

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **5:00 PM**
Monday January 24, 2022
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 January 10, 2022 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. Public Safety Meeting – January 11, 2022 - receive

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B. Approval of Wellhead Protection Plan – January 4, 2022 - 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 8

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

B. LqP Sheriff Quarterly Report – Sheriff Anderson. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 9

C. Approve Fiber to the Premises Proposal – Farmers Mutual Telephone Company. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 13

D. Approve UMVRDC Contract for Professional Services. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 17

E. Approve 2022 Wellness/Moral Program. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- Chamber Annual Meeting

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8. MAYOR/COUNCIL REPORTS (Mayor/Council)

9. AUDITING CLAIM

Handout

A copy of the Schedule Payment Report of bills submitted January 13, 2022 through January 24, 2022 is attached for approval for Check No. through Check No. and debit card purchases. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
JANUARY 10, 2022**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Thole on Monday, January 10, 2022, at 5:15 p.m. in Council Chambers at City Hall. Councilmembers present were: Mayor Greg Thole, Tim Volk, Maynard Meyer, Paul Zahrbock, and Adam Conroy. Also present were: City Manager Val Halvorson, City Attorney Rick Stulz, and City Clerk Christine Enderson.

AGENDA

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

MINUTES

Upon motion by Volk, seconded by Conroy and carried, the December 29, 2021, meeting minutes were approved as presented.

ANNUAL MEETING

Upon motion by Conroy, seconded by Zahrbock and carried, **RESOLUTION 22-01** titled "Resolution establishing council meetings time, date, and place" was adopted. This resolution would provide for the City Council to meet on the second and fourth Monday of each month at 5:00 p.m. Special meetings can be established when so required in accordance with Open Meeting laws. A complete copy of Resolution 22-01 is contained in City Clerk's Book #10.

Upon motion by Meyer, seconded by Volk and carried, **RESOLUTION 22-02** titled "Designation of Newspaper" was adopted. This resolution would provide for the Western Guard of Madison, Minnesota, to be designated as the official newspaper with supplemental publications being used as needed. A complete copy of Resolution 22-02 is contained in City Clerk's Book #10. Councilmember Conroy abstained.

Upon motion by Zahrbock, seconded by Conroy and carried, **RESOLUTION 22-03** titled "Designation of Depository" was adopted. This resolution would provide for the designation of Old National Bank and United Prairie Bank of Madison as the City's official depositories. A complete copy of Resolution 22-03 is contained in City Clerk's Book #10.

Councilmember Zahrbock nominated Councilmember Meyer as Acting Mayor. There being no other nominations, upon motion by Zahrbock, seconded by Volk and carried, **RESOLUTION 22-04** titled "Election of Acting Mayor" was adopted. This resolution would provide for the election of Maynard Meyer as Acting Mayor. A complete copy of Resolution 22-04 is contained in City Clerk's Book #10.

Upon motion by Volk, seconded by Meyer and carried, **RESOLUTION 22-05** titled "Resolution ratifying council boards & commissions appointments" was adopted. This resolution would provide for the appointment of council and citizen representatives to various boards and commissions. A complete copy of Resolution 22-05 is contained in City Clerk's Book #10.

Upon motion by Zahrbock, seconded by Conroy and carried, **RESOLUTION 22-06** titled "Resolution ratifying council committee appointments" was adopted. This resolution would provide for the

appointment of council representatives to various council committees. A complete copy of Resolution 22-06 is contained in City Clerk's Book #10.

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 22-07** titled "Resolution designating an authorized representative to the Western MN Municipal Power Agency" was adopted. This resolution would provide for the appointment of City Manager Val Halvorson as the City's representative, with Line Department Supervisor David Johnson being appointed as alternate. A complete copy of Resolution 22-07 is contained in City Clerk's Book #10.

Upon motion by Conroy, seconded by Meyer and carried, **RESOLUTION 22-08** titled "Resolution designating an authorized representative to the Missouri River Energy Services" was adopted. This resolution would provide for the appointment of City Manager Val Halvorson as the City's representative, with Line Department Supervisor David Johnson being appointed as alternate. A complete copy of Resolution 22-08 is contained in City Clerk's Book #10.

