of May 31.
- *Adjusted Loss:* This is claim costs for the past 20 years, minus applicable deductibles, and after capping each individual large claim. Individual claims are capped at the lesser of \$200,000 or 200 percent of the annual premium for the year of the loss to lessen the impact of a catastrophic claim.

Dividend Amounts

The amount of this year's dividend reflects an increase in total incurred costs in recent years, in large part because of exceptionally high property losses and increased police and employment liability claims. Changing loss patterns like these, actuarial projections, investment results, legislative and coverage changes, and our strategic decisions about things like the most cost-effective way to structure our reinsurance purchases can all affect the availability and amount of dividends from year to year. Trust representatives will be talking with members and insurance agents over the coming year to gather information for our discussion about the relative benefits of regular dividends versus lower up-front premiums, keeping in mind our overarching goals of maintaining a healthy fund balance and preserving rate stability.

Thank you for your continued membership with the Trust. We appreciate your confidence and the chance to partner with you to serve your community. Feel free to contact Laura Honeck, Trust Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions, comments, or need additional information.

Sincerely,

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, City Manager, Plymouth
Clint Gridley, City Administrator, Woodbury
D. Love, Councilmember, Centerville

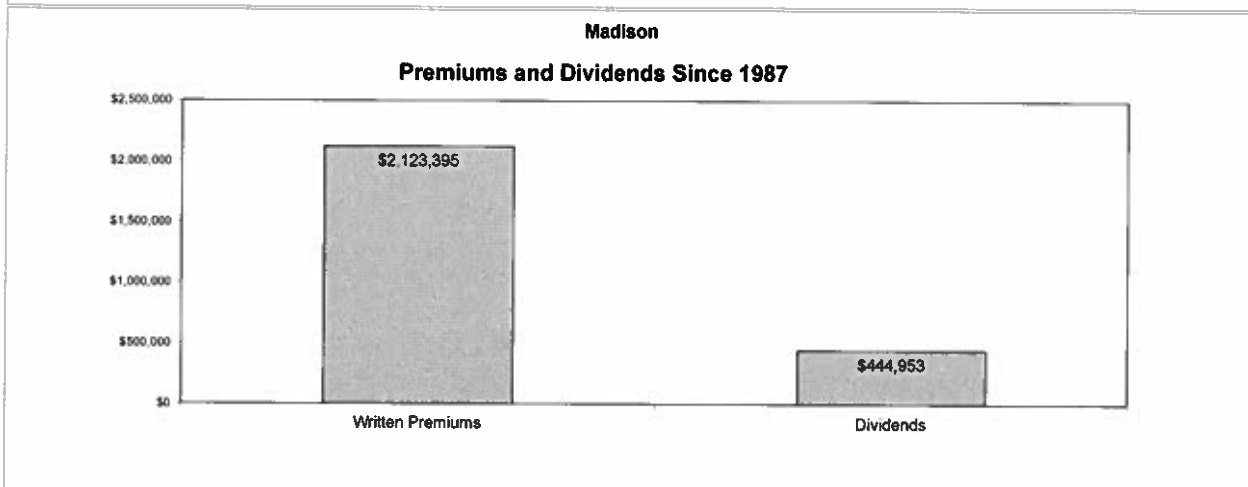
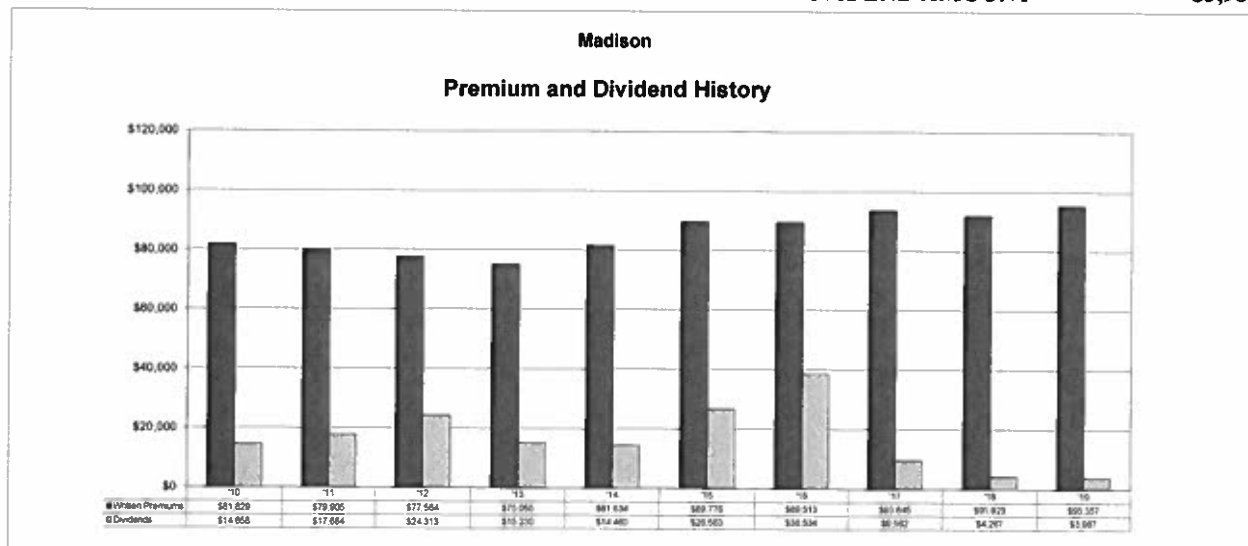
Lisa Sova, City Administrator, Crosby
Dave Unmacht, Executive Director, LMC
Alison Zelms, Deputy City Manager, Mankato

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2019 DIVIDEND CALCULATION
AT MAY 31, 2019

Klein Insurance
 222 6th Ave
 Madison MN 56256-1309

Madison
 404 Sixth Avenue
 Madison, MN 56256-1237

GROSS EARNED PREMIUM	\$1,437,435
ADJUSTED LOSSES	\$349,131
MEMBERS DIVIDEND PERCENTAGE	0.00159462391
DIVIDEND AMOUNT	\$3,987



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2019 for the past 20 years. This is the premium figure that's used in the dividend calculation.
 The "2019 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2019 (for most members, only a portion of that 2019 written premium would be earned as of May 31, 2019).

0649



145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
(651) 281-1200
WWW.LMC.ORG



NO. 178648

DATE

AMOUNT

December 4, 2019

\$3,987.00

PAY *** Three Thousand Nine Hundred Eighty Seven and 00/100

US Dollar

TO THE
ORDER
OF

City of Madison
404 6th Ave
Madison, MN 56256-1237

⑈ 178648 ⑈ ⑆091000022⑆ 104755879665⑈

Check 178648 Date of check 12/4/2019

Vendor : 100477, City of Madison
Invoice number Invoice date Payment amount

2019 PC Dividen 12/1/2019 3,987.00

Total

3,987.00

MEETING AGENDA HRA of Madison

310 Park Avenue
Madison, MN 56256

Meeting Description Regular Meeting

Results Desired

Date: December 12, 2019_ **Time** 11:30a.m.

Location Authority Office

		Stop	Total Hours	Start	Stop	Total

Call to Order:

Action on Minutes:

FINANCIAL REPORT:

Project Performance Reports: No one else requests this report anymore. HUD no longer uses it. If we want
The report they will be charging an additional \$25.00 per month.

Correspondence: None

Maintenance: Getting apartments move-in ready, break down of garden tractor

Occupancy: #123 Vacant (Sm. 1 BR)
#125 Vacant (Lg. 1 BR)
#106 Vacant (Sm. 1 BR)
#234 Vacant (2 BR)
Tenant from #106 has moved to #128

Old Business: Update on Dave Jacobsen. No longer on Temporary Total Disability; it is now Temporary
Partial Disability due to other wages now being earned.
Carlyle will be renewed as a board member in January
Carpet Extractor has arrived; waiting for salesman to show up

New Business: New top load washer has been ordered from Odden & Zimbelman (front & rear basket gears are
shot in old machine that is 10 yrs. Old.

Other Business:

Adjournment:

MINUTES
REGULAR MEETING
NOVEMBER 14, 2019

The Board of Commissioners of the HRA of Madison, MN met on Thursday, November 14, 2019 at the office of the authority. Commissioners present were: Karie Sorknes, Judi Nelson, Stan Olson, Carlyle Larsen and Missy Heinrich. Also present was Executive Director Kathy Bungarden and Travis Redepenning from Maintenance.

Chairperson Karie Sorknes called the meeting to order at 12:10 a.m.

Maintenance: Travis Redepenning reported starting to get the two apartments that were vacated as of 10/31/2019 move-in ready. Travis and Kathy reported the REAC inspection had gone well. The gentlemen that did the inspection was very thorough.

Update on David Jacobsen: It has been determined by the Dr. that David Jacobsen will not be able to return to his Mtce./Custodian position at Park Avenue Apartments. He is currently back on TTD (Temporary Total Disability). Betty Torrez (W/C Claims Manager) told Kathy that she will start pushing for a settlement to end this claim.

The minutes of the regular meeting on Thursday, October 10, 2019 were discussed. After a typo correction, the minutes were approved as written.

The financial report was reviewed. After a short discussion by the board regarding checks #7131 - 7157 for a total amount of \$14,333.33 a motion was made by Missy Heinrich and seconded by Judi Nelson to pay the bills. Motion carried.

Occupancy Status: #123 – Vacant (Sm. 1 BR)
 #125 - Vacant (Lg. 1 BR)
 #128 – Vacant (Sm. 1 BR)
 #234 – Vacant (2 BR)

OLD BUSINESS: Kathy spoke with Travis again to see if he would be interested in trying to lay carpet squares in a small bedroom apartment to see how it would go. Travis said he would be willing to give it a try.

NEW BUSINESS: Kathy reported Park Avenue Apartments had scored 34/40 in the Physical category of the PHAS report. The other categories used in calculating the PHAS (Public Housing Assessment System) Score Report were as follows: Financial – 25/25; Management – 25/25; Capital Fund – 10/10; Financial Assessment Subsystem – 24.71/25; Occupancy Rate % - 97.22. Occupancy Rate Points – 5/5.

Carlyle Larsen's term on the Board of Commissioners will expire 12/31/2019. Carlyle would like to continue serving on the board. Kathy will call Val Halvorson to let her know there will be no changes when the city council passes the Resolution for Committees in January, 2020.

