

**CITY OF MADISON**  
**AGENDA AND NOTICE OF MEETING**  
Regular Meeting of the City Council – **5:00 PM**  
**Monday November 22, 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**

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A copy of the November 8, 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. Liquor License – 2022 – Approve	Page 3
B. Mobile 311 – October 2021 – receive	Page 4
C. Cash Investment Balance – October 2021 – receive	Page 13
D. Computer Commuter – October 2021 – receive	Page 14
E. Liquor Store Report – October 2021 – receive	Page 15
F. Notice of USDA disbursement – receive	Page 16
G. Madison Art Council Minutes – November 10, 2021 – receive	Page 17
H. Water Plant Monthly Report - October 2021 – receive	Page 19
I. Revenue Expense Report – October 2021 – receive	Page 20
J. Regular Drill Meeting – October 18, 2021 – receive	Page 24
K. MEDA Loan Note Status – October 2021 – receive	Page 25

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

**6. UNFINISHED AND NEW BUSINESS**

Handout

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

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B. Resolution 21-32 Establish Fire Department Wages. A DISCUSSION and MOTION may be in order. (Manager, Council)

- Page 28
- C. Resolution 21-33 Utility Account Write Off. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 29
- D. Resolution 21-34 Farmers Mutual Donation. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 30
- E. Resolution 21-35 Appoint Ambulance Service Officers. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 31
- F. Resolution 21-36 Fund Transfer. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 32
- G. Approve Engineer Agreement. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 45
- H. Approve CDBG – CV Policies. A DISCUSSION and MOTION may be in order. (Manager, Council)
- a. Excessive Force Policy
  - b. Certification for a Drug-Free Workplace
  - c. Fair Housing Plan of Action
  - d. Residential Anti-Displacement and Relocation Assistance Plan
  - e. Section 3 Plan
- I. 2022 Budget Discussion. A DISCUSSION may be in order. (Manager, Council)

**7. MANAGER REPORT (Manager)**

- 8. MAYOR/COUNCIL REPORTS (Mayor/Council)**
- MMN Open House – November 23<sup>rd</sup> 4-7PM
  - December Meeting Dates

**9. AUDITING CLAIM**

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A copy of the Schedule Payment Report of bills submitted November 8, 2021 through November 22, 2021 is attached for approval for Check No. 62034 through Check No. 62067 and debit card purchases. A MOTION is in order.

**10. ADJOURNMENT**

**CITY OF MADISON  
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 8, 2021**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Acting Mayor Maynard Meyer on Monday, November 8, at 4:10 p.m. in Council Chambers at City Hall. Councilmembers present were: Acting Mayor Maynard Meyer, Mayor Greg Thole (arrived at 5:30 p.m.) Adam Conroy, and Tim Volk. Also present were: City Manager Val Halvorson and City Clerk Christine Enderson. Councilmember absent was Paul Zahrbock.

**AGENDA**

Upon motion by Conroy, seconded by Volk 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 October 25, 2021 regular meeting minutes were approved as presented.

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

None

**CONSENT AGENDA**

Upon motion by Conroy, seconded by Meyer and carried, the Consent Agenda was approved as presented.

**ROOFING COMPANY PAY APPLICATION**

Upon motion by Volk, seconded by Conroy and carried, Council approved Pay Application #4 in the amount of \$42,937.46 and Pay Application #5 in the amount of \$15,631.00 to Roof Company NA INC. This amount covers the remainder of the work completed for the City Hall roof project.

**STRATEGIC PLANNING SESSION**

Marcy Douglas, Missouri River Energy Service's Strategic Planning Specialist was present to facilitate a Strategic Planning Session with councilmembers, city staff and members of the community.

**CITY MANAGER'S REPORT**

No Report

**MAYOR/COUNCIL REPORTS**

No Report

**DISBURSEMENTS**

Upon motion by Volk, seconded by Conroy and carried, Council approved disbursements for bills submitted between October 25, 2021 and November 8, 2021. These disbursements include United Prairie Check Nos. 61970-62003. Debit card purchases made between October 1 and November 4, 2021, were also approved as listed.

There being no further business, upon motion by Conroy, seconded by Volk and carried, meeting adjourned at 6:50 p.m.

**ATTEST:**

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Maynard Meyer – Acting Mayor

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Christine Enderson – City Clerk

# CITY OF MADISON

## LICENSE LIST – 2022

### **LIQUOR** (\$500.00)

*After Five Supper Club (ON SALE LIQUOR)*  
*VFW (ON SALE LIQUOR)*  
*Happy Hour Sports Bar (ON SALE LIQUOR)*

### **GAMES OF SKILL** (\$15.00)

*VFW*  
*Happy Hour Sports Bar*

### **SUNDAY LIQUOR LICENSE** (\$0.00)

*After Five Supper Club*  
*VFW*  
*Happy Hour Sports Bar*

### **OFF-SALE BEER** (\$50.00)

*Jubilee*  
*Casey's*  
*Happy Hour Sports Bar*

### **ON-SALE BEER** (\$50.00)

*Madison Speedway*

# OCTOBER 2021 311 MONTHLY COUNCIL REPORT

Status	Address Number	Street Name	Work Type	Date Flagged	Flagged By	Modified Date	Last Modified By	Description	Comments
Initial Inspection Complete		Softball fields concession/ Restrooms	Vandalism	10/27/2021 8:41:51 AM	todd.erp@ci.madison.mn.us	10/27/2021 8:42:25 AM	todd.erp@ci.madison.mn.us	10/25/21 Door for concession stand was kicked in and ripped the hinges off, splitting the door jam. Womens restroom was also attempted to break in but was still intact. Footprints on both doors. Called sheriffs dept. Joe Unzen arrived, took pictures and will have a statement for us.	
Complete		Softball fields	Building Maintenance	10/27/2021 8:28:30 AM	todd.erp@ci.madison.mn.us	10/27/2021 8:28:31 AM	todd.erp@ci.madison.mn.us	10/26/21 Removed bases from the softball fields for winter.	
Work in Progress		Softball fields	Lift Station	10/22/2021 4:08:41 PM	todd.erp@ci.madison.mn.us	10/22/2021 4:08:42 PM	todd.erp@ci.madison.mn.us	10/22/21 Lift station alarm has alarmed 3 times in the last couple days. Need to investigate a little further.	
Complete	0	Western Guard	Pavement repair	10/22/2021 8:59:37 AM	todd.erp@ci.madison.mn.us	10/22/2021 9:01:30 AM	todd.erp@ci.madison.mn.us	10/21/21 hole in concrete from fiber optic installation. Dallas Croatt fill with concrete.	
Complete	0	Liquor Store	Pavement repair	10/22/2021 8:55:28 AM	todd.erp@ci.madison.mn.us	10/22/2021 8:58:12 AM	todd.erp@ci.madison.mn.us	10/21/21 Hole in parking lot at liquor store from fiber optic install. Dallas Croatt filled with concrete. Will be charging federated.	
Complete		J.F. Jacobson park Restrooms	Bathrooms	10/21/2021 12:17:13 PM	todd.erp@ci.madison.mn.us	10/21/2021 12:17:14 PM	todd.erp@ci.madison.mn.us	10/21/21 Outside water hookups for campers winterized. Lines are unprotected from elements and temps will dip below freezing. Restroom water remains on and open.	
Notice Sent	804	4th Ave	Code Enforcement - Other	10/21/2021 9:35:41 AM	todd.erp@ci.madison.mn.us	10/21/2021 1:27:45 PM	christine.enderson@ci.madison.mn.us	10/21/21 - TE Tree has snapped near ground level and laying on yard. Possible hazard if wind blew and rolled down yard into street. Need to be removed by homeowner.	10/21/21-Notice sent. Followup required 11/1/21.
Work in Progress		Streets and Ave.	Sweeping	10/20/2021 4:20:08 PM	todd.erp@ci.madison.mn.us	10/20/2021 4:20:09 PM	todd.erp@ci.madison.mn.us	10/20/21 Street sweeping to keep leaves out of gutters. During rain, water was puddling and collecting leaves at storm grates. Cleared areas to allow water to flow. Also continuing to keep up with leaves dropping.	

Complete		South Shelter Slen Park	Bathrooms	10/20/2021 12:11:01 PM	todd.erp@ci.madison.mn.us	10/20/2021 4:08:59 PM	todd.erp@ci.madison.mn.us	10/20/21 Water turned. Need to remove fixtures/winterize. 10/20/21 Winterized. Removed plugs and fixtures to drain water in restroom and utility room. Poured antifreeze in toilet and floor drains. Locked restroom for season.	
Complete		Well house, Baseball field	Building Maintenance	10/20/2021 10:25:27 AM	todd.erp@ci.madison.mn.us	10/20/2021 10:25:28 AM	todd.erp@ci.madison.mn.us	10/19/21 - Shut down well and open valves to drain water. Used small pump to pump water out of pipe.	
Complete		Softball fields concession/ Restrooms	Bathrooms	10/20/2021 10:22:19 AM	todd.erp@ci.madison.mn.us	10/20/2021 10:22:20 AM	todd.erp@ci.madison.mn.us	10/19/21 Shut main water off, and winterized restrooms and concessions. Turned power off to water heater and drained. Removed all fixtures and poured antifreeze to anything that could hold water and freeze.	
Work in Progress		Baseball Field Restrooms and concession stand	Bathrooms	10/20/2021 10:19:47 AM	todd.erp@ci.madison.mn.us	10/20/2021 10:19:48 AM	todd.erp@ci.madison.mn.us	10/19/21 Dean removed fixtures and water heater from restroom and concessions. Alex and I poured antifreeze down drains, toilets and anything that could possibly hold water.  Will take air compressor to lightly blow any residual water in lines.	
Complete		Slen Park Pool	Building Maintenance	10/18/2021 12:34:10 PM	todd.erp@ci.madison.mn.us	10/20/2021 4:11:23 PM	todd.erp@ci.madison.mn.us	10/15/21 Removed covers from umbrellas and slide platform at pool. Rolled up and stored in clean garbage containers for protection.	
Complete		Well house, Baseball field	Building Maintenance	10/18/2021 12:23:22 PM	todd.erp@ci.madison.mn.us	10/25/2021 12:05:28 PM	todd.erp@ci.madison.mn.us	10/17/21- 8 a.m. I Received a call that water was spraying out of the ground behind the well house near center field of the baseball field. After shutting the water off, I assed the damage and found a 3" pvc Tee cracked. The line feeds the baseball field irrigation. I called in a gopher because we will have to dig to fix. Need to fix to winterize irrigation.	10/22/21 Replaced TEE and fittings. Need to set up. Will check for leaks 11/25/21. If no leaks, we will be able to winterize irrigation. 10/25/21 Line was pressure tested, no leaks.

