

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **5:00 PM**
Monday June 28, 2021
Madison Municipal Building

1. CALL THE REGULAR MEETING TO ORDER

Mayor Thole will call the meeting to order.

2. APPROVE AGENDA

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

3. APPROVE MINUTES

Page 1

A copy of the June 14, 2021 regular meeting minutes are enclosed. A MOTION is in order. (Council)

4. PUBLIC PETITIONS, REQUESTS, HEARINGS, AND COMMUNICATIONS (public/mayor/council)

Members of the audience wishing to address the Council with regard to an agenda item, presentation of a petition, utility customer hearing, or a general communication should be recognized at this time. A MOTION may be in order (Public/Council)

5. CONSENT AGENDA

A. Application for Exempt Permit – Pheasants Forever - receive

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B. Drought Adder Review – No change – receive

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

6. UNFINISHED AND NEW BUSINESS

Page 6

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

Page 7

B. Resolution 21-05-01. Ratifying Council Boards and Commission Appointments. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 9

C. Resolution 21-10-01. Appoint Fire Department Officers. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 10

D. Resolution 21-24. Debt Card Policy. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 14

E. Resolution 21-25. Fund Balance Summary. A DISCUSSION and MOTION may be in order. (Manager, Council)

- F. Sidewalk Inspection and Maintenance Policy. A DISCUSSION and MOTION may be in order. (Manager, Council)
- G. Street Closure – Dragon Fest July 16th and 17th. 5th Avenue from 2nd and 3rd Street. 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)

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9. AUDITING CLAIM

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A copy of the Schedule Payment Report of bills submitted June 14, 2021 through June 28, 2021 is attached for approval for Check No. 61277 through Check No. 61306 and debit card purchases. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
JUNE 14, 2021**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Greg Thole on Monday, June 14, at 5:03 p.m. in Council Chambers at City Hall. Councilmembers present were: Mayor Greg Thole, Maynard Meyer, Tim Volk, and Paul Zahrbock. Also present were: City Attorney Rick Stulz, and City Clerk Christine Enderson. Councilmember absent was Adam Conroy.

AGENDA

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

MINUTES

Upon motion by Volk, seconded by Zahrbock and carried, the May 24, 2021 regular meeting minutes and May 28, 2021 special 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. No action.

MADISON FIRE DEPARTMENT UPDATE

Brian Tebben, Madison Fire Department Chief, provided Council an update on the search for a new pumper truck. Tebben mentioned that the National Fire Protection Association stated that any trucks over 20 years old will see no value from upgrading. Tebben and his truck committee have found a 2022 model but are continuing to search and investigating all avenues for financing. No action was taken on this matter.

CRACK SEAL PROJECT

Upon motion by Meyer, seconded by Volk and carried, the application for payment payable to KAMCO, Inc. in the amount of \$17,986.49 was approved for the completion of the first crack sealing project. The application for payment shows an increase in the project expense from the original bid of \$12,962.00 due to additional cracks forming over winter from the date of measurement.

CITY HALL ROOF REPLACEMENT

Upon motion by Volk, seconded by Zahrbock and carried, Council approved the City Hall Roof Replacement and Exterior Rehab Contract. Materials will be ordered once the contract is approved, and mobilization is expected as early as June 22nd.

LIQUOR ORDINANCE WAIVER – BLOCK PARTY

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 21-23** titled “Resolution Temporarily Waiving the Liquor Ordinance at the Flags of Honor during the June 30, 2021 Block Party from 5PM to 8PM”, was adopted. This would provide for the sale of beer along with non-alcoholic beverages during the Chamber Block Party on June 30th. A complete copy of Resolution 21-23 is contained in City Clerk’s Book #10.

STREET CLOSURE – BLOCK PARTY

Upon motion by Zahrbock, seconded by Volk and carried, Council approved a temporary street closure on 2nd Street from 7th Avenue to 8th Avenue for the Chamber Block Party on June 30, 2021.

DEED COMMUNITY DEVELOPMENT BLOCK GRANT-CORONAVIRUS

Upon motion by Meyer, seconded by Zahrbock and carried, Council approved the City of Madison Procurement Standards Policy for the CDBG-CV grant. The procurement policy is a requirement that creates standards for a set of rules that must be followed for expenditures that are funded with federal dollars.

CITY MANAGER’S REPORT

Swimming Pool: High attendance was reported the first week due to being the only swimming pool open in the area.

Age-Friendly Committee: The first committee meeting is set for June 17th at 11:30 a.m.

Coronavirus State and Local Fiscal Recovery Funds: The request was sent in for the 1st half payment. Allocation will not be finalized until all requests are received.

MAYOR/COUNCIL REPORTS

City Attorney Rick Stulz gave an update on the Hazardous House at 311 7th Avenue and stated they are working on options.

DISBURSEMENTS

Upon motion by Volk, seconded by Meyer and carried, Council approved disbursements for bills submitted between May 24, 2021 and June 14, 2021. These disbursements include United Prairie Check Nos. 61277-61381. Debit card purchases made between May 25 and June 8, 2021, were also approved as listed.

There being no further business, upon motion by Volk, seconded by Zahrbock and carried, meeting adjourned at 5:31 p.m.

Greg Thole - Mayor

ATTEST:

Christine Enderson – City Clerk

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lac qui Parle Pheasants Forever Chapter #40 Previous Gambling Permit Number: X-37003-21-012

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 2395 111th Ave

City: Marietta State: MN Zip: 56257 County: Lac qui Parle

Name of Chief Executive Officer (CEO): Mark Olson

CEO Daytime Phone: 320-321-2166 CEO Email: mark_olson03@hotmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Madison VFW

Physical Address (do not use P.O. box): 710 W 2nd St.

Check one:

☒ City: Madison Zip: 56256 County: Lac qui Parle

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 02/05/2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)
**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

 Chief Executive Officer's Signature: _____ Date: 6/16/21

(Signature must be CEO's signature; designee may not sign)

 Print Name: Mark Olson
REQUIREMENTS
Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS
Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Department of Energy
Western Area Power Administration
Upper Great Plains Customer Service Region
P.O. Box 35800
Billings, MT 59107-5800

June 9, 2021

Dear Firm Power Service Customer:

As part of the current rate schedule, placed into effect January 1, 2018, under Rate Order No. WAPA-180, Western Area Power Administration (WAPA) will conduct both a preliminary review of the Pick-Sloan Missouri Basin Program (Pick-Sloan)--Eastern Division Firm Power Service Rate Drought Adder component in early spring to provide customers advance notice of any foreseen changes to the Drought Adder and a final review and notification in the fall of any change to the Drought Adder component of the rate schedule.

Though water conditions are less than optimal this year, the system has not yet deteriorated to the level necessary to implement the Drought Adder component of the rate. WAPA is using this letter to notify customers that the preliminary review resulted in no estimated change to the Drought Adder component of the Pick-Sloan--Eastern Division Firm Power Rate in January 2022. The charges for the Pick-Sloan Eastern Division Firm Power Capacity and Energy rates are as follows:

	Capacity (\$/kW month)	Energy (mills/kWh)	Est. Change
Base Component	\$5.25	13.27	--
Drought Adder Component	\$0.00	0.00	--
Total Rate	\$5.25	13.27	--

WAPA will continue to monitor area water conditions through this fall and will send a final notification of any changes to the Drought Adder for January 2022. Please note, a change to the drought adder is not likely, however, we are required to evaluate the water and generation conditions two times each year and inform our customers of any planned change to the Drought Adder component. Additionally, current rate schedules will expire December 31, 2022, and WAPA will be initiating a public process in early 2022 to replace our expiring rate schedules.

