

**CITY OF MADISON**  
**AGENDA AND NOTICE OF MEETING**  
Regular Meeting of the City Council – **5:00 PM**  
**Monday March 23, 2020**  
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**

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A copy of the March 9, 2020 regular meeting minutes, and March 16, 2020 emergency 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.	Federal Emergency Laws Enacted – FMLA and Sick Leave - receive	Page 5
B.	Mobile 311 Council Report – January/February 2020 – receive	Page 8
C.	Senator Dahms – March 13, 2020 – receive	Page 16
D.	2019 Water Conservation Report – receive	Page 19
E.	Cash and Investment Balance – February 2020 – receive	Page 25
F.	Garden Party – Canceled – receive	Page 26
G.	MRES Board Summary – March 12, 2020 – receive	Page 27
H.	Investment Summary – February 2020 – receive	Page 29
I.	Madison Arts Council – Agenda and Minutes – receive	Page 30
J.	Madison EDA minutes – January 6, 2020 – receive	Page 34
K.	Public Safety Committee – Agenda and Minutes – receive	Page 36
L.	Liquor Store Memo and Report – February 2020 – receive	Page 38
M.	Water Plant Report – February 2020 – receive	Page 41

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

**6. UNFINISHED AND NEW BUSINESS**

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

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B. Resolution 20-20. Appointing a Responsible Authority. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 62

- C. Resolution 20-21. Emergency Declaration. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 64

- D. Resolution 20-22. Temporary Policies. A DISCUSSION and MOTION may be in order. (Manager, Council)

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- E. Discussion for Utility Considerations. A DISCUSSION and MOTION may be in order. (Manager, Council)

- F. Covid-19 Response Update. A DISCUSSION and MOTION may be in order. (Manager, Council)

- G. City Hall Basement Updates. A DISCUSSION and MOTION may be in order. (Manager, Council)

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

**7. MANAGER REPORT (Manager)**

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

**9. AUDITING CLAIM**

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A copy of the Schedule Payment Report of bills submitted March 10, 2020 through March 23, 2020 is attached for approval for Check No. 59392 through Check No. 59438 and debit card purchases. A MOTION is in order.

**10. ADJOURNMENT**

**CITY OF MADISON  
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL  
REGULAR MEETING  
MARCH 9, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Thole on Monday, March 9, at 5:05 p.m. in Council Chambers at City Hall. Councilmembers present were: Tim Volk, Mayor Greg Thole, Maynard Meyer, Paul Zahrbock, and Adam Conroy. Also present were: City Manager Val Halvorson, City Attorney Rick Stulz, City Clerks Kathleen Weber and Christine Enderson.

**AGENDA**

Upon motion by Volk, seconded by Meyer and carried, the Agenda was approved as presented. All agenda items are hereby placed on the table for discussion.

**MINUTES**

Upon motion by Conroy, seconded by Zahrbock and carried, the February 24, 2020, meeting minutes were approved as presented.

**PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS**

None.

**CONSENT AGENDA**

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

**CITY COUNCIL CHECKLIST**

Council reviewed the City Council Checklist. Regarding the proposed MNDOT project for 2020. Halvorson noted that some “unrest” exists and the City’s turning radius project may be tied into a 2023 project. No final decision has been made.

Regarding the Prairie Five Meal Site, Meyer and Halvorson reported on the meeting held March 9<sup>th</sup>. With the need of renovations, there is potential for the walls to be painted, replacement of tables to lighter and round tables, and a new television. The committee will meet again in April.

**CITY ENGINEERING INVOICE APPROVAL**

Upon motion by Meyer, seconded by Conroy and carried, the invoice to pay the city engineer, Bolton and Menk, Inc, for their services, was approved in the amount of \$2,602.50. The services are for cost estimating and permit applications for the sanitary sewer repair planned at the TH 40 and 8<sup>th</sup> Avenue S intersection, and coordinating with the school’s engineers and reviewing the flows to the wastewater plant with City staff.

**CITY OPEN HOUSE HONORING KATHY WEBER**

An announcement was made that an open house in honor of Kathy Weber’s retirement will be on Friday, March 20<sup>th</sup> from 2:00PM-3:00PM at City Hall.

### **SUNDAY LIQUOR**

Upon motion by Conroy, seconded by Zahrbock, and carried, council authorized City Attorney Rick Stulz to develop the timeline for the voting process to allow Sunday liquor sales. The process is approximately a 90-day window from start to finish with a goal to have the availability of Sunday Liquor Licenses by football season 2020.

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

**Arts Council:** City Manager Halvorson reminded council that the City will assist with site preparation and electrical work needed for the installation of the public art display at the Avenue of Flags.

**Sheriff Report on Resident Request:** Sheriff Allen Anderson stated that installation of a stop sign at the intersection of 6<sup>th</sup> Street and Park Avenue is not warranted.

**Sunshine Fund:** A reminder to City council members and employees that they may contribute \$20.00 toward the City's "Sunshine Fund" if so desired.

**Countywide Forum:** Robert Harris, development specialist for CEDA, facilitated a session in both Dawson and Madison. Dawson had 20 in attendance and Madison had 17. A SWOT analysis was created. Similar responses were discussed at both meetings, but Madison discussed larger ideas around housing, activities/tourism, and transportation. Harris will use the information gathered to develop a county work plan.

**Spring:** Flowers are ordered for the City's main street baskets and pots.

**Career Day in Appleton:** Chase Mortensen will represent the City of Madison.

**Countryside Public Health:** Coronavirus planning meeting is set for March 10, 2020.

**Public Safety Committee Meeting:** Committee meeting scheduled for March 10<sup>th</sup> at the Madison Ambulance Hall.

### **MAYOR/COUNCIL REPORTS**

**EDA:** Discussed the status of the lumberyard building. Personal loans were approved from old revolving fund dollars held by the City. EDA also discussed "resurrecting" the Madison Business Development Corporation and at least one shareholders meeting should be held each year for project updates.

### **DISBURSEMENTS**

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between February 24<sup>th</sup> and March 9<sup>th</sup>, 2020. These disbursements include United Prairie Check Nos. 59333-59372. Debit card purchases made between February 25<sup>th</sup> and February 27<sup>th</sup> were also approved as listed.

There being no further business, upon motion by Conroy, seconded by Zahrbock and carried, meeting adjourned at 5:40 p.m.

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Greg Thole – Mayor

**ATTEST:**

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Christine Enderson – City Clerk

**CITY OF MADISON  
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL  
EMERGENCY MEETING  
MARCH 16, 2020**

Pursuant to due call and notice thereof, an emergency meeting of the Madison City Council was called to order by Mayor Thole on Monday, March 16, 2020, at 12:05 p.m. in Council Chambers at City Hall. Councilmembers present were: Tim Volk, Mayor Greg Thole, Maynard Meyer (Arrived at 12:06 p.m.), Paul Zahrbock, and Adam Conroy (Arrived at 12:07 p.m.). Also present were: City Manager Val Halvorson, City Attorney Rick Stulz, and City Clerk Christine Enderson.

**AGENDA**

Upon motion by Zahrbock, seconded by Volk and carried, the Agenda was approved as presented. All agenda items are hereby placed on the table for discussion.

**COVID-19 UPDATE**

With Emergency Management Director Blain Johnson absent, there was discussion by the council, regarding Lac qui Parle County buildings and facilities, all are closed to the public until further notice. Regarding precautionary measures, it is advised to practice social distancing and not hold gatherings with 50 or more people, wash your hands, and stay home if you are feeling ill.

**CITY OPERATIONS**

City Manager Halvorson reported the current status of daily operations for the City Business Office and Public Works. Regarding all departments, operations are functioning and staff are advised to use good hygiene, distancing, and keep contact to 10 minutes or less.

Regarding the business office, the public is strongly urged to utilize email and phone calls to do city business. Regarding Public Works, Halvorson reported that there are five individuals who are able to operate the sewer and water plants if one should become ill, and three trained staff for the electric department.

Regarding emergency responders, Blain Johnson has touched base with and communicated protocols.

Regarding the Community Center, with the Prairie Five meal site closing March 17<sup>th</sup> through March 31<sup>st</sup>, the Center, in general, will be closed to all individuals, as well.

Regarding City Hall, the library, and the liquor store, all will remain open for the time being. Decisions will be thought out and made day by day as the Coronavirus is monitored and information is changing rapidly.

**TREATMENT OF BENEFITS DURING EXTENDED LEAVE**

Upon motion by Conroy, seconded by Zahrbock and carried, it was approved to allow City employees to received an advance up to 80 hours of sick time during the current state of emergency. The current policy was loosened from the concern that some employees may not have enough sick and/or vacation time to cover 14 days or more of quarantine, if needed.

**OTHER**

Council stated and agreed that more emergency meetings can take place if needed. The Mayor and two councilmembers can call an emergency meeting.

There being no further business, upon motion by Conroy, seconded by Volk and carried, meeting adjourned at 12:48 p.m.

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Greg Thole – Mayor

**ATTEST:**

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Christine Enderson – City Clerk

## Val Halvorson

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**From:** CGMC Communications <CGMC\_Communications@flaherty-hood.com>  
**Sent:** Thursday, March 19, 2020 1:41 PM  
**Subject:** Federal leave laws enacted involving COVID-19

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### LAC QUI PARLE COUNTY SECURITY NOTICE:

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DEDICATED TO A STRONG GREATER MINNESOTA

### FEDERAL LEAVE LAWS ENACTED INVOLVING COVID-19

On March 18, 2020, Congress passed and the President signed the Emergency Family and Medical Leave Expansion and Paid Sick Leave Acts as part of broader legislation enacted to address the COVID-19 pandemic. (H.R. 6201, Divisions C and E). The legislation is effective April 2, 2020 and will expire December 31, 2020. The new law impacts employers in two key respects: it requires emergency Family and Medical Leave Act (FMLA) leave be provided to qualifying employees and requires that emergency paid sick leave be offered to an employee who is unable to work due to specific impacts of COVID-19.

Federal agencies will be issuing further guidance and notices for employers to utilize to implement these laws.

#### Emergency Family and Medical Leave Expansion Act

Under the new law, all employers with less than 500 employees are required to allow qualifying employees to use FMLA leave for the emergency reasons described below.

- **Qualified Employees**

An employee qualifies for emergency FMLA leave if he or she:

1. Has been employed by the employer for at least 30 calendar days before the first day of the leave; and
2. Is unable to work or telework due to having to care for a minor child whose school or regular care provider is closed or unavailable because of an emergency involving COVID-19 declared by local, state, or federal officials

Employers generally have authority to prevent health care providers and emergency response employees from taking emergency FMLA leave.

The Secretary of Labor has authority to issue a regulation exempting employers with less than 50 employees from providing this leave, but it is not clear whether such a regulation will be issued.

- **Leave**

The first 10 work days of emergency FMLA leave taken by a qualifying employee may be unpaid. During this 10-day period, an employee may elect to substitute all or any of the 80 of hours paid sick leave required in the Paid Sick Leave Act described in the next section of this message or other accrued paid leave to cover some or all of the 10-day unpaid period.

After 10 days of the FMLA emergency leave, the employer must pay a full-time employee two-thirds of his or her regular pay rate as defined by the federal Fair Labor Standards Act of 1938 (FLSA) for any hours he or she would have normally worked. An employer is not required to pay an individual employee more than \$200 per day, nor more than \$10,000 total, for any emergency FMLA taken. Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking Emergency FMLA. Employees who have worked for less than six months prior to leave are entitled to the employee's reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.

This leave will be counted like any other FMLA leave toward the employee's maximum of 12 weeks of leave in the employer's FMLA 12-month period.

- **Job Protection**

Like regular FMLA leave, the new law provides that an employee who takes emergency FMLA leave is entitled to retain their position. But, an employer with less than 25 employees may not be required to restore an employee whose position no longer exists due to the economic or other implications of the pandemic.

## **Paid Sick Leave Act**

Nearly all public employers are generally required to offer 80 hours of paid sick leave to qualifying full-time employees and a pro-rated amount for part-time employees.

- **Qualified employees**

Unlike the requirement for emergency FMLA leave, employees need not be employed for 30 calendar days to make use of this benefit. However, the employee must be unable to work or telework due to the employee:

1. Being subject to a federal, state or local quarantine or isolation order related to COVID-19
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns
3. Experiencing COVID-19 symptoms and seeking medical diagnosis



4. Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns
5. Caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to public health emergency; or
6. Experiencing any other substantially similar condition specified by the federal government.

- **Leave**

An employer must allow the employee to use leave and compensate an employee for all hours used at their normal rate of pay up to \$511 per day, but no more than \$5,110 in total, if the employee takes leave based on a direct quarantine order or advisement, or because of COVID-19 symptoms. Compensation is limited to \$200 per day and \$2,000 in total if leave is taken to care for another person under quarantine, for lack of child care, or for symptoms similar to those of COVID-19.

Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking paid sick leave. Employees who have worked for less than six months prior to leave are entitled to the average number of hours the employee would normally be scheduled to work over a two-week period.

An employer must, at the request of the employee, pay a full-time employee this paid sick leave instead of the initial 10 days of unpaid leave permitted by the Emergency Family and Medical Leave Expansion Act described in the preceding section.

This paid sick leave will not carry over to the following year and is in addition to any paid sick leave currently provided by employers. Therefore, employers cannot force employees to use their accumulated employer provided sick leave time when using this leave.

