

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **5:00 PM**
Monday March 28, 2022
Madison Municipal Building

1. CALL THE REGULAR MEETING TO ORDER

Mayor Thole will call the meeting to order.

2. APPROVE AGENDA

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

3. APPROVE MINUTES

Page 1

A copy of the March 14, 2022 regular meeting minutes are enclosed. A MOTION is in order. (Council)

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

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

5. CONSENT AGENDA

- A. Senator Dahms – March 11, 2022 – receive
- B. Regular Drill Meeting – February 28, 2022 – receive

Page 4
Page 6

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

6. UNFINISHED AND NEW BUSINESS

Page 7

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

Page 8

- B. City Engineer Report – Kent Louwagie. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 10

- C. Approve Electric System Study and CIP – DGR – David Johnson. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 14

- D. Approve Crack Fill Quote – Kamco, Inc. A DISCUSSION and MOTION may be in order. (Manager, Council)

- E. Approve SCDP Revolving Loan Administration – Development Services, Inc. A DISCUSSION and MOTION may be in order. (Manager, Council)

- F. Approve Municipal Service Agreement – City of Bellingham. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- AARP Grant Application
- Betty Chester Retirement Party – April 1, 2022 5-8PM

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

9. AUDITING CLAIM

A copy of the Schedule Payment Report of bills submitted March 14, 2022 through March 28, 2022 is attached for approval for Check No. 62561 through Check No. 62596 and debit card purchases. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
MARCH 14, 2022**

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

AGENDA

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

MINUTES

Upon motion by Meyer, seconded by Zahrbock and carried, the February 28, 2022 regular meeting minutes were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None

CONSENT AGENDA

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

CITY COUNCIL CHECKLIST

Council reviewed the City Council Checklist.

Councilmember Meyer informed Council about someone intentionally removing the men's bathroom door handle at the public restroom and replacing it backwards so the door would not open. It may have been temporarily fixed, but City Manager Halvorson stated she would have an employee take a look at it.

LEAGUE OF MN CITIES INSURANCE TRUST

Ryan Young of Klein Insurance updated Council on the annual renewal of the City's insurance through the League of MN Cities Insurance Trust, which should be completed within a few weeks.

Upon motion by Zahrbock, seconded by Meyer and carried, Council verified that the City of Madison does not waive the monetary limits on its municipal liability insurance coverage through the League of MN Cities Insurance Trust.

MADISON AMBULANCE SERVICE ANNUAL REPORT

Scott Schake and Marissa Flinn approached Council to present their annual report for 2021. They noted 272 runs divided between emergency runs, transfers, stand-bys, and mental health transports. Of that total, 221 were in Madison. There are currently 17 members on the ambulance squad, with 2 new ones who joined in 2022. Updates were provided on the fundraising efforts to purchase a stair chair, and the construction at the ambulance hall have been completed that was started in 2020. Schake and Flinn expressed concern about lack of involvement within the squad and suggested starting a longevity program to award those who are volunteering their time. It was also brought to Council's attention that the 2007 ambulance is beyond rotation at 94,000 miles. When it comes to planning to purchase another, new

builds are currently 2 years out and costing over \$200,000 and used ones are hard to find. Council thanked Schake and Flinn for the report and for their service.

ASSIGNMENT OF SALARIES – JOURNEYMAN LINE WORKER

Upon motion by Zahrbock, seconded by Volk and carried, **RESOLUTION 22-17** titled “Resolution Establishing Assignment of Salaries Journeyman Line Worker” was adopted. This resolution would provide the assignment of wages for Journeyman Line Worker, Chase Mortenson, based on successful completion of Book 3 of the merchant program. A complete copy of Resolution 22-17 is contained in City Clerk’s Book #10.

ASSIGNMENT OF SALARIES WATER AND WASTEWATER OPERATOR

Upon motion by Zahrbock, seconded by Meyer and carried, **RESOLUTION 22-18** titled “Resolution Establishing Assignment of Salaries Water and Wastewater Operator” was adopted. This resolution would provide for the wage assignment for the Step 2 Water and Wastewater Operator at \$19.24 per hour. A complete copy of Resolution 22-18 is contained in City Clerk’s Book #10. City Manager Halvorson informed Council that Daniel Olson was offered and accepted the Water and Wastewater Operator position.

CITY HALL TOWER REPLACEMENT PROJECT

Upon motion by Volk, seconded by Zahrbock and carried, approval to advertise for bids for the City Hall Tower Replacement project.

DEMOLITION AGREEMENT

Upon motion by Meyer, seconded by Volk and carried, Council approved a Demolition Agreement between the City of Madison and Bill Matthes, Marilyn Olson-Matthes, and Delite Ludvigson for the demolition of a building located on a parcel at 311 7th Avenue. Heinrich Excavating was the low bid at \$13,067.50.

CITY MANAGER’S REPORT

Coalition of Greater MN Cities (CGMC): City Manager Halvorson updated Council on the Legislative Action Day and the top CGMC legislative priorities for 2022 which included: local government aid, wastewater and drinking water infrastructure, child care, housing, and annexation/land use. Halvorson was one of few individuals who took the opportunity to sit down with State Senator Dahms and State Representative Swedzinski to discuss these priorities.