PUBLIC PETITIONS, REQUESTS, HEARINGS, AND COMMUNICATIONS

None.

CONSENT AGENDA

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

CITY COUNCIL CHECKLIST

City Manager Halvorson informed Council of the addition of the Federal EDA Grant for the industrial park infrastructure expansion and updated where the school is at for the sign for state athletes. No action taken.

MADISON AMBULANCE SERVICE ANNUAL REPORT

Upon motion by Zahrbock, seconded by Meyer and carried, **RESOLUTION 22-09** titled "Appointment of Ambulance Service Officers for 2022" was adopted. This resolution provides for the following appointments for 2022:

Ambulance Chief:	Scott Schake
Asst. Ambulance Chief:	Marissa Flinn
Maintenance Officer:	Jeremy Osteraas
Secretary/Treasurer:	Maria Croatt
Training Officer:	Brittany Engesmoe

A complete copy of Resolution 22-09 is contained in City Clerk's Book #10.

MADISON FIRE DEPARTMENT OFFICERS 2022

Upon motion by Volk, seconded by Zahrbock and carried, **RESOLUTION 22-10** titled "Appointment of Fire Service Officers for 2022" was adopted. This resolution provides for the following appointments for 2022:

Fire Chief:	Brian Tebben
Asst. Fire Chief:	Jerod Zimbelman
Training Officer:	Mark Olson
Safety Officer:	Casey Chester
Secretary:	Don Tweet
Treasurer:	Jerod Rakow

A complete copy of Resolution 22-10 is contained in City Clerk's Book #10.

2022 FEES

Upon motion by Conroy, seconded by Volk and carried, **RESOLUTION 22-11** titled "Resolution Establishing a Fee Schedule Pursuant to §34.01 of the Madison Code of Ordinances for the Year 2022" was adopted. City Manager Halvorson noted the changes. A complete copy of Resolution 22-11 is contained in City Clerk's Book #10.

ESTABLISH PUBLIC HEARING - ANNEXATION

Upon motion by Volk, seconded by Zahrbock and carried, Council set a public hearing regarding annexation at approximately 5:30 p.m. at City Hall on Monday, February 7, 2022. The City is seeking public comment on the orderly annexation of the property currently owned by Ziegler of Madison, LLC. City Manager Halvorson presented a sample resolution of what is being sought out for approval on February 7th.

INDUSTRIAL PARK INFRASTRUCTURE EXPANSION

Upon motion by Volk, seconded by Conroy and carried, **RESOLUTION 22-13** titled "Resolution Providing Local Match and Authorizing Application to the Federal Economic Development Administration FY 2021 American Rescue Plan Act Economic Adjustment Assistance for Industrial Park Infrastructure Expansion" was adopted. This resolution authorizes the City to apply to the Federal Economic Development Administration for funding of the Industrial Park Infrastructure Expansion project. A complete copy of Resolution 22-13 is contained in City Clerk's Book #10.

COGENERATION AND SMALL POWER PRODUCTION TARIFF

Upon motion by Conroy, seconded by Zahrbock and carried, Council accepted the 2021 Cogeneration and Small Power Production Tariff report as presented. City Manager Halvorson reminded Council that this report is used to calculate the average retail charge for net-metering services. This report is not submitted to the Public Utilities Commission but is kept on file in the City Clerk's Office.

EMPLOYEE WELLNESS PROGRAM

City Manager Halvorson informed Council that the setup of a wellness committee is in progress. Information on the program for 2022 will be presented at the next council meeting.

TORCHWOOD COMMUNICATIONS LLC – LIQUOR LICENSE

Upon motion by Conroy, seconded by Zahrbock and carried, Council approved the 2022 liquor license for Torchwood Communications LLC, DBA Madison Mercantile.

AUDIT CONTRACT

Upon motion by Conroy, seconded by Volk and carried, Council approved execution of an agreement between the City of Madison and Meulebroeck, Taubert & Co., PLLP to provide auditing services for 2022.

