

**CITY OF MADISON**  
**AGENDA AND NOTICE OF MEETING**  
Regular Meeting of the City Council – 5:00 PM  
**Monday April 10, 2023**  
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 27, 2023 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.	MNDOT – Notice of Landscaping - receive	Page 4
B.	Senator Dahms – March 31, 2023 – receive	Page 5
C.	Ehlers – Potential Refunding Report – receive	Page 8
D.	MEDA Minutes – March 6, 2023 – receive	Page 10
E.	Cash Investment Balance – March 2023 – receive	Page 12
F.	Liquor Store Report – March 2023 – receive	Page 13
G.	MEDA Loan Note Status – March 2023 – receive	Page 15
H.	Revenue Expense Report – March 2023 – receive	Page 16
I.	Regular Drill Meeting – March 20, 2023 – receive	Page 21
J.	Mobile 311 Report – March 2023 – receive	Page 22

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

**6. UNFINISHED AND NEW BUSINESS**

Page 25

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

Page 26

B. Engineer Update. A DISCUSSION and MOTION may be in order. (Manager, Council)

- Page 27
- C. Award TH 75 Utility Spot Repairs – Land Pride Construction. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 28
- D. Approve Purchase of Backwash Tank Pump - Dakota Pump Control. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 29
- E. Approve Contract for Administration of Renewable Energy Certificates – MRES. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 41
- F. Approve Independent Contractor Agreement – Tom Chester. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 43
- G. Award Small Cities Develop Grant Administration Proposal – Development Services, Inc. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 48
- H. Resolution 23-20 Including Additional Land in the Rural Service District. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 49
- I. Approve Fireworks Permit – July 4, 2023. A DISCUSSION and MOTION may be in order. (Manager, Council)

**7. MANAGER REPORT** (Manager)

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

**9. AUDITING CLAIM**

Page 50

A copy of the Schedule Payment Report of bills submitted March 27, 2023 through April 10, 2023 is attached for approval for Check No. 64263 through Check No. 64284 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 27, 2023**

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 27, at 5:02 p.m. in Council Chambers at City Hall. Councilmembers present were: Mayor Greg Thole, Tim Volk, Paul Zahrbock (arrived at 5:03 p.m.), Adam Conroy, and Maynard Meyer. Also present were: City Manager Val Halvorson and City Clerk Christine Enderson.

**AGENDA**

Upon motion by Meyer, 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 Conroy, seconded by Meyer and carried, the March 13, 2023, regular meeting minutes were approved as presented.

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

None

**CONSENT AGENDA**

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

(Councilmember Paul Zahrbock arrived at 5:03 p.m.)

**CITY COUNCIL CHECKLIST**

Council reviewed the City Council Checklist.

Councilmember Adam Conroy suggested adding to the checklist pothole repair in alleyways that came from the fiber project.

**PUBLIC HEARING - SMALL CITIES DEVELOPMENT PROGRAM**

Mayor Greg Thole opened the public hearing at 5:03 p.m. in regard to the Owner-Occupied and Multi-Family Rental Rehabilitation Project through the Small Cities Development Program. There was no one from the public in attendance.

Vince Robinson of Development Services (DSI) reviewed the proposed activities, location, overall cost, and proposed financing with the Small Cities Development grant. He also reviewed the implementation schedule, past performance of the proposed staff to carry out the project, and compliance with historic requirements.

Upon motion by Zahrbock, seconded by Volk and carried, Mayor Greg Thole closed the public hearing at 5:21 p.m.

Upon motion by Meyer, seconded by Zahrbock and carried, Council approved the Conflict of Interest signed by Mayor Greg Thole to abstain from voting. Mayor Greg Thole abstained.

Upon motion by Meyer, seconded by Zahrbock and carried, Council approved for DSI to move forward with the final application. Mayor Greg Thole abstained.

Upon motion by Volk, seconded by Meyer and carried, Council authorized Mayor Greg Thole to sign the grant application forms. Mayor Greg Thole abstained.

Upon motion by Conroy, seconded by Zahrbock and carried, **RESOLUTION 23-19** titled “Local Government Application Resolution” was adopted. Mayor Greg Thole abstained. A complete copy of Resolution 23-19 is contained in City Clerk’s Book #10.

Upon motion by Conroy, seconded by Zahrbock and carried, Council approved the request for Proposal for Administrative Services. Mayor Greg Thole abstained.

**MADISON AMBULANCE SERVICE ANNUAL REPORT**

Scott Schake and Kristin Ludvigson approached Council to present their annual report for 2022. They noted 286 runs divided between emergency runs, transfers, stand-bys, and mental health transports. Of that total, 235 were in Madison. There are currently 17 members on the ambulance squad. Other updates included the most recent change in the scheduling process and a demonstration was provided on the new motorized stair chair.

**CITY HALL WINDOW REHABILITATION**

Upon motion by Conroy, seconded by Meyer and carried, Council approved the City Hall Window Rehabilitation bid from Old World Windows in the amount of \$277,500. This was the only bid received for the City Hall Window Rehabilitation Project. The bid is more than MacDonald & Mack Architects’ estimated cost of the project at about \$259,700, but it is within the contingency amount of \$293,000.

**DNR OUTDOOR RECREATION GRANT**

Upon motion by Conroy, seconded by Volk and carried, Council approved the grant application submission for the Department of Natural Resources outdoor recreation grant and the use of local funds to meet the required grant match. The application seeks funding to redevelop the basketball and tennis courts with ADA improvements at Slen Park. The project total is \$717,658. The City will receive reimbursement of 50% of the construction cost up to the maximum dollar amount stated in the grant agreement. The maximum dollar amount in the grant agreement will be the lower of 50% of the estimate or \$350,000.

**ELECTRIC DEPARTMENT – DIGGER DERICK TRUCK**

Line Supervisor David Johnson presented to Council and expressed the concerns of the current digger derick truck. He informed Council that he sought quotes for new models after exhausting the used truck route. He received two quotes and recommended the 2023 Versalift truck because it is already built and can be delivered this Spring. The electric department has funding in reserves to purchase the truck. After further discussion, upon motion by Volk, second by Meyer and carried, Council authorized the purchase of the new 2023 Versalift digger derick, in the amount of \$345,000.

**SOFTWARE AGREEMENT – GWORKS**

Upon motion by Conroy, seconded by Volk and carried, Council approved execution of an Agreement between the City of Madison and gWorks Software for the extraction of data in the amount of \$15,500. The extraction of data is part of the accounting software conversion process to Tyler Technologies.

**APPROVAL OF TOWNSHIP FIRE SERVICE CONTRACTS**

Upon motion by Conroy, seconded by Meyer and carried, council approved the township fire contracts at an increased rate of \$350 per section for the period of June 1, 2023 through May 31, 2026.

**SNOW GATES**

Council was presented a memo from the Streets and Parks Supervisor Todd Erp regarding a recent public request to utilize snow gates on the City’s snow removal equipment. The memo stated that the City of Madison supports evaluating ways to improve services, but determined that adding the snow gates is simply not feasible for the City of Madison’s current equipment and staffing levels.