Complete		Flags of Honor	Building Maintenance	10/18/2021 12:16:17 PM	todd.erp@ci.madison.mn.us	10/18/2021 12:16:18 PM	todd.erp@ci.madison.mn.us	10/18/21 (Todd, Alex) Winterize irrigation. Used large air compressor to blow out water from all zones. 1-9. Noticed some sprinkler heads not turning or working. Need to fix and replace those in spring. Shut water off and removed water meter. Store meter at water plant.	
Complete		Transformers	Spraying - Parks	10/11/2021 1:35:03 PM	todd.erp@ci.madison.mn.us	10/11/2021 1:35:04 PM	todd.erp@ci.madison.mn.us	10/7/21 Sprayed transformers area for weed control (Rangestar)	
Complete		Slen Park	Spraying - Parks	10/11/2021 1:32:53 PM	todd.erp@ci.madison.mn.us	10/13/2021 8:52:21 AM	todd.erp@ci.madison.mn.us	10/11/21 Spraying Slen Park for weed control (Rangestar)	
Complete		City Hall	Spraying - Parks	10/11/2021 1:30:15 PM	todd.erp@ci.madison.mn.us	10/11/2021 1:30:16 PM	todd.erp@ci.madison.mn.us	10/11/21 Sprayed City Hall for weed control (Rangestar)	
Complete		Library	Spraying - Parks	10/11/2021 1:29:33 PM	todd.erp@ci.madison.mn.us	10/11/2021 1:29:34 PM	todd.erp@ci.madison.mn.us	10/11/21 Sprayed Library for weed control (Rangestar)	
Complete		City Compost Site	Spraying - Parks	10/11/2021 1:20:03 PM	todd.erp@ci.madison.mn.us	10/11/2021 1:20:04 PM	todd.erp@ci.madison.mn.us	10/8/21 Sprayed compost site for weed control (Rangestar)	
Complete		Watertower	Spraying - Parks	10/8/2021 12:13:16 PM	todd.erp@ci.madison.mn.us	10/8/2021 12:13:17 PM	todd.erp@ci.madison.mn.us	10/7/21 Spray water tower area for weed control (Rangestar)	
Complete		West lot 2	Spraying - Parks	10/8/2021 12:11:41 PM	todd.erp@ci.madison.mn.us	10/8/2021 12:11:42 PM	todd.erp@ci.madison.mn.us	10/7/21 Spray lot area for weed control (Rangestar)	
Complete		West Lot 1	Spraying - Parks	10/8/2021 12:10:40 PM	todd.erp@ci.madison.mn.us	10/8/2021 12:10:41 PM	todd.erp@ci.madison.mn.us	10/7/21 Spray West lot area for weed control (Rangestar)	
Complete		West Pond	Spraying - Parks	10/8/2021 8:18:23 AM	todd.erp@ci.madison.mn.us	10/8/2021 8:18:24 AM	todd.erp@ci.madison.mn.us	10/7/21 Sprayed west pond for weed control (Rangestar)	
Complete		Open Lot west of 9th ave	Spraying - Parks	10/8/2021 8:17:14 AM	todd.erp@ci.madison.mn.us	10/8/2021 8:17:15 AM	todd.erp@ci.madison.mn.us	9/7/21 Sprayed open lot west of 9th ave for weed control (Rangestar)	
Complete		Ditch on Hwy 40 west	Spraying - Parks	10/8/2021 8:15:48 AM	todd.erp@ci.madison.mn.us	10/8/2021 8:19:01 AM	todd.erp@ci.madison.mn.us	10/7/21 Sprayed ditch on hwy 40 west for weed control. (Rangestar)	



Complete		hwy 75 and 6th street	Jetting	10/7/2021 8:43:09 AM	ryan.flaten@ci.madison.mn.us	10/7/2021 8:43:10 AM	ryan.flaten@ci.madison.mn.us	Dean Ryan Todd and Alex Jetted from 6th street to 2nd street on HWY75.	
Complete		J.F. Jacobson park	Spraying - Parks	10/4/2021 4:26:26 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:26:27 PM	todd.erp@ci.madison.mn.us	10/4/21 Sprayed Road side park (J.F. Jacobson park for weed control. (Rangestar)	
Complete		Flags of Honor	Spraying - Parks	10/4/2021 4:25:24 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:25:25 PM	todd.erp@ci.madison.mn.us	10/4/21 Sprayed Flags of Honor for weed control (Rangestar)	
Complete		Liquor Store/South Shop	Spraying - Parks	10/4/2021 4:24:39 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:24:40 PM	todd.erp@ci.madison.mn.us	10/4/21 Sprayed liquor store and South shop for weed control (Rangestar)	
Complete		Lot 48	Spraying - Parks	10/4/2021 4:23:39 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:23:40 PM	todd.erp@ci.madison.mn.us	10/4/21 Sprayed lot 48 for weed control (Rangestar)	
Complete		North of Theater lot	Spraying - Parks	10/4/2021 4:21:26 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:21:27 PM	todd.erp@ci.madison.mn.us	10/4/21 Sprayed lot north of theater for weed control (Rangestar)	
Complete		Prairie Arts	Spraying - Parks	10/4/2021 4:19:58 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:22:44 PM	todd.erp@ci.madison.mn.us	10/4/21 Sprayed prairie arts for weed control. (Rangestar)	
Complete		Square Park	Spraying - Parks	10/4/2021 4:18:35 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:21:51 PM	todd.erp@ci.madison.mn.us	10/4/21 Square Park Sprayed for Weed control	
Complete		Water Plant	Spraying - Parks	10/4/2021 4:17:38 PM	todd.erp@ci.madison.mn.us	10/4/2021 4:22:15 PM	todd.erp@ci.madison.mn.us	10/4/2021 Water plant sprayed for weeds	
Follow-Up Inspection Complete	322	8th Ave	High Grass	9/28/2021 9:18:52 AM	todd.erp@ci.madison.mn.us	10/6/2021 9:02:56 AM	christine.enderson@ci.madison.mn.us	9/28/21 TE high grass 10/6/21-Not compliant.	9/27/21 - Mailed initial letter. Follow up on 8/4/21. CE 8/6/21-Followup required. CE 8/6/21-Initial letter sent 9/27/21. Grass not compliant, send contractor to mow.
Follow up complete - Monitor	322	8th Ave	High Grass	9/23/2021 8:28:29 AM	todd.erp@ci.madison.mn.us	10/21/2021 1:34:27 PM	christine.enderson@ci.madison.mn.us	9/23/21 TE high grass	9/27/21-Notice sent. Follow up 10/4 CE 10/4/21-Follow up inspection needed. 10/4/21-Still out of compliance. Have contractor mow. 10/4/21 - MD Lawncare mowed.

Follow-Up Inspection Needed	721	4th Ave	High Grass	9/22/2021 7:20:56 AM	todd.erp@ci.madison.mn.us	10/21/2021 1:35:15 PM	christine.enderson@ci.madison.mn.us	9/22/21 TE high grass	9/27/21-Notice sent. Follow up 10/4 CE 10/21/21-Followup inspection needed.
Follow-Up Inspection Needed	121	3rd St East	High Grass	9/20/2021 2:18:27 PM	todd.erp@ci.madison.mn.us	10/21/2021 1:35:52 PM	christine.enderson@ci.madison.mn.us	9/20/21 TE high grass	9/27/21-Notice sent. Follow up 10/4/21. 10/21/21-Followup inspection needed.
Complete	102	6th Street	Code Enforcement - Other	9/2/2021 1:56:58 PM	todd.erp@ci.madison.mn.us	10/18/2021 12:35:24 PM	todd.erp@ci.madison.mn.us	9/2/21 TE tree dropped onto property and witness saw kid climbing downed tree. Needs to be cut up and removed. Also rest of tree standing looks to be damaged and should be removed.	8/26/21 - I spoke with the homeowner and she said she was trying to set up a contractor to remove the tree. Followup on 9/13/21. 9/27/21-Followup inspection needed. CE TE - Has been cleaned up
Complete	322	4th Ave	Code Enforcement - Other	9/2/2021 1:12:54 PM	todd.erp@ci.madison.mn.us	10/21/2021 1:29:28 PM	christine.enderson@ci.madison.mn.us	9/2/21 TE zoning permit required for installing deck at front and rear of house. Permit that was submitted was for upper deck.	9/8/21- Notice Sent. Follow up required 9/22/21. 9/27/21-Followup inspection needed. No permit on file at City Hall. CE 10/21/21 TE I believe owner has paid for additional zoning permit. Yes CE
Follow up complete - Monitor	103	6th Ave S	High Grass	9/2/2021 11:06:02 AM	todd.erp@ci.madison.mn.us	10/21/2021 12:27:02 PM	todd.erp@ci.madison.mn.us	9/2/21 TE high grass	9/7/21 Notice sent. Follow up on 9/13. 9/27/21-Followup inspection needed. CE 10/21/21 TE - Property has been mowed.
Follow up complete - Monitor	307	9th Ave	Weeds	9/2/2021 10:08:56 AM	todd.erp@ci.madison.mn.us	10/21/2021 12:25:47 PM	todd.erp@ci.madison.mn.us	9/2/21 TE weed over growing and tall grass on north side of storage unit 9/7/21 Notice Sent. Followup on 9/13/21 9/27/21 Followup inspection needed CE 10/21/21 TE did notice weeds were dead, Owner must have sprayed weeds.	Madison Southside Storage Cell 320-349-0424 Work 320-839-2583 Home 320-839-7041

Complete	616	W 8th st.	Streets - Other	8/30/2021 10:41:58 AM	todd.erp@ci.madison.mn.us	10/5/2021 9:25:37 AM	todd.erp@ci.madison.mn.us	Street Sweeper bracket for side broom broke.	8/30/21 Ordered new part from MacQueen. If part does not come in time for fair, I will need to clean and weld part to get sweeper operational. Update: Part arrived and installed.
Complete	0	City Of Madison	Streets - Other	8/26/2021 1:38:44 PM	todd.erp@ci.madison.mn.us	10/5/2021 9:26:00 AM	todd.erp@ci.madison.mn.us	8/26/21 TE Todd and Alex Lewis picking up many branches in the streets and avenues due to high winds and rain. Some large branches has to be cut with chainsaw. Hauling to compost site.	
Follow-Up Inspection Complete	722	6th St.	High Grass	8/12/2021 11:30:09 AM	todd.erp@ci.madison.mn.us	10/6/2021 8:56:14 AM	christine.enderson@ci.madison.mn.us	8/12/21 TE high grass	8/16/21-Notice Sent, Followup on 8/23. CE 9/7/21-followup needed. 9/28/21 TE Weeds over growing along side of house and between house and highway. Need to be mowed and cleaned. 10/6/21- Initial Letter was sent 8/16/21. Will send out contractor to mow.
Complete		Softball fields - Frisbee Golf	Trimming	7/9/2021 11:27:33 AM	todd.erp@ci.madison.mn.us	10/5/2021 9:26:33 AM	todd.erp@ci.madison.mn.us	Trees need to be trimmed. They are over growing and hanging low.	Summer help is trimming low hanging branches and hauling to compost site.

Complete		City Pool	Building Maintenance	6/16/2021 2:53:55 PM	todd.erp@ci.madison.mn.us	10/5/2021 9:23:31 AM	todd.erp@ci.madison.mn.us	Installation of Rock Climbing wall.	<p>Assembled fixtures to clear panels, then installed panels to frame (x3). Approval was given to install and has to be inspected before use. After fitted into place, the 3 separate frames were bolted together and anchored into the concrete (4 anchors per section). We then mounted a post in the pool to secure the float line. The rock climbing wall required 10' for splash zone. The Float lines we have were too long so we had to make them shorter and then installed them. Emailed and left voicemail on 6/16/2021 to Steven Klemm (Public health engineer) to arrange an inspection. Waiting for a response.</p> <p>6/16/21 - Steve Klemm is not able to inspect until the 28th. He asked for pictures to visually inspect everything was done according to manufactures' recommendation. After reviewing pictures, he would send Suzanne from Country Side Health to inspect.</p> <p>6/17/21 12:15 p.m. Suzanne came to inspect climbing wall. Said everything looked to be in accordance to all requirements and passed inspection. Steve Klemm will still inspect on 6/28/21 to sign off. Climbing wall is open for use.</p> <p>7/28/21 TE Steve Klemm will be here to finalize inspection of rock wall on 8/4/21. Inspection passed.</p>
Complete		Softball fields concession/ Restrooms	Bathrooms	3/30/2021 9:14:24 AM	todd.erp@ci.madison.mn.us	10/5/2021 9:27:21 AM	todd.erp@ci.madison.mn.us	Time is near to reopen restrooms.	3/29/21 - Todd and Alex installed fixtures for restrooms. Ready for water meter.
Follow up complete - Monitor	723	5TH AVE	Junk Vehicle/Blight	5/27/2020 10:10:33 AM	todd.erp@ci.madison.mn.us	10/21/2021 12:22:02 PM	todd.erp@ci.madison.mn.us	<p>Significant amount of blight around property</p> <p>5/28/21 - TE progress has been made. May need to measure trees. Have been planted too close and possibly in right of way.</p>	<p>Notice sent on 6/8/2020. Follow up required on 6/16/2020.</p> <p>10/19/2021 - Follow up inspection needed. Move status to monitor?</p> <p>10/21/21 - TE will move status to monitor.</p>

City Attorney	204	3RD ST	Junk Vehicle/Bligh t	5/27/2020 9:40:38 AM	todd.erp@ci .madison.m n.us	10/19/2021 9:45:54 AM	christine.en derson@ci. madison.mn .us	<p>Junk in front of garage</p> <p>5/28/21- TE little progress has been made. Also noticed old junk trailer in rear of yard. Was supposed to follow up in January and was supposed to be remedied.</p> <p>Citation needed</p>	<p>Notice sent on 6/8/2020. Follow up required on 6/16/2020.</p> <p>Per Follow up, no progress seen. Citation issued and due for payment on 7/1/2020.</p> <p>See attached email-owner came in and talked to Val. Follow up in 6 months, 1/4/2021.</p> <p>6/10/2021-Citation Delivered. Followup 6/17/2021</p> <p>6/15/21 - property owner came to speak with VH. VH was absent. Property owner expressed his frustration with the violation.</p> <p>6/21/21-Follow up needed. Citation must be remedied and paid.</p> <p>7/26/21 TE some progress on scrap steel and trailer in driveway.</p> <p>10/11/21 Follow up inspection needed. CE</p> <p>10/12/21 4 vehicles parked in driveway along with trailer and fish house. Along with a tapped object in front of blue vehicle in driveway. In yard - truck box camper, boat on trailer and a smaller boat on top of that.</p> <p>10/15/2021 - VH instructed to send violation to attorney.</p>
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**Cash and Investment Balances****Date: OCTOBER 31, 2021**