MN HISTORICAL AND CULTURE HERITAGE GRANT AGREEMENT

Upon motion by Conroy, seconded by Meyer and carried, Council approved execution of an agreement between the City of Madison and the MN Historical Society to provide services for the City of Madison City Hall Historic Tower Rehabilitation project starting in January 2022 and continuing through June 1, 2023.

CITY MANAGER REPORT

Sunshine Memo: Council and employees may voluntarily contribute to the privately funded “Sunshine Fund” to be used to recognize employee and council life events such as illnesses, births, deaths, etc.

SWMNHP Forum: City Manager Halvorson will be attending the forum.

ARPA: City Manager Halvorson reported that the City of Madison is under the 100 employee threshold including seasonal, temporary, part time, and emergency service employees; therefore, the vaccine mandate is not required to be in place.

SHIP Grant: City of Madison resident Brittany Engesmoe was granted a \$2,900.00 SHIP grant for bikes that will be purchased and located at the new Grand Park as Madison Joy Rides. Engesmoe is also heading a Sled Shed project for the sledding hill.

Skating Rink: The skating rink has been open since the 31st of January and operated my four staff.

MAYOR/COUNCIL REPORTS

Chamber: The January meeting was cancelled. The annual party is scheduled for January 28th.

EDA: New members include Karin Moen, Matt Monson, and John Maatz.

DISBURSEMENTS

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between December 30, 2021 and January 10, 2022. These disbursements include United Prairie Check Nos. 62250-62290 and debit card purchases posted between on December 29, 2021 and January 5, 2022.

There being no further business, upon motion by Conroy, seconded by Meyer and carried, meeting adjourned at 6:01 p.m.

Greg Thole – Mayor

ATTEST:

Christine Enderson – City Clerk

Public Safety Committee Meeting
Thursday – Jan. 11, 2022 | 2 PM | Madison, MN – City Hall

- 1. Roll Call**
 - New Members, Guests
- 2. Previous Meeting**
 - Outstanding Items
- 3. EM Update | *Blain Johnson***
 - COVID-19 Response
 - FEMA Cat B Reimbursement
 - Emergency Contact Sheet
 - New Siren Policy
 - Current v. Proposed
 - EOP Annex - Madison
 - LENS City Contact Group / Alerts
- 4. Coronavirus Update | *Dawn Bjorgan***
- 5. LE Update | *Allen Anderson***
- 6. Ambulance Update | *Scott Schake***
- 7. Fire Dept Update | *Brian Tebben***
- 8. Administration Update | *Val Halvorson, City Officials***
- 9. 2022 Tabletop Exercise v. Seminar/Training**
- 10. Open Floor Discussion**

Adjournment

January 4, 2022

Ms. Valerie Halvorson, Manager
Mr. Dean Broin, Superintendent
City of Madison
404 Sixth Avenue
Madison, Minnesota 56256

Dear Ms. Halvorson and Mr. Broin:

Subject: Final Approval of the Wellhead Protection Plan for the City of Madison

I have reviewed the remaining part of the wellhead protection plan (Part 2) for the city of Madison, received October 19, 2021, according to the requirements of Minnesota Rules, part 4720.5555, subparts 1 and 2. The following principles were used as a basis for review:

- **Compliance with the rule** - the wellhead protection plan must be in compliance with parts 4720.5100 to 4720.5590.
- **Sound management of water resources** - includes evaluations concerning whether significant up- or down-gradient effects on groundwater may result from management controls specified in the plan. Source management options should be based on sound data and technical analysis, and the interactions between surface water and groundwater are considered. Also, the effects of short- and long-term variations in precipitation must be evaluated for their impacts on source management.
- **Effective health and environmental protection** - includes preventing potential water and related land resource problems which may impact the public wells, identifying anticipated and appropriate improvements in the quality of the environment within the drinking water supply management area, and promoting public health and safety.
- **Efficient management of potential contaminant sources** - includes estimating the cost of implementing the wellhead protection plan. Also, the management approach must identify 1) mechanisms for funding plan implementation, 2) how coordination will be achieved with participating state and local agencies, 3) approaches that were used to identify source management problems and opportunities to correct them, and 4) how water conservation practices will be used to support wellhead protection goals.