Library Board: The next meeting is March 21, 2022.

Strategic Planning: The next meeting is Tuesday, March 15, 2022.

Diversity Council: The next meeting is March 23, 2022.

City Wide Cleanup: Driven from the closing of the landfill, the process will be different. It is scheduled for Saturday, May 7th from 8 a.m. until 12 p.m. with a drop off site versus the former curbside pickup. The same items will be allowed for drop off at a charge that includes, tires, televisions, mattresses, appliances and scrap steel, etc. Each resident is allowed one truckload of demolition items at no cost, and each additional truckload will be \$15. Residents that cannot get product to the site will be assisted separately.

MAYOR/COUNCIL REPORTS

Chamber Event: Councilmember Meyer provided an update on the After-Hours event held on Friday, March 11th. Good attendance was reported.

Park Board: The board met on March 9th. Topics discussed were the Madison Memorial Field, Grand Park, Dog Park, J.F. Jacobson Campground, and the swimming pool.

DISBURSEMENTS

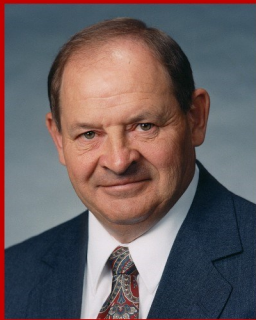
Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between March 1 and March 14, 2022. These disbursements include United Prairie Check Nos. 62496-62560. Debit card purchases made between February 23 and March 11, 2022, were also approved as listed.

There being no further business, upon motion by Zahrbock, seconded by Volk and carried, meeting adjourned at 6:08 pm.

ATTEST:

Greg Thole - Mayor

Christine Enderson – City Clerk



STATE SENATOR GARY DAHMS



Proudly Serving the Residents of District 16

E-Newsletter

March 11, 2022

NEEDED BROADBAND INVESTMENTS & FARMER DROUGHT RELIEF PASS AG COMMITTEE

This week, the Senate Agriculture Committee moved forward with two significant proposals to help Minnesota farmers and rural development. The first bill passed the committee on Monday and will direct approximately \$110 million of federal money to improve Minnesota broadband. The second bill, passed Wednesday, will provide \$10 million in drought assistance relief to Minnesota farmers.

We have been working hard to make sure our economy in Greater Minnesota can survive and prosper into the future. Reliable broadband and drought relief for our farmers are top priorities of mine.

The broadband bill, **SF 3617**, appropriates the roughly \$110 million remaining in Minnesota's Capital Projects Fund for use by the Border-to-Border Broadband Grant program. To comply with federal law, the bill directs that the money be used by December 31, 2026. The legislation allows the Department of Employment and Economic Development to comply with federal regulations, so Minnesota does not lose out on the funds.

It is imperative that we in Greater Minnesota do not get left behind the rest of the world. Reliable internet is a necessity these days for everyone. These broadband dollars will go a long way to making sure every Minnesotan has the connectivity they need.

The drought relief bill, **SF 3479**, appropriates \$6.5 million for grants of up to \$5,000 for livestock and specialty crop farmers located in counties that were designated as a primary natural disaster area by the USDA between July 20 and December 31, 2021. Grants are to be awarded on a first-come, first-served, non-competitive basis. Further, the bill includes \$1.5 million to the Rural Finance Authority to reimburse them for drought relief loans that they have already processed or are currently processing.

In addition to the urgent need for drought relief, Minnesota farmers are facing impending animal disease threats from African Swine Fever and highly pathogenic avian influenza (HPAI). This week, **HPAI was detected** in a commercial poultry facility just south of the Minnesota border. In order to prevent an agricultural disaster, this package includes \$1 million for the Veterinary Diagnostic Laboratory at the University of Minnesota to purchase equipment to test for avian influenza, African Swine Fever, chronic wasting disease, and other animal diseases. The bill also unlocks \$428,000 that is currently in the Minnesota Department of Agriculture's Agricultural Emergency Account in order to purchase poultry drinking water tests for HPAI. Lastly, \$500,000 is included for transfer into the account for further animal disease testing and response.

Our farmers work extremely hard to make a living. This relief for our livestock and specialty crop farmers will help give them the support they need in the wake of last year's drought and prepare us for future challenges. We can never take our farmers for granted.

FOLLOW ME ONLINE



SENATOR DAHMS' BILLS HEARD IN COMMITTEE

Senate File 3508 - This bill provides an appropriation that will go to the Granite Falls hydroelectric generating facility for repair and overage costs related to the city's existing facility. Granite Falls City Manager, Crystal Johnson (pictured with Senator Dahms), testified in favor of the bill this past Tuesday.

Senate File 3711 - On Wednesday, Senate File 3711 was heard and laid over for possible inclusion in an omnibus bill in the Agriculture and Rural Development committee. Dr. Don Wyse from the University of Minnesota's Forever Green Initiative program spoke on the importance of the bill's funding which will largely go to the study of practical and sustainable cropping systems.