<b>Fund</b>	<b>Acct No.</b>	<b>Cash Balance</b>		<b>Acct No.</b>	<b>Ehlers Investments Balance</b>	<b>Total by Fund</b>
General Fund	101-10100	\$581,945.31		101-10113	\$151,000.00	<b>\$732,945.31</b>
Ambulance Fund	201-10100	-\$55,652.02		201-10113	\$200,000.00	<b>\$144,347.98</b>
EDA Fund	211-10100	\$73,698.33		211-10113	\$0.00	<b>\$73,698.33</b>
Sewer Sys replace	225-10100	\$77,326.56		225-10113	\$0.00	<b>\$77,326.56</b>
2009 GO Temp. Imp.	308-10100	\$0.00		308-10113	\$0.00	<b>\$0.00</b>
Inf. Replace. DS	350-10100	\$222,490.13		350-10113	\$0.00	<b>\$222,490.13</b>
2015 GO Refunding	351-10100	\$190,427.98		351-10113	\$0.00	<b>\$190,427.98</b>
2016 GO Ref/Wt Rev	353-10100	\$26,899.28		353-10113	\$0.00	<b>\$26,899.28</b>
Cult & Rec Capital	420-10100	\$109,760.72		420-10113	\$0.00	<b>\$109,760.72</b>
Bldg & Equip Capital	425-10100	\$106,462.77		425-10113	\$0.00	<b>\$106,462.77</b>
Streets Capital	430-10100	\$31,811.78		430-10113	\$0.00	<b>\$31,811.78</b>
Water Fund	601-10100	-\$117,888.16		601-10113	\$99,000.00	<b>-\$18,888.16</b>
Sewer Fund	602-10100	-\$125,368.96		602-10113	\$400,000.00	<b>\$274,631.04</b>
Sanitation Fund	603-10100	\$108,023.16		603-10113	\$0.00	<b>\$108,023.16</b>
Electric Fund	604-10100	\$858,834.32		604-10113	\$2,000,000.00	<b>\$2,858,834.32</b>
Storm Sewer Fund	605-10100	\$102,748.32		605-10113	\$0.00	<b>\$102,748.32</b>
Liquor Fund	609-10100	\$114,026.64		609-10113	\$0.00	<b>\$114,026.64</b>
Eastview Fund	614-10100	\$28,439.37		614-10113	\$100,000.00	<b>\$128,439.37</b>
Reserve Fund	851-10100	\$121,907.26		851-10113	\$413,245.00	<b>\$535,152.26</b>
		\$2,455,892.79			\$3,363,245.00	<b>\$5,819,137.79</b>
(GT Cash Balance)		\$0.00				
United Prairie Checking		\$729,272.53				
Old National Checking		\$26,620.26				
TD Ameritrade Sweep		\$1,700,000.00				
		\$2,455,892.79				
SCDP Rev Loan	202-10103	\$14,251.10				<b>\$14,251.10</b>
SCDP Grant Admin	205-10104	\$21,734.46				<b>\$21,734.46</b>
EDA Rev Loan Fund	212-10105	\$104,375.68				<b>\$104,375.68</b>
		<b>\$2,596,254.03</b>			<b>\$3,363,245.00</b>	<b>\$0.00</b>
<b>Grand Total Cash and Investments</b>						<b>\$5,959,499.03</b>

## **LqP Computer Commuter**

### **November 2021 Update**

Please find the community totals for October, 2021.

\*41 people came on board the LqP Computer Commuter in October. We gained 2 new users this month, both from Marietta.

\*We placed ads in both local papers stating the LqP Computer Commuter was entering its 12<sup>th</sup> and final year, and for residents to visit the bus to gain/master basic tech skills. We also published our weekly schedule.

\*Please contact me if you have questions or concerns. Thank you for your continued support! [mary.quick@lqpc.com](mailto:mary.quick@lqpc.com)

### **October 2021 Attendance**

	<b>Oct 4</b>	<b>Oct 11</b>	<b>Oct 18</b>	<b>Oct 25</b>		<b>Totals</b>
<b>Bellingham</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>		<b>5</b>
<b>Boyd</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>		<b>13</b>
<b>Dawson</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>		<b>7</b>
<b>Madison</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>		<b>2</b>
<b>Marietta</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>		<b>4</b>
<b>Nassau</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>10</b>
<b>Totals</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>12</b>		<b>41</b>

# Memo

**To:** City Administrator & City Council  
**From:** Dale Hiepler, Liquor Store Manager  
**Date:** 11/19/2021  
**Re:** October Sales

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Sales for October were \$41,191 compared to \$41,546 last year, a decrease of only \$355 from last year. We also had one less sales day because the 31<sup>st</sup> was on a Sunday, so we would have beaten last year's sales. We also beat 2019 sales by \$6,958.

For the year, we have sales of \$401,210 compared to \$412,075 during the pandemic year of 2020. This is a \$10,865 decrease from last year, but not bad considering we did \$504,880 during the first year of the pandemic.



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

**LIQUOR DISPENSARY REPORT**  
Statement for the month of October 2021

<b>SALES</b>	<b>2020</b>	<b>2021</b>	<b>% of Sales</b>	<b>2020 YTD</b>	<b>2021 YTD</b>	<b>% of Sales</b>
Liquor	14872.46	15810.52	38.38%	138,466.36	147,103.06	36.66%
Beer	25639.60	24369.85	59.16%	261,733.77	243,342.14	60.65%
Mix, Ice, Etc.	1034.78	1011.16	2.45%	11,875.30	10,764.84	2.68%
<b>TOTAL SALES</b>	<b>41546.84</b>	<b>41,191.53</b>	<b>100.00%</b>	<b>412,075.43</b>	<b>401,210.04</b>	<b>100.00%</b>
<b>COST OF SALES</b>						
Inventory at 1st of month	39946.85	44020.55	106.87%	340,043.37	385,304.56	96.04%
Purchases	29547.97	30311.05	73.59%	285,996.32	285,759.18	71.22%
Freight	206.00	188.59	0.46%	1883.25	2105.86	0.52%
Inventory at end of month	41547.97	46098.03	111.91%	352,615.05	400,111.41	99.73%
<b>TOTAL COST OF SALES</b>	<b>28152.85</b>	<b>28,422.16</b>	<b>69.00%</b>	<b>275,307.89</b>	<b>273,058.19</b>	<b>68.06%</b>
<b>GROSS PROFIT</b>						
	<b>13393.99</b>	<b>12,769.37</b>	<b>31.00%</b>	<b>136,767.54</b>	<b>128,151.85</b>	<b>31.94%</b>
<b>OPERATING EXPENSE</b>						
Labor	4006.77	4096.82	9.95%	43,998.86	43,766.33	10.91%
PERA	159.98	159.60	0.39%	1,769.32	1,754.56	0.44%
FICA	306.37	313.28	0.76%	3,355.84	3,346.94	0.83%
Mandatory Medicare	0.00	0.00	0.00%	0.00	0.00	0.00%
* Worker's Compensation	197.01	208.45	0.51%	1,970.10	2,084.50	0.52%
City Health Insurance	309.97	309.97	0.75%	2,986.30	3,099.70	0.77%
General Supplies	5.73	0.00	0.00%	240.24	640.12	0.16%
* Audit Service	83.33	83.33	0.20%	833.30	833.30	0.21%
Dues & Subscriptions	0.00	0.00	0.00%	941.00	414.00	0.10%
Licenses & Taxes	0.00	0.00	0.00%	0.00	0.00	0.00%
Telephone & Internet	113.99	113.37	0.28%	1,135.76	1,117.02	0.28%
Advertising	293.44	390.00	0.95%	3,249.34	3,141.90	0.78%
Utilities	483.61	435.17	1.06%	5,076.20	4,133.66	1.03%
* Property Insurance	146.93	161.50	0.39%	1,469.30	1,615.00	0.40%
Training	0.00	0.00	0.00%	0.00	0.00	0.00%
Building Maint.	0.00	0.00	0.00%	0.00	412.37	0.10%
Equipment Maint.	0.00	0.00	0.00%	16.50	61.05	0.02%
Contractual Services	733.21	722.59	1.75%	8,141.78	7,627.28	1.90%
Travel	0.00	0.00	0.00%	0.00	0.00	0.00%
* Dram Shop Insurance	34.91	37.92	0.09%	349.10	379.20	0.09%
Miscellaneous	0.00	0.00	0.00%	0.00	0.00	0.00%
Depreciation	479.51	464.63	1.13%	4,315.59	4,646.30	1.16%
<b>TOTAL OPERATING EXPENSE</b>	<b>7354.76</b>	<b>7496.63</b>	<b>18.20%</b>	<b>79,848.53</b>	<b>79,073.23</b>	<b>19.71%</b>
<b>Operating Income</b>	<b>6039.23</b>	<b>5,272.74</b>	<b>12.80%</b>	<b>56,919.01</b>	<b>49,078.62</b>	<b>12.23%</b>
<b>Nonoperating Revenues:</b>						
Interest Income	0	0.00	0.00%			0.00%
<b>NET INCOME</b>	<b>6039.23</b>	<b>5,272.74</b>	<b>12.80%</b>	<b>56,919.01</b>	<b>49,078.62</b>	<b>12.23%</b>

\* Standard values per month



United States Department of Agriculture

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October 26, 2021

CITY OF MADISON  
ATTN: VAL HALVORSON  
404 6<sup>TH</sup> AVENUE  
MADISON, MN 56256

<Via E-Mail Only>  
<val.halvorson@ci.madison.mn.us>

Re: Madison City Hall Roof Project

Dear Ms. Halvorson:

Enclosed are the following:

1. Copies of approved invoices
2. Tracking spreadsheet detailing the above disbursement and source of approved reimbursement funding

Project funding in the amount of \$186,847.50 has been approved for reimbursement. This amount will be paid with \$136,847.50 in city funds and \$50,000 in RD grant funds. The RD grant funds in question will be deposited into your account during the week of October 25<sup>th</sup>.

Upon completion of this funding draw the city's grant will be fully disbursed. Please retain a copy of the attached grant agreement and remain in compliance with its covenants for the life of the improvements.

Feel free to contact us with any questions.

Sincerely,

JEFF SCHOLTEN  
Area Specialist

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**Rural Development**

900 Robert St, Suite 103 • Alexandria, MN 56308-1380  
Voice (320) 763-3191 • Fax (855) 804-4094

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Madison Arts Council Minutes..... meeting November 10, 2021**

**Madison Mercantile**

Present: Kay and Annette Fernholz, Sally Fernholz, Cynthia Huse, Deb Meyer, Kristine Shelstad, Maynard Meyer, Renee Ehlenz

Meeting convened at 4:00 p.m. by Cynthia Huse at the Madison Mercantile.

Cynthia stated \$3000 was transferred to the city and the Arts Council continues to work with the Madison Foundation as its fiscal agent.

Agenda presented by Cynthia as follows:

1. **Musical instruments park:** Deb and Maynard reported that the city has moved forward with musical items ordered, with layout, memorial brick walking path, murals, and tree planting in discussion.
2. **Future murals:** Kristine and Deb explained that the next step should be application for a planning grant and that SMAC requires previous mural experience of the artist.
3. **Interior signage for Biome:** Deb and Sally visited on site with Pro Image Partners, Dan Kafka of Ortonville. Deb had prepared a draft of ideas for the signage which would be mounted on curved panels on the interior. Deb has contacted the DNR state office for permission from an artist to use her rendering of prairie grasses which Kafka would use in the art work. It was suggested that a photo of the Biome at night should be included since people may be visiting the Biome interior in the daytime.
4. Kristine will work on getting a facebook page for the Biome that will include a night time picture. More discussion followed on updating social media to promote the local attractions. Kristine and Maynard are working with a city committee that has been in discussion on this topic.
5. **Pocket Prairies:** A demonstration plot of the Prairie Pocket presented by Annette Fernholz last month will be installed at the north side of the Madison Mercantile per Kristine in a 5' x 5' space. Tony Bormann who is employed at Minnesota State University in Moorhead in conservation will serve as consultant and helper on the installation.
6. **Donor Plaques:** The small brass ground level plaques to memorialize the trees are available through Zarhbock funeral home and are inexpensive, Sally reported. Cynthia will check with Kay Bormann on the wording of the plaque for the tree she purchased in memory of Marvin and Michelle. Kristine stated the tree she purchased will state "In memory of Beverly Shelstad."
7. **Memorial bench:** Kay Fernholz ordered and paid for a memorial bench for the Biome earlier this summer and will check with city hall on whether or not it has arrived.
8. **Pie and Coffee Social Nov 9** receipts per Kristine were \$781.00 before expenses of \$128 payable to Jubilee. The event was well attended and brought many to the Mercantile for the first time.