**CITY MANAGER’S REPORT**

**Legislative Updates:** City Manager Halvorson provided updates regarding the small cities street funding, local government aid, family medical leave insurance, and the bonding bill.

**USDA Fire Truck:** The interest rate did not change for the 2nd quarter and remains at 3.75%.

**Fire Department:** Council was updated on the action taken by the Emergency Operations Center, the fire department, and city employees the night of the fire at Midwest Machinery and thereafter.

**Water Department:** Due to the ladder truck’s pressure that hosed 700 gallons of water each minute, it did result in a water main break at the Wastewater Treatment Plant the night of the fire at Midwest Machinery. The main break was repaired later in the week.

**Library:** Head Librarian Deb Lanthier is retiring.

**Eastview Bids:** No bids were received.

**Water/Wastewater Operator:** Two applications were received for the open position and will be scheduled for interviews next week.

**MAYOR/COUNCIL REPORTS**

Councilmember Meyer mentioned the public access channel was not working for a short time due to a bad piece of equipment. The channel is back up and running.

**DISBURSEMENTS**

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between March 14 and March 27, 2023. These disbursements include United Prairie Check Nos. 64220-64261. Debit card and ACH purchases made between March 14 and March 27, 2023, were also approved as listed within the Claims Report.

There being no further business, upon motion by Conroy, seconded by Meyer and carried, meeting adjourned at 6:16 p.m.

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

**ATTEST:**

\_\_\_\_\_  
Christine Enderson – City Clerk

March 30, 2023

RE: **S.P. 3703-31 (T.H. 75)**

Location: TH 75 from TH 40 to 8th Street in the City of Madison

Dear Project Utility Owner:

A contract for the above-referenced project on Trunk Highway 75 is scheduled for a letting on or after 7/28/23. Construction is scheduled to begin in the fall of 2023 and end in summer of 2024.

A copy of the project plan is enclosed. This plan supersedes any plans or layouts you may have already received. We do not anticipate this project affecting your facilities and are sending you this plan for **informational purposes** and to alert you of the proposed construction. After your review, if you believe that there is a conflict between the proposed construction and your facilities, please notify this office immediately so that we can address your concerns before construction begins.

Shanna Kent, Resident Engineer, will supervise this project. You can reach her by telephone at 320/234-8474 or email at [Shanna.Kent@state.mn.us](mailto:Shanna.Kent@state.mn.us). If you have any questions about this project, please contact the Resident Engineer or myself at [tyler.baumchen@state.mn.us](mailto:tyler.baumchen@state.mn.us)

Thank you for your assistance.

Sincerely,

Tyler Baumchen, PE  
Utility Engineer | Detail Design  
MnDOT District 8  
2505 Transportation Road  
Willmar, MN 56201  
320-214-6360

Enclosure: Plan



# GARY DAHMS

## R

SERVING SENATE DISTRICT 15

E-Newsletter

March 31, 2023

### REPUBLICANS PROPOSE A PATH FORWARD TO INVEST IN MINNESOTANS

This week, Minnesota Senate Republicans introduced alternate budget targets that serve as a path forward to invest in Minnesotans. The proposal shifts a cash bonding target to a general obligation bond target, freeing up \$1.9 billion to invest in other areas. This shift delivers permanent tax relief, a strong bonding bill, and support to Minnesotans struggling to find long-term care.



Click the picture to hear more of my comments.

“Senate Republicans heard loud and clear that Minnesotans want to see strong investments in local infrastructure projects, but at the same time, they need meaningful tax relief,” said Senator Gary Dahms (R – Redwood Falls). “That is why Senate Republicans introduced a path forward to balance both needs. From additional funding for long-term care facilities to fully eliminating the tax on Social Security income, this would be a bipartisan win that delivers for all Minnesotans.”

Throughout this session, Senate Republican leaders made clear that there must be movement on tax relief before a bonding bill is passed. Senate Democrats still moved forward with their bonding bill to the Senate floor where it failed to pass. Democrat budget targets were then released, amounting to massive spending higher than the \$17.5 billion surplus and no plan for tax relief.

The Senate Republicans’ alternative proposal allows for investment in several key priorities:

- ★ A \$200 million increase in bonding funding to be used on local roads and bridges.
- ★ An increase to the tax target to provide a full elimination of the tax on social security and ensure no new taxes.
- ★ A \$1.53 billion increase in fiscal years 2024 – 2025 and a \$1.82 billion increase in fiscal years 2026 – 2027 in the human services budget to provide additional support to long-term care facilities.
- ★ An \$80 million increase in the agriculture budget which was short-changed in the single-party control agreement.

To hear more of Senator Dahms’ comments, click [here](#) or click the picture above.

### REMINDER: MnDOT TO HOST HIGHWAY 14 OPEN HOUSE

FOLLOW ME  
ONLINE

WEBSITE

facebook

twitter

The Minnesota Department of Transportation (MnDOT) invites the public to attend an in-person open house on Tuesday, April 4 from 6:00 – 8:00 p.m. at the Courtland Community Center (300 Railroad Street) to learn more about the second, and final, year of construction on the 2022 – 2023 Highway 14 New Ulm to Nicollet four-lane expansion project.

Attendees are welcome to arrive anytime. There will be a brief presentation at 6:30 p.m. to provide an overview of the construction work that occurred last year and to learn about what’s planned for construction in 2023. Staff from MnDOT and the prime contractor, Hoffman Construction, will be available to provide more information about the project and answer questions. Those unable to attend the open house can visit the [project website](#) for more information and staff contacts.

## DAHMS AND SWEDZINSKI HOST INFORMATIONAL COMMUNITY MEETING



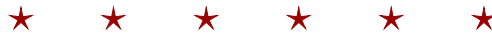
State Senator Gary Dahms (R – Redwood Falls) and State Representative Chris Swedzinski (R – Ghent) invite area residents to attend an informational meeting regarding the possible transfer of lands from the Upper Sioux Agency State Park to the Upper Sioux Community. The meeting will take place on Wednesday, April 5 at 7:00 p.m. in the cafeteria of the Minnesota West Community and Technical College Granite Falls Campus (1593 – 11<sup>th</sup> Avenue). Folks should use the door to the AG Bush Student Center on 11<sup>th</sup> Avenue.

“The purpose of this community meeting is to give the public an opportunity to ask questions about this possible land transfer,” said Senator Dahms. Representative Swedzinski added, “We look forward to providing information from the various parties involved.”

The form of the meeting will comprise a panel of speakers who will be available to answer questions. Senator Dahms and Representative Swedzinski will host and moderate the discussion. The following attendees have confirmed their attendance on the panel:

- ★ Scott Roemhildt, Region 4 Director, Minnesota Department of Natural Resources
- ★ Ben Leonard, Senior Director for Historic Sites and Facilities Operations, Minnesota Historical Society
- ★ David Kelliher, Director of Government Relations, Minnesota Historical Society
- ★ Kevin Jensvold, Tribal Chairman, Upper Sioux Community
- ★ Dave Smiglewski, Mayor, Granite Falls
- ★ John Berends, Commissioner, Yellow Medicine County

For more information, please contact Senator Dahms’s Assistant, Wendy Haavisto, at (651) 296-3218.