The plan provides an adequate assessment of the city's source waters and contains goals, objectives, and action strategies for the potential sources covered by the plan. The city of Madison is commended for their efforts in preparing a plan to protect their drinking water supply from contamination.

Ms. Valerie Halvorson
Mr. Dean Broin
Page 2
January 4, 2022

The purpose of this letter is to notify you that the Minnesota Department of Health finds the plan to be consistent with Minnesota's wellhead protection rules and approves your plan for:

Well No.	Unique Well No.
4	603829
5	603830

Upon receipt of this letter, the city of Madison has up to 60 days to: 1) begin implementation of your wellhead protection plan (Minnesota Rules, part 4720.5560, subpart 1); and 2) notify all local units of government within the drinking water supply management area of the adoption of your plan (Minnesota Rules, part 4720.5560, subpart 2).

Should you have any questions in the future or would like assistance with the implementation of your plan, please contact me at amanda.strommer@state.mn.us or (507) 476-4241.

Sincerely,



Amanda Strommer, Planner
Source Water Protection Unit
Environmental Health Division
1400 East Lyon Street
Marshall, Minnesota 56258

AS:TVW

cc: Mr. John Blomme, Engineer, Community Public Water Supply Unit, Marshall District Office

CITY COUNCIL CHECKLIST

1/21/2022

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
Madison Gateway Sign	9/23/2020	Thole	Thole, VH	Complete -- waiting final invoices	7/2/2021
Recreation Facility	5/2/2017	EDA	CM, Conroy	On hold - will require additional community engagement	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	CIP program - advertise	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	Approve Proposal to FMTC, contract creation.	2022/2023
Federal EDA EAA Grant	9/1/2021	Council	CM	Application in final review by UMRDC	2022
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Grant Award - Contract Approval	2022
Welcome Sign School Pride State Champ	7/1/2021	Zahbrock	CM, PZ, AC	School to set up marketing meeting - Tony Smith Julie Asfeld	2022

CITY OF MADISON PROCUREMENT CHECKLIST

To comply with City of Madison's Federal Procurement Standards Policy, 2 CFR 200 Uniform Guidance, and other contractual requirements, completion of this form is required.

This form must be retained by the Project Manager with all supporting documentation upon completion of the purchase. Failure to do so will result in noncompliance with Federal requirements.

Project Name: Partnership for the Deployment of Citywide Fiber to the Premises (FTTP)

Describe the good and services being procured:

This Request for Proposal (RFP) seeks a provider to design, engineer, construct and manage a buried fiber to the premises (FTTP) network that will allow increased access to broadband to support telework, telemedicine, telelearning, and/or televisits throughout the business and residential community. A specific focus for the provider will be to provide new or enhanced broadband infrastructure and or components to low-to-moderate income (LMI) persons/households.

The City of Madison is seeking a qualified engineering firm to support the application preparation for Federal Funding to develop a new industrial park

SELECT WHICH METHOD OF PROCUREMENT YOU ARE FOLLOWING:

☐ **Small Purchase** (between \$10,000 - \$249,999)

List the two quotations/proposals solicited and received.

	<u>Vendor/Contractor Name</u>	<u>Item/Service</u>	<u>Total Cost</u>	<u>Other Consideration:</u>
1				
2				

☐ **Simplified Acquisition** (> \$250,000)

Reference: CRF 200.320 as your guide for additional procurement requirements

X Competitive Proposal process used

☐ Sealed Bid process used

List the three bids/proposals solicited and received.