**New Business:**

1. Discussion on rental of meeting space at the Madison Mercantile concluded with M/Sally S/Renee and approved \$100 donation for meeting space used to date plus the Pie Social date. Future "rental" fees to be discussed once Kristine has more information.
2. Cynthia shared a magazine SERVE that has gift items from other countries that helps promotes improvements of living conditions by sale of the products.
3. Cynthia presented and read the Wilmar Welcoming Resolution passed by the Wilmar city council who is also promoting a revitalization of downtown Wilmar through art and sculpture items.
4. Discussion on the Men's Shop and fix- it needs especially by older people. Kristine outlined intergenerational activities she would like to promote id. est. teenagers assisting older people with their technology challenges.

Being no further discussion, meeting adjourned at 5:20 p.m.

**Next meeting Wed, Dec. 8, 4 p.m. at Madison Mercantile.**

Submitted by: Sally Fernholz, Secretary



# Water Plant Monthly Report

Year: 2021

		January	February	March	April	May	June	July	August	September	October	November	December	Year End Total
Aqua Hawk	Used (gal)	27	26	29	26	40	43	32	33	30	25			311
	Cost	\$341.55	\$328.90	\$366.85	\$328.90	\$506.00	\$543.95	\$404.80	\$417.45	\$379.50	\$316.25			\$3,934.15
KMnO4	Used (lbs)	347	330	393	348	432	505	517	363	347	356			3938
	Cost	\$1,405.35	\$1,336.50	\$1,591.65	\$1,409.40	\$1,749.60	\$2,045.25	\$2,093.85	\$1,470.15	\$1,405.35	\$1,441.80			\$15,948.90
Anti Scalant	Used (gal)	28	25	32	29	36	41	36	32	30	27			316
	Cost	\$1,263.36	\$1,128.00	\$1,443.84	\$1,308.48	\$1,624.32	\$1,849.92	\$1,624.32	\$1,443.84	\$1,353.60	\$1,218.24			\$14,257.92
Poli-phosphate	Used (gal)	44	44	51	49	57	79	65	31	58	47			525
	Cost	\$590.48	\$590.48	\$684.42	\$657.58	\$764.94	\$1,060.18	\$872.30	\$416.02	\$778.36	\$630.74			\$7,045.50
Chlorine	Used (lbs)	84	87	114	97	135	165	131	441	115	105			1474
	Cost	\$97.44	\$100.92	\$132.24	\$112.52	\$156.60	\$191.40	\$151.96	\$511.56	\$133.40	\$121.80			\$1,709.84
Nalco 7768 Polymer	Used (gal)	2.63	2	2	2	2.5	2.8	2.6	2.7	2.2	2.2			23.63
	Cost	\$79.16	\$60.20	\$60.20	\$60.20	\$75.25	\$84.28	\$78.26	\$81.27	\$66.22	\$66.20			\$711.24
Flouride	Used (gal)	16	13	20	16	21	27	22	19	17	16			187
	Cost	\$92.00	\$74.75	\$115.00	\$92.00	\$120.75	\$155.25	\$126.50	\$109.25	\$97.75	\$92.00			\$1,075.25
Sodium meti-Bisulfate	Used (lbs)	7	7	9	9	10	15	10	12	10	8			97
	Cost	\$9.87	\$9.87	\$12.69	\$12.69	\$14.10	\$21.15	\$14.10	\$16.92	\$14.10	\$11.28			\$136.77
R <sub>0</sub> O <sub>u</sub> Pre-Filters	Used (case)	1	1	2	2	1	1	2	1	2	1			14
	Cost	\$228.40	\$228.40	\$456.80	\$456.80	\$228.40	\$228.40	\$456.80	\$228.40	\$456.80	\$228.40			\$3,197.60
RO Cleaner P 703 low Ph	Used	0	0	0	0	0	0	0	0	0	0			0
	Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Sodium Hydroxide	Used (gal)	0	0	0	0	0	0	0	0	0	0			0
	Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
RO Cleaner p111 High Ph	Used (lbs)	0	0	0	0	0	0	0	0	0	0			0
	Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Caustic Soda 50% & 30%	Used (gal)	75	83	94	80	113	142	111	91	75	71			935
	Cost	\$607.50	\$672.30	\$761.40	\$648.00	\$915.30	\$1,150.20	\$899.10	\$737.10	\$607.50	\$57.51			\$7,055.91
Hydrachloric Acid 31%	Used (gal)	0	0	0	0	0	0	0	0	0	0			0
	Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00

Well gal Pumped	x1000	4300	4380	5291	4953	6447	8052	7083	6830	5920	5141			58397
Hi service gal, pumped	x1000	2863	2869	3384	3087	3960	4950	4347	4050	3521	3080			36111
Gallons to Waste	x1000	993	933	1103	975.66	1296.84	1636.2	1290	1284	1110	979.2			11600.9
RC membrane gal pumped	x1000	3369	3340	3908	3495	4599	5651	4566	4513	3910	3327			40678
Backwash gal pumped	x1000	543	640	812	926	1194	1516	1368	1274	1085	943			10301
w. p water meter gallons	Actual	169220	168030	196200	182620	228590	271010	235600	232930	210980	190140			2085320
Treated accounted gal	Actual	26300	2000	2300	1400	5800	23400	6000	3000	1600	17000			88800
Soft Water gal sold	Actual	0	2100	0	3500	1000	300	6000	1500	0	500			14900
Baseball Field well gal	Actual	0	0	0	0	305900	19715900	631900	280400	163800	57100			2155000

# REVENUE & EXPENSE REPORT

## CALENDAR 10/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL REVENUE	86,812.26	1,065,527.10	1,656,978.00	591,450.90
	TOTAL EXPENSES	89,650.87	1,183,750.98	1,656,978.01	473,227.03
	GENERAL TOTAL	2,838.61-	118,223.88-	.01-	118,223.87
	TOTAL REVENUE	10,774.95	75,874.99	129,500.00	53,625.01
	TOTAL EXPENSES	4,005.84	74,615.67	116,550.00	41,934.33
	AMBULANCE TOTAL	6,769.11	1,259.32	12,950.00	11,690.68
	TOTAL REVENUE	251.14	13,776.75	5,300.00	8,476.75-
	TOTAL EXPENSES	1,022.50	7,935.60	.00	7,935.60-
	SCDP GRANT REVOLVING LOAN TOTA	771.36-	5,841.15	5,300.00	541.15-
	TOTAL REVENUE	29,149.54	169,539.78	7,000.00	162,539.78-
	TOTAL EXPENSES	27,715.00	161,157.90	.00	161,157.90-
	SCDP GRANT 2017 ADMIN TOTAL	1,434.54	8,381.88	7,000.00	1,381.88-
	TOTAL REVENUE	513.80	67,762.88	91,100.00	23,337.12
	TOTAL EXPENSES	5,418.75	39,412.84	80,150.00	40,737.16
	EDA TOTAL	4,904.95-	28,350.04	10,950.00	17,400.04-
	TOTAL REVENUE	11.47	4,112.74	1,200.00	2,912.74-
	TOTAL EXPENSES	200.00	200.00	.00	200.00-
	EDA REVOLVING LOAN FUND TOTAL	188.53-	3,912.74	1,200.00	2,712.74-
	TOTAL EXPENSES	.00	.00	.00	.00

# REVENUE & EXPENSE REPORT

## CALENDAR 10/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	EDA DOWNPAYMENT LOAN TOTAL	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	21,500.00	21,500.00
	TOTAL EXPENSES	.00	.00	.00	.00
	SEWR SYSTEM REPLACEMENT TOTAL	.00	.00	21,500.00	21,500.00
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00
	2009 GO TEMP IMPROVE DEBT TOTA	.00	.00	.00	.00
	TOTAL REVENUE	.00	6,696,800.73	333,003.00	6,363,797.73-
	TOTAL EXPENSES	300.00	6,775,803.20	335,064.00	6,440,739.20-
	INFRA. REPLACE. DEBT SERV TOTA	300.00-	79,002.47-	2,061.00-	76,941.47
	TOTAL REVENUE	.00	249,862.13	338,470.00	88,607.87
	TOTAL EXPENSES	300.00	106,350.00	336,465.00	230,115.00
	2015 GO REFUNDING DS TOTAL	300.00-	143,512.13	2,005.00	141,507.13-
	TOTAL REVENUE	.00	143,512.50	143,712.50	200.00
	TOTAL EXPENSES	300.00	141,137.50	141,987.50	850.00
	2016 GO REF/WT REV DS TOTAL	300.00-	2,375.00	1,725.00	650.00-
	TOTAL EXPENSES	.00	.00	.00	.00
	2009 GO TEMP IMPROVE PROJ TOTA	.00	.00	.00	.00
	TOTAL REVENUE	13,000.00	43,501.19	20,250.00	23,251.19-

# REVENUE & EXPENSE REPORT

## CALENDAR 10/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL EXPENSES	12,413.44	51,483.93	51,863.00	379.07
		-----	-----	-----	-----
	CULTURE & REC CAP. FUND TOTAL	586.56	7,982.74-	31,613.00-	23,630.26-
	TOTAL REVENUE	.00	9,692.56	163,065.00	153,372.44
	TOTAL EXPENSES	46.00	210,655.49	305,000.00	94,344.51
		-----	-----	-----	-----
	BLDG & EQUIP CAP. FUND TOTAL	46.00-	200,962.93-	141,935.00-	59,027.93
	TOTAL REVENUE	.00	5,000.00	80,550.00	75,550.00
	TOTAL EXPENSES	.00	28,266.49	.00	28,266.49-
		-----	-----	-----	-----
	STREETS CAPITAL FUND TOTAL	.00	23,266.49-	80,550.00	103,816.49
	TOTAL REVENUE	49,638.40	500,892.86	521,200.00	20,307.14
	TOTAL EXPENSES	33,954.57	666,865.87	706,490.26	39,624.39
		-----	-----	-----	-----
	WATER TOTAL	15,683.83	165,973.01-	185,290.26-	19,317.25-
	TOTAL REVENUE	38,464.74	388,707.93	449,300.00	60,592.07
	TOTAL EXPENSES	42,794.39	577,705.21	680,932.90	103,227.69
		-----	-----	-----	-----
	SEWER TOTAL	4,329.65-	188,997.28-	231,632.90-	42,635.62-
	TOTAL REVENUE	18,947.92	189,779.25	227,630.05	37,850.80
	TOTAL EXPENSES	18,714.03	180,669.80	225,614.38	44,944.58
		-----	-----	-----	-----
	SANITATION TOTAL	233.89	9,109.45	2,015.67	7,093.78-
	TOTAL REVENUE	107,029.52	1,281,340.37	1,473,950.00	192,609.63
	TOTAL EXPENSES	83,175.19	1,261,351.81	1,372,230.22	110,878.41
		-----	-----	-----	-----



# REVENUE & EXPENSE REPORT

## CALENDAR 10/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	ELECTRIC UTILITY TOTAL	23,854.33	19,988.56	101,719.78	81,731.22
	TOTAL REVENUE	12,478.30	124,096.52	148,850.00	24,753.48
	TOTAL EXPENSES	9,354.87	208,763.07	231,760.31	22,997.24
	STORM SEWER TOTAL	3,123.43	84,666.55-	82,910.31-	1,756.24
	TOTAL REVENUE	41,191.53	401,210.04	421,000.00	19,789.96
	TOTAL EXPENSES	34,625.26	375,212.79	423,410.62	48,197.83
	LIQUOR TOTAL	6,566.27	25,997.25	2,410.62-	28,407.87-
	TOTAL REVENUE	27,191.04	139,237.69	170,020.00	30,782.31
	TOTAL EXPENSES	16,560.50	213,924.05	214,362.00	437.95
	EASTVIEW APARTMENTS TOTAL	10,630.54	74,686.36-	44,342.00-	30,344.36
	TOTAL REVENUE	.00	180,671.37	58,500.00	122,171.37-
	TOTAL EXPENSES	1,200.00	6,200.00	51,000.00	44,800.00
	RESERVE TOTAL	1,200.00-	174,471.37	7,500.00	166,971.37-
	REVENUE & EXPENSE FUND SUMMARY	53,703.40	520,562.82-	467,779.65-	52,783.17

Regular Drill Meeting

10/18/2021

The Madison Volunteer Fire Department met in regular session with Chief Brian Tebben presiding.