Information concerning the firm power service rate can be found online at <https://www.wapa.gov/regions/UGP/rates/Pages/rates.aspx>. If you have any questions concerning this notice, please telephone Linda Cady-Hoffman, Upper Great Plains Region Rates Manager at (406) 702-4791 or cady@wapa.gov.

Sincerely,

LORI FRISK

Digitally signed by LORI FRISK
Date: 2021.06.09 12:30:54
-05'00'

Lori Frisk
Vice President of Power Marketing
Upper Great Plains Region

CITY COUNCIL CHECKLIST

6/25/2021

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	Progress Notes	COMPLETE
Pool Hours of Operation	3/25/2019	Zahrbock	CM, council	Last Date August 24th	ongoing
Senior Meal site and Center	1/13/2020	Meyer	CM, Meyer	Constuction and purchases completed-	ongoing
City Garage	4/20/2017	Thole, Fernho	CM	Painting complete	ongoing
MNDOT 2023	8/20/2020	Council	VH	Recommendation to MNDOT by 11/23/20 --	ongoing
Handicap Restroom at Grand/Public	8/26/2019	Meyer	CM, Thole	Open 04/01/2021	6/30/2021
Climbing Wall at Pool	8/26/2019	Volk	Parks	Application approved -- prepare for install -- install complete	5/31/2021
Recreation Facility	5/2/2017	EDA	CM, Conroy	On hold - will require additional community engagement	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	2 Applications approved	ongoing
Downtown Open Space	10/27/2014	Conroy	CM Parks Board	This property is part of the UMRDC Developable Properties project	ongoing
Hwy 40 Curbing - ask MNDOT to repair	5/11/2015	Zahrbock	CM, Engineer	Virtual Open House	ongoing
Broadband Exploration	4/20/2017	Meyer	CM, committee	CDBG-CV Grant Submitted - Award date Mid-July	ongoing
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Contract for approval - pre construction meeting held	2021
Madison Gateway Sign	9/23/2020	Thole	Thole, VH	Training held 6/4/21, Arch installed 6/23/21, lighting remains	6/30/2021

**CITY OF MADISON, MINNESOTA
RESOLUTION 21-05-01**

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

**RESOLUTION RATIFYING COUNCIL BOARDS
& COMMISSIONS APPOINTMENTS**

WHEREAS, the Madison City Council is interested in ratifying “Council Boards & Commissions Appointments” for the City in compliance with the requirements of the applicable Minnesota Statutes and City Charter.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA that the following appointments be hereby approved:

RESOLUTION RATIFYING COMMITTEE APPOINTMENTS

Cable TV Adv. Board	Paul Raymo	(Citizen Rep)	(3-year term - December 2023)
	Tim Volk	(Council Rep)	(3-year term - December 2021)
	Maynard Meyer	(Council Rep)	(3-year term - December 2022)
Economic Dev. Auth.	Maynard Meyer	(Council Rep)	(6-year term - December 2026)
	Jim Connor	(Citizen Rep)	(6-year term - December 2026)
	Scott Wanner	(Citizen Rep)	(6-year term - December 2021)
	Greg Thole	(Council Rep)	(6-year term - December 2024)
	Ryan Young	(Citizen Rep)	(6-year term - December 2025)
	Lucas Strand	(Citizen Rep)	(6-year term - December 2021)
	Greg Monson	(Citizen Rep)	(6-term term - December 2025)
Housing & Red Auth.	Melissa Heinrich	(Citizen Rep)	(5-year term - December 2025)
	Stan Olson	(Citizen Rep)	(5-year term - December 2021)
	Judi Nelson	(Citizen Rep)	(5-year term - December 2022)
	Ryan Young	(Citizen Rep)	(5-year term - December 2023)
	Carlyle Larsen	(Citizen Rep)	(5-year term - December 2024)
Library Board:	Colleen Olson	(County Rep)	(3-year term - December 2023)
	Kelly Maatz	(City Rep)	(3-year term - December 2021)
	Vicky Vick	(City Rep)	(3-year term - December 2021)
	Courtney Ulstad	(City Rep)	(3-year term - December 2022)
	Kathy Nesvold	(City Rep)	(3-year term - December 2022)
	John Maatz	(County/City)	(3-year term – December 2022)
Park Board	Rebecca Trapp	(Citizen Rep)	(3-year term - December 2023)
	Julie Hill	(Citizen Rep)	(3-year term - December 2023)
	Tim Volk	(Council Rep)	(3-year term - December 2021)
	Bart Hill	(Citizen Rep)	(3-year term - December 2022)
	Adam Conroy	(Citizen Rep)	(3-year term - December 2022)

Planning & Zoning	Allan Thompson	(Citizen Rep)	(3-year term - December 2023)
	Greg Schmidt	(Citizen Rep)	(3-year term - December 2021)
	Bill Matthes	(Citizen Rep)	(3-year term - December 2021)
	Maynard Meyer	(Council Rep)	(3-year term - December 2022)
	Graylen Carlson	(Citizen Rep)	(3-year term - December 2022)
LQP Airport	Adam Conroy	(Council Rep)	(3-year term - December 2023)
	Paul Zahrbock (Alt.)	(Council Rep)	(3-year term - December 2021)
	Mike Dahle	(Citizen Rep)	(3-year term - December 2022)
Community Education	Val Halvorson	(Citizen Rep)	(3-year term - December 2022)
	Paul Zahrbock	(Council Rep)	(3-year term – December 2022)

Upon the vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 21-05-02 was declared duly passed and adopted this 28th day of June, 2021.

Greg Thole
Mayor

Attest: _____
Christine Enderson
City Clerk

**CITY OF MADISON, MINNESOTA
RESOLUTION 21-10-01**

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

APPOINTMENT OF FIRE SERVICE OFFICERS FOR 2021

WHEREAS, the Madison City Council is interested in appointing the Fire Service Officers for the Year 2021 based on the Fire Service meeting on June 21, 2021.

NOW THEREFORE BE IT RESOLVED that the City Council of Madison, Lac qui Parle County, Minnesota is appointing the following:

Fire Chief: Brian Tebben
Asst. Fire Chief: Jarod Zimbleman
Training Officer: Mark Olson
Safety Officer: Casey Chester
Secretary: Don Tweet
Treasurer: Jared Rakow

Upon vote taken thereon, the following voted:

For:
Against:
Absent:

Whereupon said Resolution No. 21-10-01 was declared duly passed and adopted this 28th day of June, 2021.