	<u>Vendor/Contractor Name</u>	<u>Item/Service</u>	<u>Total Cost</u>	<u>Other Consideration:</u>
1	<u>Famers Mutual</u>	<u>FTTP Network</u>	<u>4,468,993.50</u>	<u>Sole Respondant</u>
2				
3				

Check the reason you chose this vendor/contractor for this purchase:

- ☐ Vendor/contractor was the lowest bidder.
- ☒ Vendor/contractor provided the best-evaluated responsible offer (other than low bid). *
- ☒ Vendor/contractor establishes or maintains essential research, development, or technical capacity. *
- ☒ Compatibility with other components of a system already exist. *
- ☒ Only vendor/contract that meets pre-established performance characteristics. *
- ☐ Vendor/contractor specifically identified within award documentation. *
- ☐ Other. *

*REQUIRES EXPLANATION. Also, attach any/all supporting documentation. **Exhibit A**

Price/Cost Analysis based on: **N/A**

- ☐
- ☐
- ☐
- ☐ Other. *

Adequate price competition
Catalog/market pricing ☐
Historical pricing ☐

☐ Comparison to similar items *
Cost/benefit analysis *
Award specifically identifies

***REQUIRES EXPLANATION. Also, attach any/all supporting documentation.**

☐ **Sole Source**

- ☐ Item/service only available from this source. *
- ☐ An unusual and compelling urgency precludes full and open competition. *
- ☐ Vendor/contractor is the only provider of this good or service. *
- ☐ Other. *

***REQUIRES EXPLANATION. Also, attach any/all supporting documentation.**

2 CRF Part 200 requires that City of Madison takes affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Were any of the following groups solicited for this purchase?

- ☐ Small ☐ Women-owned ☐ Service disabled
- ☐ Disadvantaged ☐ Veteran-owned

The city engaged in an open and competitive request process and was not aware of any interested businesses that met the definitions described in 2 CRF Part 200. See also attached Exhibit A.

If not solicited, explain why not:

If solicited and not selected, explain why not:

Name of vendor/contractor selected for work: Farmers Mutual Telephone Company

- ☐ Suspension/Debarment checked online (<https://www.sam.gov>)
- ☐ Contract/agreement executed
- ☐ Form W-9 received
- ☐ Insurance certificate received
- ☐ Documentation as required by Procurement Policy Provisions (i.e. Buy America)

Date

Preparer Print & Sign: _____

Project Manager Print & Sign: _____

Exhibit A

January 4, 2022

City of Madison RFP Review – Fiber-to-the-Premises (FTTP)

Farmers Mutual Telephone Company (FMTC)

Kevin Beyer

Received proposal 12/23/2021

Evaluation

Scope of Work and approach (25%) – Meets scope to construct a buried fiber to the premise to every commercial, industrial, governmental, and residential property building within the City of Madison. FMTC will be responsible for all construction management, operations, and maintenance. Active assistance to sign up for Lifeline or Emergency Broadband Benefits Program. FMTC will provide services for a minimum of 5 years, and plans to continue well into the future. Score 25

Customer Service and Service Delivery (25%) – FMTC customer service offices and technicians are within Lac qui Parle County. FMTC is Certified Gig-Capable. FMTC describes in detail the monitoring systems to ensure high network performance and the ability to expand if upgrades are needed. As a cooperative member services are ahead of profitability. When profitable, dividends are returned to members. Score 25

Experiences and References (15%) – FMTC has been in business for over 117 years, and done 20 similar FTTP throughout rural areas. FMTC has experience with State and Federal grants that require similar reporting. References check response from City of Dawson was supportive. Score 15

Familiarity with project location and City understanding (10%) – FMTC references are communities within Lac qui Parle County and adjacent to Madison. Score 10

Costs, Product and Efficiency (10%) FMTC is able to fund the required \$1,500,000 and the estimated overages with cash reserves. No additional funds will be requested as local match. Projects within the county and adjacent that provide for discounted materials. Score 10

Time and Schedule (10%) FMTC has provided an expected timeline within the grant guidelines.

City asked clarifying question. Please provide more information related to material or contractor shortages that could affect the listed timeline in Section 4. How will you ensure the project is completed timely to meet the grant deadline of March 30, 2022?