Roll call and minutes of the last meeting were read and approved.

Jared Rakow gave the treasurers report and it was approved as read.

Training officer report -hose training was conducted tonight

-next month Fire Inc. will not be providing training, vendors will be in to display their products

Note – the fittings have been changed so now we can fill our SCBA air tanks with our in-house system.

Emergency calls since our last meeting:

1. October 5 – smoke issue due to cooking fire, Park Ave. Apts.

For future reference, when we are paged to a location the MFD is in charge of the scene until relieved by the Sheriff's Office, etc. In this situation, despite the building care taker telling us to leave the scene to avoid being billed, we should have ventilated out the apartment. If the caretaker, land owner, etc. dispute this we can ask the deputies for their assistance so we can do our job.

Vendors will be here for our November monthly meeting to demonstrate their turnout and SCBA gear. We are planning on having a couple of vendors being present so many more people can have a look at what is being offered and we will have a better idea of what the department needs. At this point it is looking like it will take 4 to 6 months to get the new gear once we place the order.

4-H building has been washed.

Ham Bingo is scheduled for December 11<sup>th</sup>. Mitch Wellnitz is taking care of the out of town donations and Brian Tebben is taking care of the in town donations. Please let both know if you receive donations so we don't hit up the same persons/businesses twice.

Attendance update – at this time there is only one person not making the 25% requirement, so thank you to everyone for making as many calls as you do!

Truck foremen – action will be taken at the end of the year regarding monthly inspections.

House burn training – asbestos testing part is done, Mark Olson will let everyone know when we get closer to setting a date.

A big thank you goes out to Brian Tebben, Chris Hansen and Jared Rakow for their willingness to take time off of work to help with Fire Prevention Week activities at MMN.

Next regular meeting: November 15<sup>th</sup> (NOTE: later changed to November 8<sup>th</sup>).

November Hall Duties: Jerod Zimbelman and Chris Nelson.

Motion was made by Mark Olson to adjourn meeting, seconded by Ryan Flaten, carried.

Don Tweet  
Secretary

**CITY OF MADISON  
MADISON ECONOMIC DEVELOPMENT AUTHORITY LOAN FUND  
NOTE STATUS REPORT**

10/31/2021

MEDA LOANS (REVOLVING LOAN FUND)							
LOAN NAME	NOTE #	FINAL MATURITY	ORIG LOAN Amount	MONTHLY PAYMENT	DAY DELINQ	AMOUNT DELINQ	BALANCE
Susana C. Wittnebel	MGD#1010	10/15/23	\$2,500.00	tax assessment			\$990.02
LqP Ag Society/Fair Board-	10 year no interest loan	12/31/27	\$85,000.00	\$3000/year			\$18,000.00
Madison Hometown Lodge		04/01/22	\$2,500.00	\$138.89			\$833.32
Happy Hour		04/01/22	\$2,500.00	\$138.89			\$833.32
MG Entertainment LLC/Grand Theater		07/01/22	\$1,000.00	\$55.56			\$499.96
Lien Lumber/Chyde Strand		08/01/27	\$15,500.00	5% Int, no pay til 8/1/22			\$15,500.00
Torchwood Communications, LLC		07/01/25	\$2,000.00	\$46.00			\$1,891.43
<b>TOTAL MEDA LOANS (REVOLVING LOAN FUND)</b>						<b>\$0.00</b>	<b>\$38,548.05</b>

SCDP LOANS (Revolving Loan Fund)							
Madison Business Development			\$10,000.00	\$0.00			\$10,000.00
Elsner-Brown	MAD15-O-23	9/1/2029	\$8,888.80	\$90.00	90	\$450.00	\$8,117.60
Edmeier	MAD15-O-33	1/1/2024	\$1,987.10	\$43.11			\$1,586.13
Deb Street	MAD15-O-06	6/1/2026	\$3,926.00	\$57.91			\$2,722.65
Bendel, Sandi-House		Past Due	\$3,049.26	\$50.00	883	\$2,018.52	\$2,018.52
PS Com-Sandi Business		Past Due	\$5,681.07	\$50.00	395	\$4,513.16	\$4,513.16
Shear Magic		Past Due	\$9,778.28	\$50/Week	517	\$5,258.62	\$5,258.62
<b>TOTAL SCDP LOANS (Revolving Loan Fund):</b>				<b>\$491.02</b>		<b>\$12,240.30</b>	<b>\$34,216.68</b>

SCDP LOANS (ADMIN 2017)							
Peterson Team Realty	MAD15-C-05	8/1/2026	\$2,473.00	\$43.35	31	\$43.35	\$2,433.77
Karen Anderson	MAD15-O-34	9/1/2025	\$2,000.00	\$43.39	31	\$43.39	\$2,000.00
Pachokas	MAD15-O-31	8/1/2025	\$1,984.60	\$43.06	61	86.12	\$1,984.60
Janice Nelson	MAD15-O-37	8/1/2024	\$1,265.30	\$36.24			\$1,196.98
Rhyan Schicker	MAD15-O-30	12/1/2025	\$5,662.00	\$99.24			\$4,757.19
Kittleson	MAD15-O-29	4/1/1930	\$4,634.00	\$46.92			\$4,437.36
Mosenden	MAD15-O-26	4/1/2026	\$2,641.00	\$46.29			\$2,388.61
Ron Shosten-Starting Credi	MAD15-O-32	1/1/2025	\$1,972.10	Past Due-Creditor Probate			\$1,893.05
Larry's Refridgeration	MAD15-C-01	9/1/2028	\$10,139.15	\$93.29			\$7,226.21
Cindy Vaala	MAD15-O-01	3/1/2028	\$4,444.40	\$45.00			\$3,249.40
Joe Lund	MAD15-O-07	7/1/2029	\$4,444.40	\$41.00			\$3,498.04
Margaret Davis	MAD15-O-24	6/1/2026	\$2,973.00	\$43.85			\$2,342.85
Swenson, Nelson & Stulz, F	MAD15-C-06	4/1/2024	\$6,841.10	\$148.42			\$4,339.53
Margaret Schultz	MAD15-O-22	6/1/2023	\$1,761.60	\$50.46			\$991.67
Darrell & Judy Maasjo	MAD15-O-08	6/1/2029	\$6,666.40	\$67.50			\$5,752.79
Farm & City Serv/LJ	MAD15-C-04	4/1/2029	\$12,477.40	\$114.81			\$9,290.75
<b>TOTAL SCDP LOANS (ADMIN 2017):</b>				<b>\$962.82</b>		<b>\$172.86</b>	<b>\$57,782.80</b>

**TOTAL DELINQUENCIES \$12,413.16**

FUND BALANCE AVAILABILITY				
	MED A LOANS (RLF)	SCDP LOANS (RLF)	SCDP LOANS (ADMIN 2017)	TOTALS
Fund Balance	\$142,923.73	\$48,767.78	\$79,517.26	\$271,208.77
Less Loans Outstanding	\$38,548.05	\$34,216.68	\$57,782.80	\$130,547.53
Less Payments Outstand	\$0.00	\$0.00	\$47,170.90	\$47,170.90
Bank Acct Available as of October 31, 2021	<b>\$104,375.68</b>	<b>\$14,551.10</b>	<b>\$21,734.46</b>	<b>\$140,661.24</b>
<b>MEDA Balance Only:</b>				<b>\$104,375.68</b>

**MEDA FUND BALANCE INCOME**

January 2021 Int \$39.13	April 2021 Int \$0.81	July 2021 Int \$0.81	Oct 2021 Int \$11.47
Febuary 2021 Int \$0.76	May 2021 Int \$30.26	Aug 2021 Int \$14.48	Nov 2021 Int
March 2021 Int \$0.84	June 2021 Int \$2.46	Sept 2021 Int \$11.72	Dec 2021 Int

**2021 YTD Interest \$112.74**

**CITY OF MADISON  
MADISON ECONOMIC DEVELOPMENT AUTHORITY LOAN FUND  
NOTE STATUS REPORT**

**October 31, 2021**

**MEDA LOANS (REVOLVING LOAN FUND)**

LOAN NAME	NOTE #	FINAL MATURITY	ORIG LOAN Amount	MONTHLY PAYMENT	DAY DELINQ	AMOUNT DELINQ	BALANCE
Susana C. Wittnebel	MGD#1010	10/15/23	\$2,500.00	tax assessment			\$990.02
LqP Ag Society/Fair Board-10 year no interest loan		12/31/27	\$85,000.00	\$3000/year			\$18,000.00
Madison Hometown Lodge		04/01/22	\$2,500.00	\$138.89			\$833.32
Happy Hour		04/01/22	\$2,500.00	\$138.89			\$833.32
MG Entertainment LLC/Grand Theater		07/01/22	\$1,000.00	\$55.56			\$499.96
Lien Lumber/Chyde Strand		08/01/27	\$15,500.00	5% Int, no pay til 8/1/22			\$15,500.00
Torchwood Communications, LLC		07/01/25	\$2,000.00	\$46.00			\$1,891.43
<b>TOTAL MEDA LOANS (REVOLVING LOAN FUND)</b>				<b>\$379.34</b>		<b>\$0.00</b>	<b>\$38,548.05</b>

**FUND BALANCE AVAILABILITY**

	MEDA LOANS (RLF)	TOTALS
<b>Fund Balance</b>	\$142,923.73	\$142,923.73
<b>Less Loans Outstanding</b>	\$38,548.05	\$38,548.05
<b>Less Payments Outstand</b>	\$0.00	\$0.00
<b>Bank Acct Available as of</b>	<b>\$104,375.68</b>	<b>\$104,375.68</b>
October 31, 2021		

**MEDA Balance: \$104,375.68**

**MEDA FUND BALANCE INCOME**

January 2021 Int <b>\$39.13</b>	April 2021 Int <b>\$0.81</b>	July 2021 Int <b>\$0.81</b>	Oct 2021 Int <b>\$11.47</b>
Febuary 2021 Int <b>\$0.76</b>	May 2021 Int <b>\$30.26</b>	Aug 2021 Int <b>\$14.48</b>	Nov 2021 Int
March 2021 Int <b>\$0.84</b>	June 2021 Int <b>\$2.46</b>	Sept 2021 Int <b>\$11.72</b>	Dec 2021 Int
			<b>2021 YTD Interest \$112.74</b>

**CITY OF MADISON, MINNESOTA  
RESOLUTION 21-32**

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

**ESTABLISH WAGES FOR FIRE SERVICE OFFICERS AND REGULAR PAY**

**WHEREAS**, the Madison City Council is interested in establishing wages for the Fire Service Officers and regular pay.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Madison, Lac qui Parle County, Minnesota is establishing the following wages which will be paid on an annual basis:

	<b>New</b>	<b>(Previous)</b>
Fire Chief:	\$1,500	(\$1,200)
Asst. Fire Chief:	\$750	(\$600)
Training Officer:	\$525	(\$420)
Safety Officer:	\$450	(\$360)
Secretary:	\$750	(\$600)
Treasurer:	\$750	(\$600)
Rescue Foreman:	\$240	(\$240)
Pickup Foreman:	\$240	(\$240)
Pumper #1 Foreman:	\$240	(\$240)
Pumper #2 Foreman:	\$240	(\$240)
Tanker #1 Foreman:	\$240	(\$240)
Gator Forman:	\$0	(\$150)

**BE IT FURTHER RESOLVED** the City Council of Madison, Lac qui Parle County, Minnesota is establishing the regular pay.

	<b>New</b>	<b>(Previous)</b>
Hourly Call	\$8	(\$8)
Meeting/Training	\$6	(\$6)

Upon vote taken thereon, the following voted:

For:  
Against:  
Absent:

Whereupon said Resolution No. 21-32 was declared duly passed and adopted this 22<sup>nd</sup> day of November, 2021.