Kathy suggested to the board that Park Avenue Apartments purchase their own commercial carpet extractor. After a short discussion a motion was made by Carlyle Larsen and seconded by Missy Heinrich to purchase a Hillyard Trident EX7 Carpet Extractor.

After completing a search for all cable boxes it has been determined we are missing 4 out of 7 total. Each cable box costs Park Avenue Apartments \$100.00. Kathy suggested to the board that Park Avenue Apartments should implement an Equipment Deposit on the cable boxes when someone moves in. After a short discussion a motion was made by Stan Olson and seconded by Judi Nelson to implement a \$50.00 Equipment Deposit.

No further business forthcoming the meeting was adjourned at 1:35 p.m.

The next regular meeting will be Thursday, December 12, 2019 at 11:30 a.m.

Co-Chairperson – Karie Sorknes

Co-Chairperson – Stan Olson

Minutes prepared by KB on 11/14/2019.

FINANCIAL**STATEMENT**

November, 2019

Balance as of last statement

\$ 1,917.67

Income for November, 2019

Rent	33	\$327.00	\$	10,807.00
Cable	28		\$	840.00
AC	26		\$	130.00
Garage	11		\$	385.00
Fr.	3		\$	6.00
			\$	-
			\$	14,085.67

Other Income

Laundry		\$	307.00	
Prairie Peacemakers		\$	5.00	
Transfer from Savings	11/22/2019	\$	1,000.00	
Int. on Ck.	10/31/2019	\$	0.15	
		\$	1,312.15	\$ 1,312.15
				\$ 15,397.82

7131	11/5/2019	7131	Prairie Five Senior Dining	\$	93.50
	11/14/2019	7132	Park Ave. Apts. (Sec. Dep. Acc't.)	\$	32.00
2117	11/8/2019	Auto	S.S.-\$717.94;Medi-\$167.88;Fed-\$420.00	\$	1,305.82
4110	11/15/2019	7133	Kathy Bungarden	\$	1,085.88
4110	11/30/2019	7134	Kathy Bungarden	\$	1,085.88
4170	11/14/2019	7135	Loucks & Schwartz	\$	144.00
4190	11/14/2019	7136	Cardmember Service	\$	469.28
4190	11/14/2019	7137	Kathy Bungarden(Reimburse for copy paper purchase)	\$	26.59
4190	11/14/2019	7138	Office Peeps(Calendars and Markers)	\$	39.92
4190	11/14/2019	7139	Frontier	\$	233.15
4190	11/14/2019	7140	KLQP-FM	\$	31.90
4190	11/14/2019	7141	Madison Postmaster	\$	44.00
4220	11/14/2019	7142	Judi Nelson(5 hrs. @ \$9.50)	\$	41.56
4220	11/14/2019	7143	Deb Rakow(18.25 hrs. @ \$9.50)	\$	160.12
4220	11/14/2019	7144	Joan Fernholz(25.5 hrs. @ \$9.50)	\$	223.73
4330	11/18/2019	Auto	Minnesota Energy	\$	320.37
	11/15/2019	Auto	City of Madison	\$	3,446.82
4410	11/15/2019	7145	Travis Redepenning	\$	838.66
4410	11/30/2019	7146	Travis Redepenning	\$	838.66
4420	11/14/2019	7147	Madison Hardware Hank	\$	130.79
4420	11/14/2019	7148	Dollar General Regions(Blade scraper and GooGone)	\$	9.25
4420	11/14/2019	7149	Brehmers True Value	\$	36.50
4430	11/14/2019	7150	MEI Total Elevator Solutions	\$	152.26
4430	11/14/2019	7151	Odden & Zimbelman(Oven in #105)	\$	505.50
4430	11/14/2019	7152	Schuelke Electric	\$	65.00
4430	11/21/2019	Auto	Mediacom	\$	1,706.85

4430	11/14/2019	7153	Carpets 'N' More(Shampoo #116 & #234	\$	225.00	
4540	11/14/2019	7154	H.A.R.T.	\$	481.00	
4540	11/14/2019	7155	Kathy Bungarden H/C	\$	249.34	
4190	11/14/2019	7156	Minnesota NAHRO(Membership Renewal)	\$	198.00	
	11/14/2019	7157	Park Ave. Apts. (Sec. Dep. Acc't.)	\$	112.00	
				\$	14,333.33	-14,333.33
				\$		1,064.49

Insured CD	\$25,191.54	Mat. Date 11/14/2020	Int. Rate 0.65%
	#51000000499	1 year	Interest Yr. Ending 11/14/19 - \$163.75

Balance	Insured Money Market Savings	9/30/2019	\$95,038.78
	Subsidy	10/7/2019	\$ 4,363.00
	Transfer to Checking	10/9/2019	\$ (3,500.00)
	Interest	10/31/2019	\$ 12.21
Balance		10/31/2019	\$95,913.99

<u>YTD Int.</u>	<u>Sec. Dep. Old National Bank</u>	<u>Deposit</u>	<u>Payment</u>	<u>Balance</u>
\$3.16				

9/30/2019				\$6,874.80
10/24/2019	Sec. Dep. Refund #106		\$150.00	\$6,724.80
10/24/2019	Sec. Dep. from #230	\$225.00		\$6,949.80
10/31/2019	Interest	\$0.18		\$6,949.98
10/31/2019	Balance			\$6,949.98

#234; 1 Dog - \$300 Deposit
 #239; 1 Cat - \$300 Deposit
 #125; 1 Dog - \$300 Deposit
 #240; 1 Cat - No Pet Deposit
 #109: 1 Dog - \$300 Deposit

**LAC QUI PARLE COUNTY AIRPORT COMMISSION
AGENDA AND NOTICE OF MEETING**

**Regular Meeting
Wednesday, December 18, 2019 – 8:30 a.m.
@ The Airport**

1. CALL THE MEETING TO ORDER

Commission Chair Olson 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.

3. APPROVE MINUTES

A copy of the minutes of the August 21, 2019 Regular meeting is enclosed. A MOTION is in order.

4. AUDIT CLAIMS

A copy of the Scheduled Payment Report of bills submitted August 21, 2019 through December 17, 2019 is attached for approval for Check No. 3239 through Check No. 3257. A MOTION is in order.

5. UNFINISHED AND NEW BUSINESS

- A. Discussion on RDO bill
- B. Discussion on Administrative Services Agreement
- C. Discussion of Beacon, Insulation
- D. Discussion of Insurance Dividend
- E. Discussion on NDB Poles
- F. Next regular meeting is scheduled for _____ (3rd Wednesday in April 15, 2020)
- G. Other

6. ANNUAL MEETING

Election of Officers/Annual Meeting:

- 1) Establish Meeting: Time, Date & Location for regular meetings. A MOTION is in order. (In 2019 it was-8:30 am, date on the third Wednesday of April, August and December at the Airport)
- 2) "Designation of Newspaper" for 2020. A MOTION is in order. (2019- Western Guard)
- 3) "Designation of Depository" for 2020. A MOTION is in order. (2019- United Prairie Bank of Madison and the Old National Bank of Madison)
- 4) "Appointment of Airport Attorney" for 2020. A MOTION is in order. (2019- Swenson, Nelson & Stulz, PLLC of Dawson and Madison)
- 5) "Chair". A MOTION is in order. (2019- Jeff)
- 6) "Vice Chair". A MOTION is in order. (2019- Mike)
- 7) "Secretary/Treasurer". A MOTION is in order. (2019 – Adam)

7. ADJOURNMENT

LAC QUI PARLE COUNTY AIRPORT COMMISSION
Regular Meeting
Wednesday, August 21, 2019
@ the Airport

The meeting of the Lac qui Parle County Airport Commission was called to order by Chair Jeff Olson at 8:40 a.m. on Wednesday, August 21, 2019.

Members present: Commissioners Jeff Olson, Mike Dahle, Roy Marihart, Sidney Johnson.

Others present: Ryan Young and Eric Hansen

Vice-Chairman Dahle opened the meeting.

APPROVE AGENDA

A motion by Johnson, seconded by Marihart, to adopt the agenda as amended. All ayes. Carried.

APPROVE MINUTES

On motion by Marihart, seconded by Johnson to approve the LQP Airport Regular Meeting Minutes of May 8, 2019. All ayes. Carried.

AUDIT CLAIMS

A motion was made by Johnson, seconded by Marihart, to approve the checks/bills from May 1, 2019 through August 21, 2019 – Check No. 3219 – 3238. All ayes. Carried.

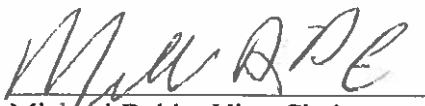
PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

UNFINISHED & NEW BUSINESS

- A. Ryan Young from KleinInsurance discussed liability limit. Motion was made by Dahle and seconded by Johnson to not waive statutory limits. All ayes. Carried.
- B. Ryan Young from KleinInsurance discussed workman's comp insurance. Motion was made by Johnson, seconded by Marihart to purchase workman's comp insurance. All ayes. Carried.
- C. Discussion on ditch, culvert, well, NDB decommissioning
- D. Discussion on Beacon, SRE insulation, gas credit card, fuel tank.
- E. Discussion on 2018 audit. Motion was made by Olson and seconded by Marihart to accept the audit. All ayes. Carried.
- F. Fly-in was August 11, 2019. Breakfast was served by Kiwanis.
- G. Next regular meeting is scheduled for December 18, 2019.

ADJOURNMENT

A motion was made by Johnson, seconded by Marihart, to adjourn the meeting at 9:07a.m. All ayes. Carried.