FMTC response: We have already secured a contractor for the project to be completed in 2022. The materials have also been ordered. The potential issue that could delay the project is delivery of materials, the biggest concern is fiber. We do not have a firm delivery date for all materials, especially the fiber. This is an industry wide issue that we cannot control. The construction will begin with the plowing and boring of conduit throughout the town. This is still anticipated to happen during the spring and summer. When that conduit network is completed, we will pull or blow fiber to each building. This is when we will need fiber to be available. If fiber and splice cases are not available in the September timeframe, then the project will get delayed until the materials arrive. The delay has the potential to delay the project into 2023, which is still within the grant deadline. There is no concern that the project would not be completed in 2023, even if materials are delayed into 2023. Score 8

Genuine Interest - (5%) Cover letter references researching ways to provide the service for several years. Current City Manager was part of this conversation several years ago following a city-wide survey and conversations with Farmers. Again, Frontier and Mediacom were approached and were not interested in a FTTP project. Score 5

Total Score: 98

Preparer Response:

The City of Madison received one proposal in response to the advertised RFP. The information was directly sent via email to Mediacom, Farmers Mutual Telephone, Frontier, and MVTW Wireless, these are the known providers within the City. The City posted the RFP on their website, advertised on the radio, as well as our legal newspaper for 2 weeks.

The City received correspondences that the email notification was received from Mediacom, Frontier and Farmers Mutual Telephone. Frontier regional representative also responded on a later date that no proposal would be submitted. One question was received from Farmers Mutual Telephone and the response was posted on the City website per the RFP timeline.

The proposals were evaluated by the criteria posted in the RFP. The committee's recommendation based on the criteria, and detail of the response is to award the project to Farmers Mutual Telephone Company.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF MADISON
FY22-18

This Contract for Services, made this 9th day of August, 2021 is by and between the CITY Of MADISON, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMRDC.

The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC.

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Act as overall Administering Agent on behalf of the CITY for the Minnesota Community Development Block Grant Coronavirus (CDBG-CV) grant entitled, "Madison Broadband Development Services".

Perform all tasks in a manner which will meet or exceed the terms and conditions imposed upon the City in the Community Development Block Grant Coronavirus grant agreement CARE-21-0014-O-FY21.

- B. Supply all personnel required in performing the following roles. Such personnel shall not be deemed employees of the City.
1. Project Director
 2. Environmental Coordinator – will prepare and submit the environmental review
 3. Finance Officer – will request funds, pay invoices, prepare semi-annual reports etc.
 4. Fair Housing/Equal Opportunity Officer/Section 3
 5. Labor Standards Officer
 6. Construction award process – Broadband Project
 7. Overall Project Finance Management – Broadband Project
 8. Submit all required reports to DEED including quarterly, annual and final reports.
 9. Maintain a complete file of all records created or processed pertaining to the City of Madison CDBG-CV grant and upon request, make them available for review by the CITY, the state, and auditors.
- C. Be the party responsible for updating and maintaining all work completed under this Contract.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for this project;

Name:
Email
Phone:

B. Authorize the UMRDC to process pay requests with assurance that the field administrator will follow all policies and eligibility requirements adopted by the CITY

C. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services

D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;

E. Pay for all cost related to public hearings and corresponding publications and notifications;

F. Compensate the UMRDC in accordance with Section IV of this Contract.

G. The UMRDC will be responsible for reporting to the Department of Employment and Economic Development all generated income earned on activities when the grant is open. After grant closeout, the CITY is responsible for all program income reporting.

SECTION III. CONTRACT PERIOD

A. This Contract is effective from August 9, 2021 to March 1, 2024.

B. If funds are awarded, the UMRDC will be the general grants administrator for the duration of the grant disbursement without the need to amend the date of this Contract. Administration will continue under a separate contract.

C. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES AND UNIT GOALS

A. The CITY agrees to reimburse the UMRDC for General Administrative costs based on the below costs per unit.

- 1 Broadband Development Project @ \$60,000

B. Broadband Development CDBG-CV Activities:

- a. General Admin for the Broadband Development Project. The general administration amount of \$60,000 will be 100% reimbursed from the CDBG-CV grant.