If you need any assistance on handling a pandemic in the workplace or any other labor employment advice, please contact labor and employment attorneys Brandon M. Fitzsimmons ([bmfitzsimmons@flaherty-hood.com](mailto:bmfitzsimmons@flaherty-hood.com)) or Chelsea J. Bodin ([cjbodin@flaherty-hood.com](mailto:cjbodin@flaherty-hood.com)) of Flaherty & Hood, P.A.

# JANUARY 2020 311 MONTHLY COUNCIL REPORT

Status	Address Number	Street Name	Work Type	Date Flagged	Flagged By	Modified Date	Last Modified By	Description	Comments
Complete	301	3RD ST E	Street Light Out - Electric	1/28/2020 11:41:36 AM	linedept	1/28/2020 11:41:52 AM	linedept		Installed new led lite
Complete	2340	HWY 75	New Service	1/28/2020 11:29:20 AM	linedept	1/28/2020 11:42:25 AM	linedept		New no. 4 service installed.
Complete	516	4TH AVE	Jetting	1/27/2020 1:03:45 PM	ryan.flaten@ci.madison.mn.us	1/27/2020 1:03:46 PM	ryan.flaten@ci.madison.mn.us	resident came to shop about sewer backing up in his basement	Dean and Ryan went to the residents and looked at his cleanout and it was backed up, we then went and got the jetting machine and pulled the manhole covers and seen we had normal flow and nothing seemed to be the problem on our end, we jetted the line anyways to be sure, resident may have to call a plumber.
Complete	0		Trimming	1/21/2020 1:05:53 PM	alex.geerdes@ci.madison.mn.us	1/21/2020 1:05:54 PM	alex.geerdes@ci.madison.mn.us		
Complete	720	5th ave	Sidewalk Snow Removal	1/14/2020 10:33:22 AM	ryan.flaten@ci.madison.mn.us	1/28/2020 4:10:44 PM	kathy.weber	Lenny Jones 704 5th Ave Madison MN 56256	Sidewalk Snow removal code enforcement. Done - no notice issued.
Complete	417	W 8th street	Sidewalk Snow Removal	1/14/2020 10:32:41 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:32:42 AM	ryan.flaten@ci.madison.mn.us	Warning, done by resident	Sidewalk Snow removal code enforcement
Complete	503	Western Ave	Sidewalk Snow Removal	1/14/2020 10:32:07 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:32:08 AM	ryan.flaten@ci.madison.mn.us	Warning, Done By City 1-13-19	Sidewalk Snow removal code enforcement
Complete	203	5th street	Sidewalk Snow Removal	1/14/2020 10:31:43 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:31:44 AM	ryan.flaten@ci.madison.mn.us	Warning, Done By City 1-13-19	Sidewalk Snow removal code enforcement
Complete	511	1st ave	Sidewalk Snow Removal	1/14/2020 10:31:07 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:31:08 AM	ryan.flaten@ci.madison.mn.us	Warning, Done By City 1-13-19	Sidewalk Snow removal code enforcement

Complete	521	1st ave	Sidewalk Snow Removal	1/14/2020 10:30:38 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:30:39 AM	ryan.flaten@ci.madison.mn.us	Warning, done by Paulson	Sidewalk Snow removal code enforcement
Complete	114	3rd ave	Sidewalk Snow Removal	1/14/2020 10:30:06 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:30:07 AM	ryan.flaten@ci.madison.mn.us	Verbal Warning, Done By City 1-13-19	Sidewalk Snow removal code enforcement
Complete	115	4th ave	Sidewalk Snow Removal	1/14/2020 10:29:26 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:29:27 AM	ryan.flaten@ci.madison.mn.us	Warning and done by resident	Sidewalk Snow removal code enforcement
Complete	322	4th ave	Sidewalk Snow Removal	1/14/2020 10:28:51 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:28:52 AM	ryan.flaten@ci.madison.mn.us	322 320 314 all 4th ave  all got warning and is done by someone	Sidewalk Snow removal code enforcement
Complete	319	6TH ST	Sidewalk Snow Removal	1/14/2020 10:27:42 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:27:43 AM	ryan.flaten@ci.madison.mn.us	Harry Halverson, Done by City 1-13-19	Sidewalk Snow removal code enforcement
Complete	1031	4th ave	Sidewalk Snow Removal	1/14/2020 10:26:15 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:26:16 AM	ryan.flaten@ci.madison.mn.us	Warning, but done	Sidewalk Snow removal code enforcement
Complete	1011	4th ave	Sidewalk Snow Removal	1/14/2020 10:25:44 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:25:45 AM	ryan.flaten@ci.madison.mn.us	Warning, Done By City 1-13-19	Sidewalk Snow removal code enforcement
Complete	814	4th ave	Sidewalk Snow Removal	1/14/2020 10:25:15 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:25:16 AM	ryan.flaten@ci.madison.mn.us	Warning. Done by resident	Sidewalk Snow removal code enforcement
Complete	622	4th ave	Sidewalk Snow Removal	1/14/2020 10:24:35 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:24:36 AM	ryan.flaten@ci.madison.mn.us	Warning, done by City 1-13-19	Sidewalk Snow removal code enforcement
Complete	514	6th ave	Sidewalk Snow Removal	1/14/2020 10:23:51 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:23:52 AM	ryan.flaten@ci.madison.mn.us	Warning but done by Tom Chester	Sidewalk Snow removal code enforcement
Follow-Up Inspection Needed	622	6TH ST	Sidewalk Snow Removal	1/14/2020 10:23:15 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:23:16 AM	ryan.flaten@ci.madison.mn.us	Warning	Sidewalk Snow removal code enforcement

Complete	214	8th ave	Sidewalk Snow Removal	1/14/2020 10:21:29 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:21:30 AM	ryan.flaten@ci.madison.mn.us	Done By City 1-13-19	Sidewalk Snow removal code enforcement
Complete	503	8th ave	Sidewalk Snow Removal	1/14/2020 10:20:46 AM	ryan.flaten@ci.madison.mn.us	1/14/2020 10:20:47 AM	ryan.flaten@ci.madison.mn.us	Warning	Sidewalk Snow removal code enforcement
New Request		Haas Farm	Jetting	1/7/2020 9:50:16 AM	ryan.flaten@ci.madison.mn.us	1/7/2020 9:50:16 AM	ryan.flaten@ci.madison.mn.us	Dave Contacted Dean on coming out with Jetting machine to Jet there Lagoon system. Ryan and dean both went out and did it.	Ryan And Dead went out there we used Jetting Machine got them up and running
Complete	849	WESTERN AVE	Street Light Out - Electric	10/23/2019 11:51:53 AM	kathy.weber	1/9/2020 9:21:22 PM	kathy.weber	Street light behind Tyler Struck, 849 Western Ave, is out. In alley between Tyler & Bart Hill.	
City Attorney	104	9TH AVE S	Junk Vehicle/Blight	8/24/2018 12:22:16 PM	Angie.Amland	1/21/2020 6:10:49 PM	madison@ci.madison.mn.us	Curtis Colburn. Parking and Blight Letter sent 8/24/18. Recheck by noon 8/31. Parking Fine for \$100 sent due 9-7-18. City Attorney & Val need to follow up	Parking violations, Blight, still wood pile in front yard. One vehicle moved to approved surface but has expired registration, 2nd vehicle now parked on sw side of house, non approved surface, some remaining garbage in front yard. New photos taken 8/31/18, 10-2-18, wood pile in front yard has reduced, yard continues to have parking/surface issues

## FEBRUARY 2020 311 MONTHLY COUNCIL REPORT

Status	Address Number	Street Name	Work Type	Date Flagged	Flagged By	Modified Date	Last Modified By	Description	Comments
New Request	713	4TH AVE	Street Light Out - Electric	2/21/2020 11:27:25 AM	linedept	2/21/2020 11:27:25 AM	linedept		Replaced bulb
Complete	621	7TH AVE	Street Light Out -	2/20/2020 3:10:38 PM	linedept	2/20/2020 3:11:23 PM	linedept		Replaced bulb
Complete	412	3RD ST	Street Light Out - Electric	2/18/2020 3:50:50 PM	linedept	2/20/2020 3:11:23 PM	linedept		Bad underground wire. Installed temporary overhead.
Complete	205	WILDWOOD AVE	Street Light Out -	2/18/2020 3:43:50 PM	linedept	2/18/2020 3:50:55 PM	linedept		Replaced street lite bulb
Complete	817	5TH ST	Jetting	2/18/2020 1:51:20 PM	ryan.flaten@ci.madison.mn.us	2/18/2020 1:51:21 PM	ryan.flaten@ci.madison.mn.us	Resident called city hall sunday the 16th and left a voicemail about his sewer backing up in his basement. we got the message today so ryan and todd went over there and popped the manhole covers from 9th ave to 8th ave and seen we had flow, Ryan went up and talked to the resident and told him the situation and that he was going to jet the line anyways. Told resident that he will have to call a plumber.	
Complete	512	8TH AVE	Outage	2/18/2020 12:37:36 PM	linedept	2/18/2020 3:44:29 PM	linedept		Replaced primary fuse.
Complete	304	CENTRAL AVE	Street Light Out -	2/12/2020 2:18:39 PM	linedept	2/18/2020 3:44:29 PM	linedept		Installed new led light.
Complete	304	CENTRAL AVE	New Service	2/12/2020 2:18:14 PM	linedept	2/18/2020 3:44:29 PM	linedept		New service for gas company. Installed new 1s meter and hooked up
Complete	600	6TH ST	New Service	2/12/2020 2:14:00 PM	linedept	2/18/2020 3:44:29 PM	linedept		New service for gas company. Installed 1s meter and hooked up

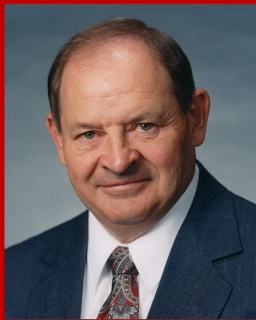
Complete	7th	ave	Lift Station	2/11/2020 1:22:36 PM	ryan.flaten @ci.madison.mn.us	2/11/2020 1:22:37 PM	ryan.flaten @ci.madison.mn.us	Ryan did a visual inspection on the lift station on the north side of 7th ave. everything looked good.	
Complete	0		Lift Station	2/5/2020 3:59:13 PM	ryan.flaten @ci.madison.mn.us	2/10/2020 10:09:53 AM	ryan.flaten @ci.madison.mn.us	Lift station over flow back up light was blinking 2-4-20 at 6:00pm Ryan Dean and Chase were there	had chase check voltage and all seemed normal. pumps weren't running, we reset the breakers and one pump started working while number 1 would not. as we got the 1 pump going we decided to wait till next day (daylight) to check the problem again, dean checked periodically through the night.  come to find out the pump itself has a bearing out or something, turns hard and catches and metal on metal when we spin by hand. 1 pump is still working while we sent the broken one to watertown to get fixed and also picked up a new one. we also installed a new float pack
Complete	516	5TH AVE	Disconnect	1/27/2020 1:09:34 PM	ryan.flaten @ci.madison.mn.us	2/18/2020 3:44:29 PM	linedept	this is Deb Djepkes house that burned, Ryan Went over there Friday 1-24-19 and took the water meter out of the house in the basement. can still read the numbers but the base was froze and broke.	
Notice Sent	305	3RD AVE	Parking (Snow)	1/18/2020 5:59:19 AM	alex.geerdes @ci.madison.mn.us	2/19/2020 10:47:47 AM	christine.enderson@ci.madison.mn	notice sent 2/19/20	Ohio license plate

Notice Sent	819	7TH AVE	Parking (Snow)	12/30/2019 10:53:32 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:01:49 AM	kathy.weber		Notice Sent - 1/10/2020
Notice Sent	822	2ND ST	Parking (Snow)	12/30/2019 10:23:48 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:01:55 AM	kathy.weber		Notice sent - 1/10/2020 2 cars
Notice Sent	1031	4TH AVE	Parking (Snow)	12/30/2019 9:56:09 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 3:37:49 PM	christine.enderson@ci.madison.mn		Notice sent - 1/10/2020
Notice Sent	804	5TH AVE	Parking (Snow)	12/30/2019 9:43:48 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:01 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	322	1ST AVE	Parking (Snow)	12/30/2019 7:42:43 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:06 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	322	WESTERN AVE	Parking (Snow)	12/30/2019 6:36:34 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:11 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	319	WESTERN AVE	Parking (Snow)	12/30/2019 6:00:57 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:24 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	1016	4TH AVE	Parking (Snow)	12/30/2019 5:38:15 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 3:37:15 PM	christine.enderson@ci.madison.mn		Notice sent - 1/10/2020
Notice Sent	404	5TH ST E	Parking (Snow)	12/29/2019 8:30:05 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:32 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	1028	4TH AVE	Parking (Snow)	12/29/2019 7:35:19 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 3:37:08 PM	christine.enderson@ci.madison.mn.us		1st warning Dec 29. Letter not out 'till January 10. On list again Dec 30. Pass this time.
Notice Sent	721	3RD AVE	Parking (Snow)	12/29/2019 7:04:44 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:38 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	723	5TH AVE	Parking (Snow)	12/29/2019 6:33:05 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:44 AM	kathy.weber		Notice sent - 1/10/2020
Notice Sent	0		Parking (Snow)	12/9/2019 10:31:15 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:48 AM	kathy.weber		Notice Sent - 12/16/2019