Senate File 3472 - On Wednesday, the Senate Finance committee heard my bill which will continue Minnesota's successful health reinsurance program ensuring that insurance rates in the individual market will remain stable for Minnesota families for the next 5 years. They passed my bill and it will be taken up on the senate floor next week.



THANK YOU FOR VISITING US AT THE CAPITOL



Network New Ulm



Update on my efforts to renew Minnesota's reinsurance program



Jerry Nelson, Sen. Dahms, Tyler Knutson
Minnesota Association of Watershed Districts

Regular Drill Meeting

2/28/2022

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 -received training tonight on blood borne pathogens, Right-To-Know and confined spaces. Some fit testing was also done, but not completed tonight.

-at this time not sure what is scheduled for training next month

Emergency calls since our last meeting:

1. February 5th – house fire, 120th 2nd St.

Mutual aid was not requested on this call since the property was located adjacent to Brian Tebben's house and when the call came there was no smoke or signs of fire outside the house. This was the right call as the fire was small and was contained/extinguished by MFD quickly.

Retirement/Wives Party – all appeared to go well, and having the Pantry cater the meal went good.

The two portable radios have been ordered since last meeting, but we don't have an idea when they will arrive.

Ag Day will be held in Madison on March 23rd (Wednesday). The organizers have requested that the MFD put on a demonstration of our grain bin extrication equipment as grain bin safety is one of the main themes this year. At this time they are looking for MFD to be there between 10:00 and 1:00. More details to come at next meeting.

VFW Gun Bingo was held roughly a week and a half ago and MFD will receive roughly a \$950 donation from it.

It was discussed that MFD should obtain an A-Frame ladder, as it would come in very handy in a number of different situations. Brian Tebben will do some checking and pick one up.

If anyone is interested there will be a Fire School held in Willmar on April 22nd and 23rd.

March 21st is our next scheduled meeting.

New SCBA's will be here this Thursday and help will be needed in getting them unloaded.

Hall Duties for March: Jamie Jahn and Ryan Flaten.

Chris Nelson thanked MFD for everyone's support regarding his father, Dennis' passing.

Motion was made by Jerod Zimbelman to adjourn meeting, seconded by Adam Weber, carried.

Don Tweet
Secretary

CITY COUNCIL CHECKLIST

3/25/2022

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	Progress Notes	COMPLETE
Pool Hours of Operation	3/25/2019	Zahrbock	CM, council	Last Date August 24th	ongoing
Senior Meal site and Center	1/13/2020	Meyer	CM, Meyer	Constuction and purchases completed-	ongoing
City Garage	4/20/2017	Thole, Fernho	CM	Painting complete	ongoing
MNDOT 2023	8/20/2020	Council	VH	Recommendation to MNDOT by 11/23/20 --	ongoing
Handicap Restroom at Grand/Public	8/26/2019	Meyer	CM, Thole	Open 04/01/2021	6/30/2021
Climbing Wall at Pool	8/26/2019	Volk	Parks	Application approved -- prepare for install -- install complete	5/31/2021
Madison Gateway Sign	9/23/2020	Thole	Thole, VH	Complete -- waiting final invoices	7/2/2021
Recreation Facility	5/2/2017	EDA	CM, Conroy	On hold - will require additional community engagement	ongoing
Hwy 40 Curbing - ask MNDoT to repair	5/11/2015	Zahrbock	CM, Engineer	2023 Construction - City to Replace Lighting	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	EDA CIP program - advertised	ongoing
Downtown Open Space-Block 48	10/27/2014	Conroy	CM Parks Board	Meeting with UMRDC March 2022, Develop design schematic	ongoing
Broadband Exploration	4/20/2017	Meyer	CM,committee	Residents received notice, Farmers planning community meetings	2022/2023
Federal EDA EAA Grant	9/1/2021	Council	CM	Application has been submitted	2022
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Bids Due April 5th	2022
Welcome Sign School Pride State Champ	7/1/2021	Zahrbock	CM, PZ, AC	March 22, 2022 Meeting Report	2022



**BOLTON
& MENK**

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2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

February 28, 2022

Honorable Mayor Thole,
Members of the City Council and City Manager, Val Halvorson
City of Madison
404 6th Avenue
Madison, MN 56256

RE: Industrial Park Development
City of Madison, Minnesota
Project No.: 0W1.125959

Dear Mayor, Council and City Manager:

An invoice from Bolton & Menk, Inc. for engineering services is enclosed. The invoice corresponds to preparing the Preliminary Engineering Report and Environmental Narrative for the Industrial Park Development.

I recommend payment be made in the amount of \$20,644.50. If you have questions or concerns, please call me at 320-905-5446.

Sincerely,

Bolton & Menk, Inc.

Kent Louwagie, P.E.
City Engineer


**BOLTON
& MENK**

Real People. Real Solutions.

 Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)

 Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

 City of Madison
 Val Halvorson, City Manager
 City Hall
 404 6th Avenue
 Madison, MN 56256-1237

 February 22, 2022
 Project No: 0W1.125959
 Invoice No: 0284604
 Client Account: MADI

Madison/Industrial Park Development

Professional Services from December 25, 2021 through January 21, 2022:

PER and ER (001)

Professional Services

	Hours	Amount	
Principal	46.00	8,680.00	
Administrative	.50	50.00	
Specialist	22.50	2,597.00	
Project Engineer	6.50	870.00	
Senior Planner	8.50	1,572.50	
Planner	62.50	6,875.00	
Totals	146.50	20,644.50	
Total Labor			20,644.50
	Total this Task		\$20,644.50
	Total this Invoice		\$20,644.50

**EXHIBIT A
TASK ORDER**

Task Order No. 01

Effective Date: March 28, 2022

**Task Order Amendment to the
DGR ENGINEERING
Master Agreement for Professional Services**

DGR Engineering (Consultant) agrees to provide to: City of Madison, Minnesota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 22nd day of February, 2022.

TASK ORDER PROJECT NAME: Electric System Study & Capital Improvements Plan

TASK ORDER PROJECT DESCRIPTION: The project for which the following Scope of Services is developed is for performance of a study of the City of Madison's Electric System. This study would result in development of a Capital Improvements/ Long Range Plan (CIP) for the system, to assist Client staff in planning and budgeting of future projects.

In addition, the computer model of the system would be developed so that it would be available for use in performing related studies in the future, including relay coordination and arc-flash studies.

DGR CONTACT PERSON: Andy Koob, P.E., Project Manager

CLIENT CONTACT PERSON: David Johnson, Electric Superintendent

SCOPE OF WORK: Following is a detailed scope of services that we will perform as part of this Task Order:

1. Collect historical data for the electric system. This will include assembling annual peak data for the past ten years from available sources (including Missouri River Energy Services), along with collection of local load data from Client staff. Such activities as identification of normal-open points and other system operating configurations will be determined.
2. Review any available Comprehensive City Planning and Land Use studies, to develop land use planning parameters. This study will serve as the basis for development of future loading by area, around which planning will be done.
3. Using existing AutoCAD maps, develop a detailed computer model of the primary electric system using the Milsoft's Windmil[®] modeling software. This model will be used in this study for voltage and thermal analysis of the system and will be available in the future for use in day-to-day uses such as calculation of fault current levels, as well as future studies such as device coordination and arc-flash studies.

4. Develop a 10-year load growth projection for the electric system using engineering judgment, with input from Client staff.
5. Based on the computer models and the projected loads, assess the ability of the electric distribution system to handle expected loads under an N-1 contingency scenario. This will include an assessment of the ability of the system to properly provide backup service should the loss of any major component (such as a substation transformer, substation bus, or mainline feeder) be out of service.
6. Assess the ability of the 69 kV transmission service to handle expected loads and to provide adequate reliability to Client. This will include an analysis of the ability of the system to serve the expected load adequately under various outage conditions.
7. Assess the ability of the capacity of the existing substations to handle present and expected future loads. This will include an analysis of the ability of the system to serve the expected load adequately under various outage conditions.
8. Develop alternatives to correct any deficiencies identified in the analysis. Prioritize the recommended system improvements.
9. Based on the above analysis, a 10-year capital improvements plan will be developed. This plan will include detailed cost estimates for budgetary purposes for any improvements that are determined based on the needs found during the analysis of the above system components. The budgetary figures will be tied to either specific dates or to load levels so that Client can use this information in budgetary planning.
10. A written report will be developed and made available for use as a planning tool for Client staff. A review draft of the report will be made available to Client staff prior to finalizing the report.
11. Presentation of the final report to the City Council will be made once the review draft has been approved by Client staff and any revisions necessary have been made. DGR will furnish up to 10 copies of this report for distribution by Client staff to decision makers.

FEE ARRANGEMENT: We propose the following fee arrangement for the identified work:

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Electric System Study & Capital Improvements Plan	\$ 23,500	Lump Sum
Total – Project:	\$ 23,500	Lump Sum

All “Lump Sum” work is inclusive of personnel, subsistence, travel, computer, and other costs. No billings above the lump sum figure will be made.

Additional work beyond the Scope of Work described herein, or any follow-on work, will be billed at our standard hourly rates in effect at the time the work is done plus expenses. A copy of the current 2022 Hourly Fee Schedule A is attached as Exhibit B.

SPECIAL TERMS AND CONDITIONS:

1. Map Data: We will need up-to-date mapping information to develop an accurate system model. Included in the required data set is conductor size, conductor length, transformer location and size, switching device location and configuration, fuse type, size, and manufacture, capacitor bank size and location, recloser size and speed, normally open points, and related data.
2. Fee Arrangement: We have assumed the following trips to Madison in development of our fee:
 - One (1) trip to meet with Client staff to kickoff the project and collect data.
 - One (1) trip to meet with Client staff to review the initial results of the study.
 - One (1) trip to present the report to the City Council.
3. Electric Rate Analysis, Funding Sources: Analysis of Client's current electric rates and identifying funding sources to complete the improvements identified in the CIP is not included. If desired by Client, those items can be completed under a separate task order once the CIP is complete and the decision to move forward has been made.