Greg Thole
Mayor

Attest: _____
Val Halvorson
City Manager

**CITY OF MADISON, MINNESOTA
RESOLUTION 21-24**

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

RESOLUTION ADOPTING DEBIT CARD POLICY

WHEREAS, the City Council is interested in establishing a Debit Card Policy which details authorized use of a city debit card by designated employees to make purchases on behalf of the City; and

WHEREAS, said Debit Card Policy will include a list of designated employees, a debit card maximum spending limit, and conditions for use; and

WHEREAS, designated employees will be required to execute a City of Madison Debit Card Policy Acknowledgment prior to issuance of said debit card.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA that the Debit Card Policy attached as Exhibit A is hereby adopted and City Clerk/Treasurer Angela Amland is hereby authorized to establish a debit card program with United Prairie Bank on behalf of the City of Madison.

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 21-24 was declared duly passed and adopted this 28th day of June, 2021.

Greg Thole
Mayor

Attest: _____
Christine Enderson
City Clerk

RESOLUTION 21-24

CITY OF MADISON DEBIT CARD POLICY

EXHIBIT A

As stated in MN Statute 471.382, the City of Madison Council may authorize the use of a Debit Card by any City employee otherwise authorized to make a purchase on behalf of the City. All purchases by Debit Card must otherwise comply with all statutes, rules and policies applicable to City purchases. A City employee who makes or directs a purchase by Debit Card that is not in compliance with statutes, rules and policies, is personally liable for the amount of the purchase.

Bills from Debit Card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all Debit Cards charges will be included with monthly expenditures for Council review and approval. (*MN Stat 412.271 subd. 2, MN Stat 471.38 subd 1*)

Debit Card use must also comply with laws concerning borrowing. Debit Cards will not be used for carrying debt. The entire card balance shall be paid in full each month. (*MN Stat Ch 475*)

1. Employees who are Department Heads are authorized to use or direct use of the City of Madison's Debit Card.
2. Debit Cards will carry a card limit of no more than \$1,000.00
3. City Debit Cards will be issued through the City of Madison Business Office. All cards must be returned to the business office when renewed or upon leaving the employment of the City. A lost or stolen Debit Card must be reported immediately.
4. No employee will intentionally use a City of Madison Debit Card for personal purchases. Unauthorized use or abuse of a city Debit Card will result in disciplinary action, up to and including termination of employment.
5. Supporting documents and/or invoices will be submitted to the Business office immediately after purchasing an item(s). Department Head will code each document/invoice and stipulate on the
 - a. Document and/or invoice description of what the purchase is for.
 - b. For example: Maintenance supplies for Community Center; Liquor Store cleaning supplies; repair parts for loader.
6. Authorized persons will receive and sign an acknowledgement form regarding Debit Card use. (See attached)

Adopted by the City Council of the City of Madison, County of Lac qui Parle, State of Minnesota this the 28th day of June, 2021.

CITY OF MADISON DEBIT CARD POLICY ACKNOWLEDGMENT

The City of Madison hereby authorizes you to use its Debit Cards on its behalf. It is important that you understand the rules regarding Debit Card use. If these rules are not followed, the City may cancel the card and you may be personally liable for any misuse.

- Debit Cards may only be used for appropriate City business. Unauthorized use or abuse of a City Debit Card will result in disciplinary action, up to and including termination of employment.
- Debit Cards shall not be used to obtain a cash advance.
- Debit Cards must at all times be protected from theft and unauthorized use.
- A lost or stolen Debit Card must be reported immediately to the City of Madison Business Office.
- Debit Card receipts, invoices or cash register tapes for all purchases must be turned into the Clerks' office upon return.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.

I acknowledge receipt of the City of Madison Debit Card Policy and confirm that I have read and understand its terms and conditions. I agree to abide by the terms of the Policy and the above statements. I also understand that all Debit Card use is subject to audit.

Employee Signature

Date

Print Name

Received by

Date

DEBIT CARD HOLDERS AS OF June 28, 2021

United Prairie Debit Card:

4 City Administration – Val Halvorson, Christine Enderson, Angie Amland & Cheri Tuckett

3 Public Works –

Street Department Supervisor – Todd Erp

Line Department – David Johnson

Water Department Supervisor – Dean Broin

1 Fire Department Treasurer – Jared Rakow

1 Ambulance Chief – Scott Schake

**CITY OF MADISON, MINNESOTA
RESOLUTION 21-25**

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

**RESOLUTION RESERVING & DESIGNATING UNRESERVED, DESIGNATED AND RESERVED
FUND BALANCE**

WHEREAS, the City Council is determining the “reservation” and “designation” of fund balance and retained earnings.

THEREFORE, BE IT RESOLVED that the City Council of the City of Madison, Lac qui Parle County, Minnesota is hereby ordering the reservation of funds effective December 31, 2020:

<u>Fund</u>	<u>Description</u>	<u>Reserve</u>
101 General	Unreserved/Designated for Working Capital	\$828,489.00
201 Ambulance	Unreserved/Designated for Working Capital	\$19,428.00
601 Water	Unreserved/Designated for Working Capital	\$117,771.00
602 Sewer	Unreserved/Designated for Working Capital	\$113,511.00
603 Sanitation	Unreserved/Designated for Working Capital	\$37,609.00
604 Electric	Unreserved/Designated for Working Capital	\$228,750.00
605 Storm Sewer	Unreserved/Designated for Working Capital	\$38,634.00
609 Liquor	Unreserved/Designated for Working Capital	\$70,582.00
614 Eastview	Unreserved/Designated for Working Capital	\$35,734.00
Total Unreserved/Designated for Working Capital		\$1,490,508.00
201 Ambulance	Reserved for Cap Projects/Purchases	\$200,000.00
602 Sewer	Reserved for Cap Projects/Purchases	\$250,000.00
605 Storm Sewer	Reserved for Cap Projects/Purchases	\$250,000.00
609 Liquor	Reserved for Cap Projects/Purchases	\$20,000.00
Total Reserved for Capital Projects/Purchases		\$720,000.00

BE IT FURTHER RESOLVED that the City Council of the City of Madison, Lac qui Parle County, Minnesota does hereby authorize the adoption and implementation of this resolution and amends prior resolutions on file with the city clerk’s office.

Upon vote taken thereon, the following voted

For:

Against:

Whereupon said Resolution No. 21-25 was declared duly passed and adopted this 28th day of June, 2021.

Greg Thole, Mayor

Attest: _____
Christine Enderson, City Clerk

City of Madison, Minnesota

Sidewalk Inspection and Maintenance Policy

1. Statement of Purpose

The City of Madison sidewalk repair policy purpose is to provide safe pedestrian walkways throughout the community. It also provides that proper notice be provided to property owners. City Ordinances do require property owners to repair and maintain the public sidewalk abutting their property, and that it is safe for pedestrians.

2. Introduction

The city has numerous miles of public sidewalks. Public sidewalks vary in age and in quality of condition. Not every mere inequality or irregularity in the surface of the sidewalk rises to the level of a defect. The city recognizes that some sidewalk conditions create unreasonable hazards for pedestrians and other sidewalk users.

Sidewalk replacement and repair programs can be costly. Comprehensive sidewalk surveys are expensive and require the use of limited city personnel and other resources.

Accordingly, the City must exercise both discretion and professional judgment in determining whether and when sidewalks need to be replaced or repaired. The city expects that its agents, employees, and city officials will exercise discretion in identifying conditions requiring replacement and repair, in the scheduling of replacement and repair and in establishing priorities for replacement and repair.