Notice Sent	206	1ST AVE	Parking (Snow)	12/9/2019 10:12:10 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 4:20:21 PM	christine.enderson@ci.madison.mn	notice sent 2/18	South Dakota
Notice Sent	215	2ND ST	Parking (Snow)	12/9/2019 10:07:20 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:54 AM	kathy.weber		Notice Sent - 12/16/2019
Notice Sent	1017	2ND AVE	Parking (Snow)	12/9/2019 9:09:38 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 4:19:58 PM	christine.enderson@ci.madison.mn	notice sent 2/18	South Dakota Dealer plate
Notice Sent	1016	2ND AVE	Parking (Snow)	12/9/2019 9:07:40 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 3:37:23 PM	christine.enderson@ci.madison.mn		Notice Sent - 12/16/2019
Notice Sent	622	5TH ST	Parking (Snow)	12/9/2019 7:47:43 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:02:59 AM	kathy.weber		Notice Sent - 12/16/2019
Notice Sent	623	3RD ST W	Parking (Snow)	12/9/2019 7:25:36 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:03:05 AM	kathy.weber		Notice Sent - 12/16/2019
Notice Sent	119	4TH ST	Parking (Snow)	12/9/2019 6:03:37 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:03:19 AM	kathy.weber		Notice Sent - 12/16/2019
Notice Sent	120	2ND ST	Parking (Snow)	12/9/2019 5:50:45 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:03:25 AM	kathy.weber		Notice Sent - 12/16/2019
Notice Sent	1012	4TH AVE	Parking (Snow)	12/9/2019 5:40:55 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 3:37:30 PM	christine.enderson@ci.madison.mn		Notice Sent - 12/16/2019
Notice Sent	1028	4TH AVE	Parking (Snow)	12/9/2019 5:34:17 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 3:37:37 PM	christine.enderson@ci.madison.mn		Notice Sent - 12/16/2019
Notice Sent	868	WESTERN AVE	Parking (Snow)	12/9/2019 5:31:11 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 4:19:12 PM	christine.enderson@ci.madison.mn	notice sent 2/18	North Dakota - owner?
Notice Sent	519	3RD AVE	Parking (Snow)	12/9/2019 5:04:38 AM	alex.geerdes@ci.madison.mn.us	2/12/2020 11:03:30 AM	kathy.weber		Notice Sent 12/16/2019
Notice Sent	305	3RD AVE	Parking (Snow)	12/9/2019 5:02:07 AM	alex.geerdes@ci.madison.mn.us	2/14/2020 4:17:47 PM	christine.enderson@ci.madison.mn	sent 2/18	Ohio plate - owner?



Notice Sent	0		Parking (Snow)	12/9/2019 4:50:38 AM	alex.geerdes @ci.madiso n.mn.us	2/12/2020 11:03:39 AM	kathy.weber		12/16/2019 Notice Sent
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# STATE SENATOR GARY DAHMS



Proudly Serving the Residents of District 16

E-Newsletter

March 13, 2020

## SENATE ACTS QUICKLY TO PASS RURAL FINANCE AUTHORITY FUNDING



On Thursday, the Senate unanimously approved \$50 million in bonding for the Rural Finance Authority (RFA). The RFA is Minnesota's

main agricultural lending arm and partners with community banks to provide farmers with lower interest rates. **House File 2959** requires priority be given first to beginning farmer loans, second to seller-sponsored loans, and third to agricultural improvement loans.

RFA is a vital financing tool for farmers, especially as the agriculture sector faces continued hardships. The funds are responsibly loaned, and the default rate is very low. Losses have been less than 1% since the program began in 1986. RFA is nearly depleted, so quick legislative action was needed.

RFA is designed to be user financed. Principal and interest repaid by farmers is used to fund the redemption of the issued bonds, covering the cost of principal, interest and a reserve for potential losses; repayments may not be reissued for new projects. The repayment rate for the loans is extremely high. Since the creation of RFA in 1986 through December 31, 2019, a total of 3,094 loans worth \$289.7 million have been issued; there have been loan losses on 21 loans totaling \$555,707 over that period. RFA currently loans approximately \$24 million per year.

Click [here](#) for more information on the RFA loan program.

## SENATE PASSES INSULIN REFORM

After more than 12 months of discussion, analysis, and debate, the Senate unanimously passed a strong insulin safety net bill on Thursday. **House File 3100** prioritizes renewability, portability, and prompt implementation. This program is designed to be available for all who need it and includes fulfillment of both urgent and ongoing needs for patients.

Most importantly, this bill provides 30 days of emergency insulin to anyone regardless of income as long as they are Minnesota residents and in need of the medicine. All insulin in the Senate plan is provided by the insulin companies with affordable co-pays. A long-term component to the program helps patients with qualifying incomes afford their insulin with a 90-day supply for no more than a \$25 co-pay.

House File 3100 also includes a program review by the legislative auditor to determine if the manufacturers are meeting their responsibilities. Additionally, the Minnesota Department of Health (MDH) in consultation with the Board of Pharmacy will develop and conduct a survey for individuals participating in the insulin programs and report to the legislature.

Finally, this legislation requires health plans to provide written notice to enrollees with dependent child coverage that the dependent child's coverage ends when the child reaches the age of 26. The notice must be sent at least 60 days before the child reaches age 26 and must include the date on which the coverage ends and information on accessing the MNsure website.

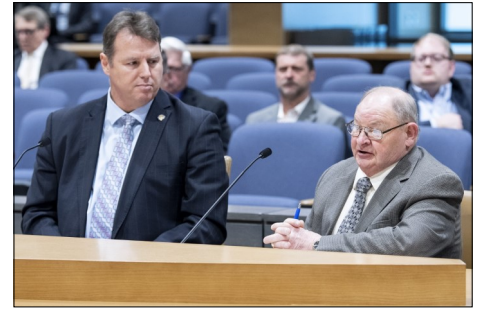
This bill will sunset December 31, 2023. A conference committee with House members is expected to begin meeting in the next few days.



RFA and insulin

## HIGHWAY 14 LEGISLATION HEARD IN COMMITTEE

In the Senate Transportation Finance and Policy Committee on Tuesday, Senator Gary Dahms (R – Redwood Falls) and Senator Nick Frentz (DFL – North Mankato) presented their bipartisan legislation ([Senate File 3878](#)) to finish Highway 14 upgrades and safety improvements. The proposal would allow for four lanes of travel to be built on Highway 14 from Nicollet to New Ulm. Senators Julie Rosen (R – Vernon Center), John Jasinski (R – Faribault), and Scott Dibble (DFL – Minneapolis) also are authors of the bill.



Senator Nick Frentz (left) and Senator Dahms

Highway 14 travels east to west through southern Minnesota, connecting the trade centers of New Ulm, Mankato, Waseca, Owatonna, Rochester, and Winona. Stretches of the highway that are single lane are home to some of the highest truck traffic per mile of highway in the state.

“As chief author of the Senate legislation, and as someone who lives in a part of North Mankato where you can both see and hear Highway 14, I have worked tirelessly to find a solution to find a way to upgrade this dangerous highway into a divided expressway,” Senator Frentz said. “With the help of Governor Walz and MnDOT Commissioner Margaret Anderson Kelliher and others, I believe we found an affordable and workable solution to finally finish this project and save lives.”



Chris Dalton, New Ulm City Manager (left) and Michael Looft, New Ulm Chamber of Commerce President (right) testified in committee.

“This has been a project of mine for the last ten years, and I’m happy to finally see movement at the federal and state levels to support it,” said Senator Dahms. “There have been too many lives lost or injured on Highway 14 over the years, and citizens from Rochester to New Ulm will be much safer upon the completion of the expansion. This bill is on the fast committee track in both the House and Senate and should be a ‘yes’ vote for everyone in the legislature, regardless of party affiliation.”

Senate File 3878 passed unanimously out of the Senate Transportation Finance and Policy Committee and has a couple more committee stops before reaching the Senate floor. Upon final passage of the bill, the Minnesota Department of Transportation (MnDOT) plans to apply for a federal loan and a federal transportation grant to pay for the \$74 million project. The \$37 million federal loan would have a federally subsidized interest rate of only half the U.S. Treasury rate.



## BENEFIT YOUR COMMUNITY: BE COUNTED IN THE 2020 CENSUS

The 2020 Census is coming. On March 12 – 20, the U.S. Census Bureau will mail households an invitation to complete a simple questionnaire about who lives at your address on April 1, 2020.

Your letter will invite you to respond online or by phone, or you will eventually receive a paper questionnaire form in the mail. For households that do not self-respond, a census taker will follow up in person to have you complete the census. When you respond to the census, your answers are protected by law and are not shared with law enforcement, landlords or others. The Census Bureau keeps your individual responses strictly confidential and uses the data only to produce aggregate statistics.

Census results help determine how billions in federal funding are distributed to states and communities each year for services and programs like schools, clinics, and roads. Census results also determine how many seats Minnesota will have in Congress and our community’s representation in the state legislature.

Count everyone who is living in your home as of April 1, 2020. Include babies and young children, who are often missed in the census. It is important to count everyone, even if they are not related to you or only staying temporarily in your home. Questions? Get more information at [2020Census.gov](https://2020Census.gov).



## THANK YOU FOR VISITING US AT THE CAPITOL



Rural Broadband



New Ulm and Marshall MBW, REM Redwood Falls



Minnesota Coalition for the Homeless



Minnesota Licensed Beverage Association

### FOLLOW ME ONLINE



Minnesota Soybean Growers Association

Dave Hutt, Boyd and  
Doug Matthees, Zumbrota

Minnesota Pork Producers



Minnesota Credit Union Network



Network New Ulm





# Certificate of Completion

THIS ACKNOWLEDGES THAT

City of Madison

**Has Completed the 2019 Water Conservation Report**

Carmelita Nelson, Program Coordinator

## Madison, City of Summary of Water Conservation Report

Additional Details at [www.espwater.org](http://www.espwater.org)

2020 Report based on 2019 Water Use

<b>Water Conservation Goals</b>	
Unaccounted Water Loss	10.9 %
Residential GPCD	43
Annual % Reduction-Nonresidential	14.9
Trend in total per capita demand	3.57036
Total Peaking Factor	1.74
<b>Water Accounting</b>	
Total water to Treatment	58,316,000 gallons
Total water to Distribution	38,489,054 gallons
# of Residential connections	640
# of Non-Res. connections	113
Residential vs. Non-Res. Use	24.4 million gal. vs. 9.9 million gal.
Date of Highest Use	5/21/2019
<b>Water Conservation - Direct</b>	
Water Supply System Infrastructure Efficiency (leaks, meters, etc.)	<ul style="list-style-type: none"> <li>• System leak fixing (before the meter): 50,000 gal -- \$64,250</li> <li>• Increase Treatment Efficiency: 425,000 gal -- \$111,365</li> </ul>
Date of last Audit/Percent done	12/16/2019 100% audit
Direct Conservation Single Family (SF) and Multi-Family (MF) and Commercial, Industrial, Institutional (CII) Efforts	None listed
Reuse or other Customer conservation projects	None listed
<b>Water Conservation Indirect</b>	
Ordinances	<ul style="list-style-type: none"> <li>• Critical/Emergency Water Deficiency Ordinance</li> </ul>
Education and Outreach	<ul style="list-style-type: none"> <li>• Billing inserts or tips printed on the actual bill -- 1</li> <li>• Consumer Confidence Reports -- 1</li> <li>• Community news letters -- 2</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Collaborated with MDH on wellhead protection project</li> </ul>
Rate structure	<ul style="list-style-type: none"> <li>• Base Rate Zero Gallons</li> <li>• Uniform</li> </ul>



## General Comments and Recommendations for additional conservation efforts:

1. **WATER CONSERVATION GOALS:** Compare your water supply system results to the statewide water conservation goals that are set in the Water Supply Plans:

a. UNACCOUNTED FOR WATER LOSS	<10%
b. RESIDENTIAL GALLONS PER CAPITA DEMAND (GPCD) DAILY	<75
c. ANNUAL % REDUCTION IN NONRESIDENTIAL USE	>1.5%
d. TREND IN TOTAL PER CAPITA DEMAND	>=1.0
e. TOTAL PEAKING FACTOR	<2.6

Each water supplier should try to achieve the statewide water conservation goals by the time their next Water Supply Plan is due (2026-2028).

2. **WATER LOSS:** For most water suppliers, working on reducing water loss should be your top conservation objective. Cities should first make their own water supply system as efficient as possible. In addition to leaks, water can be “lost” through unauthorized consumption (theft), administrative errors, data handling errors, and metering inaccuracies or failure.
3. **LEAK REPAIR:** Budgeting for and keeping on top of aging pipes and infrastructure will be important in the coming years to reduce water loss. Also check fire hydrants frequently, many cities are finding these to be part of their water loss problem.
4. **METERS:** A water meter program should include selection, installation, testing and maintenance. Over time meters lose accuracy and inaccurate meters contribute to loss of revenue. Accurate meters are also key to getting a handle on water loss. Focus first on large meter installations.
5. **AUDIT:** Water audits are the first step for controlling water loss. AWWA offers free [Water Audit Software](#). The second step is intervention and implementing solutions, and the third step is evaluation and further improvements if needed. Metering and better water accounting are key to improving the city’s water loss percentage.
6. **PEAK WATER DAY:** Generally this number indicates if the city has high summer water use. Conservation education should focus on improving landscape irrigation efficiency on public and private property. The [UMN Turfgrass Science](#) website has excellent irrigation resources. If your peak water day was for hydrant flushing, you might evaluate if this amount could be reduced without sacrificing best practices. Some cities are significantly cutting back with hydrant flushing and not impacting water quality.
7. **RESIDENTIAL & NON-RESIDENTIAL:** Compare the volume of Residential and non-residential water user. Is one significantly more than the other or are they quite close in water use? Focusing on your big water use accounts with education programs or conservation partnerships may make sense.
8. **NON-RESIDENTIAL EDUCATION AND OUTREACH IDEAS:**
  - a. Non-residential use is always an opportunity for water conservation – economically Commercial, Industrial and Institutional users *want* to be as efficient as possible. The city should look at the 2-3 largest non-residential water users and meet with them to see if there are things they can do to conserve water.
  - b. Cities often work with the CII categories that are easiest to implement: government/municipal buildings and facilities; large landscape areas; schools and/or colleges; office buildings; restaurants. Research shows that the degree of success for water conservation are: 1. Schools/colleges, 2. Commercial and apartments, 3. Large



landscape areas, 4. Lodging, 5. Public pools/water parks. Target your efforts here for optimal success.