City of Madison, Minnesota

(Client)

By: _____

Print: _____

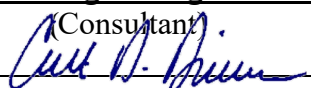
Title: _____
(Authorized signature and Title)

Address: 404 6th Ave.

City: Madison, MN 56256

Date: _____

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering

By: _____
(Consultant)


Print: Curt D. Dieren

Title: Vice President
(Authorized signature and Title)

Address: 1302 South Union Street

City: Rock Rapids, IA 51246

Date: 3-23-2022

EXHIBIT B

DGR ENGINEERING

JANUARY 2022

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$100	\$59	\$54
02	\$106	\$64	\$56
03	\$112	\$69	\$60
04	\$118	\$73	\$65
05	\$127	\$78	\$70
06	\$140	\$84	\$75
07	\$152	\$88	\$80
08	\$162	\$94	\$85
09	\$175	\$100	\$90
10	\$187	\$106	\$96
11	\$200	\$112	\$103
12	\$212	\$117	\$118
13	\$226	\$123	\$135
14	\$232	\$132	\$166
15	\$238	\$142	\$219

Reimbursable Expenses:

1. Standard vehicle mileage at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at \$0.80 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

KAMCO Inc.

23524 735th Ave
Dassel, MN 55325
320-221-5256

Quote

Date	Quote #
3/21/2022	201726

Name / Address
City of Madison 404 6th Ave Madison, MN 56256

Rep	Project

Description	Qty	Total
Crack Filling city streets highlighted yellow on the map Rout and Seal new Transverse cracks Blow and seal the others and cover with TP Material and Labor included Material * Prices may go up April 1st		23,255.00
Thank you Ken Tormanen 612-508-3904		Total \$23,255.00

City of Madison, MN Rehab Revolving Loan Fund
Administrative Services Agreement

WITNESS THIS AGREEMENT, by and between the City of Madison, Minnesota (hereinafter referred to as “the City”), and Development Services, Inc. of Ivanhoe, Minnesota (hereinafter referred to as “DSI”); in consideration of the mutual covenants and promises set forth, it is understood and agreed as follows:

Section 1
Services from DSI

Effective as of the date of the City’s acceptance of this Agreement, the City retains DSI to carry out ongoing tasks associated with administration of the City’s Rehab Revolving Loan Fund created by the City through the repayment of landowner loans derived from the implementation of Small Cities Development Grant(s) (SCDP) within the City. DSI will be responsible to the City Council for the following activities specified in this Agreement, and will have authority to carry out said activities in a manner prescribed under this Agreement:

- 1.) Retain custody of, and responsibility for, the files of past and future building rehabilitation projects.
- 2.) Retain custody of, and responsibility for, financial records pertaining to the Rehab Revolving Fund.
- 3.) Receive, log, deposit, and account for monthly loan payments (Local and Program Income) from building rehabilitation projects financed under the Small Cities Development Grant(s). Program Income will be accounted for in the City’s Rehab Revolving Fund.
- 4.) Reconcile bank balances on a monthly basis.
- 5.) Monitor late loan payments, issue appropriate late payment notices, and report to the City on the status of the loans. Decisions to initiate collection on a delinquent loan shall be made by the City Council.
- 6.) Prepare annual IRS 1098 forms to report interest paid for income tax purposes and provide the forms to the borrowers.
- 7.) Prepare rehab loan satisfaction documents as needed on a timely basis. DSI will submit the satisfaction documents to the City for signatures. Upon receipt of the signed documents from the City, DSI will send them to the property owners along with a cover letter urging them to see to the recording of the documents at their County Courthouse.
- 8.) Prepare annual reports to the State grant agency on the status of the Revolving Fund.
- 9.) Implement use of the funds that accumulate in the Revolving Fund:
 - a.) The City Council will determine the point at which they wish to use the Rehab Revolving Fund to finance additional building rehabilitation projects or other eligible activities. DSI will assist in advising the City concerning the ways in which these funds can be used and in planning for their appropriate use.
 - b.) When authorized by the City Council, DSI will administer additional building rehabilitation projects under the same guidelines and policies as established for the Small Cities Development Grant, unless modified by the City Council. DSI will review applications, verify applicants’ eligibility, conduct inspections of buildings, identify necessary repairs, prepare work write-ups suitable for bidding, prepare and monitor contracts, prepare loan documents, and undertake such other steps as may be needed.
- 10.) Furnish to the City Council, and others so designated, such periodic reports as they may request pertaining

to the services undertaken under to this Agreement, the costs and obligations incurred or to be incurred, or such other matters as the City may require.

- 11.) Prepare and submit to the Minnesota Department of Employment & Economic Development such Program Income reports as may be required.
- 12.) Provide copies of any and all reports or documents which are created, generated, or obtained by DSI in the course of providing their services, with such documents being retained by the City as a part of their permanent records.