## COMMITTEE PASSES OMNIBUS AGRICULTURE BILL

On Wednesday, the Senate Agriculture, Broadband, and Rural Development Committee approved the agriculture omnibus bill which covers a variety of areas. Some key aspects include establishing a licensure for veterinary technicians, appropriating grant funding for Minnesota Dairy Farmers, and removing the duty of the Minnesota Department of Agriculture to review the release of genetically engineered crops or agricultural organisms.

Senator Dahms offered an amendment to reinstate \$450,000 for the first and second years of the biennium for wild rice plant breeding research. Senator Dahms argued that the bill’s language created more unnecessary steps in the funding approval process for wild rice research in the state. The amendment failed on a party line vote.



Click the picture to hear more of my comments.

The Senate Democrat majority set the agriculture budget target at \$48 million. A second amendment offered by Senator Dahms increased that biennium spending target to \$80 million. Under Senator Dahms’s amendment, funding would be increased for green fertilizer, soil health initiatives, biofuel infrastructure, bio incentives, Second Harvest Heartland, and more. Committee Democrats did not support the amendment, and it failed on a party line vote.

Another amendment presented by Senator Dahms required the Commissioner of Agriculture in consultation with the Commissioners of Commerce and Employment and Economic Development to prepare a report to outline the claims filed under the Minnesota bio incentive program and provide options for funding to pay current and future claims under current Minnesota law. This amendment addressed the difference between the number of claims filed versus the amount of funding available to ensure longevity of the program. The amendment was adopted unanimously.

The omnibus bill was passed as amended and re-referred to the Finance Committee. For further details on the bill and to follow its progress, please visit the [Senate website](#) using the bill search to view the full bill text.



THANK YOU FOR VISITING US AT THE CAPITOL



Tyler Berg, Chelsey Busse, Lucas Kliestrus, and April Larson  
New Ulm



Joe Stevens, Maple Plain  
and Diana Lee Schaefer, New Ulm

Employee Ownership Network



Madelynn Schumacher,  
Walnut Grove



Julie Anderson, Sleepy Eye

Not Pictured:

- ★ Tim and Donna Swenson, Marshall
- ★ Ducks Unlimited
- ★ Mankato Rehabilitation Center, Inc. (MRCI)



Former State Senator  
Rod Skoe (DFL – Clearbrook)



Jamie Leonard, Tracy; Donna Porter, Marshall;  
and Jennifer Swanson, Tracy

American Federation of State, County, and  
Municipal Employees (AFSCME)



Scott Kubesh, Montevideo; Thomas Hayes, Lafayette;  
Jerrad Perkins, Dawson; Mike Heidemann, Morgan;  
David Larson, Cooperative Network; and Gary Eekhoff, Renville

Rural Electric Co-ops

March 27, 2023

Val Halvorson, City Manager  
City of Madison, Minnesota  
404 6th Ave N  
Madison, MN 56256-1237

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers

A handwritten signature in black ink, appearing to read 'Todd Hagen'.

Todd Hagen  
Senior Municipal Advisor/ Vice President

A handwritten signature in black ink, appearing to read 'Rebecca Kurtz'.

Rebecca Kurtz  
Senior Municipal Advisor/ Vice President

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Last Maturity	Call Date	Callable Amount	Callable Rates		Status
					Low	High	
\$1,074,997	Clean Water State Revolving Fund Loan (MN PFA), 2015	08/20/2045	-	-	-	-	These bonds are not callable.
\$6,710,000	General Obligation Refunding Bonds, Series 2015A	01/01/2045	01/01/2023	\$5,510,000	3.000%	4.000%	As of March 27, 2023, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,485,000	General Obligation Refunding and Water Revenue Bonds, Series 2016A	02/01/2032	02/01/2025	\$530,000	2.250%	3.000%	As of March 27, 2023, we estimate that this refunding would not generate sufficient savings to be considered.
\$6,395,000	General Obligation Water and Sewer Improvement Refunding Bonds, Series 2021A	01/01/2047	01/01/2030	\$4,545,000	1.050%	2.000%	As of March 27, 2023, we estimate that this refunding would not generate sufficient savings to be considered.

**CITY OF MADISON  
MINUTES OF THE  
MADISON ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Monday, March 6, 2023 - 5:00 p.m.**

Pursuant to due call and notice thereof, the regular meeting of the Madison Economic Development Authority was conducted at 5:00 p.m. on Monday, March 6, 2023 at the Madison Municipal Building.

Members in attendance: Commissioners Jim Connor, Maynard Meyer, Ryan Young, Greg Thole, Matt Monson and John Maatz. Member Absent: Karin Moen  
Also in attendance were City Manager Val Halvorson and EDA Recording Secretary Sue Volk.

President Connor called the meeting to order at 5:00 p.m.

**APPROVAL OF AGENDA**

Upon motion by Meyer, seconded by Young and carried, the agenda was approved with CIP Program and Madison Mercantile agenda items added. All agenda items are hereby placed on the table for discussion.

**APPROVAL OF MINUTES**

Upon motion by Meyer, seconded by Monson and carried to approve the January 30, 2023 regular meeting minutes of the Madison Economic Development Authority.

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

No one present.

**CONSENT AGENDA**

The Commissioners reviewed the MEDA Consent agenda items: Eastview Rent Roll –January and February 2023, Revenue/Expense Reports – January 2023, SCDP and MEDA Loan Note Status and LQP County Dilapidated Building report dated January 2023. Upon motion by Thole, seconded by Monson and carried the consent agenda was approved.

**REQUEST FOR PROPOSAL – 308 6<sup>th</sup> Avenue**

Commissioners reviewed a document for seeking proposals for rehabilitation of main street commercial property – 308 6<sup>th</sup> Avenue. Items were identified to be included in the proposals that are due Friday, March 31, 2023 by 4:30 pm. Evaluating considerations of the proposals were also reviewed.

**EASTVIEW TOWNHOMES UPDATE**

Advertisement for Bids document was presented for review. MEDA is receiving bids to rehabilitate the Eastview Apartments – 22 units. A walk-through of the building is scheduled for March 7, 2023. Sealed bids must be received by noon, March 22, 2023. Bid documents, including specifications and bid proposal forms are being handled by Development Services Inc (DSI).

Project timeline was presented by City Manager Halvorson with target date of May 22, 2023 set as final approval date of MEDA and Madison City Council.

**COMMUNITY MEETING**

City Manager Halvorson provided a review of the strategic planning meeting held on February 6, 2023. Committees/task force will be assigned to develop a written comprehensive plan for general and specific items that were identified at the meeting.