- c. If any of the CII facilities have outdoor lawn irrigation this is an easy and quick way to reduce water use by installing smart meters, doing an irrigation audit to look for leaks and broken heads, or simply turning off the irrigation controllers and only turning them on when there has been a lack of rainfall.

**9. RESIDENTIAL EDUCATION AND OUTREACH IDEAS:**

- a. The city may want to offer free toilet leak detection tablets to customers since this is the most common leak and easy to fix. Contact the MN DNR Information Center for a free supply of toilet leak detection info cards and dye tablets.
- b. You may want to try promoting this home water conservation app that only takes a few minutes and is fun and informative <http://nrwa.aqkwa.com> (try it yourself!). In addition to adults, you can work with the schools, kids may influence their parents to conserve water.
- c. Other new water campaigns the city may want to participate in include: the US EPA WaterSense Program. Membership is free and allows you access to great resources. Also *Value of Water*- US Water Alliance has a Value of Water Campaign <http://uswateralliance.org/initiatives/value-of-water> with a toolkit that has PDFs of ads, billboards, bill stuffers, bus shelter ads, banners, and social media. The focus is positive, emphasizing that water is essential.

**10. ORDINANCES:** City Councils may want to strengthen their water conservation ordinances. League of MN Cities is a great source for sample ordinances.

**11. RATE STRUCTURE:** Cities should regularly evaluate the water rate structure. MN Rural Water Association provides this service (free for a quick review; small fee for a full bookkeeping audit).

**12. FUTURE WEATHER:** Northern cities are already experiencing changing seasons and weather patterns. Some of these will impact water supply and demand. Climate science tells us three key trends will likely continue through mid-century:

- 1. Extreme rainfall is happening more often.
- 2. Minnesota's climate is becoming warmer and wetter.
- 3. Winter is warming 13 times faster than summer and there are fewer days of extreme cold.

These changes will likely impact public water supplies in several ways:

- a. **Rivers & Streams:** Rivers will see altered high and low flows and an increase in contamination due to flooding. Whatever the historic flood level has been in the past, anticipate it to be higher. Are water treatment facilities, water towers, and pumps flood proof/resilient? Are there industries upstream that may contaminate drinking water supplies during a flood? Are communications in place to notify the city of possible contamination and emergency flood preparations in place? If the city is not a member of MnWARN they may want to consider this voluntary option. Warmer winters may mean more ice, which often requires more salt treatment. Chloride contamination is becoming a concern in many areas of the state and may require additional water treatment.
- b. **Lakes:** Longer thermal stratification on lakes means that seasonal mixing may be eliminated in shallow water, resulting in fish kills. This may not affect the city directly. Thin ice may pose safety hazards to citizens and staff.

- c. Possible City Infrastructure Impact: direct damage from heavy rain, increased mold/moisture damage, safety and accessibility on ice or trails, damage to culverts and bridges.
- d. Invasive species have new advantages. Are zebra mussels a threat at your water or wastewater treatment facilities? If not, they may be in the future. Forest insect pests may migrate further north killing vast forested areas and increasing fire hazards.
- e. Warmer winter temperatures: The good news is this may mean fewer frozen water lines.
- f. Forests: Boreal species will face increasing hydrothermal stress. The heat stress is more than trees can tolerate and forest communities will change across the landscape and higher temperatures means more drying of vegetation. If geographically appropriate, is the water system prepared for a possible increase in forest fires?

## Cash and Investment Balances

Date: FEBRUARY 29, 2020

Fund	Acct No.	Cash Balance		Acct No.	CD Investments - UP Balance		Acct No.	Ehlers Investments Balance	Total by Fund
General Fund	101-10100	\$ 699,245.86		101-10110	\$ 50,000.00		101-10113	\$ 101,000.00	\$ 850,245.86
Ambulance Fund	201-10100	\$ (78,898.88)		201-10110	\$ -		201-10113	\$ 200,000.00	\$ 121,101.12
EDA Fund	211-10100	\$ 11,814.04		211-10110	\$ -		211-10113	\$ -	\$ 11,814.04
Sewer Sys replace	225-10100	\$ 115,316.48		225-10110	\$ -		225-10113	\$ -	\$ 115,316.48
2009 GO Temp. Imp.	308-10100	\$ -		308-10110	\$ -		308-10113	\$ -	\$ -
Inf. Replace. DS	350-10100	\$ (28,087.16)		350-10110	\$ -		350-10113	\$ -	\$ (28,087.16)
2015 GO Refunding	351-10100	\$ 54,784.42		351-10110	\$ -		351-10113	\$ -	\$ 54,784.42
2016 GO Ref/Wt Rev	353-10100	\$ (110,530.16)		353-10110	\$ -		353-10113	\$ -	\$ (110,530.16)
Cult & Rec Capital	420-10100	\$ 65,238.31		420-10110	\$ -		420-10113	\$ -	\$ 65,238.31
Bldg & Equip Capital	425-10100	\$ 178,662.72		425-10110	\$ -		425-10113	\$ -	\$ 178,662.72
Streets Capital	430-10100	\$ -		430-10110	\$ -		430-10113	\$ -	\$ -
Water Fund	601-10100	\$ (100,749.72)		601-10110	\$ -		601-10113	\$ 99,000.00	\$ (1,749.72)
Sewer Fund	602-10100	\$ (79,459.78)		602-10110	\$ -		602-10113	\$ 400,000.00	\$ 320,540.22
Sanitation Fund	603-10100	\$ 111,672.50		603-10110	\$ -		603-10113	\$ -	\$ 111,672.50
Electric Fund	604-10100	\$ 621,995.84		604-10110	\$ 200,000.00		604-10113	\$ 1,800,000.00	\$ 2,621,995.84
Storm Sewer Fund	605-10100	\$ 133,279.61		605-10110	\$ -		605-10113	\$ -	\$ 133,279.61
Liquor Fund	609-10100	\$ 79,975.00		609-10110	\$ -		609-10113	\$ -	\$ 79,975.00
Eastview Fund	614-10100	\$ 20,546.54		614-10110	\$ -		614-10113	\$ 100,000.00	\$ 120,546.54
Reserve Fund	851-10100	\$ (56,671.03)		851-10110	\$ -		851-10113	\$ 413,245.00	\$ 356,573.97
		\$ 1,638,134.59			\$ 250,000.00			\$ 3,113,245.00	\$ 5,001,379.59
(GT Cash Balance)		-							
United Prairie Checking		\$ 422,938.42							
Old National Checking		\$ 15,196.17							
TD Ameritrade Sweep		\$ 1,200,000.00							
		\$ 1,638,134.59							
SCDP Rev Loan	202-10103	\$ 11,055.35							\$ 11,055.35
SCDP Grant Admin	205-10104	\$ 7,071.62							\$ 7,071.62
EDA Rev Loan Fund	212-10105	\$ 122,388.93							\$ 122,388.93
		\$ 1,778,650.49			\$ 250,000.00			\$ 3,113,245.00	\$ -
Grand Total Cash and Investments									\$ 5,141,895.49

March 10, 2020

To: Gardeners in the City Gardens

From: Val Halvorson, City Manager  
Christine Enderson, City Clerk  
Todd Erp, Parks Supervisor

Re: Garden Party

Hello! We would like to invite you to a “Garden Party” to be hosted by the City of Madison at the city gardens located on 9<sup>th</sup> Street, south of the softball fields. The Garden Party will be held on Tuesday, March 24<sup>th</sup> at 5:00 p.m.

City staff would like to do some rearranging and resizing of the various garden plots available and would like your input. Our hope is to get the garden reservation process more organized so that unused plots can be made available to new users.

We are excited to be able to offer this great opportunity to Madison residents and would appreciate your attendance! Plot reservation forms will be available that evening for the 2020 growing season. If you are unable to join us for the Garden Party, please call City Hall to verify whether you are interested in a spot or not! Thank you! We look forward to seeing you then!

**Meeting of the Missouri River Energy Services (MRES) and  
Western Minnesota Municipal Power Agency (WMMPA) Boards of Directors  
March, 2020**

On March 11, 2020, the MRES Board opened their monthly meeting to consider the following agenda item:

- 1) Interest Rate Swap Agreements:** The Boards adopted resolutions authorizing the assistant secretaries and treasurer of WMMPA to execute contracts necessary to complete swap transactions that will allow WMMPA to lock in today's historically low interest rates for the outstanding principal on 2012 Series A bonds and 2015 Series A bonds without issuing more debt.

On March 12, 2020, the Boards continued their regular monthly meeting where the following agenda items were considered:

- 1) Performance Indicators-2019 Results:** The MRES staff reported on 2019 results of the MRES performance indicators which measure progress on the eight long-range strategic goals of MRES. The Board accepted the report including both the performance targets and the actual results achieved in 2019.
- 2) Resolution - Marshall Wind Project Purchase:** The MRES Board recommended, and the WMMPA Board approved the purchase of the membership interests in the Marshall Wind Project which consists of nine 2.1 megawatt turbines, subject to: (a) completion of due diligence; and (b) final negotiation of details in the Membership Interest Purchase Agreement, which contains terms and conditions that are fair and reasonable to WMMPA as determined by MRES staff, MRES general counsel, and WMMPA general counsel.
- 3) Distribution Maintenance Agreements:** The MRES Board approved execution of Distribution Maintenance Supplemental Service Agreements with the Cities of Lakota and Northwood, North Dakota and the City of Faith, South Dakota.
- 4) Ortonville-Johnson Junction Construction:** MRES Board recommended and the WMMPA Board approved the execution of a Procurement and Construction Agreement with Great River Energy to conduct the remaining activities to complete the rebuild of the Ortonville to Johnson Junction transmission line and to authorize staff to retire and dispose of material from the removal of the existing line.
- 5) JPZ MEC:** The MRES Board authorized execution of the Mid-American Energy Company (MEC) Joint Pricing Zone (JPZ) Revenue Allocation Agreement which will allow MRES to represent Atlantic Municipal Utilities and the City of Pella, Iowa and to receive revenues on their behalf for their transmission facilities in the MEC pricing zone.
- 6) Bright Energy Choices Program:** The Board received a report on how the Bright Energy Choices green energy program will be impacted by the new methodology that MRES will use to calculate its member system-wide carbon footprint and carbon intensity.

- 7) **Resolutions for Dave Schelkoph and Bill Schwandt:** The Board adopted resolutions of commendation, congratulations, and appreciation for Dave's service to the MRES Board, and for Bill's service to the MRES and WMMPA Boards.
- 8) **MRES Board Appointments:** Guy Swenson was appointed to fill Schwandt's unexpired term on the MRES Board. Scott Hain was appointed to fill the vacant position as Vice-Chair on the MRES Executive Committee.
- 9) **WMMPA Board Appointments:** Travis Schmidt, representative for Moorhead, Minnesota was automatically seated (per WMMPA By-laws) on the WMMPA board of directors as Moorhead is one of the four largest WMMPA members. Scott Hain was appointed to fill Schwandt's position as President of the WMMPA Board. Vernell Roberts was appointed as Treasurer of the WMMPA Board and Ted Cash was appointed as Secretary.