Section 2

Limitations on Services from DSI

- 1.) DSI will not render legal, accounting, architectural, or engineering advice to the City, building owners, or any other parties.
- 2.) DSI is not responsible for preparing subordination documents and will not do so. Such documents should be prepared by the party requesting the subordination, or their agent, or the City Attorney, and submitted directly to the City.

DSI will send a copy of the note and mortgage to the party seeking the subordination, upon their request. DSI will review the project files in order to determine the status of the loan (payment history, remaining balance, timeliness of payment, etc.) and will summarize this status for the City in their consideration of granting a subordination. A copy of the note and mortgage will be forwarded to the City along with the status summary. The documents will be forwarded for the next regularly scheduled meeting of the City Council, provided that the request for subordination is made at least five working days prior to the meeting.

Section 3

Compensation & Payment

- 1.) Compensation for tasks outlined in Section 1 shall be billed in accordance with DSI's current billing schedule, which is included with this Agreement as Attachment A. This schedule is subject to periodic revision by DSI.
- 2.) All bills presented by DSI are due upon receipt and shall be paid by the City no later than the date of the next regular City Council meeting. DSI's assistance under this Service Agreement is an allowable expense for payment by Rehab Revolving Loan Fund income.

Section 4

Termination

- 1.) This Agreement may be terminated by either party, at any time, and for any reason, by giving written notice of such termination and specifying the effective date thereof. Said notice shall be given at least ten (10) days before the effective date of such termination.
- 2.) In the event of termination: All finished or unfinished documents, data, studies, and reports prepared by DSI under this Agreement shall become the property of the City; DSI shall be entitled to receive just and equitable compensation for work completed; and DSI shall have no obligation to finish work in progress.

Section 5
Acceptance

DSI will regard the written approval of this proposal (indicated below) as establishing a contract and authorizing work to proceed under the terms and conditions of this agreement.

Presented: 

For Development Services, Inc.

Title: President Date: 3/17/22

Accepted as Presented: _____
Signature of Authorized City Official

Title: _____ Date: _____



402 N. Harold, P.O. Box 48
Ivanhoe, MN 56142
Ph. 507-694-1552
Fx. 507-694-1525
www.dsi-services.com
info@dsi-services.com

Billing Rates

Effective January 1, 2012
Subject to Periodic Revision

Billing Rates

Effective January 1, 2022
Subject to Periodic Revision

Personnel Rates (Hourly Basis):

President/CEO (Vince Robinson)	\$125.00
Director of Community Development (Hunter Robinson)	\$92.00
Director of Housing & Economic Development (Lisa Graphenteen)	\$115.00
Director of Housing Services (Gretchen Tommeraasen)	\$92.00
Building Specialist (Dan Popowski)	\$90.00
Development Specialist (Jessica Foley)	\$90.00
Financial Manager (Kristie Johnson)	\$75.00
Maintenance Supervisor (Travis Sanderson)	\$75.00
Services Coordinator (Christy Lundberg)	\$65.00

Reimbursable Expenses:

Mileage	Per the IRS allowable individual reimbursement rate, currently 58.5¢/mile
Photocopies (black & white)	25¢/copy
Photocopies (color)	35¢/copy

Other Reimbursable Expenses At Cost

Municipal Service Assistance Agreement

This Agreement is made this 28th day of March, 2022, by and between the City of Madison, Minnesota (“Madison”) and the City of Bellingham, Minnesota (“Bellingham”).

WHEREAS, this Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties.

WHEREAS, the intent of this Agreement is to make certain municipal service assistance, including snow removal, public water service, equipment, personnel and other resources of the City of Madison, available to the City of Bellingham for on call coverage and in case of emergencies.

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

1. **Services Provided:** Upon the request by Bellingham, and subject the availability and approval of Madison, Madison agrees to provide certain emergency municipal services assistance to Bellingham including equipment, personnel and other resources as Madison deems necessary.

2. **Charges for Services:** No charges to Bellingham for Madison being on call. However, any direct services provided by Madison to Bellingham shall be billed out at the then current rates of Madison for employees and equipment as set forth in the Fee Schedule. Madison shall bill itemizing services provided and payment shall be made within 30 days.

3. **Duration:** This Agreement will be in force for a period of one year from the date of execution. Any party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement.

4. **Workers’ Compensation:** Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers’ compensation insurance, covering its own personnel while they are providing assistance pursuant to this Agreement. Each party waives the right to sue any other party for any workers’ compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

5. **Liability:** For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of Madison are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of Bellingham during all services that are being provided hereunder. Bellingham agrees to defend and indemnify Madison against any claims brought or actions filed against the Madison or any officer, employee, or volunteer for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request by Bellingham. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the parties are considered a single governmental unit and the total liability of the parties shall not exceed the limits on

governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

6. Failure to Provide Assistance: Madison shall not be liable to Bellingham or to any other person for failure or inability to furnish services described in this Agreement.