3. Sidewalk inspection procedures

The inspection, condemnation, and repair of the sidewalks will be done in accordance with City Ordinance, Section 92.01. The Streets Park Supervisor or employee under their direction will perform routine inspections throughout the City on an annual basis. The inspections will occur in the fall or early spring prior to the work scheduled each year.

In order to maintain consistency in the inspection and condemnation process for determining whether a particular sidewalk condition needs replacement or repair, the following list of criteria will be followed.

- Sidewalk having crack or joint with a deviation or difference in elevation of $\frac{3}{4}$ inch or more.
- Sidewalk having a crack or joint with an opening width of $\frac{3}{4}$ inch or more.
- Sidewalk having 3 or more cracks in one 5 by 5 section.
- Sidewalk that has severe pitting or scaling.
- Sidewalk that traps water or does not provide adequate surface drainage.
- Sidewalk that is broken or missing.
- Missing or partial sidewalk that is part of the safe routes to school, or determined to be an integral part of the sidewalk system.

4. Sidewalk replacement and repair policy

Upon completion of the annual sidewalk survey, the Streets Parks Supervisor or applicable staff shall establish a replacement and repair schedule. This schedule is subject to modification based both on sidewalk conditions and the availability of resources for sidewalk replacement and repair.

The sidewalk replacement and repair schedule will:

- A. Divide the city into sections for the annual review. (attached)
- B. Take into consideration and weigh the following factors:
 - 1. Sidewalk location and amount of pedestrian traffic.
 - 2. Proximity of sidewalk identified as needing replacement or repair to other sidewalks also needing replacement or repair.
 - 3. The nature and severity of the condition needing replacement or repair.
 - 4. The city's Business Office work load.
 - 5. Whether, or to what extent, the cost of repair can be recovered from adjacent property owners.
 - 6. Public safety.
 - 7. History of prior accidents or complaints.
 - 8. Schedules of independent contractors and work necessary to prepare bids and bid specifications if work is to be performed by independent contractors.
- C. Notification to property owners of options.
 - 1. Hire own contractor with work performed by specified or agreed upon date.
 - 2. Authorize the city to contract the work per the estimate, agree to pay final cost in full.
 - 3. Authorize the city to contract the work per the estimate, agree to pay the full cost plus interest via sidewalk assessment, applied to your property taxes over up to 10 years.

5. Specifications

Minimum requirements for sidewalk repair and replacement will be as follows:

- A. Base: 4 inches compacted granular material
- B. Sidewalk: 4 inches of concrete
- C. The city may require rebar and other additional specifications.

6. Existing Partial Sidewalk

There are some locations within the City that have a partial sidewalk along the street and do not connect to the adjacent sidewalk system. These sections of sidewalk still need to be maintained. If a partial sidewalk extends 60% or more of a street segment, new sidewalk shall be constructed for the remainder of the street segment as part of the sidewalk repairs and the abutting property owners shall be assessed the cost of the new sidewalk.

If a partial sidewalk extends less than 60% of a street segment, it may be repaired and left as a partial segment.

7. Removal of Sidewalk

Property owners abutting a partial sidewalk within a street segment may request to permanently remove the partial sidewalk and restore the area to lawn provided the following criteria are met:

1. The partial sidewalk extends less than 60% of the street segment.
2. The sidewalk is not included in the safe route to school, or determined to be an integral part of the sidewalk system.
3. 100% of the abutting property owners approve the removal of the sidewalk under the terms of this section.
4. The property owners abutting the partial sidewalk are 100% responsible for the cost to remove and restore the area to lawn.

8. Sidewalk Use

The abutting property owner to a sidewalk shall keep their trees and shrubs properly trimmed over sidewalks, with a minimum clearance of at least 8 feet over public sidewalks. Shrubs shall be kept trimmed back off the sidewalk. No person shall use a sidewalk for any purpose other than pedestrian traffic.

9. Sidewalk maintenance policy

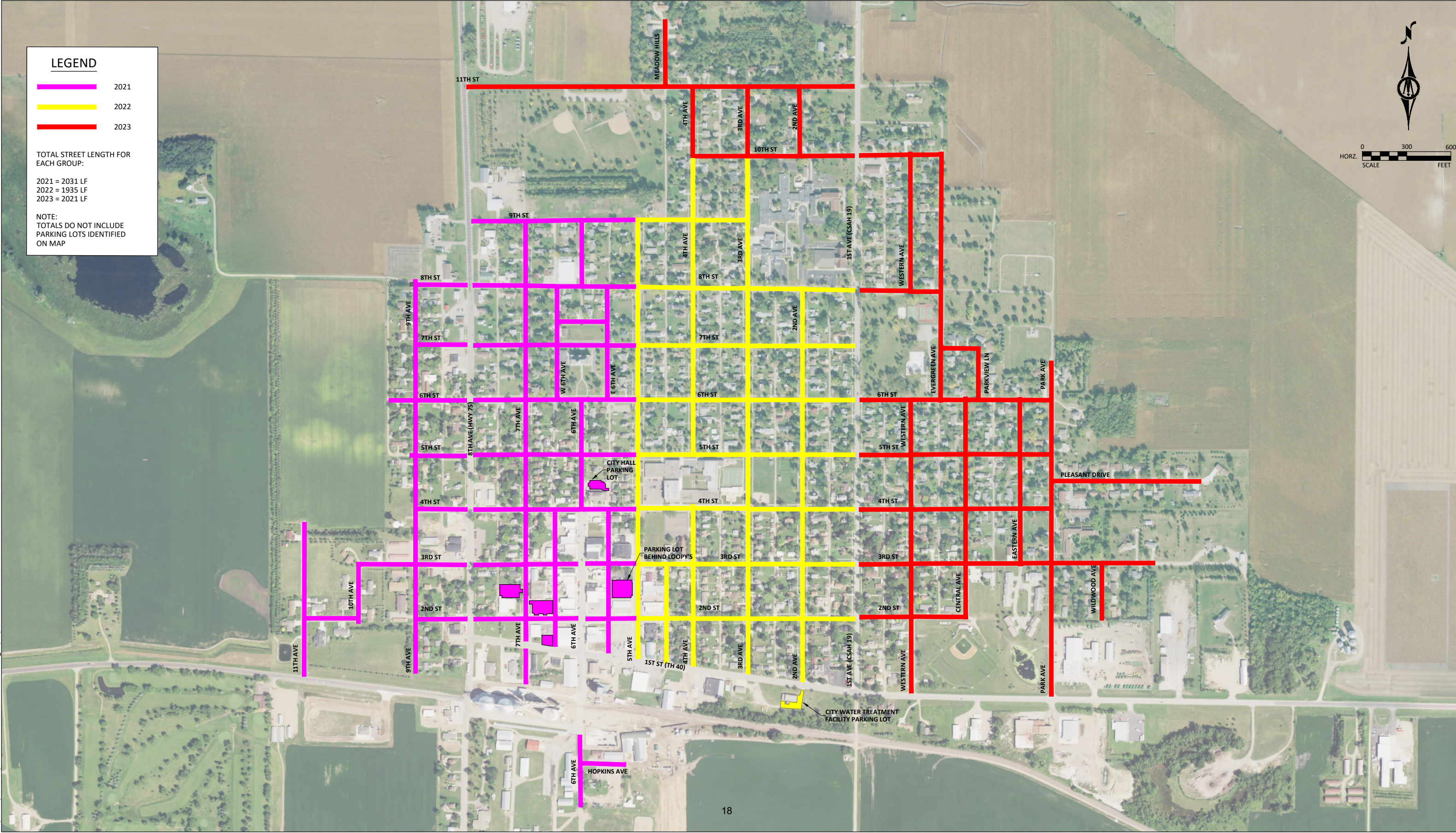
City employees will be responsible for removing snow from sidewalks that abut city-owned buildings or parking lots. Adjacent property owners, including other public entities, are responsible for removing snow and ice from sidewalks that abut their property (see City Ordinance No. 92.01. The city may, as a public service and for reasons of public safety, remove snow and ice from sidewalks as part of the snow and ice policy. The City will identify sidewalks from which the city will remove ice and snow following warning and notification of the penalty and charges for not doing so.