# City of Madison

02/01/2020 - 02/29/2020

## General Funds

Dated: 03/06/2020

### Portfolio Summary

	Portfolio
Client	City of Madison
Custodian	TD Ameritrade
Source Account	943009325
Original Units	4,321,938.47
Net Unrealized Gain/Loss	46,765.50
Market Value	4,377,670.83
Book Yield	2.086
Duration	1.295
S&P Rating	A
Moody's Rating	A3

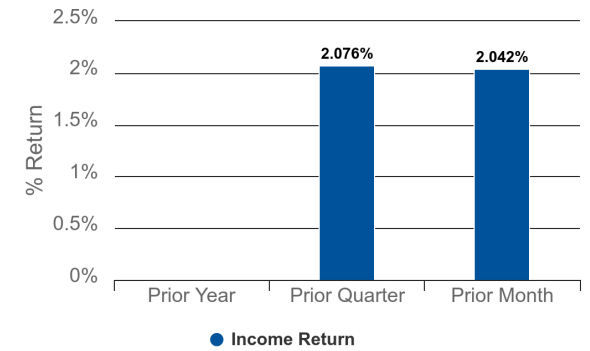
Footnote: 1

### GAAP Income Detail

	Portfolio
Account	Madison General Funds
MMF Payment Received Income	1,594.98
Coupon Received Income	4,202.52
Realized Gain	0.00
Other Income	0.00
Total Income	5,797.50

Footnotes: 2,3

### Performance Summary



### Portfolio Composition

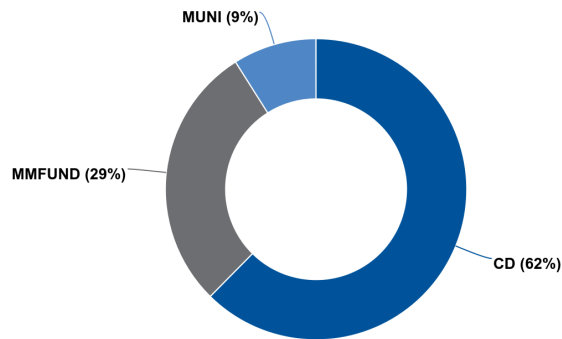
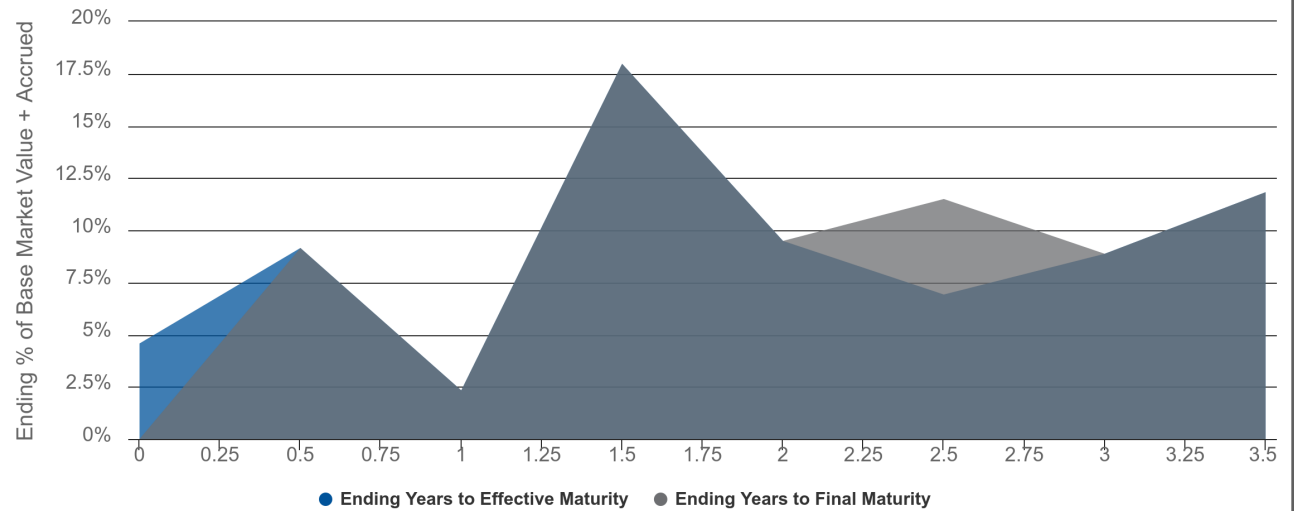


Chart calculated by: % of Market Value + Accrued

### Time To Maturity



### **Minuets of MAC meeting on January 21, 2020**

The Madison Arts Council met in the City Hall on January 21, 2020. Present were: Cynthia Huse, Maynard Meyer, Deb Meyer, Annette Fernholz , Kay Fernholz.

Our first order of business was to check on our donations up to the present time. Our total at this point is \$4,100.00.

Deb reported that she has spoken to a Cargile officer and found out that they will be bringing up our request for a donation at their meeting at the end of this month.

Maynard made some suggestions as regards having a web site for MAC. He will speak to Cherry Tuckett to help us do this

He also suggested that we think about having a thermometer to make it more publicly visible as to the need for donations as well as seeing the progress in attaining our \$10,000 goal.

Adam Conroy is planning to publish an article about our artist, Tim Adams, in the near future.

Maynard will also be doing a radio interview with our artist in February or March.

June 24 is the date set for the yearly Block Party. Information about the details of this party can be gotten by contacting Christine Enderson or Adam Conroy.

A motion was made and approved to reimburse payments to:

Western Guard: \$200.00

\$111.00 to KLQP

Earthrise Farm: \$ 370.71

Leaving us a balance of \$318.00

Kristi will be here to meet with us in either February or March

We agreed that there might be stronger possibilities for donations after the interview and press article.

The remainder of the meeting we tickled our creative juices by bringing up other possible ideas for future fund raisers such as:

- Having a booth at the Lac qui Parle County Fair in September



- Using the City Hall for a space to display during the Meander and talking to Kristi at our next meeting about this possibility
- How about a piano concert by a budding musician in our area, Henry Disell

Our meeting was adjourned by our acting leader, Cynthia Huse

Minutes submitted by Kay Fernholz

# Madison Arts Council

City Hall Basement, Madison

March 24, 2020

ZOOM

Join Zoom Meeting

<https://zoom.us/j/927704096?pwd=RElpbEVlSm1adExTYmJFNTV1Q1RsQT09>

Meeting ID: 927 704 096

Password: 598324

One tap mobile

+13126266799,,927704096# US (Chicago)

+16465588656,,927704096# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 927 704 096

Find your local number: <https://zoom.us/u/abxVDDSDsh>

## Agenda

### 1. Light-based sculpture: Biome by Tim Adams

#### a. Fundraising

i. [https://docs.google.com/spreadsheets/d/1ecnlyFbwym-XIWbbqzWBsxe6bPILD4spNm7E\\_GnsPEE/edit#gid=0](https://docs.google.com/spreadsheets/d/1ecnlyFbwym-XIWbbqzWBsxe6bPILD4spNm7E_GnsPEE/edit#gid=0)

ii. Raised \$4100 in donations. Goal is \$10,000, have to raise \$7,150 at a minimum to balance the budget.

iii. Fundraising ideas

#### b. Installation

i. Installation after frost goes out (later part of May?)

ii. City responsibilities

##### 1. Budget

a. Electrical: \$400

b. Crushed Granite: \$300

iii. Artist responsibilities

1. Installation of crushed granite

2. Setting panels and other installation

iv. Lodging for artist

v. Activities while artist is here?

- c. Dedication/event
  - i. Date of dedication, survey community
  - ii. Budget
    - 1. Newspaper ads: \$500
    - 2. Radio ads: \$100
    - 3. Poster/signage for event: \$100
    - 4. Dedication food expenses: \$300

d. Publicity Plan/Communications

- 2. Timeline/Next meeting
  - a. Meet in May before installation?

**Timeline**

Oct 8 - complete contract with artist  
 October 2019 - work on site preparation led by the artist  
 March/April/May- Installation  
 April - Schedule and hold dedication.

We will also organize the community involvement in the process through newspaper articles, and inviting the students and community to visit the artist as it is being installed.

We also plan to document the entire project with video and photos, and share the process via video with the community.

We will organize a dedication event when the project is completed and invite the public to participate. We will use this time to gather feedback and encourage community engagement.

***UMVRDC implementation***

3 meetings, dedication, artist contract, final report, survey and general correspondence.

**CITY OF MADISON  
MINUTES OF THE  
MADISON ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Monday, January 6, 2020 - 5:00 p.m.**

Pursuant to due call and notice thereof, the regular meeting of the Madison Economic Development Authority was conducted at 5:00 p.m. on Monday, January 6, 2020 at the Madison Municipal Building.

Members in attendance: Commissioners Jim Connor, Greg Monson, Maynard Meyer, Greg Thole, Ryan Young. Members Absent: Dean Solem and Scott Wanner.  
Also in attendance were: City Manager Val Halvorson, EDA Recording Secretary Sue Volk.

President Connor called the meeting to order at 5:05 p.m.

**APPROVAL OF AGENDA**

Upon motion by Thole, seconded by Young and carried, the agenda was approved as presented. All agenda items are hereby placed on the table for discussion.

**LITTLE EAGLES DAYCARE DIRECTOR UPDATE**

Christine Enderson, Director of Little Eagles Daycare, provided the Commissioners an update. Ms. Enderson stated there are 32 kids (12 infants, 11 toddlers, 8 preschool) presently enrolled with a capacity of 60. Ms. Enderson indicated things are running smoothly with some concerns with staffing. If operations/students enrolled remain consistent she is anticipating \$12,000 deficit by June 30, 2020. After discussion on operations and support of the Little Eagles Daycare, motion by Meyer, seconded by Monson and carried to appropriate an additional \$5,000 in calendar year 2020 if needed to Little Eagles Daycare upon written request.

**ANNUAL MEETING**

Upon motion by Meyer, seconded by Young and carried to cast a unanimous ballot of officers to be the same as 2019.

President: Jim Connor, Vice-President: Scott Wanner, Secretary: Maynard Meyer, Assistant Secretary: recording secretary/city clerk, and Treasurer: Greg Monson, Assistant Treasurer: deputy clerk/treasurer.

Upon Motion by Thole, seconded by Meyer and carried to establish the following:

- Meeting date, time and location as the first Monday of every other month at 5:00 p.m. at Madison Municipal Building Auditorium. (January, March, May, July, September, November)
- Western Guard as official newspaper
- Old National Bank and United Prairie Bank as official depositories (Monson abstained)
- Swenson, Nelson and Stulz PLLC as official legal counsel

**Committee Assignments:**

Finance/Loan committee: Monson, Solem, City Attorney Rick Stulz,  
Industrial/Retail committee: Meyer, Thole, Connor  
Housing/Residential committee: Wanner, Thole, Young

### **APPROVAL OF MINUTES**

Upon motion by Monson, seconded by Young and carried the November 20, 2019 regular meeting minutes of the Madison Economic Development Authority were approved.

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

No one present.

### **CONSENT AGENDA**

The Commissioners reviewed the MEDA Eastview Apartments Financial Summary and Bills - December 2019, MEDA/Revenue Expense Report - November 2019, Cash/Investment Balance - November 2019, MEDA Note Status Report - November 2019 and December 2019, and SCDP Program Status Report December 2019.

Discussion on MGD#1008 Mtech Service and Repair 91 days delinquent. Connor stated he would make contact.

### **INDEPENDENT CONTRACTOR AGREEMENT**

Independent Contractor Agreement update between Madison Economic Development authority and Susan Volk was reviewed. City Manager Halvorson stated the agreement had not been updated since the initial agreement. Upon motion by Thole, seconded by Young and carried to approve contract from January 1, 2020 to December 31, 2020 as updated.

### **APARTMENT MANAGEMENT AGREEMENT**

Agreement between Madison Economic Development authority and Dahle & Olson Realty of Madison for management services of Eastview Apartments was presented. Upon motion by Thole, seconded by Young and carried (Monson abstained) to approve contract from January 1, 2020 to December 31, 2020 as presented with no changes.

### **RETAIL COMMITTEE UPDATE**

Commissioners discussed in length operation status on various commercial/businesses in the city and expressed some concerns.

### **CEDA REPORT**

City Manager Halvorson updated the commissioners on status of Community and Economic Development and Associates ("CETA"). CEDA team is expected to be in area upcoming week.

### **POTENTIAL CITY REAL ESTATE OPTION**

President Connor shared with commissioners that there are some conversations regarding the need for property. With the closing of Builders FirstChoice business local contractors have concerns.

### **OTHER**

Upon motion by Thole seconded by Monday and carried, the meeting adjourned at 7:00 p.m.

ATTEST:

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Jim Connor, EDA President

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Sue Volk, EDA Recording Secretary

## Public Safety Committee Meeting

Wed – Mar 10<sup>th</sup>, 2020 | 2 PM | Madison, MN – Ambulance Bldg

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**1. Introductions**

- Introductions/Roll Call

**2. Background of Committee / Purpose**

- Outstanding Items

**3. EM Update | *Blain Johnson***

- January Siren Test
- Emergency Contact Sheet
- Emergency Snow Removal Policy
- EP Annex Madison
- LENS Alerts

**4. LE Update | *Allen Anderson***

**5. Ambulance Update | *Scott Schake***

**6. Fire Dept Update | *Mitch Wellnitz***

**7. Administration Update | *Val Halvorson, City Officials***

**8. Coronavirus Update | *Gloria Tobias, Dawn Bjorgund***

**9. Tabletop Exercise**

**10. Open Floor Discussion**

**11. Adjournment**

## Public Safety Meeting

March 10<sup>th</sup> 2 PM

Blain Johnson, Sheriff Anderson, Scott Shake, Val Halvorson, Maynard Meyer, Paul Zahrbock, Gloria Tobias, Dawn Bjorgand

A public safety committee meeting was held at the Madison Ambulance Hall. Members present took note of the updated flooring and sleeping quarters.

Updates from Johnson were given. A recap of the siren test findings, and the planned replacement of the battery backups. Coverage of the siren was discussed and from those present was audible from all of town. This was contingent on background noise of the residence.

Emergency Contact sheet was reviewed and will need to update City Clerk information with retirement of Weber.

Snow removal policy and notifications was discussed and clarifying the regular snow removal versus declaring a snow emergency. Following a regular snow event vehicle are to not be parked on the street, but can be returned once their street is clean. A snow emergency vehicle are to remain off the road due to repeated plowing throughout the day and back to back large snow falls as in the spring of 2019.

Countryside public health provided a recap of the morning session held at the LqP annex to update schools, cities, health care, and first responders to the status of CoVid-19.

Law enforcement had no update.