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

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

**CITY OF MADISON MINNESOTA  
RESOLUTION NO. 21-33**

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

**RESOLUTION AUTHORIZING UTILITY AND WEED ERADICATION (MOWING)  
BALANCE WRITE OFFS ON FORFEITED PROPERTIES**

WHEREAS, several properties located within the City of Madison have been forfeited to the State of Minnesota for unpaid property taxes; and

WHEREAS, prior to and after said forfeiture, the City of Madison had unpaid utility balances that may have been certified to the county auditor for placement on tax rolls to be paid along with property taxes which remain unpaid, and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA, that the City Clerk is hereby authorized to write off said utility account balances as follows:

UTILITIES:

M. Peterson	514 6 <sup>th</sup> Ave	21100001	\$88.88
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MOWING:

M. Peterson	514 6 <sup>th</sup> Ave	21100001	\$114.13
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Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 21-33 was declared duly passed and adopted this 22nd day of November, 2021.

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

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

**CITY OF MADISON, MINNESOTA  
RESOLUTION 21-34**

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

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF DONATION FROM  
FARMERS MUTUAL FOR THE FIRE DEPARTMENT**

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

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

**WHEREAS**, Farmers Mutual desires to donate the sum of **\$1,000.00** to the City with said funds being directed to the local fire departments for equipment purchases and the City has agreed to accept the same.

**NOW, THEREFORE, BE IT HEREBY RESOLVED, THE CITY COUNCIL** hereby accepts said donation.

Upon vote taken thereon, the following voted:

For:  
Against:  
Absent:

Whereupon said Resolution was declared duly passed and adopted at a regular meeting of the City of Madison on the 22<sup>nd</sup> day of November, 2021.

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

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

**CITY OF MADISON, MINNESOTA  
RESOLUTION 21-35**

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

**APPOINTMENT OF AMBULANCE SERVICE OFFICERS FOR 2021**

**WHEREAS** the Madison City Council is interested in appointing the Ambulance Service Officers for the Year 2022 based on the Ambulance Service meeting held November 9<sup>th</sup>, 2021; and

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

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

Upon vote taken thereon, the following voted:

For:  
Against:  
Absent:

Whereupon said Resolution No. 21-35 was declared duly passed and adopted this 22<sup>nd</sup> day of November, 2021.

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

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



**CITY OF MADISON, MINNESOTA  
RESOLUTION 21-36**

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

**FUND TRANSFER ADJUSTMENT EFFECTIVE  
NOVEMBER 22, 2021**

**WHEREAS**, the City Council is in need of making transfers of various funds.

**NOW THEREFORE, BE IT RESOLVED** that the Madison City Council, Lac qui Parle County, Minnesota is ordering the following transfer between funds based on the information provided by the City Manager:

To:	Fund	Account	Description	Amount
	General Fund	Transfer In (Liquor Fund)	101-39209 Annual Operating	\$ 20,000.00
	Bldg and Equipment Capital	Transfer In (General Fund)	425-39201 City Hall Contribution	\$ 80,000.00
	Bldg and Equipment Capital	Transfer In (General Fund)	425-39201 Fire Dept Contribution	\$ 20,000.00
	Bldg and Equipment Capital	Transfer In (General Fund)	425-39201 Theatre/Prairie Arts	\$ 10,000.00
	Culture and Rec Capital	Transfer In (General Fund)	420-39201 Parks Contribution	\$ 17,500.00
	EDA	Transfer In (General Fund)	211-39201 EDA	\$ 20,000.00
	Reserve Fund	Transfer In (General Fund)	851-39201 General Reserves	\$ 20,000.00
	Bldg and Equipment Capital	Transfer In (General Fund)	425-39201 Equipment	\$ -
	Streets Capital	Transfer In (General Fund)	430-39201 Street Maintenance	\$ 80,000.00
	Ambulance Fund	Transfer In (General Fund)	201-39201 Ambulance	\$ 10,000.00
	Sewer System Replace	Transfer In (Sewer Fund)	225-39203 PFA requirment	\$ -
	Bldg and Equipment Capital	Transfer In (Reserve Fund)	425-39207 City Hall Contribution	\$ 50,000.00
From:				
	Liquor Fund	Transfer Out (General)	609-49750-710 Annual Operating	\$ 20,000.00
	General Fund	Transfer Out (Building and Equip)	101-41940-723 City Hall Contribution	\$ 80,000.00
	General Fund	Transfer Out (Building and Equip)	101-42200-723 Fire Dept Contribution	\$ 20,000.00
	General Fund	Transfer Out (Building and Equip)	101-49990-723 Theatre/Prairie Arts	\$ 10,000.00
	General Fund	Transfer Out (Cult and Rec)	101-45200-722 Parks Contribution	\$ 17,500.00
	General Fund	Transfer Out (EDA Fund)	101-49990-712 EDA	\$ 20,000.00
	General Fund	Transfer Out (Reserve Fund)	101-49990-717 General Reserves	\$ 20,000.00
	General Fund	Transfer Out (Streets Capital)	101-49990-724 Streets	\$ 80,000.00
	General Fund	Transfer Out (Ambulance)	101-49990-711 Ambulance	\$ 10,000.00
	Sewer	Transfer Out (Sew Sys Rep)	602-49470-720 PFA requirment	\$ -
	Reserve Fund	Transfer Out (Building and Equip)	851-49300-723 City Hall Contribution	\$ 50,000.00

Upon vote taken thereon, the following voted

For:  
Against:  
Absent:

Whereupon said Resolution No. 21-36 was declared duly passed and adopted this 22nd day of November, 2021.

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

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

## **AGREEMENT FOR PROFESSIONAL SERVICES**

### **INDUSTRIAL PARK DEVELOPMENT**

#### **CITY OF MADISON, MN and BOLTON & MENK, INC.**

This Agreement, made this 22<sup>nd</sup> day of November 2021, by and between CITY OF MADISON, 404 6<sup>th</sup> Avenue North, Madison, MN 56256, ("CLIENT"), and BOLTON & MENK, INC., 2040 Highway 12 East, Willmar, MN 56201, ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with the Industrial Park Development, an infrastructure reconstruction and improvement project to accommodate a new industrial park, ("Project") and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

#### **SECTION 1 - CONSULTANT'S SERVICES**

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit A.
- B. Upon mutual agreement of the parties, Additional Services may be authorized as described in Paragraph 4.B and this Agreement will be revised accordingly in writing.

#### **SECTION 2 - THE CLIENT'S RESPONSIBILITIES**

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section 3 of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret, and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

- F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide such services as may be required for completion of the Project described in this Agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit A.
- H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

### **SECTION 3 - COMPENSATION FOR SERVICES**

#### **A. FEES.**

1. The CLIENT will compensate the CONSULTANT in accordance with the attached Exhibit B Schedule of Fees ("Schedule of Fees") for the time spent in performance of Agreement services.
2. Additional services as outlined in Section 1.B and 4.B will vary depending upon project conditions and will be billed on an hourly basis at the rates described in Exhibit B or as that Exhibit may subsequently be adjusted as described below.
3. The attached Schedule of Fees shall apply for services provided through December 31, 2021. Hourly rates may be adjusted by CONSULTANT on an annual basis thereafter to reflect reasonable changes in its operating costs. Adjusted rates will become effective on January 1st of each subsequent year.
4. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement, CLIENT agrees to pay any applicable sales taxes.
5. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. The above fees include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
6. Reimbursable Direct Expenses: Except for those expenses identified in Paragraph 3.A.5, any expenses required to complete the agreed scope of services or identified in this paragraph will be listed separately on the invoice, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the terms of this Agreement. CONSULTANT shall be reimbursed at

cost plus an overhead fee (not-to-exceed 10%) for these Direct Expenses incurred in the performance of the work, subject to any limit set forth in Section 3.A.

#### B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for undisputed services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred, and services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to the contract for a period of six years.

### SECTION 4 - GENERAL

#### A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

#### B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit A, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. Except for Additional Services required to address emergencies or acts of God that impact the Project, the CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work.

#### C. LIMITATION OF LIABILITY

1. General Liability of CONSULTANT. For liability other than professional acts, errors, or omissions, and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend

and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts and omissions in the non-professional services of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants.

2. Professional Liability of CONSULTANT. With respect to professional acts, errors and omissions and to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by a negligent act, error or omission of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants. This indemnification shall include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT's liability insurance policies.
3. General Liability of CLIENT. To the fullest extent permitted by law and subject to the maximum limits of liability set forth in Minnesota Statutes Section 466.04, CLIENT shall indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants.
4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.
5. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes.
6. CLIENT waives all claims against individuals involved in the services provided by CONSULTANT under this Agreement and agrees that any claim, demand, or suit shall be directed/asserted only against the CONSULTANT's corporate entity.

#### D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property

Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.

2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium.

#### E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit A or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

#### F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority

over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a contractor to comply with Laws and Regulations applicable to that contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

#### G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third-party use and adaptation or distribution is explicitly authorized by this Agreement.

#### H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse.

#### I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

#### J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

#### K. HAZARDOUS MATERIALS

1. Except as expressly stated in Exhibit A, the parties acknowledge that CONSULTANT'S Services do not include any services related to Constituents of Concern. If CONSULTANT or any other party encounters, uncovers, or reveals a Constituent of Concern at the Project site or should it become known in any way that such materials may be present at the site or any adjacent areas that may affect the performance of the CONSULTANT's services, then CONSULTANT may, at its option and without liability for consequential or any other damages: 1) suspend performance of Services on the portion of the Project affected thereby until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove such materials, and warrant that the site is in full compliance with applicable laws and regulations; or, 2) terminate this Agreement for cause if it is not practical to continue providing Services.
  - a. Constituent of Concern is defined as asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### L. TERMINATION

1. For Cause: This Agreement may be terminated by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party.
  - a. For termination by CONSULTANT, Cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control.
  - b. Notwithstanding the foregoing and with consent of terminating party, this Agreement will not terminate under paragraph 4.L.1 if the party receiving such notice immediately



commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.

2. For Convenience: This Agreement may be terminated for convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section 3 of this Agreement. Upon receipt of payment, CONSULTANT shall deliver, and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph 4.H.
4. In event of termination by CLIENT for cause, CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination and, upon receipt of payment, CONSULTANT shall deliver to CLIENT and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to the provisions of Section 4.H. All other matters will be resolved in accordance with the Dispute Resolution clause of this Agreement.

#### M. INDEPENDENT CONTRACTOR

Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

#### N. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from award or making of this Agreement.

#### O. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

#### P. ASSIGNMENT

Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

#### Q. SURVIVAL

All obligations, representations and provisions made in or given in Section 4 and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

#### R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

#### S. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota and venued in courts of Minnesota; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

#### T. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the Minnesota District Court Rule 114 Roster, or if mutually agreed at time of dispute submittal, a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

#### U. MINNESOTA GOVERNMENT DATA PRACTICES ACT (MGDPA)

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the CONSULTANT'S performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Consultant agrees to abide by these statutes, rules and regulations and as they may be amended. In the event the CONSULTANT receives a request to release data, it shall notify CLIENT as soon as practical. The CLIENT will give instructions to CONSULTANT concerning release of data to the requesting party and CONSULTANT will be reimbursed as additional services for its reasonable labor and other direct expenses in complying with any MGDPA request, but only to the extent that the request is not due to a negligent, intentional, or willful act or omission by the CONSULTANT or other failure to comply with its obligations under this contract.