10. Review and modification of policy

The City Council may modify or clarify this policy at any time. Where the city council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time. The City will keep on file comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

11. Effective date of policy

This policy shall be effective as of _____ (*insert date*). Modifications of the policy shall be effective on the date said modifications are approved by city council resolution or the date city employee or official (with authority granted by the city council) has approved the policy modification or change.



SCHEDULED CLAIMS LIST

UP CK #61323-61381

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE							
3810 ABNER SALES							
279478	1	6/10/21	6/10/21	SEW-PLUMBING/PUMP	6,100.00	602 602-49460-580	1
				INVOICE TOTAL	6,100.00		
				VENDOR TOTAL	6,100.00		
43 AMERICAN ENGINEERING TEST							
INV-001572	1	6/11/21	6/11/21	TENNIS COURT-BASE STUDY	3,038.00	420 420-45020-409	1
				INVOICE TOTAL	3,038.00		
				VENDOR TOTAL	3,038.00		
68 AMERICAN SOLUTIONS FOR BU							
061121	1	6/11/21	6/11/21	ADMIN-UTIL BILL FORMS	724.54	101 101-41320-202	1
				INVOICE TOTAL	724.54		
				VENDOR TOTAL	724.54		
110 ARCTIC GLACIER USA, INC							
061121	1	6/11/21	6/11/21	LIQ-ICE EXPENSE	158.70	609 609-49750-251	1
				INVOICE TOTAL	158.70		
				VENDOR TOTAL	158.70		
172 BELLBOY CORPORATION							
061121	1	6/11/21	6/11/21	LIQ-LIQUOR EXPENSE	3,170.40	609 609-49750-251	1
				INVOICE TOTAL	3,170.40		
				VENDOR TOTAL	3,170.40		
190 BEVERAGE WHOLESALERS							
061121	1	6/11/21	6/11/21	LIQ-LIQUOR EXPENSE	4,179.40	609 609-49750-251	1
				INVOICE TOTAL	4,179.40		
				VENDOR TOTAL	4,179.40		
264 BOLTON & MENK INC							
0269474	1	6/11/21	6/11/21	CRACK SEAL BID 2021	1,072.50	430 430-43120-532	1
				INVOICE TOTAL	1,072.50		
WT-ENGINEERING							
0269475	1	6/11/21	6/11/21	WT-ENGINEERING	410.00	601 601-49400-303	1
	2			PARKS-ENGINEERING	90.00	101 101-45200-409	1
				INVOICE TOTAL	500.00		
				VENDOR TOTAL	1,572.50		
408 C EMERY NELSON INC							
37460	1	6/11/21	6/11/21	WT-HYTREX FILTER	483.22	601 601-49400-238	1
				INVOICE TOTAL	483.22		
				VENDOR TOTAL	483.22		

3381 COCA-COLA BOTTLING

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
061121	1	6/11/21	6/11/21	3381 COCA-COLA BOTTLING LIQ-POP EXPENSE	113.50 113.50	609 609-49750-251	1
				INVOICE TOTAL	113.50		
				VENDOR TOTAL	113.50		
061121	1	6/11/21	6/11/21	621 MARIA CROATT AMB-EMT TRAINING REIMB-M CROAT	275.00 275.00	201 201-33429	1
				INVOICE TOTAL	275.00		
				VENDOR TOTAL	275.00		
658072	1	6/10/21	6/10/21	3484 DEPARTMENT OF HUMAN SERVICES AMB-SUPPLEMENTAL 2021	585.00 585.00	201 201-34205	1
				INVOICE TOTAL	585.00		
				VENDOR TOTAL	585.00		
813147949	1	6/11/21	6/11/21	3811 DIAMON VOGEL - ST CLOUD STR-WHITE/YELLOW FED ACR	816.75 816.75	101 101-43100-224	1
				INVOICE TOTAL	816.75		
				VENDOR TOTAL	816.75		
061121	1	6/11/21	6/11/21	3382 BRITTANY ENGESMOE AMB-EMT TRAINING REIMB-B ENGES	275.00 275.00	201 201-33429	1
				INVOICE TOTAL	275.00		
				VENDOR TOTAL	275.00		
8632	1	6/11/21	6/11/21	3465 EXPERT T BILLING, INC AMB-AMBULANCE BILLING EXP 5/21	457.50 457.50	201 201-44100-320	1
				INVOICE TOTAL	457.50		
				VENDOR TOTAL	457.50		
061421	1	6/11/21	6/11/21	766 FARMERS MUTUAL TELEPHONE ADMIN-INTERNET	109.95	101 101-41320-323	1
	2			FIRE-INTERNET	71.95	101 101-42200-323	1
	3			GRAND-INTERNET	71.95	101 101-45181-323	1
	4			AMB-INTERNET	71.95	201 201-44100-323	1
	5			WT-INTERNET	71.95	601 601-49400-323	1
	6			SEW-INTERNET	71.95	602 602-49450-323	1
	7			ELEC-INTERNET	71.95	604 604-49570-323	1
	8			LIQ-INTERNET	71.95	609 609-49750-323	1
	9			ADMIN-INTERNET	15.00	101 101-41320-323	1
	10			GRAND-INTERNET	15.00	101 101-45181-323	1
				INVOICE TOTAL	643.60		
				VENDOR TOTAL	643.60		
MNT10101060	1	6/11/21	6/11/21	768 FASTENAL COMPANY WT/SEW-SLEDGE HAMMER	115.40	601 601-49430-227	1
	2			WT/SEW-SLEDGE HAMMER	115.41	602 602-49460-227	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
				INVOICE TOTAL	230.81				
MNT10101061	1	6/11/21	6/11/21	POOL-WASH GUN	94.05	101		101-45124-404	1
				INVOICE TOTAL	94.05				
MNT10101099	1	6/11/21	6/11/21	PARKS-GLOVES/SAFEVES	62.34	101		101-45124-216	1
	2			WT-GLOVES/SAFEVES	62.34	601		601-49400-216	1
	3			SEW-GLOVES/SAFEVES	62.34	602		602-49450-216	1
	4			WT-GLOVES/SAFEVES	13.04	601		601-49400-193	1
	5			SEW-GLOVES/SAFEVES	13.04	602		602-49450-193	1
	6			ST-GLOVES/SAFEVES	26.09	101		101-43100-193	1
				INVOICE TOTAL	239.19				
				VENDOR TOTAL	564.05				
				3154 MARISSA FLINN					
061121	1	6/11/21	6/11/21	AMB-EMT TRAINING REIMB-M FLINN	275.00	201		201-33429	1
				INVOICE TOTAL	275.00				
				VENDOR TOTAL	275.00				
				2112 GOPHER STATE ONE CALL					
1030558-IN	1	6/11/21	6/11/21	WT-DIGGING CALLS	3.60	601		601-49400-409	1
	2			SEW-DIGGING CALLS	3.60	602		602-49450-409	1
	3			ELEC-DIGGING CALLS	3.60	604		604-49570-409	1
				INVOICE TOTAL	10.80				
1050557	1	6/11/21	6/11/21	WT-DIGGING CALLS	22.05	601		601-49400-409	1
	2			SEW-DIGGING CALLS	22.05	602		602-49450-409	1
	3			ELEC-DIGGING CALLS	22.05	604		604-49570-409	1
				INVOICE TOTAL	66.15				
				VENDOR TOTAL	76.95				
				3244 VAL HALVORSON					
061121	1	6/11/21	6/11/21	ADMIN-CELL PHONE REIMBURSEMENT	78.29	101		101-41320-325	1
				INVOICE TOTAL	78.29				
				VENDOR TOTAL	78.29				
				968 HAWKINS INC.					
4932301	1	6/11/21	6/11/21	WT-CHLORINE	176.82	601		601-49400-236	1
	2			WT-PHOSPHATE	843.82	601		601-49400-234	1
	3			WT-POTASIMUM PERM	1,381.58	601		601-49400-231	1
	4			WT-TREAT CHEMICALS	863.99	601		601-49400-230	1
	5			WT-AQUAHAWK	1,405.03	601		601-49400-232	1
				INVOICE TOTAL	4,671.24				
4948021	1	6/11/21	6/11/21	POOL-CHEMICALS	3,243.61	101		101-45124-216	1
				INVOICE TOTAL	3,243.61				
				VENDOR TOTAL	7,914.85				
				976 HEATHER NURSERY					