**COMMERCIAL IMPROVEMENT PROGRAM**

Upon motion by Young, seconded by Monson and carried to approve participating in CIP program. MEDA continues support of the beautification and rehabilitation of businesses in the City of Madison by 1/3 owner investment, 1/3 loan and 1/3 forgivable loan. Applications will be due by April 14, 2023.

**MADISON MERCANTILE UPDATE**

Kris Shelstad shared work in progress information of the Art and Innovation Center (Madison Mercantile). Kris shared her mission and vision of the welcoming center with multi-functional space responsive to community needs.

**DIRECTOR UPDATE**

Next meeting Monday, April 3, 2023 at 5:00 p.m.

**OTHER**

Upon motion by Thole seconded Meyer and carried, the meeting adjourned at 6:30 p.m.

---

Jim Connor, EDA President

ATTEST:

---

Sue Volk, EDA Recording Secretary

# Cash and Investment Balances

Date: MARCH 31, 2023

Fund	Acct No.	Cash Balance	Acct No.	Ehlers Investments Balance	Total by Fund
General Fund	101-10100	\$586,045.02	101-10113	\$151,000.00	\$737,045.02
Ambulance Fund	201-10100	-\$41,036.98	201-10113	\$200,000.00	\$158,963.02
EDA Fund	211-10100	\$100,335.73	211-10113	\$0.00	\$100,335.73
Sewer Sys replace	225-10100	\$112,326.56	225-10113	\$0.00	\$112,326.56
Inf. Replace. DS	350-10100	\$37,495.38	350-10113	\$0.00	\$37,495.38
2015 GO Refunding	351-10100	\$62,041.90	351-10113	\$0.00	\$62,041.90
2016 GO Ref/Wt Rev	353-10100	-\$105,530.47	353-10113	\$0.00	-\$105,530.47
FTTP Proj Fund	406-10100	\$0.00	406-10100	\$0.00	\$0.00
Util Ext Proj Fund	407-10100	-\$161,794.00	407-10100	\$0.00	-\$161,794.00
Cult & Rec Capital	420-10100	\$200,566.09	420-10113	\$0.00	\$200,566.09
Bldg & Equip Capital	425-10100	\$264,191.05	425-10113	\$0.00	\$264,191.05
Streets Capital	430-10100	\$88,500.78	430-10113	\$0.00	\$88,500.78
Water Fund	601-10100	-\$34,948.72	601-10113	\$99,000.00	\$64,051.28
Sewer Fund	602-10100	-\$128,212.99	602-10113	\$400,000.00	\$271,787.01
Sanitation Fund	603-10100	\$130,182.77	603-10113	\$0.00	\$130,182.77
Electric Fund	604-10100	\$781,388.58	604-10113	\$2,000,000.00	\$2,781,388.58
Storm Sewer Fund	605-10100	\$167,267.17	605-10113	\$0.00	\$167,267.17
Liquor Fund	609-10100	\$123,374.98	609-10113	\$0.00	\$123,374.98
Eastview Fund	614-10100	\$58,297.15	614-10113	\$100,000.00	\$158,297.15
Reserve Fund	851-10100	-\$84,786.06	851-10113	\$413,245.00	\$328,458.94
		\$2,155,703.94		\$3,363,245.00	\$5,518,948.94
(GT Cash Balance)		\$0.00			
United Prairie Checking		\$441,185.86			
Old National Checking		\$14,518.08			
		\$455,703.94			
<i>Ehlers Laddered Invested Maturities</i>		<u>\$1,700,000.00</u>		<i>\$1,700,000.00</i>	
		\$2,155,703.94			
SCDP Rev Loan	202-10103	\$104,152.23			\$104,152.23
EDA Rev Loan Fund	212-10105	\$41,837.59			\$41,837.59
		<b>\$2,301,693.76</b>		<b>\$5,063,245.00</b>	<b>\$0.00</b>
<b>Grand Total Cash and Investments</b>					<b>\$5,664,938.76</b>

# Memo

**To:** City Administrator & City Council  
**From:** Dale Hiepler, Liquor Store Manager  
**Date:** 4/7/2023  
**Re:** March Sales

---

Sales for March were \$39,670 compared to \$36,071 last year; a \$3,599 increase. For the year, we show sales of \$107,383 compared to \$99,556 last year; a \$7,827 increase.

A big factor in the sales increase was due to a number of winter storm or blizzard warnings. These warnings always seem to deliver excellent sales days.

Liquor showed a \$1,785 increase, with beer a \$1,824 increase.

**CITY OF MADISON  
MUNICIPAL LIQUOR STORE**

**LIQUOR DISPENSARY REPORT**  
Statement for the month of March 2023

SALES	2022	2023	% of Sales	2022 YTD	2023 YTD	% of Sales
Liquor	15213.28	16998.10	42.85%	42,215.39	47,000.70	43.77%
Beer	20227.87	22051.45	55.59%	55,393.03	58,718.73	54.68%
Mix, Ice, Etc.	630.83	620.58	1.56%	1,948.50	1,663.96	1.55%
<b>TOTAL SALES</b>	<b>36071.98</b>	<b>39,670.13</b>	<b>100.00%</b>	<b>99,556.92</b>	<b>107,383.39</b>	<b>100.00%</b>
<b>COST OF SALES</b>						
Inventory at 1st of month	42189.37	42446.87	107.00%	115,281.54	123,371.78	114.89%
Purchases	23418.99	26233.45	66.13%	76,058.92	76,429.64	71.17%
Freight	114.05	161.61	0.41%	528.60	590.53	0.55%
Inventory at end of month	41301.68	41865.93	105.54%	124,278.56	127,204.38	118.46%
<b>TOTAL COST OF SALES</b>	<b>24420.73</b>	<b>26,976.00</b>	<b>68.00%</b>	<b>67,590.50</b>	<b>73,187.57</b>	<b>68.16%</b>
<b>GROSS PROFIT</b>	<b>11651.25</b>	<b>12,694.13</b>	<b>32.00%</b>	<b>31,966.42</b>	<b>34,195.82</b>	<b>31.84%</b>
<b>OPERATING EXPENSE</b>						
Labor	4342.80	4192.76	10.57%	13,115.36	12,837.04	11.95%
PERA	172.49	182.61	0.46%	528.05	1,265.10	1.18%
FICA	332.08	320.62	0.81%	1,002.92	981.65	0.91%
Mandatory Medicare	0.00	0.00	0.00%	0.00	0.00	0.00%
* Worker's Compensation	184.69	209.22	0.53%	554.07	627.66	0.58%
City Health Insurance	309.97	8.07	0.02%	929.91	24.21	0.02%
General Supplies	0.00	458.92	1.16%	0.00	661.88	0.62%
* Audit Service	83.33	83.33	0.21%	249.99	249.99	0.23%
Dues & Subscriptions	0.00	0.00	0.00%	391.00	391.00	0.36%
Licenses & Taxes	0.00	0.00	0.00%	0.00	0.00	0.00%
Telephone & Internet	110.87	115.77	0.29%	260.66	400.77	0.37%
Advertising	0.00	0.00	0.00%	0.00	587.50	0.55%
Utilities	559.00	603.25	1.52%	1,399.09	1,831.43	1.71%
* Property Insurance	94.67	94.67	0.24%	284.01	284.01	0.26%
Training	0.00	0.00	0.00%	0.00	0.00	0.00%
Building Maint.	0.00	0.00	0.00%	205.98	0.00	0.00%
Equipment Maint.	0.00	0.00	0.00%	0.00	0.00	0.00%
Contractual Services	487.08	518.25	1.31%	1,010.38	2,070.85	1.93%
Travel	0.00	0.00	0.00%	0.00	0.00	0.00%
* Dram Shop Insurance	42.58	42.56	0.11%	127.74	127.68	0.12%
Miscellaneous	0.00	0.00	0.00%	0.00	0.00	0.00%
Depreciation	464.63	369.27	0.93%	1,393.89	1,107.81	1.03%
<b>TOTAL OPERATING EXPENSE</b>	<b>7184.19</b>	<b>7199.30</b>	<b>18.15%</b>	<b>21,453.05</b>	<b>23,448.58</b>	<b>21.84%</b>
<b>Operating Income</b>	<b>4467.06</b>	<b>5,494.83</b>	<b>13.85%</b>	<b>10,513.37</b>	<b>10,747.24</b>	<b>10.01%</b>
<b>Nonoperating Revenues:</b>						
Interest Income	0	0.00	0.00%	0.00	0.00	0.00%
<b>NET INCOME</b>	<b>4467.06</b>	<b>5,494.83</b>	<b>13.85%</b>	<b>10,513.37</b>	<b>10,747.24</b>	<b>10.01%</b>