## SECTION 5 - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions, or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: \_\_\_\_\_

CONSULTANT: Bolton & Menk, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Address for giving notice:  
\_\_\_\_\_  
\_\_\_\_\_

Address for giving notice:  
\_\_\_\_\_  
\_\_\_\_\_

CLIENT's Representative with authority for  
ordering engineering services and transmitting  
instructions:  
  
\_\_\_\_\_

Attachments:  
Exhibit A Basic Services (scope and deliverable documents)  
Exhibit B Schedule of Fees (hourly rates table)

Exhibit A

**Basic Services**

Scope:

1. Utility extensions to proposed industrial park and adjacent properties
2. Improvements to existing streets and utilities to accommodate utility extensions

Deliverables:

1. Preliminary Engineering Report (PER)
2. Environmental Narrative

Exhibit B

**Schedule of Fees**

<b>Employee Classification</b>	<b>Hourly Billing Rates</b>
<b>Principal Engineer/Surveyor/Planner/GIS/Landscape Architect</b>	<b>\$150-195</b>
<b>Senior Engineer/Surveyor/Planner/GIS/Landscape Architect</b>	<b>\$130-190</b>
<b>Project Manager (Inc. Survey, GIS, Landscape Architect)</b>	<b>\$130-170</b>
<b>Project Engineer/Surveyor/Planner/Landscape Architect</b>	<b>\$70-140</b>
<b>Design Engineer/Landscape Designer/Graduate Engineer/Surveyor</b>	<b>\$90-120</b>
<b>Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)</b>	<b>\$70-150</b>
<b>Senior Technician (Inc. Construction, GIS, Survey<sup>1</sup>)</b>	<b>\$90-155</b>
<b>Technician (Inc. Construction, GIS, Survey<sup>1</sup>)</b>	<b>\$65-140</b>
<b>Administrative/Corporate Specialists</b>	<b>\$60-140</b>
<b>Structural/Electrical/Mechanical/Architect</b>	<b>\$120-175</b>
<b>GPS/Robotic Survey Equipment</b>	<b>NO CHARGE</b>
<b>CAD/Computer Usage</b>	<b>NO CHARGE</b>
<b>Routine Office Supplies</b>	<b>NO CHARGE</b>
<b>Routine Photo Copying/Reproduction</b>	<b>NO CHARGE</b>
<b>Field Supplies/Survey Stakes &amp; Equipment</b>	<b>NO CHARGE</b>
<b>Mileage</b>	<b>NO CHARGE</b>

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

## **Prohibition of Excessive Force Policy**

### **Madison CDBG-CV Broadband Program**

The City of Madison prohibits the use of excessive force by law enforcement agencies jurisdiction against individuals engaged in nonviolent civil rights demonstrations.

The City of Madison also will enforce applicable State and local laws against physical entrance to or exit from a facility or location which is the subject of such nonviolent civic demonstration within its jurisdiction.

Adopted by the City Council this \_\_\_\_ Day of \_\_\_\_\_ 2021

By: \_\_\_\_\_  
Greg Thole, Mayor

By: \_\_\_\_\_  
Val Halvorson, City Manager

# Certification for a Drug-Free Workplace

## U.S. Department of Housing and Urban Development

Applicant Name

City of Madison

Program/Activity Receiving Federal Grant Funding

Madison CDBG-CV Broadband Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Sites have not yet been identified, but within the city limits of Madison

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Greg Thole

Title

Mayor

Signature

Date

X

**Fair Housing Plan of Action**  
**City of Madison**  
**Madison CDBG-CV Broadband Program**

CARE-20-0014-O-FY21

The City of Madison understands its obligation to further fair housing practices under the Housing and Community Development Act, and other legislation and implementing regulations. The purpose of this plan is to formally declare the conviction and the intention of the City of Madison to achieve the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development for the promotion and assurance of equal opportunity in housing. Fair Housing is generally thought of as a condition in which individuals of similar levels in the same housing market area have a like range of housing choices available to them, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or familial status.

The City of Madison will undertake the following steps to further fair housing following is a list of potential activities to be held during course of the project:

- The City will place fair housing posters at City Hall and the City will maintain such postings throughout the year.
- The City will provide upon request fair housing materials and information to area banks, realtors and landlords.

This Fair Housing Plan of Action is adopted by the Madison City Council this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_20\_\_\_\_.

By: \_\_\_\_\_  
Greg Thole, Mayor

By: \_\_\_\_\_  
Val Halvorson, City Manager



## **RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

The City of Madison is participating in the Madison CDBG-CV Broadband project. The consequence of the proposed activities for displacement exists, although it is not anticipated. The purpose of the Residential Antidisplacement and Relocation Assistance Plan is to describe the steps the City of Madison shall take to mitigate the adverse effects of displacement on low- and moderate-income persons.

- A. The City of Madison will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR, Part 570.606 and 24 CFR, Part 42. All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the City of Madison to provide funds for an activity that will directly result in such demolition or conversion, the City of Madison will make public and submit to the Minnesota Department of Employment and Economic Development the following information:
1. A description of the proposed assisted activity;
  2. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activities;
  3. A time schedule for the commencement and completion of the demolition or conversions;
  4. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the City of Madison will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size shall be submitted and disclosed to the public as soon as possible.
  5. The source of funding and a time schedule for the provision of replacement dwelling units;
  6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.
  7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of low and moderate-income households in the City of Madison.

The City of Madison may request the Minnesota Department of Employment and Economic Development to recommend that the U.S. Department of Housing and Urban Development approve an exception to required replacement housing if there is an adequate local supply of vacant low/moderate-income dwelling units in standard condition. Exceptions will be reviewed on a case-by-case basis as described in 24 CFR, Part 570.488(c)(1)(B).

- B. The City of Madison will provide relocation assistance, as described in 24 CFR, Part 570.488(c)(2), to any lower-income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to another use in connection with an assisted activity.
- C. Consistent with the goals and objectives of activities assisted under the Act, the City of Madison will take the following steps to minimize the displacement of persons from their homes:
  - 1. Rehabilitation Project Activities shall be performed in a manner which will minimize Homeowner inconvenience. Utility shut-offs should occur during standard working hours (8:00 to 5:00), where the installation of fixtures can be concluded in a short period of 1 to 2 days.
  - 2. Should permanent or temporary displacement become necessary due to unforeseen circumstances, the following types of assistance will also be provided:
    - 1. Advisory, referral, and counseling services
    - 2. Moving Expenses (either actual or fixed payments).
    - 3. Rental Assistance Payments (pursuant to Uniform Act of 1970, as amended).
- D. Definitions for the purposes of this plan are as follows:

*A "low/moderate-income dwelling unit"* is a unit with a market rental, including utility costs, that does not exceed the applicable fair market rent for existing housing and moderate rehabilitation, as established under the Section 8 existing housing program.

*A "vacant occupiable dwelling unit"* is a vacant unit that is in standard condition; or in substandard condition, suitable for rehabilitation; or in dilapidated condition and occupied less than three months from the date of the grantee agreement.

*An "occupiable dwelling unit"* is a unit that is in standard condition or has been raised to a standard condition from a substandard condition, suitable for rehabilitation.

*A "standard condition" dwelling unit* is a well-built unit which meets HUD Section 8 Housing Quality Standards (HQS) with no major defects in the structure and only minor maintenance is required. Such a dwelling will have the following characteristics: reliable roofs; sound foundations; adequate and stable floors, walls and ceilings; surfaces and woodwork that are not seriously damaged nor have paint deterioration; sound windows and doors; adequate heating, plumbing, and electrical systems

adequate installation; and adequate sewer systems, and not overcrowded (defined as more than one person per room).

A *“Substandard Condition”* dwelling unit is a unit if it does not meet HUD Section 8 Housing Quality Standards (HQS) which includes lacking the following: complete plumbing, complete kitchen facilities, efficient and environmentally sound sewage removal and water supply, and heating source. In addition, the dwelling may be overcrowded (defined as more than one person per room).

A *“Substandard but Suitable for Rehabilitation Condition”* dwelling unit, at a minimum, is a dwelling unit that does not meet Housing Quality Standards (HQS) with some of the features as a “substandard condition” dwelling unit. This unit is likely to have deferred maintenance and may have some structural damage such as a leaking roof, deteriorated interior surfaces, and inadequate installation. A “substandard but suitable” dwelling unit, however, has basic infrastructure (including systems for clean water and adequate waste disposal) that allows for economically and physically feasible improvements and upon completion of rehabilitation meets the definition of a “Standard” dwelling unit.

Adopted by the City Council this \_\_\_\_ Day of \_\_\_\_\_ 2021

By: \_\_\_\_\_  
Greg Thole, Mayor

Attest: \_\_\_\_\_  
Val Halvorson, City Manager

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

**RESOLUTION APPROVING AND ADOPTING A RESIDENTIAL ANTI-DISPLACEMENT AND  
RELOCATION ASSISTANCE PLAN**

**WHEREAS**, the City of Madison is participating in the CDBG-CV Broadband Program.; and

**WHEREAS**, through this participation it is understood that rehabilitation may occur and is associated with the broadband activity ; and

**WHEREAS**, there exists the potential for displacement of home-owners as a result of the proposed activities, although this is not anticipated.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MADISON, MINNESOTA:**

That, in preparation for any required mitigation of adverse effects of displacement on low to moderate income persons that may occur as a result of the City's participation, the attached "Residential Anti-Displacement and Relocation Assistance Plan" is hereby adopted as a guide to mitigation steps that should be taken.

Adopted by the City Council this \_\_\_\_ Day of \_\_\_\_\_ 2021

By: \_\_\_\_\_  
Greg Thole, Mayor

Attest: \_\_\_\_\_  
Val Halvorson, City Manager

## **Section 3 Plan**

### **Madison CDBG-CV Broadband Program**

The City of Madison, in conjunction with Madison CDBG-CV Broadband and Commercial Rehabilitation Program #CARE 21-0013-O-FY21, has the following in place to indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons (<80% of AMI), particularly those who are recipients of government assistance for housing.

These efforts could include:

- Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- Outreach efforts to generate job applicants who are Other Funding Targeted Workers
- Direct, on-the job training (including apprenticeships)
- Indirect training such as arranging for, contracting for, or paying tuition for, off-site training
- Technical assistance to help Section 3 workers compete for jobs (e.g. resume assistance, coaching)
- Outreach efforts to identify and secure bids from Section 3 business concerns
- Technical assistance to help Section 3 business concerns understand and bid on contracts
- Division of contracts into smaller jobs to facilitate participation by Section 3 business concern
- Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- Held one or more job fairs
- Provided or connected residents with supportive services that can provide direct services or referrals
- Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation
- Assisted residents with finding child-care
- Assisted residents to apply for/or attend community college or a four -year educational institution
- Assisted residents to apply for or attend vocational/technical training
- Assisted residents to obtain financial literacy training and/or coaching
- Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
- Provided or connected residents with training on computer use or online technologies
- Others

Madison will require all contractors to complete and submit the Section 3 Business and Women- or Minority-Owned Business Certification Form prior to awarding contracts. Madison will keep a list of Section 3 businesses. While being a Section 3 business is not required for the program, Madison will give preference to qualified, competitive Section 3 businesses. The City of Madison and selected contractor/subcontractors will adhere to the applicable regulations in Subparts A, C and D of 24 CFR 75.

This Section 3 Plan is adopted by the Madison City Council this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_ 20 \_\_\_\_.

By: \_\_\_\_\_  
Greg Thole, Mayor

By: \_\_\_\_\_  
Val Halvorson, City Manager

# CLAIMS REPORT

Check Range: 11/12/2021-11/12/2021

UP CK# 62034-62044

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
GENERAL					
101-41110-331	MAYOR AND COUNCIL				
101-41110-331	DETOY'S FAMILY RESTAURANT	COUNCIL-STRATEGIC/CDA	191.57	62035	11/12/21
101-41110-331	PANTRY CAFE	COUNCIL-STRATEGIC/CDA MEALS	160.00	62042	11/12/21
101-41110-351	LQP BROADCASTING COMPANY, INC	COUNCIL-ORDINANCE	50.00	62040	11/12/21
4111 MAYOR AND COUNCIL TOTAL			401.57		
ADMINISTRATION					
101-41320-309	GWORKS	ADMIN-SOFTWARE LIC & SUPPORT	5,455.31	62038	11/12/21
101-41320-323	FARMERS MUTUAL TELEPHONE	ADMIN-INTERNET 11/21	124.95	62037	11/12/21
4132 ADMINISTRATION TOTAL			5,580.26		
FIRE DEPARTMENT					
101-42200-323	FARMERS MUTUAL TELEPHONE	FIRE-INTERNET 11/21	71.95	62037	11/12/21
4220 FIRE DEPARTMENT TOTAL			71.95		
GRAND THEATER					
101-45181-323	FARMERS MUTUAL TELEPHONE	GRAND-INTERNET 11/21	86.95	62037	11/12/21
4518 GRAND THEATER TOTAL			86.95		
PARKS AND RECREATION					
101-45200-441	BARB LUDVIGSON	MEMORIAL BENCH-OVERPAYMENT-NO	105.00	62041	11/12/21
4520 PARKS AND RECREATION TOTAL			105.00		
LIBRARY					
101-45500-433	PIONEERLAND LIBRARY SYS.	4TH QTR FUNDING	19,767.25	62043	11/12/21
4550 LIBRARY TOTAL			19,767.25		
UNALLOCATED EXPENDITURES					
101-49250-380	VERIZON WIRELESS	CTY HALL-CELL PHONE 11/21	32.99	62044	11/12/21
4925 UNALLOCATED EXPENDITURES TOTAL			32.99		
101 GENERAL TOTAL			26,045.97		
AMBULANCE					
201-44100-320	AMBULANCE				
201-44100-320	EXPERT BILLING, LLC	AMB-AMB BILLING EXP-OCT 21	701.50	62036	11/12/21
201-44100-323	FARMERS MUTUAL TELEPHONE	AMB-INTERNET 11/21	71.95	62037	11/12/21
201-44100-325	VERIZON WIRELESS	AMB-CELL PHONE 11/21	40.03	62044	11/12/21
4410 AMBULANCE TOTAL			813.48		
201 AMBULANCE TOTAL			813.48		