Michael Dahle, Vice-Chair

Airport checkbook

Date:	Check #	Name	Check Amount	Deposit Amount	Notes	Running Balance
08/25/19		MV Coop	36.06		Other building electricity	71,194.28
08/25/19		MV Coop	150.19		Electricity	71,044.09
08/27/19		Gas sold - cash		117.00	Gas sold	71,161.09
08/27/19	3239	Lqp Coop	226.08		LP for tank	70,935.01
09/10/19		Gas sold - cash		36.00	Gas sold	70,971.01
09/10/19	3240	HaliBrite	6,276.90		Beacon	64,694.11
09/10/19	3241	Hardware Hank	7.46		supplies	64,686.65
09/10/19	3242	Lqp Coop	171.50		Batteries and gas	64,515.15
09/10/19	3243	Olson Sanitation	53.00		Garbage	64,462.15
09/10/19	3244	League of MN Cities	17,838.00		Insurance	46,624.15
09/10/19	3245	League of MN Cities	864.00		Workmans comp	45,760.15
09/18/19	3246	Mary Olson	22.00		postage stamps	45,738.15
09/19/19	3247	Meulebroeck & Taubert	2,500.00		2018 audit	43,238.15
09/19/19	3248	Midwest Machinery	9.75		parts	43,228.40
09/19/19	3249	LqP Co Treasurer	54.25		car license tabs	43,174.15
09/19/19		MV Coop	34.61		Other building electricity	43,139.54
09/19/19		MV Coop	145.99		Electricity	42,993.55
09/19/19		MN Ag Power		110.25	Gas sold	43,103.80
09/24/19		Sidney Johnson		1,335.21	elec 54.96 and gas 1280.25	44,439.01
09/26/19	3250	Julie Dahle	3,600.00		Maintenance July-Sept	40,839.01
10/03/19		Safe Deposit Box	32.50		rent safe deposit box	40,806.51
10/07/19		State of MN		4,707.67	Beacon	45,514.18
10/25/19		MV Coop	36.20		Other building electricity	45,477.98
10/25/19		MV Coop	150.64		Electricity	45,327.34
11/04/19	3251	Greg Thole Electric	798.06		Switch for door	44,529.28
11/05/19	3252	RDO Equipment	1,321.41		repairs to door	43,207.87
11/25/19		MV Coop	40.29		Other building electricity	43,167.58
11/25/19		MV Coop	184.30		Electricity	42,983.28
11/12/19		State of MN		19,167.02	Maintenance	62,150.30
11/21/19	3253	Dahle Construction	692.70		Steel & Labor on overhead door	61,457.60
11/26/19		Cash		120.00	Gas sold	61,577.60
12/05/19	3254	Madison Hardware Hank	17.08		supplies	61,560.52
12/05/19		Roger Larson		109.35	Gas sold	61,669.87
12/05/19		LqP Aviation LLC		1,019.70	Gas sold	62,689.57
12/05/19		Allen Gades		600.00	Hangar rent	63,289.57
12/10/19		Stephen Enger		825.00	2nd half rent	64,114.57
12/10/19	3255	Dahle and Olson Realty	1,020.00		Admin. Services for year	63,094.57
12/10/19	3256	Julie Dahle	3,600.00		Maintenance Oct-Dec	59,494.57
12/12/19	3257	LqP Coop	724.98		Diesel	58,769.59
12/12/19		Olson Sanitation		351.45	Gas sold	59,121.04
12/12/19		League of MN Cities		891.00	Dividend	60,012.04
12/25/19		MV Coop	43.85		Other building electricity	59,968.19
12/25/19		MV Coop	221.06		Electricity	59,747.13
12/17/19		Dan Jibben		3,830.00	2nd half rent	63,577.13
12/17/19		Rick wolschlager		2,685.00	2nd half rent	66,262.13



December 6, 2019

Val Halvorson – madison@ci.madison.mn.us
City Manager
City of Madison
404 6th Avenue
Madison, MN 56256

Re: Property Preservation Survey, conducted on November 7, 2019

Dear Ms. Halvorson,

On the above date, I met with you to discuss loss control topics pertaining to the City of Madison. This was in conjunction with the city's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, liability and/or workers' compensation program.

Purpose of Visit

The primary purpose of my visit was to discuss techniques to assist the city in its goal of preserving city buildings from damage through prevention and early detection techniques.

Claim Activity Overview

No city will ever fully understand the impact of any severe loss until they have experience one. Once the initial shock subsides is when all the "why" questions start to get asked. But these same "why" questions should be asked when any property loss occurs, regardless of severity.

- Why was that contractor cutting pipe without a fire watch, and why didn't we ask about their hot work permitting system?
- Why didn't we monitor the temperature in our community center before the failed furnace allowed the pipes to freeze?
- Why didn't we inspect our roof after that last severe storm, before the mold appeared?
- Why didn't we use an infrared camera to detect failing equipment before it failed?
- Why didn't we use the HVAC contractor to annually inspect our system before it failed?

When an effective Facility Management Program is implemented, it can give the city piece of mind that all reasonable steps have been taken to prevent or minimize facility damage.

Managing the Exposure

There are two key components of a Facility Management Program. The first component is what can the city do to minimize or eliminate the probability of property damage occurring. The second component is what steps and procedures which should be followed to minimize the possibility of a financial loss due to fire, theft, natural disasters, etc. Combined, these two phases comprise a complete Facility Management Program.

Survey Overview

This survey included the areas below where we discussed building preservation including the frequency of inspection, testing and maintenance and who is responsible for completing each task.

- General Administrative Programs
- Facility Exterior
- Roofs
- HVAC
- Plumbing
- Electrical Services
- Special Hazards (Flammable, Cooking, & Welding)
- Emergency Planning

In addition to discussing policies and practices in general, we specifically discussed the city hall building, public works shop, liquor store, fire hall, waste water plant, and library. The purpose was to confirm the city's efforts already taking place, and to identify areas where future improvement should be considered.

Summary of Solutions

- Assign Responsibilities
- Develop Emergency and Maintenance Plans
- Perform Inspections and Make Repairs
- Install, Test and Maintain Monitoring and Suppression Systems

Conclusions

- The City of Madison has several provisions to improve the preservation of its facilities in place. This includes: general facility inspections, Hot Work permit procedures and training, flammables stored in approved cans and cabinets, smoke detectors, among others.
- Taking additional steps will strengthen the city's efforts towards facility preservation.
- Areas we discussed for an improvement include: annual roof inspections, infrared imaging.

Recommendations

I've included suggestions for improvement in the Appendix for your consideration as a tool to help guide your risk management efforts. The decision to complete the suggestions, either in part or in full or the decision not to complete suggestions, lies entirely with the city. LMCIT believes completion of suggestions can ultimately reduce property, liability or workers' compensation losses.

Service Plan

Possible area of focus for our next Loss Control visit include Fleet, but we can also address other safety or loss control topics that you might have. I will plan to contact you in approximately one year to schedule the next loss control meeting.

Thanks again for the time and courtesy extended to me during my visit. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

City of Madison
November 7, 2019
Page 3 of 5

Sincerely,



Julie Jelen, CLCP | Loss Control Consultant
Tel: (651) 268-6992 | Cell: (612) 723-9217 | Fax: (651) 281-1296
jjelen@lmc.org | www.lmc.org
League of Minnesota Cities
145 University Ave. West | St. Paul, MN 55103
Connecting & Innovating since 1913

c: Ryan Young, Klein Insurance of Madison - r.young@kleinbank.com

Resources Left at Time of Visit:

- LMCIT Member Center Brochure
- LMCIT Claims Trends for the City of Madison
- Roof Inspection Checklist

Attached:

- Facilities Managers Property Guide
- Resource Page – Infrared testing
- Checklist – General Building Inspection
- Checklist – Roof Inspection

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

December 20, 2019

Val Halvorson, City Manager
City of Madison, Minnesota
404 6th Ave N
Madison, MN 56256-1237

Re: Written Municipal Advisor Client Disclosure with the City of Madison (“Client”) Pursuant to MSRB Rule G-42

Dear Val:

In order for Ehlers & Associates, Inc., (“Ehlers & Associates” or the “Municipal Advisor”) to enter into an agreement to engage in municipal advisory activities with Client, we are required by Municipal Securities Rulemaking Board (MSRB) Rules¹ to provide certain information and disclosures in written form (a “Municipal Advisor Disclosure”). This letter sets forth such required information and disclosures as is necessary to allow the Municipal Advisor to engage in municipal advisory activities (as defined in the Securities Exchange Act and MSRB rules) on behalf of the Client that are not related to a specific project from the date of this letter through December 31, 2020:

1. When providing municipal advisor advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to place the Client’s interest above our own.
2. We have an obligation to fully and fairly disclose to you in writing all material conflicts of interest including any actual or potential conflicts of interest that might impair our ability to render advice to you in accordance with our fiduciary duty. We are providing these and other required disclosures in **Appendix A** attached hereto.
3. Ehlers & Associates shall provide municipal advisor advice and service at such fees, if agreed upon by Client, as described in **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective during the period indicated unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this Municipal Advisor Disclosure will be amended or supplemented to reflect any material changes.

Sincerely,

Ehlers & Associates



Todd Hagen, CIPMA
Senior Municipal Advisor/Vice President

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

Appendix A

Disclosure of Conflicts of Interest/Other Required Information

Actual/Potential Material Conflicts of Interest

Ehlers & Associates has no known actual or potential material conflicts of interest that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The Municipal Advisor's fees may be contingent on the [size and] successful closing of a transaction. Compensation contingent on the size of a transaction presents a conflict of interest because the Municipal Advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the Municipal Advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the Municipal Advisor may have an incentive to recommend unnecessary or unsuitable financings to the Client. In addition, if the transaction is to be delayed or fail to close, a Municipal Advisor may have an incentive to discourage a full consideration of such facts and circumstances or alternatives that may result in the cancellation of the transaction. Understanding these conflicts, Client should select a form of compensation that best meets the Client's needs for the agreed-upon scope of services within this agreement and any addenda thereto.

Any form of compensation due the Municipal Advisor will likely present specific conflicts of interest with the Client. If Client is concerned about conflicts arising from Municipal Advisor compensation contingent on size and/or closing of a transaction, Ehlers & Associates is willing to provide another form of municipal advisor compensation. The Client must notify Ehlers & Associates in writing of this request within 10 days of receipt of this Municipal Advisor Disclosure. Ehlers & Associates is required to uphold its fiduciary obligation regardless of the method of compensation.

Other Engagements or Relationships Impairing Ability to Provide Municipal Advisor Advice

Ehlers & Associates is not aware of any other engagement or relationship that might impair its ability to either render municipal advisor advice to Client in accordance with its duty of loyalty and care.

Affiliated Entities

Ehlers Companies is a holding company with three wholly-owned subsidiaries. Ehlers & Associates is a registered municipal advisor and provides municipal advisory, economic development and dissemination agent services. Bond Trust Services Corporation (BTSC), which may be referenced as Ehlers Paying Agent Services, provides paying agent services. Ehlers Investment Partners (EIP), which may be referenced as Ehlers Investments, provides services with respect to the investment of bond proceeds and general cash accounts. If the services provided by BTSC or EIP are needed during any such time Ehlers & Associates is engaged as municipal advisor, Client will be asked if they wish to retain either affiliate of Ehlers & Associates to provide service. If Client wishes to retain BTSC and/or EIP, a separate agreement with such affiliate will be provided for Client's consideration and approval. Ehlers & Associates and these affiliates do not share fees. However, compensation paid to personnel of Ehlers & Associates and its affiliates is based on the overall profitability of the Ehlers Companies and, therefore, fees earned by the affiliates of Ehlers & Associates may affect the compensation of Ehlers & Associates personnel.