\* Standard values per month



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

March 31, 2023

**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			\$411.54
LqP Ag Society/Fair Board	-10 year no interest loan	12/31/27	\$85,000.00	\$3000/year			\$15,000.00
Lien Lumber/Chyde Strand		08/01/27	\$15,500.00	\$163.72			\$14,627.00
Torchwood Communications, LLC		07/01/25	\$2,000.00	\$46.00			\$1,221.18
MD Lawncare		02/01/26	\$2,000.00	\$50.00			\$1,614.59
Bella Calluna		02/01/26	\$2,000.00	\$50.00			\$1,614.59
Rural Solutions		03/01/26	\$2,000.00	\$50.00			\$1,662.03
Madison Chiropractic		03/01/26	\$2,000.00	\$50.00			\$1,658.92
LqP Ag Society/Fair Board	-5 year no interest loan	12/31/26	\$50,000.00	\$10000/year			\$40,000.00
The Sticks Bar & Grill		04/01/30	\$20,000.00	\$281.50 Starting May 1, 2023			\$20,000.00
<b>TOTAL MEDA LOANS (REVOLVING LOAN FUND)</b>				<b>\$409.72</b>		<b>\$0.00</b>	<b>\$97,809.85</b>

**FUND BALANCE AVAILABILITY**

	MEDA LOANS (RLF)	TOTALS
<b>Fund Balance</b>	\$139,647.44	\$139,647.44
<b>Less Loans Outstanding</b>	\$97,809.85	\$97,809.85
<b>Less Payments Outstanding</b>	\$0.00	\$0.00
<b>Bank Acct Available as of</b>	<b>\$41,837.59</b>	<b>\$41,837.59</b>
March 31, 2023		
		<b>MEDA Balance: \$41,837.59</b>

**MEDA FUND BALANCE INCOME**

January 2023 Int <b>\$99.46</b>	April 2023 Int	July 2023 Int	Oct 2023 Int
February 2023 Int <b>\$99.04</b>	May 2023 Int	Aug 2023 Int	Nov 2023 Int
March 2023 Int <b>\$88.56</b>	June 2023 Int	Sept 2023 Int	Dec 2023 Int

**2023 YTD Interest \$287.06**

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 3/2023**

**PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL REVENUE	38,759.57	550,428.31	1,886,180.00	1,335,751.69
	TOTAL EXPENSES	112,978.77	600,153.79	1,886,180.00	1,286,026.21
	GENERAL TOTAL	74,219.20-	49,725.48-	.00	49,725.48
	TOTAL REVENUE	11,652.03	38,228.09	137,500.00	99,271.91
	TOTAL EXPENSES	20,727.41	29,945.60	135,800.00	105,854.40
	AMBULANCE TOTAL	9,075.38-	8,282.49	1,700.00	6,582.49-
	TOTAL REVENUE	19,444.50	21,726.32	18,500.00	3,226.32-
	TOTAL EXPENSES	27.50	384.45	.00	384.45-
	SCDP GRANT REVOLVING LOAN TOTA	19,417.00	21,341.87	18,500.00	2,841.87-
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00
	SCDP GRANT 2017 ADMIN TOTAL	.00	.00	.00	.00
	TOTAL REVENUE	.00	23,378.37	100,948.00	77,569.63
	TOTAL EXPENSES	3,929.47	27,843.70	91,858.00	64,014.30
	EDA TOTAL	3,929.47-	4,465.33-	9,090.00	13,555.33
	TOTAL REVENUE	88.56	287.06	.00	287.06-
	TOTAL EXPENSES	.00	.00	.00	.00
	EDA REVOLVING LOAN FUND TOTAL	88.56	287.06	.00	287.06-
	TOTAL EXPENSES	.00	.00	.00	.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 3/2023**

**PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	EDA DOWNPAYMENT LOAN TOTAL	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	16,000.00	16,000.00
	TOTAL EXPENSES	.00	.00	.00	.00
	SEWR SYSTEM REPLACEMENT TOTAL	----- .00	----- .00	----- 16,000.00	----- 16,000.00
	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	3,144.86	338,872.00	335,727.14
	TOTAL EXPENSES	.00	.00	314,423.00	314,423.00
	INFRA. REPLACE. DEBT SERV TOTA	----- .00	----- 3,144.86	----- 24,449.00	----- 21,304.14
	TOTAL REVENUE	.00	6,961.40	401,546.00	394,584.60
	TOTAL EXPENSES	.00	.00	379,291.00	379,291.00
	2015 GO REFUNDING DS TOTAL	----- .00	----- 6,961.40	----- 22,255.00	----- 15,293.60
	TOTAL REVENUE	.00	.00	147,610.00	147,610.00
	TOTAL EXPENSES	.00	130,906.25	141,085.00	10,178.75
	2016 GO REF/WT REV DS TOTAL	----- .00	----- 130,906.25-	----- 6,525.00	----- 137,431.25
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00
	FTTP PROJECT FUND TOTAL	----- .00	----- .00	----- .00	----- .00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 3/2023**

**PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	47,462.00	84,543.00	100,000.00	15,457.00
	UTIL EXT PROJECT FUND TOTAL	47,462.00-	84,543.00-	100,000.00-	15,457.00-
	TOTAL EXPENSES	.00	.00	.00	.00
	2009 GO TEMP IMPROVE PROJ TOTA	.00	.00	.00	.00
	TOTAL REVENUE	.00	19,430.00	32,500.00	13,070.00
	TOTAL EXPENSES	418.37	11,533.37	37,500.00	25,966.63
	CULTURE & REC CAP. FUND TOTAL	418.37-	7,896.63	5,000.00-	12,896.63-
	TOTAL REVENUE	.00	.00	129,100.00	129,100.00
	TOTAL EXPENSES	10,400.71	12,310.71	75,000.00	62,689.29
	BLDG & EQUIP CAP. FUND TOTAL	10,400.71-	12,310.71-	54,100.00	66,410.71
	TOTAL REVENUE	.00	.00	90,000.00	90,000.00
	TOTAL EXPENSES	.00	.00	65,000.00	65,000.00
	STREETS CAPITAL FUND TOTAL	.00	.00	25,000.00	25,000.00
	TOTAL REVENUE	48,584.23	158,931.98	688,865.00	529,933.02
	TOTAL EXPENSES	35,603.58	115,645.23	873,904.00	758,258.77
	WATER TOTAL	12,980.65	43,286.75	185,039.00-	228,325.75-
	TOTAL REVENUE	41,299.02	127,752.66	527,300.00	399,547.34
	TOTAL EXPENSES	41,388.44	166,572.21	758,266.00	591,693.79

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 3/2023**

**PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	SEWER TOTAL	89.42-	38,819.55-	230,966.00-	192,146.45-
	TOTAL REVENUE	24,048.25	72,572.03	288,950.00	216,377.97
	TOTAL EXPENSES	17,468.58	68,781.01	287,519.00	218,737.99
	-----				
	SANITATION TOTAL	6,579.67	3,791.02	1,431.00	2,360.02-
	TOTAL REVENUE	120,957.37	409,838.01	1,555,346.98	1,145,508.97
	TOTAL EXPENSES	166,792.95	405,262.62	1,630,360.00	1,225,097.38
	-----				
	ELECTRIC UTILITY TOTAL	45,835.58-	4,575.39	75,013.02-	79,588.41-
	TOTAL REVENUE	13,252.37	39,827.80	159,750.00	119,922.20
	TOTAL EXPENSES	9,224.78	27,669.84	247,454.00	219,784.16
	-----				
	STORM SEWER TOTAL	4,027.59	12,157.96	87,704.00-	99,861.96-
	TOTAL REVENUE	39,670.13	107,383.39	466,000.00	358,616.61
	TOTAL EXPENSES	33,578.23	110,563.74	464,822.00	354,258.26
	-----				
	LIQUOR TOTAL	6,091.90	3,180.35-	1,178.00	4,358.35
	TOTAL REVENUE	15,390.00	46,170.00	185,000.00	138,830.00
	TOTAL EXPENSES	4,779.34	95,411.02	226,542.00	131,130.98
	-----				
	EASTVIEW APARTMENTS TOTAL	10,610.66	49,241.02-	41,542.00-	7,699.02
	TOTAL REVENUE	.00	395.00	160,000.00	159,605.00
	TOTAL EXPENSES	.00	.00	22,000.00	22,000.00
	-----				
	RESERVE TOTAL	.00	395.00	138,000.00	137,605.00

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2023, FISCAL 3/2023**

**PCT OF FISCAL YTD 25.0%**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT TITLE</b>	<b>MTD BALANCE</b>	<b>YTD BALANCE</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>
	REVENUE & EXPENSE FUND SUMMARY	131,634.10-	261,071.26-	407,036.02-	145,964.76-

## Regular Drill Meeting

3/20/2023

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: - Bloodborne/RTK/Confined Spaces/HazMat training was held tonight, put on by MinnWest

- Next month will do radio and some hands on training
- For May's meeting, Ridgewater will provide auto extrication training. There will also be discussion on how to handle electric cars

Emergency calls since our last meeting:

1. March 5 – possible gas leak, 2<sup>nd</sup> Avenue & 4<sup>th</sup> Street, couldn't find any issues.

Helmet tags vs. board – with tags only \$6 each the MFD decided to go back to the tag system for better accountability at the emergency scene.

The rear light on the 4X4 needs to be fixed – appears that a whole new fixture may be needed.

Gambling committee update – the permit has been sent for and working with Adam Conroy to get the tickets printed.

Bylaws/SOP committee met – according to Bylaws anyone missing more than 3 meetings a calendar year is in violation. Proposed ways of discipline is to issue a written warning the first year and other more serious actions will be taken if needed for future occurrences.

The annual dodgeball event is scheduled for March 22 in Dawson and they need more teams. If we can get a team together MFD will pay for the entry fee.

On March 27 a Puris tour is scheduled to start at 6:30. Please let Brian Tebben know if you plan to attend ASAP.

On March 29 Pipeline training is scheduled to be held at the VFW. You need to RSVP if planning on attending.

On April 27 from 6-8 pm a Sky Warn class will be held at the VFW. Let Brian Tebben know if you wish to attend.

Golf Committee met and the event is planned for August 12<sup>th</sup> with the 18 hole tournament starting at 10:00.

Next meeting is scheduled for April 17<sup>th</sup> – Jerod Zimbelman will be leading the meeting.

Hall Duties for April: Zach Larson and Logan Hanson.

Motion was made by Jerod Zimbelman to adjourn meeting, seconded by Aaron Brehmer, carried.

Don Tweet, Secretary

# MARCH 2023 311 MONTHLY COUNCIL REPORT

Status	Address Number	Street Name	Work Type	Date Flagged	Flagged By	Modified Date	Last Modified By	Description	Comments
Complete		Park Ave	Parking (Snow)	3/30/2023 10:35:44 AM	christine.enderson@ci.madison.mn.us	3/30/2023 10:35:45 AM	christine.enderson@ci.madison.mn.us	12/14/22 snow parking violation. notice sent 12/22/22 snow parkign violation. fine sent 2/21/23 Fine not paid yet. Sent final letter to collect payment. If not paid by 3/7/23, will send to sheriff dept. 3/30/23 Fine not paid. Sent documents to sheriff dept for collection of payment.	
Complete		Park Ave	Parking (Snow)	3/30/2023 10:34:34 AM	christine.enderson@ci.madison.mn.us	3/30/2023 10:34:35 AM	christine.enderson@ci.madison.mn.us	12/14/22 snow parking violation. notice sent 12/22/22 snow parkign violation. fine sent 2/21/23 Fine not paid yet. Sent final letter to collect payment. If not paid by 3/7/23, will send to sheriff dept. 3/30/23 Fine not paid. Sent documents to sheriff dept for collection of payment.	
Complete	518	3rd Ave	Parking (Snow)	3/30/2023 10:32:55 AM	christine.enderson@ci.madison.mn.us	3/30/2023 10:32:56 AM	christine.enderson@ci.madison.mn.us	12/14/22 snow parking violation. notice sent. 12/22/22 snow parking violation. fine letter sent. 2/21/23 Gave owner 2 weeks to pay fine. Will send to sheriff after that if not paid. 3/30/23 Fine not paid. Sent violation documents to sheriff dept.	
Complete		Eastview Apt.	Snow Removal	3/29/2023 1:12:07 PM	todd.erp@ci.madison.mn.us	3/29/2023 1:12:08 PM	todd.erp@ci.madison.mn.us	Snow was melting and creating a pooling of water on the south side of the driveway. (Todd) took the payloader and (Chase) bobcat with snow blower to push the pile closer to the East pond. Pushing the pile south will help from more snow melting causing a larger pond but there is still standing water from frozen ground and ice. will continue to monitor and be proactive as it melts.	