# CLAIMS REPORT

Check Range: 11/12/2021-11/12/2021

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
	EDA				
	ECONOMIC DEVELOPMENT				
211-46500-331	DETOY'S FAMILY RESTAURANT	COUNCIL-STRATEGIC/CDA	191.58	62035	11/12/21
211-46500-331	PANTRY CAFE	EDA-STRATEGIC/CDA MEALS	160.00	62042	11/12/21
211-46500-342	VAL HALVORSON	EDA-FACEBOOK BOOST AD	30.88	62039	11/12/21
211-46500-488	CHAMBER OF COMMERCE	CHAMBER CONTRACT	15,000.00	62034	11/12/21
			-----		
		4650 ECONOMIC DEVELOPMENT TOTAL	15,382.46		
			-----		
		211 EDA TOTAL	15,382.46		
			-----		
	WATER				
	WATER PRODUCTION				
601-49400-323	FARMERS MUTUAL TELEPHONE	WT-INTERNET 11/21	71.95	62037	11/12/21
601-49400-325	VERIZON WIRELESS	WT-CELL PHONE 11/21	24.30	62044	11/12/21
			-----		
		4940 WATER PRODUCTION TOTAL	96.25		
			-----		
		601 WATER TOTAL	96.25		
			-----		
	SEWER				
	SEWER TREATMENT				
602-49450-323	FARMERS MUTUAL TELEPHONE	SEW-INTERNET 11/21	71.95	62037	11/12/21
602-49450-325	VERIZON WIRELESS	SEW-CELL PHONE 11/21	24.30	62044	11/12/21
			-----		
		4945 SEWER TREATMENT TOTAL	96.25		
			-----		
		602 SEWER TOTAL	96.25		
			-----		
	ELECTRIC UTILITY				
	ELECTRICAL DISTRIBUTION				
604-49570-323	FARMERS MUTUAL TELEPHONE	ELEC-INTERNET 11/21	71.95	62037	11/12/21
604-49570-325	VERIZON WIRELESS	ELEC-CELL PHONE 11/21	81.50	62044	11/12/21
			-----		
		4957 ELECTRICAL DISTRIBUTION TOTAL	153.45		
			-----		
	ADMINISTRATION AND GENERA				
604-49590-410	LQP BROADCASTING COMPANY, INC	ELEC-UTIL AD	63.70	62040	11/12/21
			-----		
		4959 ADMINISTRATION AND GENERA TOTAL	63.70		
			-----		
		604 ELECTRIC UTILITY TOTAL	217.15		
			-----		
	LIQUOR				
	OFF-SALE LIQUOR				



**CLAIMS REPORT**  
Check Range: 11/12/2021-11/12/2021

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
609-49750-323	FARMERS MUTUAL TELEPHONE	LIQ-INTERNET 11/21	71.95	62037	11/12/21
		4975 OFF-SALE LIQUOR TOTAL	71.95		
		609 LIQUOR TOTAL	71.95		
		Accounts Payable Total	42,723.51		

CLAIMS REPORT  
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
101	GENERAL	26,045.97
201	AMBULANCE	813.48
211	EDA	15,382.46
601	WATER	96.25
602	SEWER	96.25
604	ELECTRIC UTILITY	217.15
609	LIQUOR	71.95
-----		
TOTAL FUNDS		42,723.51

# CLAIMS REPORT

Check Range: 11/17/2021-11/17/2021

UP CK # 62048-62067

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
GENERAL					
ACCRUED PAYROLL DEDUCTION					
101-20650	JOHN HANCOCK RETIREMENT	JHANCOCK ROTH	100.00	2033	11/17/21
101-20650	UNITED STATES TREASURY	FED/FICA TAX	2,535.46	2029	11/17/21
101-20650	MN DEPT. OF REVENUE	STATE TAX	386.78	2030	11/17/21
101-20650	P.E.R.A. (W/H REPORT)	PERA	1,513.63	2031	11/17/21
101-20650	SELECTACCOUNT	HSA CONTRIBUTIO	75.00	2032	11/17/21
2065 ACCRUED PAYROLL DEDUCTION TOTAL			4,610.87		
ADMINISTRATION					
101-41320-331	COALITION OF GREATER MN CITIES ADMIN-SUMMER CONFERENCE-VAL		175.00	62053	11/17/21
4132 ADMINISTRATION TOTAL			175.00		
CITY HALL					
101-41940-401	PLUNKETT'S INC.	ADMIN-SPRAYING 10/21	65.71	62065	11/17/21
4194 CITY HALL TOTAL			65.71		
FIRE DEPARTMENT					
101-42200-221	STONEY BROOK FIRE & SAFETY	FIRE-RUBBER BOOTS	952.19	62067	11/17/21
101-42200-240	HEIMAN FIRE EQUIPMENT INC	FIRE-GEAR WASH	100.00	62058	11/17/21
101-42200-240	PRO IMAGE PARTNERS	FIRE-MEN'S JACKET	103.00	62066	11/17/21
101-42200-301	DANA COLE & COMPANY, LLP	FIRE-DOCUMENT PREP	510.00	62054	11/17/21
101-42200-324	MEDIACOM	FIRE-DIGITAL ADAPTER	14.74	62061	11/17/21
101-42200-331	MN STATE FIRE DEPT ASSOCIATION	FIRE-MSFDA MEMBERSHIP DUES '22	225.00	62062	11/17/21
101-42200-401	PLUNKETT'S INC.	FIRE-SPRAYING 10/21	54.75	62065	11/17/21
4220 FIRE DEPARTMENT TOTAL			1,959.68		
LIBRARY					
101-45500-210	JUBILEE FOODS	LIB-BATH TISSUE	47.98	62059	11/17/21
4550 LIBRARY TOTAL			47.98		
101 GENERAL TOTAL			6,859.24		
AMBULANCE					
AMBULANCE					
201-44100-212	LQP CO-OP OIL	AMB-FUEL EXPENSE	229.21	62060	11/17/21
201-44100-217	A-OX WELDING SUPPLY COMPA	AMB-SUPPLIES	115.09	62048	11/17/21
201-44100-217	BOUND TREE MEDICAL LLC	AMB-SUPPLIES	295.82	62051	11/17/21
201-44100-401	PLUNKETT'S INC.	AMB-SPRAYING 10/21	52.31	62065	11/17/21
4410 AMBULANCE TOTAL			692.43		
201 AMBULANCE TOTAL			692.43		
WATER					

# CLAIMS REPORT

Check Range: 11/17/2021-11/17/2021

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
ACCRUED PAYROLL DEDUCTION					
601-20650	JOHN HANCOCK RETIREMENT	JHANCOCK PRETAX	50.00	2033	11/17/21
601-20650	UNITED STATES TREASURY	FED/FICA TAX	873.28	2029	11/17/21
601-20650	MN DEPT. OF REVENUE	STATE TAX	126.73	2030	11/17/21
601-20650	P.E.R.A. (W/H REPORT)	PERA	434.95	2031	11/17/21
601-20650	SELECTACCOUNT	HSA CONTRIBUTIO	155.00	2032	11/17/21
2065 ACCRUED PAYROLL DEDUCTION TOTAL			1,639.96		
WATER PRODUCTION					
601-49400-230	HAWKINS INC.	WT-SODIUM HYDROXIDE	898.99	62057	11/17/21
601-49400-231	HAWKINS INC.	WT-POTASIAM PERM	2,772.61	62057	11/17/21
601-49400-234	HAWKINS INC.	WT-POLY PHOSPHATE	931.71	62057	11/17/21
601-49400-236	HAWKINS INC.	WT-CHLORINE	919.97	62057	11/17/21
601-49400-239	C EMERY NELSON INC	WT-ANTISCALANT	5,162.50	62052	11/17/21
601-49400-321	FRONTIER COMMUNICATIONS CORP	WT-CIRCUIT 12/21	43.43	62056	11/17/21
601-49400-409	MVTL LABORATORIES INC	WT-REGULAR TESTING	43.60	62064	11/17/21
4940 WATER PRODUCTION TOTAL			10,772.81		
601 WATER TOTAL			12,412.77		
SEWER					
ACCRUED PAYROLL DEDUCTION					
602-20650	UNITED STATES TREASURY	FED/FICA TAX	624.46	2029	11/17/21
602-20650	MN DEPT. OF REVENUE	STATE TAX	110.45	2030	11/17/21
602-20650	P.E.R.A. (W/H REPORT)	PERA	378.28	2031	11/17/21
602-20650	SELECTACCOUNT	HSA CONTRIBUTIO	75.00	2032	11/17/21
2065 ACCRUED PAYROLL DEDUCTION TOTAL			1,188.19		
SEWER TREATMENT					
602-49450-216	JUBILEE FOODS	SEW-ZIPLOCK BAGS SAMPLING	5.98	62059	11/17/21
602-49450-221	ARNESON TIRE SHOP	SEW-TIRES	710.00	62049	11/17/21
602-49450-380	MN VALLEY REC	SEW-UTILITY EXPENSE	4,069.87	62063	11/17/21
602-49450-409	MVTL LABORATORIES INC	SEW-REGULAR TESTING	295.80	62064	11/17/21
4945 SEWER TREATMENT TOTAL			5,081.65		
SEWER COLLECTION					
602-49460-227	ARNESON TIRE SHOP	SEW-TIRES	22.00	62049	11/17/21
602-49460-227	FASTENAL COMPANY	SEW-GREEN PAINT/BATTERY	75.22	62055	11/17/21
602-49460-404	FASTENAL COMPANY	SEW-GREEN PAINT/BATTERY	98.45	62055	11/17/21
4946 SEWER COLLECTION TOTAL			195.67		
602 SEWER TOTAL			6,465.51		
ELECTRIC UTILITY					
ACCRUED PAYROLL DEDUCTION					
604-20650	JOHN HANCOCK RETIREMENT	JHANCOCK PRETAX	360.00	2033	11/17/21
604-20650	UNITED STATES TREASURY	FED/FICA TAX	1,767.28	2029	11/17/21

# CLAIMS REPORT

Check Range: 11/17/2021-11/17/2021

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
604-20650	MN DEPT. OF REVENUE	STATE TAX	302.11	2030	11/17/21
604-20650	P.E.R.A. (W/H REPORT)	PERA	971.66	2031	11/17/21
604-20650	SELECTACCOUNT	HSA CONTRIBUTIO	42.31	2032	11/17/21
			-----		
		2065 ACCRUED PAYROLL DEDUCTION TOTAL	3,443.36		
			-----		
		604 ELECTRIC UTILITY TOTAL	3,443.36		
	LIQUOR				
	ACCRUED PAYROLL DEDUCTION				
609-20650	UNITED STATES TREASURY	FED/FICA TAX	445.39	2029	11/17/21
609-20650	MN DEPT. OF REVENUE	STATE TAX	65.95	2030	11/17/21
609-20650	P.E.R.A. (W/H REPORT)	PERA	151.98	2031	11/17/21
			-----		
		2065 ACCRUED PAYROLL DEDUCTION TOTAL	663.32		
	OFF-SALE LIQUOR				
609-49750-251	BELLBOY CORPORATION	LIQ-LIQUOR EXPENSE	30.25	62050	11/17/21
			-----		
		4975 OFF-SALE LIQUOR TOTAL	30.25		
			-----		
		609 LIQUOR TOTAL	693.57		
			=====		
		Accounts Payable Total	30,566.88		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
101	GENERAL	6,859.24
201	AMBULANCE	692.43
601	WATER	12,412.77
602	SEWER	6,465.51
604	ELECTRIC UTILITY	3,443.36
609	LIQUOR	693.57
-----		
	TOTAL FUNDS	30,566.88