Ehlers Companies is the owner of Ehlers & Associates. Ehlers Companies does not participate in the day-to-day operations of the Municipal Advisor. A director of the Ehlers Companies is an executive at U.S. Bank National Association, a subsidiary of U.S. Banc Corp, which may provide or seek to provide other financial services to the Client either directly or through an affiliate or subsidiary.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers & Associates does not use solicitors to secure municipal advisor engagements, nor make direct or indirect payments to obtain or retain municipal advisory engagements with Client.

Payments from Third Parties

Ehlers & Associates does not receive any direct or indirect payments from third-parties to enlist Ehlers & Associates' recommendation to the Client of third-party services, any municipal securities transaction or any municipal financial product.

Payments/Fee-splitting Arrangements

Ehlers & Associates does not share fees with any unaffiliated parties that provide services to the Client. However, within a joint proposal with other professional service providers, Ehlers & Associates could be the contracting party, or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers & Associates will be identified in a Municipal Advisor Disclosure and no other fees will be paid to Ehlers & Associates from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers & Associates is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers & Associates nor any of its associated persons have been involved in any legal or disciplinary events reported on Form MA or Form MA-I, nor are there any other material legal or disciplinary events to be reported. Ehlers & Associates' application for permanent registration as a municipal advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers & Associates' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers & Associates has not made any material changes to Form MA or Form MA-I since the above date.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. A municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with regulatory authorities is posted on the MSRB website.

Appendix B

General Consulting Services

As part of our Municipal Advisory relationship, Ehlers & Associates ordinarily provides Client with certain ongoing services without compensation. Examples of such services include:

- Respond to Client questions and provide general information on public finance approaches that are available under state and federal law.
- Act as a public finance resource for Client.
- Provide educational and informational materials.
- Provide current debt schedules for existing Client obligations.
- Answer questions pertaining to existing Client debt obligations.
- Provide periodic analysis of refunding opportunities.
- Participation in surveillance calls conducted by bond rating services.
- Preliminary Debt Issuance Planning:
 - Engage in discussions with Client, as needed, to develop an understanding of a possible project, the Client and Client's objectives relating thereto.
 - Identify feasible financing option(s) suitable for Client.
 - Structure possible financing option(s) and estimate the financial impact.
 - Solicit input from Client on financing options(s).
 - Revise option(s) as directed by Client.
 - Develop a customized financing plan for Client's preferred option(s).

Ehlers & Associates may charge Client for other general consulting services depending on the time needed to provide the service, the level of analysis required, or degree of complexity involved. Prior to charging Client, Ehlers & Associates will first advise Client of the anticipated charges and receive authorization to proceed. Unless another basis for compensation is agreed to by Client and Ehlers & Associates as a modification to this Appendix, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour. If the service requested by Client constitutes a new project, such as a debt issuance, Ehlers & Associates will provide either a separate scope of service and fees for that project or a separate Municipal Advisor Disclosure.

Examples of services for which Client may be charged include:

- Providing advice on a project or a work product as requested by Client.
- Reviewing plans, proposals, studies and other materials submitted by bankers, underwriters, engineers, accountants or other third parties where Ehlers & Associates has been designated by Client as its Independent Registered Municipal Advisor (IRMA) for purposes of allowing such third parties to operate under the IRMA exemption.
- Resolving payment related concerns with the Depository Trust Company (DTC) where Client is acting as its own paying agent.
- Assisting with the redemption of outstanding obligations where the Client has determined to pay those obligations from cash on hand or other sources.
- Providing advice to Client with respect to the terms, conditions, features or other aspects of loans or other forms of indebtedness Client seeks to obtain through private placement with a financial institution or through federal or state loan programs, and where Ehlers & Associates is not directly assisting Client with obtaining the financing.

**PIONEERLAND LIBRARY SYSTEM
EXECUTIVE AND FINANCE COMMITTEE**

Thursday, December 19, 2019

6:00 PM, 2nd floor multi-purpose room, 410 Fifth Street SW, Willmar, MN

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

AGENDA

- I. Call to order
- II. Roll call & Introductions
- III. Approval of agenda Action
- IV. Minutes of November 21, 2019 Exec/Finance meeting Action
- VI. Committee Reports
 - A. Finance Committee
 - 1. November 2019 financial report Action
 - 2. Approval of bills and check registers Action
 - B. Personnel Committee Action
 - New hires:
- VI. Old Business
- VII. New Business
 - A. Clarkfield Service Contract 2020 Action
- VIII. Director's Report
 - A. Negotiations Update Info
 - B. Nominating Committee Info
- IX. Other
 - A. Future Board and Executive Meetings:
 - 1) Next board meeting scheduled for January 16, 2020 at 7:00 p.m. (Finance at 6:30)
 - 2) Executive/Finance Meetings: February 20, March 19, 6:00 p.m.
- X. Adjourn

SUMMARY

Prairie Five Regional Transportation Coordinating Council (RTCC) Planning Process

This planning project is to create a **Regional Transportation Coordinating Council** which would coordinate all transportation services in the counties of Chippewa, Lac qui Parle, Yellow Medicine, Swift and Big Stone.

Goal

Fill a transportation gap by providing more rides using the same or fewer resources and make transportation easier to use by the customers.

Deliverables:

- ▶ Establish a RTCC that works for the Prairie Five region.
- ▶ Define and establish a formal entity dedicated to coordinating transportation services in the Prairie Five Region.
- ▶ Define the geographic area of the RTCC.
- ▶ Plan and implement strategies that meet the regional transit coordination needs and goals identified in the Region 6W Local Human Transit Coordination Plan (LHTCP).
- ▶ Develop an operation implementation plan for the RTCC.
- ▶ Plan and develop the RTCC and a public participation plan.

Process:

- ▶ Engage a broad set of stakeholders in both planning and implementation.
- ▶ Utilize a planning committee for decision making to develop our RTCC model.
- ▶ Focus on practical, high-impact coordination improvements that benefit transportation disadvantaged households and support wider community development and fulfilling transportation needs.
- ▶ The entity will be flexible to balance both broad, regional needs and more specific subregion and subpopulation needs.
- ▶ Develop a RTCC that will utilize state funds with a 10-20% local match. The RTCC needs to have public value and/or save money in overall coordination.
- ▶ After a one-year planning and organizing process with a coordination committee and stakeholders, the RTCC will be ready for implementation in the summer of 2020.

Greater Minnesota Regional Transportation Coordinating Councils (RTCCs)

The Minnesota Departments of Transportation and Human Services, in collaboration with other state agencies, are working with the Metropolitan Council and other local governments and organizations to create Regional Transportation Coordinating Councils as appropriate throughout Minnesota.

Coordination between transportation providers and service agencies is a strategy that can help fill transportation gaps by providing more rides using the same or fewer resources, making transportation easier to use and giving customers more options of where and when to travel.

RTTC Planning Geographic Region:

Prairie Five's service area is Region 6W which includes the counties of Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine.



Operational Implementation Plan Contents

The primary goal of the plan is to examine opportunities for coordination among transportation providers in west central Minnesota, focusing on public transit and human service transportation services, as well as private transportation providers.

The draft table of contents is as follows:

1. Geographic Region of the RTCC
2. Name, structure, membership and bylaws of the RTCC
 - a. Meeting plan
 - b. Interagency roles and agreements (bylaws, articles if incorporation, etc as needed.
3. Existing organization resources
4. Strategies and needs identified in the Region 6W Local Human Transit Coordination Plan
5. Goals and objectives
6. Public Participation Plan
 - a. Determine ways to utilize website
 - b. Work to add limited English proficiency considerations
 - c. Determine ways to maintain limited English proficiency considerations
7. Implementation Plan
 - a. How partners and stakeholders will stay involved in Implementation Phase 2
 - b. Work Plan for 2020-2022
8. RTCC Budget
 - a. Address sustainability
 - b. Address possible match
9. Revisions to the plan every 5 years.

FACILITATOR SERVICES AGREEMENT: SELLER

This form approved by the Minnesota Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form.
© 2019 Minnesota Association of REALTORS®, Edina, MN

1. Date December 18th, 2019

2. Page 1 of 7 pages

3. **DEFINITIONS:** This Agreement involves the property located at Fairway View,
4. City of Madison,
5. County of Lac qui Parle, State of Minnesota, Zip Code 56256,
6. legally described as _____ ("Property").
7. Seller is City Of Madison ("Seller").
8. Broker is United Prairie Realty ("Broker").
(Real Estate Company Name)

9. This Agreement starts on January 5th, 2020, and ends at 11:59 P.M. on
10. January 5th, 2023. This Agreement terminates upon successful closing of the
11. Property(ies) specified in this Agreement or expiration or cancellation of this Agreement, whichever occurs first.
12. This Agreement may only be canceled by written mutual agreement of the parties.

13. **PRICE:** Seller offers the Property for sale for the price of \$ _____, upon the following
14. terms: cash, conventional financing.

15. **LISTING:** Seller gives Broker the ☐ **EXCLUSIVE** ☒ **NONEXCLUSIVE** right to provide the services specified below.
(Check one.)

16. **BROKER'S OBLIGATION:** Seller understands that Broker is not representing Seller as Seller's agent and owes Seller
17. no fiduciary duties other than as specified in this Agreement. Seller understands that confidential information about
18. price, terms, and motivation for pursuing the transaction given to Broker shall be kept confidential unless Seller instructs
19. Broker in writing to disclose specific information. Broker shall deal honestly with all parties. Broker shall use reasonable
20. efforts and professional knowledge and skills to assist Seller in selling the Property. Broker shall comply with Minnesota law
21. regarding escrow of funds related to the sale or purchase of property. Broker must disclose to potential purchasers all material
22. facts as defined in MN Statute 82.68, Subd. 3, pertaining to the property, of which Broker is aware, which could adversely
23. and significantly affect an ordinary purchaser's use or enjoyment of the Property, or any intended use of the Property.