Complete	516	1st ST E	Streets - Other	3/29/2023 1:05:20 PM	todd.erp@ci.madison.mn.us	3/29/2023 1:05:21 PM	todd.erp@ci.madison.mn.us	3/21/23 Assisted with Sheriff dept. and fire dept. in blocking streets and shutting off water main for the fire that took place at John Deere dealership. Wildwood street was evacuated and we had a vehicle with emergency lights blocking vehicles. A city vehicle was placed at Park ave and 3rd street and also TH40 and 1st Ave to prevent onlookers from getting in the way. (Dean and Todd)	
Complete		WWTP	Water Main Break	3/29/2023 12:58:28 PM	todd.erp@ci.madison.mn.us	3/29/2023 12:58:29 PM	todd.erp@ci.madison.mn.us	3/21/23 - 3/22/23 After assisting with John Deere fire, Dean insisted a water main leak. Water tower was dropping and fire trucks were not pumping from our lines. Dean found water boiling out of the parking lot at the Waste Water Treatment Plant. After finding the valve, we shut water off to the building and was able to recover water into the water tower. 3/23/23 Dean, Ryan, Todd, Zach, David and Alex Repaired and assisted in the repair of the broken water line. Nate Heinrich was the contractor with the excavation of the project.	
Complete		WWTP	Building Maintenance	3/29/2023 12:35:03 PM	todd.erp@ci.madison.mn.us	3/29/2023 12:35:04 PM	todd.erp@ci.madison.mn.us	3/24/23 Todd and Zach Cleaned drum screen area and Bar screen in basement. Removed items that did not belong in area. Pressure washed and scrubbed floors, walls and steps including basement.	
Complete	404	6th Ave	Building Maintenance	3/29/2023 12:32:03 PM	todd.erp@ci.madison.mn.us	3/29/2023 12:32:04 PM	todd.erp@ci.madison.mn.us	3/29/23 Todd and Zach Repaired urinal in bathroom. Removed flush valve and equipped with new.	
Complete	404	6th Ave	Building Maintenance	3/29/2023 12:30:48 PM	todd.erp@ci.madison.mn.us	3/29/2023 12:30:49 PM	todd.erp@ci.madison.mn.us	3/29/23 Todd and Zach Added 4 bags of softener salt to water softener. Measured depth to determine if working and how much will use.	

Notice Sent	716	6th street	Junk Vehicle/Blight	3/28/2023 3:40:33 PM	todd.erp@ci .madison.m n.us	3/30/2023 1:33:30 PM	christine.en derson@ci. madison.mn .us	3/28/23 garbage all over front of yard. Dumpster full. 3/30/23 Notice of ordinance violation mailed to tenant and property owner. Must remedy by April 10th to avoid fine. CE	
Notice Sent	722	6th St.	Junk Vehicle/Blight	3/28/2023 3:34:59 PM	todd.erp@ci .madison.m n.us	3/30/2023 1:38:28 PM	christine.en derson@ci. madison.mn .us	3/28/23 vehicle parked on yard. Using corner sidewalk as driveway. 3 parked 1 in yard for sure. Other may be on driveway. Utility trailer full of garbage on east side of house. 3/30/23 Notice of violation sent to tenant and property owner. Violations must be remedied by April 10th to avoid fine. CE	
Initial Inspection Complete		City Parking Lot On 5th Ave	Parking	3/14/2023 2:13:38 PM	todd.erp@ci .madison.m n.us	3/14/2023 2:20:05 PM	todd.erp@ci .madison.m n.us	3/14/23 vehicle had been parked in lot for several weeks. Has damage in front and passenger side. Downtown business parking - no parking from 2am to 5 am unless otherwise noted for snow emergencies.	

# CITY COUNCIL CHECKLIST

4/7/2023

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	Progress Notes	COMPLETE
Recreation Facility	5/2/2017	EDA	CM, Conroy	<del>On hold - will require additional community engagement</del>	completed
Fiber Grant	9/26/2022	Meyer	CM, committee	Alley follow up with contractor by Street Supervisor	
MNDOT 2023	5/11/2015	Zahrbock	CM, Engineer	Tree Removal Complete - City to award spot repairs	
Downtown Renovation Fund	1/1/2022	Meyer	CM,	308 6th Ave - RFP for revelopment partners	
EDA CIP Program	1/1/2022	EDA	EDA	Advertising for 2023 Projects	
Downtown Open Space-Block 48	9/19/2022	Conroy	CM EDA	EDA, Attorney, Buisness owners discussing joint venture	
Daycare Performance/EDA Appropriation	9/1/2017	EDA	Community	New Director	
May 12, 2022 Storm	5/12/2022	Council	CM, EM	Total Claim Payments - \$473,399	
Infrastructure North Expansion	9/1/2021	Council	CM, council	Bid documents submitted for review 3/31/2023	
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	To approve contract	
Tennis/Basketball Courts	7/2/2021	Conroy	CM, Parks	Application Submitted - June Award Notice	
Carneige Library Roof	1/1/2022	Parks	Manager	USDA Award Documentatin Received	
Grand Theatre Projector	1/23/2023	Maynard	CM, council	Projector and Future Operations	
Welcome Sign School Pride State Champ	8/20/2022	Zahbrock	CM, PZ, AC	School delay	



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

April 3, 2023

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

RE: Eastview Improvements  
City of Madison, Minnesota  
Project No.: W14.118395

Dear Mayor and Council:

On March 30th, we received three bids for the Eastview Improvements, a project that includes drainage improvements and replacing the concrete walks, driveways and bituminous pavement at the Eastview apartments complex.

The apparent low, responsible bidder for the project is Joe Riley Construction, from Morris. The bid results are as follows:

Joe Riley Construction	Morris, MN	\$284,689.00
Duininck, Inc.	Prinsburg, MN	\$522,846.85
Crow River Construction	New London, MN	\$532,009.50

The engineer's estimate was \$295,273.00. In our opinion, the bids received were competitive and responsive, and rebidding the project is unlikely to provide any cost savings.

Joe Riley has been involved in the construction industry for many years as part of a large company specializing in road construction, site preparation, bituminous paving, general earthwork and building demolition. In 2022 Joe and Chris, his son, started Joe Riley Construction. They are qualified to complete the construction of this project. If the city wishes to proceed with the project, we recommend awarding the contract to Joe Riley Construction.

If you have any questions, please contact me at [Kent.Louwagie@bolton-menk.com](mailto:Kent.Louwagie@bolton-menk.com) or 320-905-5446.