SECTION V. GENERAL PROVISIONS

A. Changes in UMRDC Services

In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

B. Insurance and Liability

To the fullest extent permitted by law, the CITY and UMRDC agree to defend, indemnify and hold harmless the other party and its owners, members, shareholders, officers, directors, board members, contractors, subcontractors, employees, officials, and agents from and against all claims, actions, damages, lawsuits, losses and expenses, including reasonable attorney fees and costs, arising out of a party's negligence or a party's performance or failure to perform its obligations under this Contract. A party's indemnification obligation shall apply to a party's contractor(s), subcontractor(s), or anyone directly employed or hired by a party, or anyone for whose acts a party may be liable. The EDA and UMRDC agree this indemnity obligation shall survive the completion or termination of this Contract.

C. Termination

This agreement may be terminated by either the UMRDC or CITY upon fourteen (14) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMRDC and CITY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMRDC and CITY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

Authorized Official Name: _____

Signature: _____

Title: _____

Date: _____

UMVRDC Authorized Official Name: Dawn E Hegland

Signature: _____

Title: Executive Director Upper Minnesota Valley Regional Development Commission

Date: _____

Date of UMVRDC Board Approval: _____

2022 City Wellness and Moral Events

	Event	Purpose	Staff Lead	Date/Time	Budget	Actual	Time	Notes
February	GO H2O	Promote and educate benefits of water Replace your highest calorie beverage with water. Tour and education of our City Water Plant/Taste Test	Val	Thursday February 24, 2022	\$ 200		60	USE New Logo stainless steel water bottle hydration nation 32 oz. - Employee Tour of Water Plant
March	Chili Cook Off	Braggin rights for the winner of the first Chili Cook off. Plus it's Healthy!	Dave, Alex	Thursday, March 17, 2022			30	30 minutes staff time in conjunction with lunch.
April	Health Screenings at MHS	Employees choose from an ala carte menu of tests to check health status	Val	April 13,14,15 2022	\$ 550		15	\$50/employee for screening cost
May	30-Day Burpee Challenge	Physical Activity	Alex, Dave, Val	All Month	\$ 25			Complete Activity Tracker for chance at winning Madison Bucks
June	Five Alive	Increase Daily fruit and vegetable intake	Alex, Dave, Val	All Month	\$ 50			List and provide weekly samples at City Hall/PW
July/August	City Golf Scramble	Physical Activity, Moral Event	Dale, Val	Wednesday, July 13, 2022	\$ 100		60	1 hour staff time, purchase of meat, potluck after golf
September	Good Deed Challenge	Goal of 30 good deeds in 30 days and Civic Engagement Flags of Honor Setup Takedown assistance - Social Outing at VFW	Dave, Alex	Friday September 2, 2022	\$ 25			Turn your 30 good deed list in for drawing of \$25 Madison Bucks
October	Healthy brown Bag Lunch/ Bean Bag Tourney	Healthy Lunch options and Staff Moral and Engagement	Dave, Alex	Thursday October 27, 2022			30	Staff bring or purchase lunch, bean bag tourney
December	Staff Christmas Party/Ugly Sweater Contest	Gift of giving, Food Shelf Drive. Social Activity to Celebrate	Alex, Dave, Val	Thursday December 15, 2022	\$ 200	\$0	60	1 hour staff time in conjunction with lunch. Gifts for kids, church, coats to Catholic Church
					\$1,150	\$0	4.25 hours	

MADISON CHAMBER OF
COMMERCE ANNUAL PARTY

GILLIGAN'S ISLAND

Lou-au

January 28, 2022 • Madison KFU

OUR THREE HOUR TOUR STARTS WITH A
SOCIAL HOUR AT 6:00 PM AND INCLUDES
A SIRLOIN STEAK DINNER AT 7:00 PM
WITH GAMES AND PRIZES TO FOLLOW

TICKETS ARE \$20 AND ARE AVAILABLE AT
THE CHAMBER OFFICE UNTIL 1/21/2022

COME DRESSED AS YOUR FAVORITE
CASTAWAY