24. Broker shall, unless prohibited by governing authority, (Check all that apply.)

25. ☐ list the Property in the Multiple Listing Service ("MLS").
26. ☒ assist in showing the Property to prospective buyers.
27. ☐ place a lock box with keys on the Property.
28. ☐ display a "For Sale" sign on the Property.
29. ☒ assist in the preparation of the *Purchase Agreement*.
30. ☐ provide Seller with information about other service providers related to the real estate transaction (e.g., real
31. estate closers).
32. ☒ assist the parties in completing the transaction.
33. ☐ provide the following additional services: _____

34. _____

35. Seller shall grant Broker access to the Property and Seller authorizes Broker to market the Property, including submission
36. of data to an MLS. Seller understands this Agreement DOES NOT give Broker the authority to rent or manage the Property.
37. Broker may place information on the Internet concerning the Property, including sold information (except as limited to in
38. the following MLS Data Feed Options section). Upon final acceptance of a purchase agreement, Seller allows Broker to
39. withdraw the Property from the market. If Broker sells the Property, Broker may notify the MLS and member REALTORS®
40. of the price and terms of the sale. Seller acknowledges that neither Broker, the MLS, the Minnesota Association of
41. REALTORS®, nor any other broker is insuring Seller or occupant against theft, loss, or vandalism.

**FACILITATOR SERVICES AGREEMENT:
SELLER**

42. Page 2

43. Property located at Fairway View Madison 56256
44. **MLS DATA FEED OPTIONS:**
45. **EXPLANATIONS AND DEFINITIONS:**
46. "IDX site" means a web site operated by a broker participating in the MLS on which the broker can advertise the
47. listings of other brokers in MLS, subject to certain MLS rules. The consumer visiting an IDX site is not required to
48. register on the site or to have a brokerage relationship with the broker displaying listings on the site.
49. "Virtual office web site" ("VOW") means a web site operated by a broker participating in the MLS that delivers
50. brokerage services to consumers over the world wide web. Visitors to a VOW are required to register on the site (with
51. their name and a real e-mail address) and enter a brokerage relationship with the broker operating the VOW. The
52. broker operating the VOW can then show the visiting customer/client nearly all of the information available to the broker
53. in MLS. The seller(s) of a listing has the right to opt out of certain kinds of data display under the MLS's VOW policy.
54. The MLS imposes various other rules and restrictions on VOWs.
55. For each of the following options, the MLS system automatically defaults to "Yes." Seller's instructions pertaining to the
56. Internet display of the MLS input data for the Property are as follows:
57. **Option 1. Listing display on the Internet.** If Seller selects "No," this listing will not be included in MLS data feeds
58. to Internet web sites that display property listing data, whether intended for advertising the Property or
59. providing online brokerage services (e.g., VOWs). Brokers participating in MLS can still disclose the listing
60. to customers/clients via other means, including e-mail, fax, mail, hand delivery, and orally.
61. Shall the Property listing be displayed on the Internet, including sold information? ☐ Yes ☐ No
62. Seller understands and acknowledges that if Seller has selected "No" for Option 1, consumers who
63. conduct searches for listings on the Internet will not see information about the Property in response to
64. their searches.
65. **If "No" was selected at Option 1, skip Options 2-4. If "Yes" was selected for Option 1, continue to Option 2.**
66. **Option 2. Listing address (house and unit numbers and street name) display on the Internet.** If Seller selects
67. "No," the address of the Property will be hidden on web sites receiving data feeds from MLS that result in
68. Internet listing display, whether intended for advertising the Property or providing online brokerage services
69. (e.g., VOWs). Brokers participating in MLS can still disclose the address to customers/clients via other
70. means, including e-mail, fax, mail, hand delivery, and orally.
71. Shall the listing address (house and unit numbers and street name) be displayed
72. on the Internet? ☐ Yes ☐ No
73. **Option 3. An automated valuation of the Property listing or a link to an automated valuation of it may be**
74. **displayed adjacent to the listing.** Some VOWs or IDX sites may provide an automated valuation model
75. ("AVM") function/service. An AVM uses statistical calculations to estimate the value of a property based
76. upon data from public records, MLS, and other sources, and incorporating certain assumptions. The
77. accuracy of AVMs has sometimes been criticized because they do not take into consideration all relevant
78. factors in valuing a property. Seller, by selecting "No," may prohibit display of an automated valuation of
79. his or her listing adjacent to the listing.
80. Shall an automatic valuation of the Property listing or a link to an automated
81. valuation be displayed adjacent to the listing? ☐ Yes ☐ No
82. **Option 4. Comments or reviews of the Property by persons other than the displaying broker may be displayed**
83. **with or attached as a link to the listing data of the Property.** Some VOWs or IDX sites may provide
84. functionality that permits the customers/clients using the VOW or IDX site to enter comments or reviews
85. with the listing or by hyperlink to such comments or reviews. Note that the broker displaying the listing on
86. his or her VOW or IDX site may add commentary representing his or her professional judgment regarding
87. the listing's value, etc.
88. Shall comments or reviews of the Property by persons other than the displaying
89. broker be displayed with or attached as a link to the listing data of the Property? ☐ Yes ☐ No

MN:FSA:S-2 (8/19)

**FACILITATOR SERVICES AGREEMENT:
SELLER**

90. Page 3

91. Property located at Fairway View Madison 56256.
92. **LISTED FOR LEASE:** The Property ☐ IS ☒ IS NOT currently listed for lease. If IS, the listing broker is _____
(Check one.)
93. United Prairie Realty. If IS NOT, Seller ☐ MAY ☒ MAY NOT list the Property for lease during _____
(Check one.)
94. the term of this Agreement with another broker.
95. Nothing in this Agreement shall prohibit Broker and Seller from entering into a listing agreement for the lease of this
96. Property upon terms acceptable to both parties.
97. **SELLER'S OBLIGATION:** Seller shall notify Broker of relevant information important to the sale of the Property. Seller
98. agrees to provide Broker with necessary disclosures and documents to facilitate this transaction. Seller shall surrender
99. any abstract of title and a copy of any owner's title insurance policy for this Property, if in Seller's possession or control,
100. to buyer or buyer's designated title service provider. Seller shall take all actions necessary to convey marketable title
101. by the date of closing as agreed to in a purchase agreement. Seller shall sign all documents necessary to transfer to
102. buyer marketable title to the Property. Seller has the full legal right to sell the Property.
103. **Access to the Property:** To facilitate the showing and sale of the Property, Seller authorizes Broker to:
104. 1. access the Property;
105. 2. authorize other brokers and their salespersons, inspectors, appraisers, contractors, and other industry
106. professionals to access the Property at reasonable times and upon reasonable notice; and
107. 3. duplicate keys to facilitate convenient and efficient showings of the Property.
108. Authorizing access means giving Broker permission to allow the above-referenced persons to enter the Property, with
109. or without a licensed salesperson present, disclosing to the other person any security codes necessary to enter the
110. Property, and lending a key to the other person to enter the Property, directly or through a lockbox. Seller agrees to
111. commit no act which might tend to obstruct Broker's performance here. If the Property is occupied by someone other
112. than Seller, Seller shall comply with Minnesota law and any applicable lease provisions of an existing lease and provide
113. tenant with proper notice in advance of any Property showing. Seller understands that prospective buyers and others
114. authorized to access the Property may record the Property by photograph, video, or other medium while accessing
115. the Property.
116. **RECORDING ON THE PROPERTY:** Seller understands that MN Statute 626A.02 specifically prohibits the interception
117. of oral communications without the consent of at least one of the two parties to the communication. Seller should seek
118. appropriate legal advice regarding compliance with this statute if Seller intends to utilize technology that may intercept
119. oral communications between persons other than Seller.
120. **SELLER CONTENT LICENSE:** In the event Seller provides content, including, but not limited to, any photos or videos
121. of the Property ("Seller Content") to Broker, Seller grants to Broker a nonexclusive, perpetual, world-wide, transferable,
122. royalty free license to sub-license (including through multiple tiers), reproduce, distribute, display, perform, and create
123. derivative works of the Seller Content. Seller represents and warrants that Seller has authority to provide Seller Content
124. and Seller Content does not violate any restrictions regarding use including any third-party intellectual property rights
125. or laws. Seller agrees to execute any further documents that are necessary to effect this license.
126. **NOTICE: THE COMPENSATION FOR THE SALE, LEASE, RENTAL, OR MANAGEMENT OF REAL PROPERTY**
127. **SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND THE BROKER'S CLIENT.**
128. **BROKER'S COMPENSATION:**
129. Seller agrees to pay Broker a retainer fee of \$ 0.00 at the commencement of this Agreement,
130. which fee shall be kept by Broker whether or not Seller sells the Property. The retainer fee will apply toward satisfaction
131. of any obligation to compensate Broker.
132. Seller shall pay Broker, as Broker's compensation, 0 percent (%) of the selling price or
133. \$ 800.00, whichever is greater, if Seller sells or agrees to sell the Property during the term
134. of this Agreement.
135. Other _____