IN WITNESS HEREOF, the parties approve and accept this Agreement.

CITY OF MADISON

CITY OF BELLINGHAM

By:

Its;

By:

Its:

CLAIMS REPORT

Check Range: 3/21/2022- 3/21/2022

UP CK # 62561-62591

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
GENERAL ADMINISTRATION					
101-41320-201	INNOVATIVE OFFICE SOLUTIONS LL	ADMIN-PENS	22.36	62573	3/21/22
101-41320-321	FRONTIER COMMUNICATIONS	ADMIN-PHONE	155.68	62570	3/21/22
101-41320-331	LEAGUE OF MN CITIES	ADMIN-SAFETY/LOSS WORKSHOP	20.00	62575	3/21/22
101-41320-409	SHRED-N-GO, INC	ADMIN-PAPER SHREDDING	64.75	62588	3/21/22
4132 ADMINISTRATION TOTAL			262.79		
CITY HALL					
101-41940-380	MN ENERGY RESOURCES	CTY HALL-NAT GAS 3/22	938.92	62583	3/21/22
101-41940-409	MACDONALD & MACK ARCHITECTS	CTY HALL-BID DOCUMENTS-TOWER	1,062.50	62580	3/21/22
4194 CITY HALL TOTAL			2,001.42		
FIRE DEPARTMENT					
101-42200-212	LQP CO-OP OIL	FUEL EXPENSE	277.88	62578	3/21/22
101-42200-321	FRONTIER COMMUNICATIONS	FIRE-PHONE	38.92	62570	3/21/22
101-42200-324	MEDIACOM	CTY HALL-DIGITAL ADAPTER	14.74	62581	3/21/22
101-42200-380	MN ENERGY RESOURCES	FIRE-NAT GAS 3/22	487.36	62583	3/21/22
4220 FIRE DEPARTMENT TOTAL			818.90		
STREET MAINTENANCE					
101-43100-212	LQP CO-OP OIL	STR-FUEL EXPENSE	4,949.25	62576	3/21/22
101-43100-221	H&L MESABI	STR-CUTTING EDGE-VFLOW	508.60	62571	3/21/22
101-43100-321	FRONTIER COMMUNICATIONS	STR-PHONE	55.89	62570	3/21/22
101-43100-380	MN ENERGY RESOURCES	STR-NAT GAS 3/22	929.28	62583	3/21/22
4310 STREET MAINTENANCE TOTAL			6,443.02		
SWIMMING POOLS					
101-45124-321	FRONTIER COMMUNICATIONS	SK RINK-PHONE/B BAND	163.78	62570	3/21/22
4512 SWIMMING POOLS TOTAL			163.78		
PRAIRIE ARTS CENTER					
101-45180-321	FRONTIER COMMUNICATIONS	PAC-PHONE	33.74	62570	3/21/22
101-45180-380	MN ENERGY RESOURCES	PR ARTS-NAT GAS 3/22	935.58	62583	3/21/22
4518 PRAIRIE ARTS CENTER TOTAL			969.32		
LIBRARY					
101-45500-321	FRONTIER COMMUNICATIONS	LIB-PHONE	164.78	62570	3/21/22
101-45500-592	PIONEERLAND LIBRARY SYS.	LIB-DVD'S	971.61	62586	3/21/22
4550 LIBRARY TOTAL			1,136.39		
101 GENERAL TOTAL			11,795.62		