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
061421	1	6/11/21	6/11/21	976 HEATHER NURSERY PARKS-MULCH	89.79 89.79	101	101-45200-406	1
				INVOICE TOTAL	89.79			
				VENDOR TOTAL	89.79			
061121	1	6/11/21	6/11/21	3344 ASHLEY HIBMA AMB-EMT TRAINING REIMB-A HIBMA	275.00 275.00	201	201-33429	1
				INVOICE TOTAL	275.00			
				VENDOR TOTAL	275.00			
061121	1	6/11/21	6/11/21	3267 PETER HIBMA AMB-EMT TRAINING REIMB-P HIBMA	275.00 275.00	201	201-33429	1
				INVOICE TOTAL	275.00			
				VENDOR TOTAL	275.00			
593132	1	6/11/21	6/11/21	1124 ITRON ELEC-ITRON MAINTENANCE	121.64	604	604-49570-404	1
	2			SEW-ITRON MAINTENANCE	121.63	602	602-49450-404	1
	3			WT-ITRON MAINTENANCE	121.63	601	601-49400-404	1
				INVOICE TOTAL	364.90			
593132A	1	6/11/21	6/11/21	ELEC-ITRON SOFTWARE MAI	561.96	604	604-49570-404	2
	2			SEW-ITRON SOFTWARE MAI	561.95	602	602-49450-404	2
	3			WT-ITRON SOFTWARE MAI	561.95	601	601-49400-404	2
				INVOICE TOTAL	1,685.86			
				VENDOR TOTAL	2,050.76			
061121	1	6/11/21	6/11/21	1160 JOHNSON BROS-ST. PAUL LIQ-LIQUOR EXPENSE	1,448.30	609	609-49750-251	1
	2			LIQ-FRIEGHT EXPENSE	34.17	609	609-49750-258	1
				INVOICE TOTAL	1,482.47			
				VENDOR TOTAL	1,482.47			
061421	1	6/11/21	6/11/21	1181 JUBILEE FOODS POOL-WATER/POP	40.98 40.98	101	101-45124-216	1
				INVOICE TOTAL	40.98			
796945	1	6/11/21	6/11/21	STR-CTY WIDE CLEANUP	9.42	101	101-43100-209	1
				INVOICE TOTAL	9.42			
802139	1	6/11/21	6/11/21	PUB WORKS-CLEANER	3.49	101	101-43100-209	1
				INVOICE TOTAL	3.49			
806467	1	6/11/21	6/11/21	POOL-QTIPS	4.49	101	101-45124-219	1
				INVOICE TOTAL	4.49			
				VENDOR TOTAL	58.38			