Ambulance provided an update on run counts and roster. Shake asked about emergency snow routes and ambulance and fire hall snow removal. Countryside and Madison ambulance will get on a list for masks suitable for CoVid 19.

A local table top exercise was discussed as a goal for 2020, possibly this fall. The scenario would be a wind or tornado event.

Next meeting TBD, Blain and Halvorson will coordinate.

Meeting adjourned at 3:30pm

# Memo

**To:** City Administrator & City Council  
**From:** Dale Hiepler, Liquor Store Manager  
**CC:**  
**Date:** 3/5/2020  
**Re:** February Sales

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Sales for February were \$26,484 compared to \$27,791 last year. Last year, February started on a Friday and we did \$1,445 in sales. This year we started the month on a Saturday, so we lost that \$1,445 sales day.

For the first time in a long time, we showed a slight increase in beer sales (\$437) and a decrease in liquor/wine sales (\$1,759).

I've included an article from Proof Magazine that shows the trend in beer sales continues, although it is slight. It also shows hard seltzer sales have grown rapidly. We have 2 excellent movers in this category and we will remove a couple of hard sellers that didn't perform up to expectations. White Claw and Bud Light seltzers are performing well and we will be doing a tasting some time in March on the Bud Light seltzer.





— Mike Doherty  
(a.k.a. Boardhead)  
Editor/Designer PROOF

BAR JOKE  
OF THE MONTH

A man stumbles into a bar and asks for a drink. "Sorry," said the bartender. "But you obviously already had too much to drink."

Fuming mad the drunk walks out the front door and walks back in through the side door. "Can I have a drink please?" "Sorry," the bartender said. "But you can't have a drink here."

The drunk walks out and again comes in, this time through the back door. "Can I please have a drink?"

"Enough!" The bartender screamed. "I told you, no drinks!"

The drunk squints at the bartender closely and exclaims, "Damn! How many bars do you own?!"

QUOTE  
OF THE MONTH

"It suddenly struck me that that tiny pea, pretty and blue, was the Earth. I put up my thumb and shut one eye, and my thumb blotted out the planet Earth. I didn't feel like a giant. I felt very, very small

— Neil Armstrong  
(50 years ago in July '69)

**... Majority of Americans are Supportive of Current Alcohol Laws** Current alcohol regulations are preferred by a strong majority of respondents according to a poll conducted by the Center for Alcohol Policy (CAP).

[centerforalcoholpolicy.org](http://centerforalcoholpolicy.org)

Notably, this support is remarkably strong across political party lines despite the heightened political polarization of today. 85 percent of Republicans, 81 percent of Democrats and 83 percent of Independents express support for alcohol being regulated at the state level. Key findings from the survey include:

**Americans continue to support state regulation of alcohol.**

- 86 percent of respondents agree that alcohol is a product that needs to be regulated.
- 82 percent agree that alcohol is different than other products, and therefore should be regulated differently.
- Support remains high for individual state regulation of alcohol (83 percent).
- A wide majority support requiring license holders to be a resident of their respective state (77 percent).
- 76 percent agree that alcohol sold should come through a licensed system for tracking.
- 87 percent of respondents displayed a high confidence in the safety of alcohol products sold in their state.

**Americans are satisfied with current alcohol regulations in their state.**

- 82 percent of Americans continue to be satisfied with the existing system for alcohol in their respective states.
- Nearly 9 out of 10 Americans are satisfied with the variety of alcohol products available (87%).

**The three-tier system is viewed very positively.**

- 75 percent of respondents show support for states regulating through a three-tier system, which has been consistent over the past decade, and 3 out of 4 agree that the system works well.

**Americans want alcohol laws to prioritize safety.**

- Most Americans reject that

alcohol is just like other consumer products.

- Drunk driving is seen as the most serious alcohol-related problem.
- Survey respondents want lawmakers to address drunk driving first. 78 percent agree reducing drunk driving is a priority, followed by protecting health and public safety (70%) and reducing underage drinking (64 percent).
- Given the nation's priorities, it is not surprising that 85 percent of Americans support keeping the legal drinking age at 21 years old.

**... Alcoholic Sparkling Water Taking a Bite Out of Beer Sales**

In 2018, Nielsen reported that off-premise dollar sales of beer were relatively flat (-0.2%), as were craft beer dollar sales (-0.7%). Craft beer volume sales declined 1.4%. At the same time, hard seltzer dollar sales grew about 169%, to nearly \$487.8 million, while volumes increased 181%.

**... Owner of Company that Prints PROOF Magazine Passes Away Suddenly**

Mike Kruse, owner of Church Offset Printing in Albert Lea, Minnesota passed away suddenly on May 20th. He was 70. His printing company has been printing PROOF along with the many fliers and newsletters you get from MLBA for over 20 years. Mike grew up in Mapleton, MN, attended Mankato State University and served in the Vietnam War. He moved to Albert Lea in the 1980's and raised his family and worked for and took over ownership of Church Offset Printing on Margaretha Avenue. Mike was a good supporter and friend to MLBA and he will be missed. He is survived by his wife Susan of 45 years, 3 children and 7 grandchildren. Mike had recently retired from the company and his three children and two employee's had taken over ownership shortly before his passing.

**... Dominican Republic Deaths Traced to Alcohol?** Officials are investigating whether at least seven tourists who mysteriously died in the Dominican Republic in the

past year were poisoned by counterfeit alcohol. The victims deaths at two major resorts on the Caribbean nation bear similarities, as they involve apparently healthy adults - at least some of whom drank from their hotel room mini-bar before suddenly becoming gravely sick. Others have reported falling ill, but surviving, after drinking from their minibars. The symptoms among some of the dead - including nausea, vomiting, diarrhea - were consistent with poisoning from methanol or pesticides. Officials in DR as well as the FBI are trying to determine where the methanol in the alcohol came from. Representatives from the hotels have denied claims of tainted alcohol.

**... Alcohol "Vaping" in Wisconsin**

A Milwaukee bar has a device called "Vapshot" which fills balloons with air and microdroplets of alcohol which contains the equivalent of about 2½ liquid shots. For \$8, customers can purchase a MIST balloon. According to Vapshot, a MIST balloon contains one-sixtieth the number of calories of a regular shot. Many people question the medical risks of inhaling alcohol. Vapshot claims that "you will feel the effects immediately" because inhaled alcohol hits the bloodstream more quickly than if you drink it. The product is regulated and classified as an alcoholic dispensing machine like a margarita maker or a beer tap, so it hasn't been tested by the Food and Drug Administration. Vapshot also sells a MIST balloon that is a combination of alcohol and cannabidiol, or CBD in states that have legalized marijuana.

**... Density of Cannabis Stores Greater than Starbucks**

The recently released Marijuana Business Factbook estimates that in Denver and Portland, Oregon, for example, marijuana retailers outnumber Starbucks by close to double! Alaska, Colorado and Oregon have no statewide caps on the number of pot shops, while Washington does, otherwise the home of Starbucks (Seattle) might also be on this list.

**CITY OF MADISON**  
**MUNICIPAL LIQUOR STORE**

**LIQUOR DISPENSARY REPORT**  
Statement for the month of February 2020

<b>SALES</b>	<b>2019</b>	<b>2020</b>	<b>% of Sales</b>	<b>2019 YTD</b>	<b>2020 YTD</b>	<b>% of Sales</b>
Liquor	11308.96	9550.73	36.06%	22,356.08	20,853.06	37.55%
Beer	15877.77	16314.21	61.60%	33,534.40	33,428.80	60.19%
Mix, Ice, Etc.	604.82	619.77	2.34%	1,337.88	1,257.75	2.26%
<b>TOTAL SALES</b>	<b>27791.55</b>	<b>26,484.71</b>	<b>100.00%</b>	<b>57,228.36</b>	<b>55,539.61</b>	<b>100.00%</b>
<b>COST OF SALES</b>						
Inventory at 1st of month	25970.87	30305.35	114.43%	54,289.10	59,281.64	106.74%
Purchases	18844.66	18034.09	68.09%	35,359.97	38,085.64	68.57%
Freight	151.00	169.60	0.64%	341.00	332.80	0.60%
Inventory at end of month	26794.16	30896.70	116.66%	52,765.03	61,202.05	110.20%
<b>TOTAL COST OF SALES</b>	<b>18172.37</b>	<b>17,612.34</b>	<b>66.50%</b>	<b>37,225.04</b>	<b>36,498.03</b>	<b>65.72%</b>
<b>GROSS PROFIT</b>	<b>9619.18</b>	<b>8,872.37</b>	<b>33.50%</b>	<b>20,003.32</b>	<b>19,041.58</b>	<b>34.28%</b>
<b>OPERATING EXPENSE</b>						
Labor	3789.99	3973.01	15.00%	9,476.04	10,321.66	18.58%
PERA	98.38	158.71	0.60%	253.48	402.59	0.72%
FICA	289.93	302.35	1.14%	724.88	786.43	1.42%
Mandatory Medicare	0.00		0.00%	0.00	0.00	0.00%
Worker's Compensation	0.00		0.00%	0.00	0.00	0.00%
City Health Insurance	308.23	291.07	1.10%	606.86	582.14	1.05%
General Supplies	7.99		0.00%	78.76	0.00	0.00%
* Audit Service	83.33	83.33	0.31%	166.66	166.66	0.30%
Dues & Subscriptions	0.00		0.00%	381.00	391.00	0.70%
Licenses & Taxes	0.00		0.00%	0.00	0.00	0.00%
Telephone & Internet	112.75	113.41	0.43%	225.58	226.80	0.41%
Advertising	379.00	328.00	1.24%	670.00	1,048.00	1.89%
Utilities	231.43	792.94	2.99%	953.88	950.15	1.71%
* Property Insurance	141.59	141.59	0.53%	283.17	283.17	0.51%
Training	0.00		0.00%	0.00	0.00	0.00%
Building Maint.	0.00		0.00%	16.50	0.00	0.00%
Equipment Maint.	0.00	16.50	0.06%	0.00	16.50	0.03%
Contractual Services	474.69	543.49	2.05%	1,084.83	1,389.64	2.50%
Travel	0.00		0.00%	0.00	0.00	0.00%
* Dram Shop Insurance	38.42	38.42	0.15%	76.84	76.84	0.14%
Miscellaneous	0.00		0.00%	0.00	0.00	0.00%
Depreciation	501.61	479.51	1.81%	1,003.22	479.51	0.86%
<b>TOTAL OPERATING EXPENSE</b>	<b>6457.34</b>	<b>7262.33</b>	<b>27.42%</b>	<b>16,001.70</b>	<b>17,121.09</b>	<b>30.83%</b>
<b>Operating Income</b>	<b>3161.84</b>	<b>1,610.04</b>	<b>6.08%</b>	<b>4,001.62</b>	<b>1,920.49</b>	<b>3.46%</b>
<b>Nonoperating Revenues:</b>						
Interest Income	0		0.00%			0.00%
<b>NET INCOME</b>	<b>3161.84</b>	<b>1,610.04</b>	<b>6.08%</b>	<b>4,001.62</b>	<b>1,920.49</b>	<b>3.46%</b>

\* Standard values per month

Water Plant Monthly Report										Year: 2020			
	January	February	March	April	May	June	July	August	September	October	November	December	Year End Total
Aqua Hawk	Used (gal) Cost	18 \$152.82	18 \$234.54										36 \$387.36
KMNO4	Used (lbs) Cost	270 \$1,012.50	259 \$1,046.36										529 \$2,058.86
Anti Scalant	Used (gal) Cost	27 \$1,304.10	25 \$1,207.50										52 \$2,511.60
Poli-phosphate	Used (gal) Cost	46 \$583.28	46 \$595.24										92 \$1,178.52
Chlorine	Used (lbs) Cost	79 \$75.05	77 \$86.24										156 \$161.29
Nalco 7768	Used (gal) Cost	2.3 \$65.56	2 \$57.02										4.3 \$122.58
Polymer	Used (gal) Cost	15 \$76.20	14 \$73.36										29 \$149.56
Flouride	Used (lbs) Cost	7 \$9.87	8 \$11.28										15 \$21.15
Sodium met-Bisulfate	Used (case) Cost	3 \$607.05	3 \$607.05										6 \$1,214.10
R <sub>2</sub> O <sub>2</sub> Pre-Filter's	Used Cost	0 \$0.00	0 \$0.00										0 \$0.00
RO Cleaner P	Used (gal) Cost	0 \$0.00	0 \$0.00										0 \$0.00
703 low Ph	Used (lbs) Cost	0 \$0.00	0 \$0.00										0 \$0.00
Sodium Hydroxide	Used (gal) Cost	0 \$0.00	0 \$0.00										0 \$0.00
RO Cleaner	Used (gal) Cost	0 \$0.00	0 \$0.00										0 \$0.00
p111 High Ph	Used (gal) Cost	68 \$580.72	68 \$580.72										136 \$1,161.44
Caustic Soda	Used (gal) Cost	0 \$0.00	0 \$0.00										0 \$0.00
50% & 30%	Used (gal) Cost	0 \$0.00	0 \$0.00										0 \$0.00
Hydrachloric Acid 31%	Used (gal) Cost	0 \$0.00	0 \$0.00										0 \$0.00

Well gal Pumped	x1000	4280	4235										8515
HI service gal, pumped	x1000	2868	2842										5710
Gallons to Waste	x1000	897	876										1773
RC membrane gal pumped	x1000	2966	2846										5812
Backwash gal pumped	x1000	570	565										1135
w. p water meter gallons	Actual	178320	174720										353040
Treated accounted gal	Actual	0	0										0
Soft Water gal sold	Actual	0	6000										6000
Baseball Field well gal	Actual	0	0										0

**CITY OF MADISON, MINNESOTA  
RESOLUTION 20-20**

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

**RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY**

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

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

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

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

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

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 20-20 was declared duly passed and adopted this 23<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Greg Thole  
Mayor

Attest: \_\_\_\_\_  
Christine Enderson  
City Clerk

## **(EXHIBIT A)**

# **Data Practices Policy for Members of the Public**

## **Right to Access Public Data**

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

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

## **How to Make a Data Request**

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

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

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

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

## **How We Respond to a Data Request**

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

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

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

Information about copy charges is on page 5.