AMBULANCE

CLAIMS REPORT

Check Range: 3/21/2022- 3/21/2022

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
STATE REIMB - AMBUL. TRAI					
201-33429	CARMODY MATTHEW	AMB-EMT TRAINING	275.00	62563	3/21/22
201-33429	MAUREEN CROATT	AMB-EMT TRAINING	275.00	62564	3/21/22
201-33429	PAUL ENGESMOE	AMB-EMT TRAINING	275.00	62565	3/21/22
201-33429	NATHAN FRAGODT	AMB-EMT TRAINING	275.00	62567	3/21/22
201-33429	LUDVIGSON, KRISTIN	AMB-EMT TRAINING	275.00	62579	3/21/22
201-33429	OSTERAAS, JEREMY	AMB-EMT TRAINING	275.00	62585	3/21/22
201-33429	HEIDI SCHOLL	AMB-EMT TRAINING	275.00	62587	3/21/22
201-33429	WITTNEBEL, KELLY	AMB-EMT TRAINING	275.00	62590	3/21/22
201-33429	NICOLE WOOD	AMB-EMT TRAINING	275.00	62591	3/21/22
3342 STATE REIMB - AMBUL. TRAI TOTAL			2,475.00		
AMBULANCE					
201-44100-212	LQP CO-OP OIL	FUEL EXPENSE	190.35	62577	3/21/22
201-44100-320	EXPERT BILLING, LLC	AMB-AMBULANCE BILLING EXP 2/22	518.50	62566	3/21/22
4410 AMBULANCE TOTAL			708.85		
201 AMBULANCE TOTAL			3,183.85		
EDA					
211-46500-342	ECONOMIC DEVELOPMENT UPPER MN VALLEY RDC	EDA-WESTERN MN VISITOR GUIDE	100.00	62589	3/21/22
4650 ECONOMIC DEVELOPMENT TOTAL			100.00		
211 EDA TOTAL			100.00		
UTIL EXT PROJECT FUND					
407-46520-409	UTILITY EXPANSION BOLTON & MENK INC	PRELIM ENGINEERING-UTIL EXPANS	20,644.50	62562	3/21/22
4652 UTILITY EXPANSION TOTAL			20,644.50		
407 UTIL EXT PROJECT FUND TOTAL			20,644.50		
WATER					
601-21651	ACCURED DW ASSESSMENTS MN DEPARTMENT OF HEALTH	WT-JAN-MARCH DW ACCESS	1,931.00	62582	3/21/22
2165 ACCURED DW ASSESSMENTS TOTAL			1,931.00		
WATER PRODUCTION					
601-49400-212	LQP CO-OP OIL	WT-FUEL EXPENSE	374.55	62576	3/21/22
601-49400-216	HACH COMPANY	WT-POLY DROPPER	136.09	62572	3/21/22
601-49400-321	FRONTIER COMMUNICATIONS CORP	WT-CIRCUIT	43.43	62568	3/21/22
601-49400-321	FRONTIER COMMUNICATIONS	WT PLANT ALARM-DUE 4/6/22	65.73	62570	3/21/22
601-49400-380	MN ENERGY RESOURCES	WT-NAT GAS 3/22	1,355.63	62583	3/21/22
601-49400-409	MVTL LABORATORIES INC	WT-REGULAR TESTING	24.20	62584	3/21/22

CLAIMS REPORT

Check Range: 3/21/2022- 3/21/2022

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
		4940 WATER PRODUCTION TOTAL	1,999.63		
		601 WATER TOTAL	3,930.63		
	SEWER				
	SEWER TREATMENT				
602-49450-212	LQP CO-OP OIL	SEW-FUEL EXPENSE	409.84	62576	3/21/22
602-49450-321	FRONTIER COMMUNICATIONS	WWTP-ALARM	65.70	62570	3/21/22
602-49450-409	MVTL LABORATORIES INC	SEW-REGULAR TESTING	236.80	62584	3/21/22
		4945 SEWER TREATMENT TOTAL	712.34		
		602 SEWER TOTAL	712.34		
	ELECTRIC UTILITY				
	ELECTRICAL DISTRIBUTION				
604-49570-180	DAVID JOHNSON	ELEC-MILEAGE REIMB-TRAINING	203.70	62574	3/21/22
604-49570-212	LQP CO-OP OIL	ELEC-FUEL EXPENSE	486.00	62576	3/21/22
604-49570-321	FRONTIER COMMUNICATIONS	ELEC-PHONE	36.43	62570	3/21/22
604-49570-380	MN ENERGY RESOURCES	ELEC-NAT GAS 3/22	929.28	62583	3/21/22
		4957 ELECTRICAL DISTRIBUTION TOTAL	1,655.41		
		604 ELECTRIC UTILITY TOTAL	1,655.41		
	LIQUOR				
	OFF-SALE LIQUOR				
609-49750-251	ARCTIC GLACIER USA, INC	LIQ-ICE EXPENSE	118.95	62561	3/21/22
609-49750-321	FRONTIER COMMUNICATIONS	LIQ-PHONE	38.92	62570	3/21/22
609-49750-380	MN ENERGY RESOURCES	LIQ-NAT GAS 3/22	175.68	62583	3/21/22
		4975 OFF-SALE LIQUOR TOTAL	333.55		
		609 LIQUOR TOTAL	333.55		
		Accounts Payable Total	42,355.90		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
101	GENERAL	11,795.62
201	AMBULANCE	3,183.85
211	EDA	100.00
407	UTIL EXT PROJECT FUND	20,644.50
601	WATER	3,930.63
602	SEWER	712.34
604	ELECTRIC UTILITY	1,655.41
609	LIQUOR	333.55

	TOTAL FUNDS	42,355.90

CLAIMS REPORT
Check Range: 3/22/2022- 3/22/2022

UP CK # 62595-62596

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
101-41320-201	GENERAL ADMINISTRATION INNOVATIVE OFFICE SOLUTIONS LL ADMIN-MOISTENER/BINDER CLIP		19.80	62595	3/22/22
		4132 ADMINISTRATION TOTAL	19.80		
		101 GENERAL TOTAL	19.80		
604-22500	ELECTRIC UTILITY EA PAYABLE - ELECTRIC MN DEPT OF COMMERCE	ELEC-ENERGY ASS REFUND-A SEILA	869.24	62596	3/22/22
		2250 EA PAYABLE - ELECTRIC TOTAL	869.24		
		604 ELECTRIC UTILITY TOTAL	869.24		
		Accounts Payable Total	889.04		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND NAME		AMOUNT
101	GENERAL	19.80
604	ELECTRIC UTILITY	869.24
TOTAL FUNDS		889.04