3812 KAMCO, INC

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
201933	1	6/11/21	6/11/21	3812 KAMCO, INC CRACK SEAL BID	17,986.49	430	430-43120-532	1
				INVOICE TOTAL	17,986.49			
				VENDOR TOTAL	17,986.49			
061121	1	6/11/21	6/11/21	1451 HEATHER LILLEJORD AMB-EMT TRAINING REIMB-H LILLE	275.00	201	201-33429	1
				INVOICE TOTAL	275.00			
				VENDOR TOTAL	275.00			
061121	1	6/11/21	6/11/21	3036 LQP BROADCASTING COMPANY, INC ELEC-UTIL AD	63.70	604	604-49590-410	1
	2			COUNCIL-ORDINANCE	50.00	101	101-41110-351	1
				INVOICE TOTAL	113.70			
061121A	1	6/11/21	6/11/21	ELEC-UTIL AD	137.50	604	604-49590-410	1
				INVOICE TOTAL	137.50			
				VENDOR TOTAL	251.20			
061121A	1	6/11/21	6/11/21	1326 LQP CO-OP OIL STR-FUEL EXPENSE	126.10	101	101-43100-212	1
	2			PARKS-FUEL EXPENSE	392.53	101	101-45200-212	1
	3			WT-FUEL EXPENSE	199.00	601	601-49400-212	1
	4			SEW-FUEL EXPENSE	138.08	602	602-49450-212	1
	5			ELEC-FUEL EXPENSE	312.80	604	604-49570-212	1
	6			CREDIT-SALES TAX	2.34	101	101-45200-212	1
				INVOICE TOTAL	1,166.17			
061121	1	6/11/21	6/11/21	AMB-FUEL EXPENSE	245.13	201	201-44100-212	2
				INVOICE TOTAL	245.13			
				VENDOR TOTAL	1,411.30			
118	1	6/11/21	6/11/21	3555 TODD CHARLES ERP POOL-EMERGENCY USE SIGN	90.00	101	101-45124-401	1
				INVOICE TOTAL	90.00			
119	1	6/11/21	6/11/21	PARKS-CAMPING SPOT SIGNS	240.00	101	101-45200-409	1
				INVOICE TOTAL	240.00			
121	1	6/11/21	6/11/21	PARKS-YARD WASTE SIGN/MOUNTING	300.00	101	101-45200-409	1
				INVOICE TOTAL	300.00			
				VENDOR TOTAL	630.00			
061121	1	6/11/21	6/11/21	1556 MADISON AMBULANCE SERVICE AMB-SUPPLIES FOR EVENT-2ND 1/2	536.25	201	201-44100-217	1
				INVOICE TOTAL	536.25			
				VENDOR TOTAL	536.25			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
280420	1	6/11/21	6/11/21	3340 MADISON AUTO PARTS PAKRS-BATTERY	6.49	101	101-45200-219	1
				INVOICE TOTAL	6.49			
280422	1	6/11/21	6/11/21	PARKS-0 RING	15.93	101	101-45200-219	1
				INVOICE TOTAL	15.93			
				VENDOR TOTAL	22.42			
061121	1	6/11/21	6/11/21	1560 MADISON BOTTLING CO. LIQ-BEER EXPENSE	8,204.05	609	609-49750-251	1
				INVOICE TOTAL	8,204.05			
				VENDOR TOTAL	8,204.05			
061121	1	6/11/21	6/11/21	1590 MADISON FIRE RELIEF ASSOC FIRE-CRP BURNING-A MILLER	628.40	425	425-36231	1
				INVOICE TOTAL	628.40			
				VENDOR TOTAL	628.40			
061421	1	6/11/21	6/11/21	3341 MADISON HARDWARE HANK PARKS-TAPE	4.49	101	101-45200-219	1
	2			PARKS-VALVE	15.99	101	101-45200-223	1
	3			POOL-SPRAYER	34.99	101	101-45124-240	1
	4			POOL-SPRAYER	34.99	101	101-45124-240	1
	5			POOL-FUNNEL	8.99	101	101-45124-240	1
	6			ELEC-BATTERIES	25.98	604	604-49570-210	1
	7			PARKS-BAGS/MOP	27.98	101	101-45200-219	1
	8			PARKS-FLAGS OF HONOR-CLAMPS	14.75	101	101-45200-223	1
	9			PARKS-ORANGE PAINT	9.49	101	101-45200-219	1
	10			PARKS-FLAG INSERT	1.78	101	101-45200-223	1
	11			PARKS-PINE SOL	3.99	101	101-45200-219	1
	12			PARKS-HOSES/SPLITTER	225.96	101	101-45200-219	1
	13			ELEC-ZIPTIES	11.99	604	604-49570-227	1
	14			POOL-VALVES	31.98	101	101-45124-404	1
	15			POOL-CLEANER/TAPE	52.91	101	101-45124-210	1
	16			POOL-ANCHORS	4.78	101	101-45124-223	1
	17			POOL-THERMOMETER	10.99	101	101-45124-210	1
	18			POOL-ROPE/SCREWS	17.99	101	101-45124-404	1
	19			STR-SLEDGE HAMMER	42.99	101	101-43100-240	1
	20			POOL-CLOCK/BROOM/BATTERIES	45.95	101	101-45124-210	1
				INVOICE TOTAL	628.96			
				VENDOR TOTAL	628.96			
061421	1	6/11/21	6/11/21	3320 MADISON HEALTHCARE SERVICES EDA-PLATINUM SPONSORSHIP	700.00	211	211-46500-342	1
				INVOICE TOTAL	700.00			
				VENDOR TOTAL	700.00			
453069	1	6/11/21	6/11/21	1660 MARSHALL NORTHWEST PIPE F CTY HALL-FILL VALVE	30.85	101	101-41940-404	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INVOICE TOTAL	30.85		
453152	1	6/11/21	6/11/21	PARKS-HYDRANTS BALL FIELDS	418.30	101 101-45200-223	1
				INVOICE TOTAL	418.30		
453153	1	6/11/21	6/11/21	POOL-BALL VALVE	73.48	101 101-45124-404	1
				INVOICE TOTAL	73.48		
				VENDOR TOTAL	522.63		
				3803 DUSTIN REDEPENNING			
061421	1	6/11/21	6/11/21	ENVIR-MOWING	210.00	101 101-44140-409	1
				INVOICE TOTAL	210.00		
061421A	1	6/11/21	6/11/21	ENVIRO-INSPECTION 5/27	80.00	101 101-44140-409	1
	2			ENVIRO-MOWING	455.00	101 101-44140-409	1
				INVOICE TOTAL	535.00		
				VENDOR TOTAL	745.00		
				3118 METERING & TECHNOLOGY SOL			
19635	1	6/11/21	6/11/21	WT-WIRE/CONNECTOR/COUPLINGS	647.75	601 601-49440-539	1
				INVOICE TOTAL	647.75		
				VENDOR TOTAL	647.75		
				1841 MN DEPT OF COMMERCE			
1000046287	1	6/11/21	6/11/21	ELEC-ENERGY PERMIT ASSESSMENT	79.63	604 604-49550-438	1
				INVOICE TOTAL	79.63		
				VENDOR TOTAL	79.63		
				3443 MORRIS ELECTRONICS INC			
2016470	1	6/11/21	6/11/21	ADMIN-NETWORK LABOR	97.08	101 101-41320-309	1
	2			ADMIN-NETWORK LABOR	48.54	604 604-49570-309	1
	3			ADMIN-NETWORK LABOR	48.54	101 101-43100-309	1
	4			ADMIN-NETWORK LABOR	37.76	601 601-49440-309	1
	5			ADMIN-NETWORK LABOR	37.76	602 602-49470-309	1
				INVOICE TOTAL	269.68		
				VENDOR TOTAL	269.68		
				1541 MVTL LABORATORIES INC			
1079447	1	6/11/21	6/11/21	SEW-REGULAR TESTING	241.20	602 602-49450-409	1
				INVOICE TOTAL	241.20		
1088050	1	6/11/21	6/11/21	WT-REGULAR TESTING	23.40	601 601-49400-409	1
				INVOICE TOTAL	23.40		
1088673	1	6/11/21	6/11/21	WT-REGULAR TESTING	20.20	601 601-49400-409	1
	2			SEW-REGULAR TESTING	266.20	602 602-49450-409	1
				INVOICE TOTAL	286.40		
1089238	1	6/11/21	6/11/21	WT-REGULAR TESTING	18.40	601 601-49400-409	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
INVOICE TOTAL					18.40		
1089445	1	6/11/21	6/11/21	SEW-REGULAR TESTING	360.60	602 602-49450-409	1
INVOICE TOTAL					360.60		
1089990	1	6/11/21	6/11/21	WT-REGULAR TESTING	20.20	601 601-49400-409	1
	2			SEW-REGULAR TESTING	145.40	602 602-49450-409	1
INVOICE TOTAL					165.60		
1090917	1	6/11/21	6/11/21	SEW-REGULAR TESTING	150.40	602 602-49450-409	1
INVOICE TOTAL					150.40		
VENDOR TOTAL					1,246.00		
2240 PIONEERLAND LIBRARY SYS.							
061421	1	6/11/21	6/11/21	LIB-2ND QTR FUNDING	19,767.25	101 101-45500-433	1
INVOICE TOTAL					19,767.25		
7190	1	6/11/21	6/11/21	LIB-DVD'S	194.49	101 101-45500-592	1
INVOICE TOTAL					194.49		
VENDOR TOTAL					19,961.74		
2252 PITNEY BOWES RESERVE ACCO							
060921	1	6/09/21	6/09/21	ADMIN-POSTAGE-(ACCT#36491520)	1,500.00	101 101-41320-322	1
INVOICE TOTAL					1,500.00		
VENDOR TOTAL					1,500.00		
2286 POWER SYSTEM ENGINEERING, INC.							
9037574	1	6/11/21	6/11/21	ELEC-SUBST REVIEW/HOSP SWITCHI	2,438.20	604 604-49590-303	1
INVOICE TOTAL					2,438.20		
VENDOR TOTAL					2,438.20		
3115 RECREATION SUPPLY COMPANY							
421528	1	6/11/21	6/11/21	POOL-POOL PRO 7 TEST KIT	76.60	101 101-45124-216	1
INVOICE TOTAL					76.60		
VENDOR TOTAL					76.60		
2438 SCOTT SCHAKE							
061121	1	6/11/21	6/11/21	AMB-EMT TRAINING REIMB-S SCHAK	275.00	201 201-33429	1
INVOICE TOTAL					275.00		
VENDOR TOTAL					275.00		
2446 MARK R SCHUELKE							
4070	1	6/10/21	6/10/21	ELEC-REPAIR BAD WIRE	412.72	604 604-49570-409	1
INVOICE TOTAL					412.72		
VENDOR TOTAL					412.72		
2543 DAN SPLONSKOWSKI							