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

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

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

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

### **Requests for Summary Data**

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

## **Data Practices Contacts**

### **Responsible Authority**

Val Halvorson, City Manager  
404 6<sup>th</sup> Ave Madison, MN 56256  
Phone 320-598-7373, Fax 320-598-7376, madison@ci.madison.mn.us

### **Data Practices Compliance Official**

Christine Enderson, City Clerk  
404 6<sup>th</sup> Ave Madison, MN 56256  
Phone 320-598-7373, Fax 320-598-7376, christine.enderson@ci.madison.mn.us

### **Data Practices Designee(s)**

Angie Amland, Deputy City Clerk/Treasurer  
404 6<sup>th</sup> Ave Madison, MN 56256  
Phone 320-598-7373, Fax 320-598-7376, angie.amland@ci.madison.mn.us

Cheri Tuckett, Deputy Clerk  
404 6<sup>th</sup> Ave Madison, MN 56256  
Phone 320-598-7373, Fax 320-598-7376, cheri.tuckett@ci.madison.mn.us

### **Copy Costs – Members of the Public**

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

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

**City of Madison Fee Schedule, most current version applicable**



## Data Request Form – Members of the Public

Date of request: \_\_\_\_\_

I am requesting access to data in the following way:

- ☐ Inspection                      ☐ Copies (paper and/or electronic)                      ☐ Electronic Email
- ☐ Both inspection and copies

Note: Inspection and email copies are free. Copies are charged at \$0.25/page.

**These are the data I am requesting:**

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

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

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

## (EXHIBIT B)

# Data Practices Policy for Data Subjects

### Data about You

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

### Classification of Data about You

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

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

The following is an example of public data about you:

the names of Minnesota government employees

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

The following is an example of private data about you:

Social Security numbers

---

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

The following is an example of confidential data about you:

the identity of the subject of an active criminal investigation

---

## Your Rights under the Government Data Practices Act

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

- **Access to Your Data**

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

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

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

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

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

- **When We Collect Data from You**

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

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

- **Protecting your Data**

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

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

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

## **How to Make a Request for Your Data**

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

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

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

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

## **How We Respond to a Data Request**

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

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

Information about copy charges is on page 7.

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

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

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

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

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

## **Data Practices Contacts**

### **Responsible Authority**

Val Halvorson, City Manager

404 6<sup>th</sup> Ave Madison, MN 56256

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

### **Data Practices Compliance Official**

Christine Enderson, City Clerk

404 6<sup>th</sup> Ave Madison, MN 56256

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

### **Data Practices Designee(s)**

Angie Amland, Deputy City Clerk/Treasurer

404 6<sup>th</sup> Ave Madison, MN 56256

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

Cheri Tuckett, Deputy Clerk

404 6<sup>th</sup> Ave Madison, MN 56256

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

## **Copy Costs – Data Subjects**

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

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

**City of Madison Fee Schedule, most current version applicable**

## Data Request Form – Data Subjects

Date of request: \_\_\_\_\_

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

I am requesting access to data in the following way:

- ☐ Inspection                      ☐ Copies (paper or electronic)                      ☐ Electronic E-mail
- ☐ Both inspection and copies

Note: Inspection and E-mail options are free. Copies are charged at \$0.25/page.

**These are the data I am requesting:**

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

### Contact Information

Data subject name \_\_\_\_\_

Parent/Guardian name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

### Staff Verification

Identification provided \_\_\_\_\_

We will respond to your request within 10 business days.



## Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - ❖ a court order relating to divorce, separation, custody, foster care
    - ❖ a foster care contract
    - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

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

**(EXHIBIT C)**

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

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

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

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

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

## Data **Maintained** by the City of Madison

The following data are maintained by the City of Madison

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

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

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

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



**CITY OF MADISON, MINNESOTA  
RESOLUTION 20-21**

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

**RESOLUTION OF PROCLAMATION AND DECLARATION OF A LOCAL  
EMERGENCY**

**WHEREAS**, Novel Coronavirus Disease 2019, a respiratory disease that can result in serious illness and death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

**WHEREAS** the CDC has identified the potential public health threat posed by COVID-19, and has advised person-to-person spread of COVID-19 will continue to occur; and

**WHEREAS** on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning January 27, 2020; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

**WHEREAS**, on March 13, 2020 Governor Tim Walz declared a peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; and

**WHEREAS**, the Center for Disease Control and Prevention and the Minnesota Department of Public Health recommend that any individual with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low; and

**WHEREAS**; during this pandemic, it is possible that individuals who are not diagnosed with COVID-19 will be placed in quarantine to control or prevent further spread of COVID-19; and

**WHEREAS**, the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City, and additional resources will be needed from state and federal sources;

**NOW, THEREFORE BE IT RESOLVED**, Mayor Thole declares, requests, and directs as follows:

1. Under the authority given in Minnesota Statute 12.29, declares that a local emergency exists within City of Madison, effective March 23, 2020, with all the powers and



responsibilities attending thereto as provided by Chapter 12, Minnesota Statute, and City of Madison Code Chapter 32 for the duration of 90 days.

2. Directs City Departments to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources that can and should be adjusted or suspended, or to enact emergency regulations to support the residents of Madison during the pandemic.
3. Directs the Emergency Manager Director, and City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Homeland Security Emergency Management, and the State of Minnesota, as needed.
4. Directs City Manager to determine when Alternate Work Arrangements (AWA) may be a necessity to keep business operations function and employees and the public safe.
5. AWA may include working remotely, flexible work options, and paid leave policy exceptions.
6. Declares under Minn. Stat. 13D.021, that in-person meetings of the City Council and other public bodies under the City jurisdiction where members of those bodies have been diagnosed with COVID-19 or are otherwise in quarantine or isolation in order to prevent the spread of COVID-19 are not practical or prudent because of the COVID-19 health pandemic and the emergency declared under Minn. Stat. Chapter 12 by Governor Walz.

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 20-21 was declared duly passed and adopted this 23<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Greg Thole

Mayor

Attest: \_\_\_\_\_

Christine Enderson

City Clerk

**CITY OF MADISON, MINNESOTA  
RESOLUTION 20-22**

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

**RESOLUTION ADOPTING TEMPORARY  
PUBLIC HEALTH EMERGENCY POLICIES**

**WHEREAS**, The City of Madison values the health and safety of its employees and members of the community; and

**WHEREAS**, the City's has prepared the following temporary policies in response to a Public Health Emergency; and

**WHEREAS**, the Coronavirus Disease 2019, has been declared a local, state and federal emergency; and

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA** that the Public Health Emergency Policies is attached as Exhibit A is hereby adopted, and be implemented effective immediately

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 20-22 was declared duly passed and adopted this 23<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Greg Thole  
Mayor

Attest: \_\_\_\_\_  
Christine Enderson  
City Clerk

## **Resolution 20-22**

### **Exhibit A**

#### **TEMPORARY PUBLIC HEALTH EMERGENCY POLICY RESPONSE TO COVID-19 PANDEMIC**

The City of Madison values the health and safety of its employees and members of the community. In response to COVID-19 pandemic, the City's has prepared the following temporary policies to be implemented effective immediately unless stated otherwise:

##### **EMPLOYEE TRAVEL**

- Non-critical internal meetings shall be cancelled or hosted virtually.
- Employees who are planning to travel for personal reasons or have recently returned from a trip should notify their supervisor immediately.
- All employees that have traveled outside the United States since March 1<sup>st</sup> shall, upon return, self-quarantine for a total of 14 days away from co-workers and all public facilities.

##### **EMPLOYEE OR HOUSEHOLD ILLNESS**

- Employees who appear to have respiratory or flu-like symptoms (i.e. fever, shortness of breath, cough), upon arrival to work or become ill throughout the day, shall be sent home immediately.
- If an employee or a person in the employee's household or under the care of an employee is sick, the employee should stay home until the employee's household is symptom free for a minimum of 24 hours. If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.
- If an employee or a person in the employee's household or under the care of an employee test positive for COVID19, the employee shall self-quarantine for a total of 14 days to help mitigate the threat of spreading the virus.

##### **EXPOSURE IN THE WORKPLACE**

- If an employee or someone an employee has encountered tests positive for COVID-19, they should notify the City Manager immediately.
- If the City learns of a possible exposure to COVID-19 at work, all affected employees will be notified. The privacy of the employees will be protected in accordance with the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act.
- The City encourages all staff to practice good hygiene and to wipe down door handles, desks, and other materials.
- The City contracted cleaning service will routinely sanitize hard surfaces such as door handles, counters, and bathroom facilities.

##### **SUPERVISOR RESPONSIBILITIES**

- Supervisors shall be responsible for the following:
  - Ongoing and regular communications with employees and Manager.
  - Fill out and approve timecards

- Take forwarded phone calls from each department's phone.
- Respond to utility emergencies

## **Utilization of Paid Leave during a Public Health Emergency Policy**

### **Policy**

Conditions may occur where a contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the Mayor and/or City Manager shall have discretion to declare this policy as active.

If the Mayor and/or City Manager declares this policy to be active, leave would be permitted to the benefit of employees, as follows:

- An employee who has exhausted all sick leave, all compensatory time and all but 40 hours of vacation leave would be allowed to receive an advance of the equivalent of up to 10 days of paid sick leave (up to a maximum of 80 hours, unless a greater amount is approved at the discretion of the City Manager after all vacation leave is exhausted) for absence from work due to infection of the public health emergency; and
- An employee may use any available paid leave, in the event where a family member's school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member

All other policies, procedures, terms and conditions of employment remain unchanged.

### **Scope**

This policy applies to all City employees and is only in effect upon declaration by the Mayor and/or City Manager and it will remain in effect until the Mayor and/or City Manager declares it to be inactive. In making the decisions to invoke and end this policy, the Mayor will consult with the City Manager.

### **Responsibilities**

Employees will receive a copy of this policy at the time that a declaration is made by the Mayor and/or City Manager that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

### **Background**

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing symptoms associated with widespread transmission.

## **Procedures**

The equivalent of up to 10 days of paid sick leave will be advanced to employees who meet the criteria below. The actual number of sick leave hours advanced will be based on the employee's usual work schedule exclusive of overtime and may not exceed 80 hours, unless a higher level is approved by the City Manager after all vacation leave is exhausted.

- Mayor and/or City Manager has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
- Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
- Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
- Employee is within the time period the Mayor and/or City Manager has declared this policy to be active; and
- Employee has exhausted all of his/her accumulated sick leave, compensatory time and all but 40 hours of vacation leave; and
- Employee has not already received the maximum accrual advance allowed under this policy; and
- Employee has requested the advance of sick leave hours in writing, via email, texting, mail, etc, using the attached form. An email approval shall suffice until a form is completed and signed.

The advanced hours will automatically be reduced from the employee's future accruals. Once the advanced hours are paid back, sick leave accruals will again be credited to the employee's balance at their full accrual rate. In the event the employee separates from the City before the advanced hours have been repaid, the City will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check.

### **IMPORTANT CONTACTS TO NOTE:**

Val Halvorson, City Manager 320-598-7373

Greg Thole, Mayor---507-829-3280

Blain Johnson, Emergency Manager Director---701-429-1737

## Request for Sick Leave Advance during a declared Public Health Emergency

Name: \_\_\_\_\_ Department: \_\_\_\_\_

I am requesting an advance of sick leave hours because:

- Mayor and/or City Manager has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
- Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
- Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
- Employee is within the time period the Mayor and/or City Manager has declared this policy to be active; and
- Employee has exhausted all of his/her accumulated sick leave, compensatory time and all but 40 hours of vacation leave; and
- Employee has not already received the maximum accrual advance allowed under this policy; and
- Employee has requested the advance of sick leave hours in writing, via email, texting, mail, etc, using the attached form. An email approval shall suffice until a form is completed and signed.

The number of sick leave hours I am requesting is:

☐

A maximum of \_\_\_\_ hours because I usually work \_\_\_\_ hours per pay period, exclusive of overtime.

I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose. I agree that if sick leave hours are advanced to me, the equivalent number of hours I used will be deducted from future accruals and that I will not have new accrued hours added to my sick leave balance until the advanced hours have been fully paid back.

I agree that if I separate from the City of Madison employment before the advanced hours are fully paid back, the Payroll Department will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last pay check.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVALS:

☐

Approved

☐

Denied-Reason:

\_\_\_\_\_

Dept Head:

☐

Approved

☐

Denied-Reason:

\_\_\_\_\_

: \_\_\_\_\_

# Memo

**To:** City Council  
**From:** Val Halvorson, City Manager  
**CC:**  
**Date:** 3/20/2020  
**Re:**

---

## **Background:**

Utility billing considerations, during a local, state and federal state of emergency.