**FACILITATOR SERVICES AGREEMENT:
SELLER**

136. Page 4

137. Property located at Fairway View Madison 56256.
138. If, within 60 days (not to exceed six (6) months) after the expiration of this Agreement, Seller sells or agrees to
139. sell the Property to anyone who:
140. 1. during the term of this Agreement made inquiry of Seller about the Property and Seller did not tell Broker
141. about the inquiry; or
142. 2. during this Agreement made an affirmative showing of interest in the Property by responding to an advertisement, or
143. by contacting Broker or the licensee involved, or was physically shown the Property by Broker and whose name
144. and address is on a written list Broker gives to Seller within 72 hours after the expiration of this Agreement;
145. then Seller shall still pay Broker the compensation noted here, even if Seller sells the Property without Broker's
146. assistance. Seller understands that Seller does not have to pay Broker's compensation if Seller signs a valid listing
147. contract or facilitator services agreement for this Property after the expiration or cancellation of this Agreement, under
148. which Seller is obligated to compensate another licensed real estate broker.
149. To secure the payment of Broker's compensation, Seller hereby assigns to Broker the gross proceeds of the sale of
150. the Property in an amount equal to the compensation due to Broker under this Agreement.
151. **COMPENSATION DISCLOSURE:** Broker ☒ **SHALL** ☐ **SHALL NOT** offer compensation to cooperating brokers.
----- (Check one.) -----
152. If **SHALL**, the compensation to cooperating brokers shall be as follows:
153. ☒ _____ % of the gross sales price or \$ 300.00, whichever is greater, to cooperating
154. brokers representing buyer.
155. ☐ _____ % of the gross sales price or \$ _____, whichever is greater, to cooperating
156. brokers assisting buyer.
157. ☐ Other: _____
158. _____
159. **CLOSING SERVICES:**
160. **NOTICE:** THE REAL ESTATE BROKER, LICENSEE ASSISTING SELLER, OR REAL ESTATE CLOSING AGENT
161. HAS NOT EXPRESSED AND, UNDER APPLICABLE STATE LAW, MAY NOT EXPRESS OPINIONS
162. REGARDING THE LEGAL EFFECT OF THE CLOSING DOCUMENTS OR OF THE CLOSING ITSELF.
163. After a purchase agreement for the Property is signed, arrangements must be made to close the transaction. Seller
164. understands that no one can require Seller to use a particular person in connection with a real estate closing and
165. that Seller may arrange for a qualified closing agent or Seller's attorney to conduct the closing.
166. Seller's choice for closing services: (Check one.)
167. ☐ Seller directs Broker to arrange for a qualified closing agent to conduct the closing.
168. ☒ Seller shall arrange for a qualified closing agent or Seller's attorney to conduct the closing.
169. _____
(Seller's Initials) (Seller's Initials)
170. **ADDITIONAL COSTS:** Seller acknowledges that Seller may be required to pay certain closing costs, which may
171. effectively reduce the proceeds from the sale.
172. **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"):** Section 1445 of the Internal Revenue Code
173. provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must withhold
174. tax from the transferor ("Seller") if the transferor ("Seller") is a foreign person, provided there are no applicable exceptions
175. from FIRPTA withholding.
176. Seller represents and warrants that Seller ☐ **IS** ☒ **IS NOT** a foreign person (i.e., a non-resident alien individual,
----- (Check one.) -----
177. foreign corporation, foreign partnership, foreign trust, or foreign estate) for purposes of income taxation.
178. Due to the complexity and potential risks of failing to comply with FIRPTA, Seller should seek appropriate legal and
179. tax advice regarding FIRPTA compliance, as Broker will be unable to confirm whether Seller is a foreign person
180. or whether the withholding requirements of FIRPTA apply.

**FACILITATOR SERVICES AGREEMENT:
SELLER**

181. Page 5

182. Property located at Fairway View

Madison

56256

183. **WARRANTY:** There are warranty programs available for some properties which warrant the performance of certain
184. components of a property, which warranty programs Seller may wish to investigate prior to the sale of the Property.

185. **NOTICE:** IN THE EVENT A FACILITATOR BROKER OR LICENSEE, WORKING WITH A SELLER, ACCEPTS A
186. SHOWING OF THE PROPERTY BY A BUYER BEING REPRESENTED BY THE SAME FACILITATOR
187. BROKER OR ANY OF ITS LICENSEES, PURSUANT TO A WRITTEN BUYER REPRESENTATION
188. CONTRACT, THEN THE FACILITATOR BROKER OR LICENSEE MUST ACT AS A BUYER'S BROKER.
189. A BUYER'S BROKER MUST ACT IN THE BUYER'S BEST INTEREST. IN THAT CASE, THE SELLER
190. WILL NOT RECEIVE ADVICE AND COUNSEL FROM THE BROKER OR LICENSEE.

191. **OTHER POTENTIAL SELLERS:** Seller understands that Broker may list other properties during the term of this
192. Agreement. Seller consents to Broker representing such other potential sellers before, during, and after the expiration
193. of this Agreement.

194. **PREVIOUS AGENCY RELATIONSHIPS:** Broker, or licensee assisting Seller, may have had a previous agency
195. relationship with a potential buyer of Seller's Property. Seller acknowledges that Seller's Broker, or licensee assisting
196. Seller, is legally required to keep information regarding the ultimate price and terms the buyer would accept and the
197. motivation for buying confidential, if known.

198. **INDEMNIFICATION:** Broker will rely on the accuracy of the information Seller provides to Broker. Seller agrees
199. to indemnify and hold harmless Broker from and against any and all claims, liability, damage, or loss arising from any
200. misrepresentation, misstatement, omission of fact, or breach of a promise by Seller. Seller agrees to indemnify and hold
201. harmless Broker from any and all claims or liability related to damage or loss to the Property or its contents, or any
202. injury to persons in connection with the marketing of the Property. Indemnification by Seller shall not apply if the damage,
203. loss, or injury is the result of the gross negligence or willful misconduct of the Broker.

204. **FAIR HOUSING NOTICE:** Seller understands that Seller may not refuse to sell, or discriminate in the terms, conditions,
205. or privileges of sale, to any person due to his/her race, color, creed, religion, national origin, sex, marital status, status
206. with regard to public assistance, handicap (whether physical or mental), sexual orientation, or family status. Seller
207. understands further that local ordinances may include other protected classes.

208. **ADDITIONAL NOTICES AND TERMS:** As of this date Seller has not received notices from any municipality, government
209. agency, or unit owners' association about the Property that Seller has not informed Broker about in writing. Seller agrees
210. to promptly inform Broker, in writing, of any notices of that type that Seller receives during the term of this Agreement.

211. This shall serve as Seller's written notice granting Broker permission to obtain mortgage information (e.g., mortgage
212. balance, interest rate, payoff, and/or assumption figures, etc.) regarding any existing financing on this Property. A copy
213. of this document shall be as valid as the original.

214. **ENTIRE AGREEMENT:** This Agreement and any addenda or amendments signed by the parties shall constitute the
215. entire agreement between Seller and Broker. Any other written or oral communication between Seller and Broker,
216. including, but not limited to, e-mails, text messages, or other electronic communications are not part of this Agreement.
217. This Agreement can be modified or canceled only in writing signed by Seller and Broker or by operation of law. All
218. monetary sums are deemed to be United States currency for purposes of this Agreement.

219. **ELECTRONIC SIGNATURES:** The parties agree the electronic signature of any party on any document related to this
220. transaction constitute valid, binding signatures.

221. **CONSENT FOR COMMUNICATION:** Seller authorizes Broker and its representatives to contact Seller by mail, phone,
222. fax, e-mail, or other means of communication during the term of this Agreement and anytime thereafter.

**FACILITATOR SERVICES AGREEMENT:
SELLER**

223. Page 6

224. Property located at Fairway View Madison 56256

225. OTHER: _____

226. _____

227. _____

228. _____

229. BROKER

230. ACCEPTED BY: United Prairie Realty
(Real Estate Company Name)

231. By: Gary Hauck
(Licensee's Signature)

232. Gary Hauck
(Licensee's Printed Name)

233. 12-18-19
(Date)

234. 303 6th AVE
(Address)

235. Madison
(City/State/Zip)

236. 320-598-2415
(Phone)

237. _____
(E-Mail Address)

238.

239.

240.

241.

242.

243.

244.

245.

246.

247.

MN:FSA:S-6 (8/19)

SELLER

ACCEPTED BY: _____
(Seller's Signature)

(Seller's Printed Name)

(Date)

(Address)

(City/State/Zip)

(Phone)

(E-Mail Address)

SELLER

ACCEPTED BY: _____
(Seller's Signature)

(Seller's Printed Name)

(Date)

(Address)

(City/State/Zip)

(Phone)

(E-Mail Address)

**THIS IS A LEGALLY BINDING CONTRACT BETWEEN SELLER AND BROKER.
IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**



CITY OF

MADISON

■ 404 6th Avenue
■ www.ci.madison.mn.us

■ Madison, Minnesota 56256

■ (320) 598-7373 Office
■ (320) 598-7376 Fax

December 23, 2019

Kevin Beyer
Farmers Mutual Telephone Company
301 2nd St So
Bellingham MN 56212

Re: Donation to Madison Fire Department

Dear Mr. Beyer:

Enclosed please find Resolution 19-53 which was adopted by the Madison City Council at its meeting on December 23, 2019.

On behalf of the City of Madison and the Madison Fire Department, we would like to thank Farmers Mutual Telephone Company for their recent donation. Please retain a copy of this letter and resolution as a receipt for your generous contribution.

Sincerely,

Kathleen Weber
City Clerk

An equal opportunity employer and service provider.

**CITY OF MADISON, MINNESOTA
RESOLUTION 19-53**

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

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF DONATION
FROM FARMERS MUTUAL TELEPHONE COMPANY TO THE
MADISON FIRE DEPARTMENT**

WHEREAS, in the course of business, Farmers Mutual is unable to locate or otherwise find customers that are entitled to refunds and after a certain period of time, State Law dictates that such funds become unclaimed property and Farmers Mutual may then donate the same to non-profit 501c(3) organizations; and

WHEREAS, under IRS rules and regulations, municipalities qualify as non-profit organizations and donations made to the same are deductible in the same manner of 501c(3) organizations; and

WHEREAS, Farmers Mutual desires to donate the sum of \$3,149.50 to the City of Madison, with such funds being directed to the local fire department for equipment purchases; and the City has agreed to accept the same.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Madison, Madison, Minnesota, that the City of Madison hereby accepts said donation.

Upon vote taken thereon, the following voted:

For:
Against:
Absent:

Whereupon said Resolution No. 19-53 was declared duly passed and adopted this 23rd day of December, 2019.

Greg Thole
Mayor

Attest: _____
Kathleen Weber
City Clerk

**CITY OF MADISON MINNESOTA
RESOLUTION NO. 19-54**

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

**RESOLUTION ESTABLISHING ASSIGNMENT OF SALARIES
JOURNEYMAN LINE WORKER**

WHEREAS, the City Council is interested in establishing the assignment of salaries for the position of Journeyman Line Worker for the City of Madison for 2019 fiscal calendar year period and continuing thereafter until modified therein; and

WHEREAS, the City Council is determining that the establishment of pay grade & range step shall be contained in this resolution with effective starting salary on November 28, 2019 and continuing thereafter until modified therein; and

WHEREAS, said employee has successfully completed the six month probationary period and Book 1 of the merchant program.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA,

ASSIGNMENT OF PAY GRADE & RANGE STEP MUNICIPAL ELECTRIC SCHEDULE 2019

<u>Title</u>	<u>Grade</u>	<u>Range Step</u>	<u>Salary</u>
Journeyman Line Worker	11	1	\$29.91

THEREFORE, BE IT FURTHER RESOLVED That the City Council of Madison, Lac qui Parle County, Minnesota does hereby authorize the assignment of salaries for the position of Electric Line Worker as contained herein with an effective date of November 28, 2019 with payment continuing thereafter until modified therein.

Upon vote taken thereon, the following voted:

For:
Against:
Absent:

Whereupon said Resolution No. 19-54 was declared duly passed and adopted this 23rd day of December 2019.