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
061021	1	6/10/21	6/10/21	2543 DAN SPLONSKOWSKI AMB-EMT TRAINING REIMB-DSPLONS	275.00	201 201-33429	1
				INVOICE TOTAL	275.00		
				VENDOR TOTAL	275.00		
2152	1	6/11/21	6/11/21	3480 TALKING WATERS BREWING COMPANY LIQ-BEER	275.00	609 609-49750-251	1
				INVOICE TOTAL	275.00		
				VENDOR TOTAL	275.00		
49	1	6/11/21	6/11/21	2803 UPPER MN VALLEY RDC EDA-PRAIRIE WATERS MEMBER	1,891.00	211 211-46500-490	1
				INVOICE TOTAL	1,891.00		
				VENDOR TOTAL	1,891.00		
061121	1	6/11/21	6/11/21	2940 WESTERN GUARD LIQ-ADVERTISING	576.38	609 609-49750-342	1
				INVOICE TOTAL	576.38		
061421	1	6/11/21	6/11/21	COUNCIL-2021 SUBSCRIPTION	45.00	101 101-41110-351	1
				INVOICE TOTAL	45.00		
91227	1	6/11/21	6/11/21	COUNCIL-ORDINANCE	32.00	101 101-41110-351	1
				INVOICE TOTAL	32.00		
91324	1	6/11/21	6/11/21	ELEC-BRIGHT ENERGY AD	162.00	604 604-49590-351	1
				INVOICE TOTAL	162.00		
91373	1	6/11/21	6/11/21	COUNCIL-EMS WEEK	150.00	101 101-41110-351	1
				INVOICE TOTAL	150.00		
91656	1	6/11/21	6/11/21	COUNCIL-BUDGET SUMMARY	240.00	101 101-41110-351	1
				INVOICE TOTAL	240.00		
				VENDOR TOTAL	1,205.38		
060921	1	6/09/21	6/09/21	3462 LYNDON WORDEN LIB-CLEANING 5/21	775.00	101 101-45500-310	1
	2			LIB-FIRE CK 5/21	10.00	101 101-45500-310	1
				INVOICE TOTAL	785.00		
				VENDOR TOTAL	785.00		
013499727	1	6/09/21	6/09/21	2981 XEROX CORPORATION ADMIN-LEASE 8055-6/21	211.71	101 101-41320-404	1
				INVOICE TOTAL	211.71		
013499728	1	6/09/21	6/09/21	ADMIN-LEASE B405	67.84	101 101-41320-404	1
				INVOICE TOTAL	67.84		
				VENDOR TOTAL	279.55		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
69436	1	6/09/21	6/09/21	3010 ZIEGLER POOL-FUEL FOR LEAF BLOWER/WASH	138.08	101 101-45124-219	1
				INVOICE TOTAL	138.08		
				VENDOR TOTAL	138.08		
				BANK 1 - KLEIN/UNITED PR TOTAL	100,031.68		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	100,031.68		
				GRAND TOTALS	100,031.68		

Debit Card Purchases for Council Approval

Purchase Date	Vendor	Description	Amount	Acct #	Debit Card Holder
6/16/2021	Post Master	WTR-POSTAGE	\$26.00	601-49400-409	Dean Broin
6/17/2021	Amazon	PARKS- SPRINKLER PARTS	\$64.99	101-45200-406	Todd Erp
6/17/2021	Amazon	PARKS-SIGN HOLDERS	\$37.98	101-45200-406	Todd Erp
6/22/2021	Amazon	PARKS-CHAIN LINK FENCE FIX	\$8.95	101-45200-223	Todd Erp

Employment Toolkit

A kit full of community lifestyle information to welcome new employees & residents

As part of the Western Minnesota Regional Marketing Program, the UMRDC is creating “toolkits” that contains community lifestyle and relocation information for cities and employers to use during their recruiting process. Employers can simply send the toolkit as a link to a potential new employee, where they then have access to information on resident stories, housing, healthcare, education, childcare, employment, telecommuting, things to do, videos, photos and more all pertaining to that specific community.

Basic Community Employment Toolkit (Included in Prairie Waters Membership)

Prairie Waters members include Chippewa County, Clara City, Montevideo/CVB, Milan, Swift County, Benson, Appleton, Lac qui Parle County, Dawson, Madison, Yellow Medicine County, Canby, Clarkfield, Granite Falls/EDA.

A community toolkit specifically for each Prairie Waters member including basic lifestyle information that has already been created and collected, such as information on housing, healthcare, education, childcare, employment, telecommuting, things to do, videos, photos, resident stories and more.

The UMRDC will assist the community in outreach to employers to offer them the opportunity to use the community toolkit that has been developed for Prairie Waters members. Employers can customize a toolkit specifically for their business - add logo, photos, contact information and any other marketing materials they may have on hand. In exchange, the UMRDC asks that the employers utilizing the toolkit link the toolkit on their employment page, along with the regional marketing website www.prairiewaters.com.

Advanced Community Employment Toolkit (Additional cost based on project)

Ability to work with Prairie Waters staff to develop and add additional custom community data, graphic design, or customized marketing materials (ie; videos, stories, brochures). An example of an advanced community toolkit are the graphics and stories collected in the link below. Or email melissa@umvrdc.org for more examples. https://paper.dropbox.com/doc/Welcome-to-the-Madison-Area--BMRuIMBtkE377luRyd_COlaOAQ-SBuFgry2gTdxCQl0Mcp6t

EMPLOYERS.....

Customizable Business Employment Toolkit (Additional cost based on project)

Employers can upgrade to the advanced toolkit and work with Prairie Waters staff to develop and add additional custom community data, graphic design, or customized marketing materials (ie; videos, stories, brochures customized materials of their choice and branded with their business.

To customize your toolkit contact:

Melissa Streich, UMRDC Communications Coordinator
melissa@umvrdc.org, or 320.289.1981 x 10