No entity or individual is unaffected by the current status of the Covid-19 pandemic.

In response to business mandated shut downs, layoffs, and reduction of hours for hourly employees the City has to consider the utility collection process.

Attached you will see the timeline.

## **Discussion/Recommendation:**

It is hard for all organizations during this time to know what to do and for those making the decisions we try our best.

My recommendation to the council is to suspend shutoffs scheduled for April 7<sup>th</sup> due to non-payment. This eliminates the connect and disconnect fee of \$50 per meter. Late fees (\$10) have been applied to the bills that were due on March 15<sup>th</sup>. Late fees will NOT be applied following the next due date of April 15<sup>th</sup>. Due to constant changes in this regard we will reassess at the next billing cycle.

Penalty charges of 1.5% of current balance will still apply, as we are financing utility charges.

We will still mail as we are able delinquent notices. Door to door collection efforts will be suspended until further notice, we will still make calls and arrangements for payment in our best effort to collect on accounts.

Dear MMUA Member:

Economic disruptions due to the COVID-19 virus outbreak may cause some utility customers to fall behind on their utility bills or payment plans for previous past due bills. Some utilities also will likely be eliminating in-person bill payment options. An unfortunate consequence may be an increase in the number of customers whose service could be disconnected.

In response, many of the nation's electric, gas, water and other utilities are suspending disconnections for various periods of time. The Energy and Policy Institute website is tracking utility and regulatory moves nationwide to suspend or limit utility service disconnections in response to the COVID-19 crisis.

Currently in Minnesota, Xcel Energy and CenterPoint Energy have voluntarily suspended shutoffs until an as-yet unspecified time. Minnesota Power has voluntarily extended its observance of the state's Cold Weather Rule customer protections through May 31. The City of Minneapolis and the St. Paul Regional Water System are suspending service disconnections for water customers for one month. Other systems may have taken measures not mentioned here as well.

In this time of great uncertainty, we suggest that you modify your disconnection policy to suspend disconnections during and beyond the Cold Weather Rule period as part of your crisis response plan. For reference, the link below provides a summary of the requirements for disconnection under Minnesota's Cold Weather Rule (Minn. Stat. 216B.097).

[Cold Weather Rule](#)



## **Utility Billing Timeline**

**March 2020 – May 2020**

March 30<sup>th</sup> – Email and Mail 2/15/20-3/13/20 bills, due April 15<sup>th</sup>

March 31<sup>st</sup> – Mail property owner notices of tenant delinquent bills from 1/16/20-2/14/20 due March 15<sup>th</sup>

April 1<sup>st</sup> – Customers should receive 2/15/20-3/13/20 bills in the mail, due April 15<sup>th</sup>

April 6<sup>th</sup> – Line Dept; shut off notices for delinquent bills that were due 3/15/20

April 7<sup>th</sup> – Shut off day (from March 15<sup>th</sup>)

April 15<sup>th</sup> – Bills due for service from 2/15/20-3/13/20

April 16<sup>th</sup> – Penalties added and notices sent for bills due April 15<sup>th</sup>

April 29<sup>th</sup> – Email and mail 3/14/20-4/15/20 bills that are due May 15<sup>th</sup>

April 30<sup>th</sup> – Mail property owner notices for tenant delinquent bills from 2/15/20-3/13/20 that were due April 15<sup>th</sup>

May 1<sup>st</sup> – Customers should receive 3/14/20-4/15/20 bills in the mail, due May 15<sup>th</sup>

May 1<sup>st</sup> - Line Dept; shut off notices for delinquent bills that were due 4/15/20 (sooner this month because the Cold Weather Rule no longer applies)

May 4<sup>th</sup> – Shut off day (from April 15<sup>th</sup>)

May 15<sup>th</sup> – Bills due for service from 3/14/20-4/15/20

May 18<sup>th</sup> – Penalties added and notices sent for bills due May 15<sup>th</sup>

## SCHEDULED CLAIMS LIST

Page 1

UP CK# 59392-59393

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE							
172 BELLBOY CORPORATION							
031020	1	3/10/20	3/10/20	LIQ-LIQUOR EXPENSE	2,048.60	609 609-49750-251	1
				INVOICE TOTAL	2,048.60		
				VENDOR TOTAL	2,048.60		
3662 GWORKS							
031020	1	3/10/20	3/10/20	ADMIN-TAX FORMS	374.97	101 101-41320-201	1
				INVOICE TOTAL	374.97		
				VENDOR TOTAL	374.97		
				BANK 1 - KLEIN/UNITED PR TOTAL	2,423.57		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	2,423.57		
				GRAND TOTALS	2,423.57		

**CLAIMS REPORT**  
**Check Range: 3/11/2020- 3/11/2020**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
GENERAL FIRE DEPARTMENT MADISON FIRE RELIEF ASSOC	FIRE-STATE AID & SUPP 2019		20,235.64	59412 3/11/20
	4220 FIRE DEPARTMENT TOTAL		20,235.64	
	101 GENERAL TOTAL		20,235.64	
	Accounts Payable Total		20,235.64	

**CLAIMS REPORT**  
Check Range: 3/12/2020- 3/12/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
AMBULANCE AMBULANCE LQP CO-OP OIL	AMB-FUEL EXPENSE		173.04	59413	3/12/20
	4410 AMBULANCE TOTAL		----- 173.04		
	201 AMBULANCE TOTAL		----- 173.04		
	Accounts Payable Total		=====		
			173.04		

CLAIMS BY VENDOR

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
PR2020 3/25&4/22	MN PEIP HEALTH INS/CE CATCHUP PMTS	101-20650	402.84	402.84	59414	3/16/20
	REPORT TOTAL			=====		
				402.84		

## SCHEDULED CLAIMS LIST

UP CK# 59416-59438

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							
01115320	1	3/19/20	3/19/20	AMB-OXYGEN COMPRESSED	100.26	201 201-44100-217	1
				INVOICE TOTAL	100.26		
				VENDOR TOTAL	100.26		
68 AMERICAN SOLUTIONS FOR BU							
04667788	1	3/19/20	3/19/20	ADMIN-UTIL BILL ENVELOPES	785.34	101 101-41320-202	1
				INVOICE TOTAL	785.34		
				VENDOR TOTAL	785.34		
110 ARCTIC GLACIER USA, INC							
031920	1	3/19/20	3/19/20	LIQ-ICE EXPENSE	53.41	609 609-49750-251	1
				INVOICE TOTAL	53.41		
				VENDOR TOTAL	53.41		
172 BELLBOY CORPORATION							
031920	1	3/19/20	3/19/20	LIQ-LIQUOR EXPENSE	1,234.96	609 609-49750-251	1
				INVOICE TOTAL	1,234.96		
				VENDOR TOTAL	1,234.96		
190 BEVERAGE WHOLESALERS							
031920	1	3/19/20	3/19/20	LIQ-LIQUOR EXPENSE	1,024.61	609 609-49750-251	1
				INVOICE TOTAL	1,024.61		
				VENDOR TOTAL	1,024.61		
270 BORDER STATES ELECTRIC SU							
919425560	1	3/19/20	3/19/20	ELEC-BATTERY	25.28	604 604-49570-227	1
				INVOICE TOTAL	25.28		
919482846	1	3/19/20	3/19/20	SEW-HRT ARTIC	5,527.58	602 602-49450-580	1
				INVOICE TOTAL	5,527.58		
919499886	1	3/19/20	3/19/20	ELEC-FUSE LINK	430.10	604 604-49570-227	1
				INVOICE TOTAL	430.10		
919541809	1	3/19/20	3/19/20	WT-ALARM BUZZER FOR RO UNIT	85.69	601 601-49400-404	1
				INVOICE TOTAL	85.69		
				VENDOR TOTAL	6,068.65		
3381 COCA-COLA BOTTLING							
031920	1	3/19/20	3/19/20	LIQ-POP EXPENSE	81.75	609 609-49750-251	1
				INVOICE TOTAL	81.75		
				VENDOR TOTAL	81.75		
766 FARMERS MUTUAL TELEPHONE							
031920	1	3/19/20	3/19/20	ADMIN-INTERNET 3/20	109.95	101 101-41320-323	1

## SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	2			FIRE-INTERNET 3/20	71.95	101	101-42200-323	1
	3			GRAND-INTERNET 3/20	71.95	101	101-45181-323	1
	4			AMB-INTERNET 3/20	71.95	201	201-44100-323	1
	5			WT-INTERNET 3/20	71.95	601	601-49400-323	1
	6			SEW-INTERNET 3/20	71.95	602	602-49450-323	1
	7			ELEC-INTERNET 3/20	71.95	604	604-49570-323	1
	8			LIQ-INTERNET 3/20	71.95	609	609-49750-323	1
	9			ADMIN-INTERNET 3/20	15.00	101	101-41320-323	1
	10			GRAND-INTERNET 3/20	15.00	101	101-45181-323	1
				INVOICE TOTAL	643.60			
				VENDOR TOTAL	643.60			
				811 FRONTIER COMMUNICATIONS CORP				
031920	1	3/19/20	3/19/20	WT-CIRCUIT 4/20	43.43	601	601-49400-321	1
				INVOICE TOTAL	43.43			
				VENDOR TOTAL	43.43			
				3244 VAL HALVORSON				
031920	1	3/19/20	3/19/20	ADMIN-CELL PHONE REIMB	68.73	101	101-41320-325	1
				INVOICE TOTAL	68.73			
				VENDOR TOTAL	68.73			
				1160 JOHNSON BROS-ST.PAUL				
031920	1	3/19/20	3/19/20	LIQ-LIQUOR EXPENSE	1,768.80	609	609-49750-251	1
				INVOICE TOTAL	1,768.80			
				VENDOR TOTAL	1,768.80			
				3538 LUDVIGSON, KRISTIN				
031920	1	3/19/20	3/19/20	NREMT LICENSE RENEWAL	20.00	201	201-44100-180	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	20.00			
				1560 MADISON BOTTLING CO.				
031920	1	3/19/20	3/19/20	LIQ-BEER EXPENSE	2,528.85	609	609-49750-251	1
				INVOICE TOTAL	2,528.85			
				VENDOR TOTAL	2,528.85			
				3341 MADISON HARDWARE HANK				
031920	1	3/19/20	3/19/20	SEW-CHAIN HOOK	5.49	602	602-49450-223	1
	2			ELEC-PLUMBER TAPE	9.61	604	604-49570-215	1
	3			CTY HALL-FILTERS	32.45	101	101-41940-404	1
				INVOICE TOTAL	47.55			
				VENDOR TOTAL	47.55			
				1530 MARTIN TRUCKING LLC				
031920	1	3/19/20	3/19/20	LIQ-FREIGHT EXPENSE	169.60	609	609-49750-258	1
				INVOICE TOTAL	169.60			

## SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	169.60		
031920	1	3/19/20	3/19/20	1841 MN DEPT OF COMMERCE ELEC-4TH QTR ASSESSMENT	82.08	604 604-49550-438	1
				INVOICE TOTAL	82.08		
				VENDOR TOTAL	82.08		
031920A	1	3/19/20	3/19/20	1920 MN VALLEY REC SEW-UTILITY EXPENSE	3,044.87	602 602-49450-380	1
	2			SEW-UTILITY EXPENSE	260.78	602 602-49450-380	1
				INVOICE TOTAL	3,305.65		
				VENDOR TOTAL	3,305.65		
1021690	1	3/19/20	3/19/20	1541 MVTL LABORATORIES INC WT-REGULAR TESTING	21.50	601 601-49400-409	1
				INVOICE TOTAL	21.50		
				VENDOR TOTAL	21.50		
031920	1	3/19/20	3/19/20	2080 ODDEN & ZIMBELMAN AMB-VACUUM	299.00	201 201-44100-210	1
				INVOICE TOTAL	299.00		
				VENDOR TOTAL	299.00		
031920	1	3/19/20	3/19/20	2270 PLUNKETT'S INC. FIRE-SPRAYING 3/20	54.75	101 101-42200-401	1
	2			AMB-SPRAYING 3/20	52.31	201 201-44100-401	1
				INVOICE TOTAL	107.06		
				VENDOR TOTAL	107.06		
9032124	1	3/19/20	3/19/20	2286 POWER SYSTEM ENGINEERING, INC. ELEC-MISC ENGINEERING	405.00	604 604-49590-303	1
				INVOICE TOTAL	405.00		
				VENDOR TOTAL	405.00		
031920	1	3/19/20	3/19/20	3553 REMINGTON RIDGE VINEYARD LIQ-WINE	132.00	609 609-49750-251	1
				INVOICE TOTAL	132.00		
				VENDOR TOTAL	132.00		
S011805740.001	1	3/19/20	3/19/20	1100 STUART C IRBY CO ELEC-UNIV HEAD	163.01	604 604-49570-240	1
				INVOICE TOTAL	163.01		
				VENDOR TOTAL	163.01		
031920	1	3/19/20	3/19/20	2830 VERIZON WIRELESS WT-CELL PHONE 3/20	26.66	601 601-49400-325	1



## SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	2			SEW-CELL PHONE 3/20	26.66	602 602-49450-325	1
	3			AMB-CELL PHONE 3/20	40.01	201 201-44100-325	1
				INVOICE TOTAL	93.33		
				VENDOR TOTAL	93.33		
				BANK 1 - KLEIN/UNITED PR TOTAL	19,248.17		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	19,248.17		
				GRAND TOTALS	19,248.17		