Greg Thole, Mayor

Attest: _____
Kathleen Weber, City Clerk

**CITY OF MADISON, MINNESOTA
RESOLUTION 19-55**

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

**RESOLUTION TO DEFINE
MUNICIPAL ELECTRIC RANGE STRUCTURE**

WHEREAS, there is a high market demand for the Journey Line Worker and the demand for these workers causes the market to exceed what comparable city workers are paid; and

WHEREAS, the overall wages as denoted in the Classification and Compensation plan approved by the city council are not adjusted for this demand. These statistics are heavily influenced by cooperatives and private sector utilities.

WHEREAS, the below separate structure is recommended by the city manager and has been evaluated to ensure compliance with pay equity.

WHEREAS, the below structure incorporates an allowance for successful completion of a six-month probationary period and is also tied to completion of the four Merchant Program training books. A minimum of 1 year between each book, one through four, and successful completion of the program book is a prerequisite for movement to the next range step.

2020 Municipal Electric Range Steps							
Range Step	C	D	E	G	I	J	Max
Grade	Min	6 Mo	Book 1	Book 2	Book 3	Book 4	Max
11	\$28.78	\$29.65	\$30.52	\$32.26	\$34.00	\$34.87	\$35.69
15	\$33.65	\$34.66	\$35.67	\$37.69	\$39.71	\$40.72	\$41.75

NOW THEREFORE BE IT RESOLVED that the City Council of Madison has approved the municipal electric range structure for Fiscal Year 2020, this resolution defines the execution.

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 19-55 was declared duly passed and adopted this 23rd day of December 2019.

Greg Thole
Mayor

Attest: _____
Kathleen Weber
City Clerk

AGREEMENT- NAPA

THIS AGREEMENT is made this 23rd day of December 2019, by and between the City of Madison (CITY) and the Madison Auto Parts, Inc. (NAPA).

WHEREAS, as result of the significant snowfall in the spring of 2019, NAPA allowed the CITY to dump snow on its parking lot.

WHEREAS, the CITY's use of the parking lot caused damage to the pavement which the CITY has agree to compensate NAPA as provided herein.

NOW THEREFORE, in consideration of the terms and conditions stated herein, the parties agree as follows:

1. COMPENSATION: The CITY agrees to pay NAPA the sum of \$8,000.00 as and for the damage resulting from the CITY's use of the parking lot in the spring of 2019. Said payment shall be made upon execution hereof. NAPA shall be responsible for making the arrangements for any repairs that NAPA deems appropriate in its sole discretion.
2. RELEASE: In consideration of said payment, NAPA agrees to fully release the CITY and waive any existing claims for any damages caused by the CITY's use of the parking lot.
3. BINDING EFFECT: This Agreement shall be binding on the parties' successors and assigns.

IN WITNESS HEREOF, the parties agree as of the date first written

CITY OF MADISON

MADISON AUTO PARTS, INC.

By:

Its:

By:

Its:

COMMUNITY COMMENT PERIOD

- Please fill out the agenda request below and give to the Clerk or Mayor prior to the start of the meeting.
- Each guest is allowed up to two minutes to address the Council. The Comment Period is limited to ten minutes.
- When addressing the Council, state your full name for the record.
- Comments should be directed to the Council as a whole, not to any individual in attendance. Complaints about individuals or City staff members are not allowed.
- No formal Council action will take place at this meeting for items not on the agenda.

TRIMONT COUNCIL MEETING AGENDA CARD

(please print clearly)

“Community Comment” is an opportunity for citizens to present an issue or concern to the City Council. There is a maximum of ten minutes set aside for community comment. Each presentation should be limited to no more than two minutes. Matters currently under negotiation, litigation or related to personnel will not be discussed in this forum. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.

Date _____

Name of Speaker _____

Address _____

Telephone (optional) _____

Subject to be Presented _____

CLAIMS BY VENDOR

12/10/2019 THRU 12/10/2019

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
1951932501	ARCTIC GLACIER PREMIUM IC LIQ-ICE EXPENSE	609-49750-251	32.41	32.41	59015	12/10/19
81739400	BELLBOY CORPORATION LIQ-LIQUOR EXPENSE	609-49750-251	1,715.81	1,715.81	59016	12/10/19
12102019	BEVERAGE WHOLESALERS LIQ-LIQUOR EXPENSE	609-49750-251	3,804.85	3,804.85	59017	12/10/19
12052019	BLOCK SHERRI AMB-PART TIME WAGES S.BLOCK	201-44100-103	60.00	60.00	59018	12/10/19
65016	C EMERY NELSON INC WT-AVI-RO CLEANER POWDER	601-49400-216	714.88	714.88	59019	12/10/19
3125426	COCA-COLA BOTTLING LIQ-POP EXPENSE	609-49750-251	89.00	89.00	59020	12/10/19
L491959	CORE & MAIN SEW-36" REED MANHOLE HOOK	602-49460-227	64.00	64.00	59021	12/10/19
MNCOD106111	FASTENAL COMPANY SK.RINK-SUPPLIES	101-45127-404	71.12	71.12	59022	12/10/19
1444194	JOHNSON BROS-ST.PAUL LIQ-LIQUOR EXPENSE	609-49750-251	876.69	876.69	59023	12/10/19
342714	MADISON BOTTLING CO. LIQ-BEER EXPENSE	609-49750-251	4,267.40	4,267.40	59024	12/10/19
12102019	MEDA REVOLVING LOAN FUND J.WITTNEBEL LOAN-TAX SETTLEMNT	101-36232	216.02	216.02	59025	12/10/19
1008004	MVTL LABORATORIES INC SEW-REGULAR TESTING	602-49450-409	131.20	131.20	59026	12/10/19
1008791	SEW-REGULAR TESTING	602-49450-409	131.20	131.20	59026	12/10/19
68682594	NALCO COMPANY WT-NALCLEAR	601-49400-233	285.12	285.12	59027	12/10/19
12102019	WORDEN, LYNDON CITY HALL-CLEANING 12/19	101-41940-310	850.00			
	LIB-CLEANING 12/19	101-45500-310	750.00			
	CTY HALL/LIB-FIRE EXTCHK 12/19	101-41940-310	20.00			
				1,620.00	59028	12/10/19
	REPORT TOTAL			14,079.70		

SCHEDULED CLAIMS LIST

UP CK#59033-59068

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE							
100 A-OX WELDING SUPPLY COMPA							
121919	1	12/19/19	12/19/19	AMB-SUPPLIES	366.33	201 201-44100-217	1
				INVOICE TOTAL	366.33		
				VENDOR TOTAL	366.33		
3432 ANGIE AMLAND							
121919	1	12/19/19	12/19/19	ADMIN-MEAL REIMB-A AMLAND-ELECTION TRAINING	9.80	101 101-41320-331	1
				INVOICE TOTAL	9.80		
				VENDOR TOTAL	9.80		
110 ARCTIC GLACIER USA, INC							
121919	1	12/19/19	12/19/19	LIQ-ICE EXPENSE	30.52	609 609-49750-251	1
				INVOICE TOTAL	30.52		
				VENDOR TOTAL	30.52		
120 BRYON M ARNESON							
121919	1	12/19/19	12/19/19	STR-TIRES	656.00	101 101-43100-221	1
	2			SEW-TIRES	88.00	602 602-49450-221	1
				INVOICE TOTAL	744.00		
				VENDOR TOTAL	744.00		
172 BELLBOY CORPORATION							
121919	1	12/19/19	12/19/19	LIQ-LIQUOR EXPENSE	2,270.24	609 609-49750-251	1
				INVOICE TOTAL	2,270.24		
				VENDOR TOTAL	2,270.24		
190 BEVERAGE WHOLESALERS							
121919	1	12/19/19	12/19/19	LIQ-LIQUOR EXPENSE	1,169.02	609 609-49750-251	1
				INVOICE TOTAL	1,169.02		
				VENDOR TOTAL	1,169.02		
3342 BUILDERS FIRSTSOURCE INC							
43087414	1	12/19/19	12/19/19	SK RINK-FENCE	31.65	101 101-45127-401	1
				INVOICE TOTAL	31.65		
43111351	1	12/19/19	12/19/19	SK RINK-CONCRETE MIX	4.53	101 101-45127-401	1
				INVOICE TOTAL	4.53		
80070829	1	12/19/19	12/19/19	PR ARTS-PAINT	52.05	101 101-45180-401	1
				INVOICE TOTAL	52.05		
				VENDOR TOTAL	88.23		
644 DANA COLE & COMPANY, LLP							
3304117	1	12/19/19	12/19/19	FIRE-FORM PREPARATION	330.00	101 101-42200-219	1
				INVOICE TOTAL	330.00		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
				VENDOR TOTAL	330.00				
121919	1	12/19/19	12/19/19	811 FRONTIER COMMUNICATIONS CORP WT-CIRCUIT 1/20	43.43	601		601-49400-321	1
				INVOICE TOTAL	43.43				
				VENDOR TOTAL	43.43				
121819	1	12/18/19	12/18/19	3244 VAL HALVORSON ADMIN-CELL PHONE REIMB	77.89	101		101-41320-325	1
				INVOICE TOTAL	77.89				
				VENDOR TOTAL	77.89				
121819	1	12/18/19	12/18/19	3665 HAPPY HOUR EDA-CONTRACTOR MEETING	111.72	211		211-46500-219	1
				INVOICE TOTAL	111.72				
				VENDOR TOTAL	111.72				
1912902061138	1	12/19/19	12/19/19	3576 INTERSTATE ALL BATTERY CENTER AMB-SUPPLIES	147.49	201		201-44100-240	1
				INVOICE TOTAL	147.49				
				VENDOR TOTAL	147.49				
121919	1	12/19/19	12/19/19	1160 JOHNSON BROS-ST.PAUL LIQ-LIQUOR EXPENSE	1,894.59	609		609-49750-251	1
				INVOICE TOTAL	1,894.59				
				VENDOR TOTAL	1,894.59				
JT19-339-01	1	12/18/19	12/18/19	3358 JT SERVICES ELEC-BASE LAMP/PHOTOCONTROL	262.75	604		604-49570-227	1
				INVOICE TOTAL	262.75				
JT19-344-01	1	12/18/19	12/18/19	ELEC-POST TOP RETROFIT	501.91	604		604-49570-227	1
				INVOICE TOTAL	501.91				
JT19-345-02	1	12/18/19	12/18/19	ELEC-LEATHER PROTECTOR	75.47	604		604-49570-193	1
				INVOICE TOTAL	75.47				
				VENDOR TOTAL	840.13				
121919	1	12/19/19	12/19/19	1181 JUBILEE FOODS CTY HALL-TOILET PAPER	23.96	101		101-41940-219	1
	2			CTY HALL-HAND TOWELS	38.00	101		101-41940-219	1
	3			PR ARTS-TISSUE	19.98	101		101-45180-219	1
	4			STR-PAPER TOWELS	9.99	101		101-43100-219	1
	5			SEW-TISSUE	24.98	602		602-49450-219	1
	6			WT-TISSUE	24.97	601		601-49400-215	1
				INVOICE TOTAL	141.88				
				VENDOR TOTAL	141.88				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
121819	1	12/18/19	12/18/19	3569 LITTLE DRAGONS DAYCARE EDA-ANNUAL CONTRIBUTION	15,000.00	211	211-46500-493	1
				INVOICE TOTAL	15,000.00			
				VENDOR TOTAL	15,000.00			
121819	1	12/18/19	12/18/19	3036 LQP BROADCASTING COMPANY, INC ELEC-UTIL AD 11/19	63.70	604	604-49590-410	1
	2			ADMIN-HELP WANTED AD-CLERK	60.50	101	101-41320-342	1
				INVOICE TOTAL	124.20			
				VENDOR TOTAL	124.20			
121819	1	12/18/19	12/18/19	1326 LQP CO-OP OIL STR-FUEL EXPENSE	1,794.05	101	101-43100-212	1
	2			WT-FUEL EXPENSE	157.33	601	601-49400-212	1
	3			SEW-FUEL EXPENSE	148.56	602	602-49450-212	1
	4			ELEC-FUEL EXPENSE	98.79	604	604-49570-212	1
				INVOICE TOTAL	2,198.73			
121819A	1	12/18/19	12/18/19	AMB-FUEL EXPENSE	61.40	201	201-44100-212	1
				INVOICE TOTAL	61.40			
				VENDOR TOTAL	2,260.13			
12541R	1	12/18/19	12/18/19	1520 LUND IMPLEMENT CO. STR-BOBCAT SNOW BLOWER	2,008.54	101	101-43100-404	1
				INVOICE TOTAL	2,008.54			
				VENDOR TOTAL	2,008.54			
121919A	1	12/19/19	12/19/19	3340 MADISON AUTO PARTS FIRE-SUPPLIES	277.24	101	101-42200-221	1
	2			FIRE-SUPPLIES	19.81	101	101-42200-221	1
	3			FIRE-INTEREST	3.64	101	101-42200-221	1
				INVOICE TOTAL	300.69			
263343	1	12/18/19	12/18/19	STR-OIL FILTERS	172.14	101	101-43100-404	1
				INVOICE TOTAL	172.14			
263390	1	12/18/19	12/18/19	SEW-FUNNEL	5.29	602	602-49450-240	1
				INVOICE TOTAL	5.29			
263466	1	12/18/19	12/18/19	STR-RIVETS	29.99	101	101-43100-404	1
				INVOICE TOTAL	29.99			
263509	1	12/18/19	12/18/19	STR-BLSTR MINIATURES	10.58	101	101-43100-404	1
				INVOICE TOTAL	10.58			
263538	1	12/18/19	12/18/19	STR-PLOW TRUCK HOSE/RIVET/CLAM	22.30	101	101-43100-404	1
				INVOICE TOTAL	22.30			
263558	1	12/18/19	12/18/19	STR-RING TERMINAL/LAMP	8.27	101	101-43100-404	1
				INVOICE TOTAL	8.27			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
263586	1	12/18/19	12/18/19	STR-PRESSURE WASHER COUPLING	4.99	101		101-43100-404	1
				INVOICE TOTAL	4.99				
263612	1	12/18/19	12/18/19	WT-AIR FILTER	11.20	601		601-49400-223	1
				INVOICE TOTAL	11.20				
				VENDOR TOTAL	565.45				
				1560 MADISON BOTTLING CO.					
121919	1	12/19/19	12/19/19	LIQ-BEER EXPENSE	4,297.40	609		609-49750-251	1
				INVOICE TOTAL	4,297.40				
121919A	1	12/19/19	12/19/19	LIQ-BEER EXPENSE	6,137.25	609		609-49750-251	1
				INVOICE TOTAL	6,137.25				
				VENDOR TOTAL	10,434.65				
				3341 MADISON HARWARE HANK					
2321	1	12/19/19	12/19/19	STR-POLISH	6.99	101		101-43100-215	1
	2			STR-FIRE EXTINGUISHER-PLOWTRUC	18.99	101		101-43100-404	1
	3			PARKS-TOTE	14.99	101		101-45200-219	1
	4			SEW-BATTERY	21.98	602		602-49450-216	1
	5			WT-TOWER	55.00	601		601-49430-227	1
	6			ELEC-KEYS/GLOVES/TAGS	42.27	604		604-49570-227	1
	7			CTY HALL-BUCKET/SIDEWALK SALT	17.97	101		101-41940-219	1
	8			STR-WASHERS	13.70	101		101-43100-404	1
	9			SK RINK-KEY	1.99	101		101-45127-401	1
	10			SK RINK-SCREWS	8.39	101		101-45127-401	1
	11			STR-BATTERY	8.97	101		101-43100-215	1
	12			SK RINK-DRILL BIT	15.99	101		101-45127-401	1
	13			WT-CLAMPS	13.52	601		601-49400-229	1
				INVOICE TOTAL	240.75				
				VENDOR TOTAL	240.75				
				1706 MEDIACOM					
121819	1	12/18/19	12/18/19	FIRE-DIGITAL ADAPTER	8.40	101		101-41320-324	1
				INVOICE TOTAL	8.40				
				VENDOR TOTAL	8.40				
				3481 MIDWEST MACHINERY CO					
121919	1	12/19/19	12/19/19	FIRE-PARTS	33.09	101		101-42200-221	1
	2			FIRE-PARTS	61.77	101		101-42200-221	1
				INVOICE TOTAL	94.86				
				VENDOR TOTAL	94.86				
				1730 MIDWEST TRUCK & PARTS					
386095	1	12/18/19	12/18/19	STR-FRONT PLOW PARTS	542.24	101		101-43100-404	1
				INVOICE TOTAL	542.24				
386675	1	12/18/19	12/18/19	ELEC-CONTROL MODULE/DIAGNOSTIC	5,833.96	604		604-49570-404	1
				INVOICE TOTAL	5,833.96				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	6,376.20		
121819	1	12/18/19	12/18/19	1841 MN DEPT OF COMMERCE ELEC-3RD QTR ASSESSMENTS	115.99	604 604-49550-438	1
				INVOICE TOTAL	115.99		
				VENDOR TOTAL	115.99		
121819	1	12/18/19	12/18/19	1920 MN VALLEY REC SEW-UTILITY EXPENSE	3,527.45	602 602-49450-380	1
	2			SEW-UTILITY EXPENSE	260.78	602 602-49450-380	1
				INVOICE TOTAL	3,788.23		
				VENDOR TOTAL	3,788.23		
00251485	1	12/19/19	12/19/19	1918 MN WEST COMMUNITY & TECHNICAL FIRE-FIRE DYNAMICS	700.00	101 101-42200-180	1
				INVOICE TOTAL	700.00		
				VENDOR TOTAL	700.00		
1009315	1	12/18/19	12/18/19	1541 MVTI LABORATORIES INC WT-REGULAR TESTING	21.50	601 601-49400-409	1
				INVOICE TOTAL	21.50		
				VENDOR TOTAL	21.50		
19041	1	12/18/19	12/18/19	3610 PARAMOUNT PLANNING GROUP, LLC PUB SAFETY-EMERG PRO 12/19	400.00	101 101-44140-409	1
				INVOICE TOTAL	400.00		
				VENDOR TOTAL	400.00		
7133	1	12/18/19	12/18/19	2240 PIONEERLAND LIBRARY SYS. LIB-DVD'S	1,182.97	101 101-45500-592	1
				INVOICE TOTAL	1,182.97		
				VENDOR TOTAL	1,182.97		
00233430	1	12/18/19	12/18/19	2368 MN STATE COLLEGES & UNIVERSITY AMB-BLS REFRESHER COURSE	720.00	201 201-44100-180	1
				INVOICE TOTAL	720.00		
00233431	1	12/19/19	12/19/19	FIRE-BLS REFRESHER COURSE	120.00	101 101-42200-180	1
				INVOICE TOTAL	120.00		
				VENDOR TOTAL	840.00		
121819	1	12/18/19	12/18/19	2741 THRIFTY WHITE DRUG AMB-GLUCAGON KIT, VENTOLIN	429.41	201 201-44100-210	1
				INVOICE TOTAL	429.41		
				VENDOR TOTAL	429.41		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
2830 VERIZON WIRELESS							
121819	1	12/18/19	12/18/19	WT-CELL PHONE 12/19	26.83	601 601-49400-325	1
	2			SEW-CELL PHONE 12/19	26.83	602 602-49450-325	1
	3			AMB-CELL PHONE 12/19	40.01	201 201-44100-325	1
				INVOICE TOTAL	93.67		
				VENDOR TOTAL	93.67		
2897 KATHLEEN WEBER							
121819	1	12/18/19	12/18/19	ADMIN-FLASH DRIVE	12.50	101 101-41320-201	1
				INVOICE TOTAL	12.50		
				VENDOR TOTAL	12.50		
2940 WESTERN GUARD							
121919	1	12/19/19	12/19/19	LIQ-ADVERTISING	240.00	609 609-49750-342	1
				INVOICE TOTAL	240.00		
				VENDOR TOTAL	240.00		
				BANK 1 - KLEIN/UNITED PR TOTAL	53,202.72		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	53,202.72		
				GRAND TOTALS	53,202.72		

Debit Card Purchases for Council Approval

Purchase Date	Vendor	Description	Amount	Acct #	Debit Card Holder
10/23/2019	PlaqueMaker	PARKS-MEM TABLE SIGN-HAAS	\$78.00	101-45200-441	Cheri Tuckett
12/18/2019	Napa-Madison Auto Parts	AMB-2 BATTERIES	\$233.64	201-44100-212	Scott Schake
12/19/2019	Bound Tree Medical, LLC	AMB-MEDICAL SUPPLIES	\$170.00	201-44100-240	Scott Schake