Sincerely,

**Bolton & Menk, Inc.**

**Kent Louwagie, P.E.**  
City Engineer

Cc: Val Halvorson, City Manager



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

April 3, 2023

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

RE: TH 75 Utility Spot Repairs  
City of Madison, Minnesota  
Project No.: 0W1.127281

Dear Mayor and Council:

On March 30th, we received three bids for the TH 71 Spot Repairs, a project that includes:

- Relocating the hydrant at the northwest corner of 2nd Street & TH 75.
- Replacing the sanitary sewer manhole at 4th Street & TH 75.
- Removing a sanitary manhole from the sidewalk on the east side of TH 75, south of 5th Street.

Relocating the hydrant and removing the manhole are required by MnDOT to accommodate ADA improvements on their mill and overlay project. Replacing the manhole is necessary due to the settlement occurring at the structure.

The apparent low, responsible bidder for the project is Land Pride Construction, from Paynesville. The bid results are as follows:

Land Pride Construction	Paynesville, MN	\$93,500.00
Duininck, Inc.	Prinsburg, MN	\$137,350.00
Crow River Construction	New London, MN	\$154,000.00

Considering the location and piecemeal nature of this work, we anticipated the bids would be higher than a typical utility improvement project. In our opinion, the bids received were competitive and responsive, and rebidding the project would not provide any cost savings. Land Pride Construction has been in business for 9 years, and they are qualified to complete the construction of this project. Based on the preceding information, we recommend awarding the contract to Land Pride Construction, LLC.

If you have any questions, please contact me at [Kent.Louwagie@bolton-menk.com](mailto:Kent.Louwagie@bolton-menk.com) or 320-905-5446.

Sincerely,

**Bolton & Menk, Inc.**

**Kent Louwagie, P.E.**  
City Engineer

Cc: Val Halvorson, City Manager



**DAKOTA PUMP & CONTROL**

705 QUADEE DRIVE SW | PO BOX 725 | WATERTOWN, SD 57201  
605.886.4672 TOLL FREE: 800.310.4672 FAX: 605.886.4674

www.dakotapumpandcontrol.com

# Estimate

Quoted To:
Madison (City of) % City Hall 404 6th Ave Madison, MN 56256

Date	Estimate #
2/21/2023	8866

Customer Phone
320-598-7373

Customer Fax
320-598-7376

Attn:	Dean Broin
-------	------------

Project	Rep
WTP Spare Submersible Pump	Dave

Description	Qty	U/M	Cost	Total
Hydromatic S4NRC300 Submersible Pump, 3hp, 460 volt, 3ph, 1750 rpm, 50' Cords, Epoxy Coated Pump Exterior, Powdercoated Impeller, Approx. 100 gpm @ 26' tdh	1	ea	8,875.00	8,875.00

\*Price excludes freight, tax, installation and travel expenses.  
 \*Price valid for 1 week.  
 \*Delivery is approximately 8 weeks. Delays can be expected.  
 \*Items not specifically listed or any unforeseen circumstances would be an additional cost.

*For Backwash tank at  
waterplant*

<p>Please note: Shortages, costs, lead times and freight are increasing due to global challenges. As a result, products that are affected by this may need to have price and lead time confirmed at time of order placement. Unless otherwise noted, this quote does not include freight and/or applicable taxes. Credit card payments are subject to a 3.5% processing fee. If Accepted; Payment Terms: Net 30 days from time of shipment. 2% Interest per month will be charged after 30 days. To purchase the equipment and/or services on this quote please sign and date in the space provided and return to DPC.</p>	<b>Subtotal</b>	\$8,875.00
	<b>Sales Tax</b>	
	<b>Total</b>	

Customer Signature \_\_\_\_\_

UNITED STATES  
DEPARTMENT OF ENERGY  
WESTERN AREA POWER ADMINISTRATION

Pick-Sloan Missouri Basin Program--Eastern Division

CONTRACT FOR MISSOURI BASIN MUNICIPAL POWER AGENCY D.B.A.  
MISSOURI RIVER ENERGY SERVICES TO ADMINISTER  
RENEWABLE ENERGY CERTIFICATES  
FOR THE CITY OF MADISON, MINNESOTA  
(Designated Entity)

UNITED STATES  
DEPARTMENT OF ENERGY  
WESTERN AREA POWER ADMINISTRATION

Pick-Sloan Missouri Basin Program--Eastern Division

CONTRACT FOR MISSOURI BASIN MUNICIPAL POWER AGENCY D.B.A.  
MISSOURI RIVER ENERGY SERVICES TO ADMINISTER  
RENEWABLE ENERGY CERTIFICATES  
FOR THE CITY OF MADISON, MINNESOTA  
(Designated Entity)

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.	Preamble.....	1
2.	Explanatory Recitals.....	2
3.	Definitions .....	2
4.	Agreement.....	3
5.	Term.....	4
6.	Existing Firm Electric Service Contract .....	4
7.	Designated Entity Arrangements.....	5
8.	Billing and Payment Provisions .....	6
9.	General Power Contract Provisions .....	7
10.	No Third-Party Beneficiaries .....	7
11.	Use of Digital Signatures .....	7
12.	Execution in Counterparts .....	7
	Signatures .....	9

Certificate  
General Power Contract Provisions dated September 1, 2007



UNITED STATES  
DEPARTMENT OF ENERGY  
WESTERN AREA POWER ADMINISTRATION

Pick-Sloan Missouri Basin Program--Eastern Division

CONTRACT FOR MISSOURI BASIN MUNICIPAL POWER AGENCY D.B.A.  
MISSOURI RIVER ENERGY SERVICES TO ADMINISTER  
RENEWABLE ENERGY CERTIFICATES  
FOR THE CITY OF MADISON, MINNESOTA  
(Designated Entity)

1. PREAMBLE: This Contract is made on \_\_\_\_\_, pursuant to the Acts of Congress approved June 17, 1902 (32 Stat. 388), December 22, 1944 (58 Stat. 887), August 4, 1977 (91 Stat. 565), and Acts amendatory or supplementary to the foregoing Acts between the UNITED STATES OF AMERICA, acting by and through the Administrator, Western Area Power Administration, Department of Energy, hereinafter called WAPA, represented by the officer executing this Contract, a duly appointed successor, or a duly authorized representative, hereinafter called the Contracting Officer, the CITY OF MADISON, MINNESOTA, a municipal corporation duly organized under and by virtue of the laws of the State of Minnesota, hereinafter called Madison or Contractor, their successor and assigns, and MISSOURI BASIN MUNICIPAL POWER AGENCY, a body corporate and politic duly organized under and by virtue of the laws of the State of Iowa, doing business as Missouri River Energy Services, hereinafter called MRES or Contractor, their successors or assigns, each sometimes hereinafter called the Party or all sometimes hereinafter collectively called the Parties.

## 2. EXPLANATORY RECITALS:

2.1 WAPA's Upper Great Plains Region (WAPA-UGPR) implemented a new Renewable Energy Certificate (REC) Program.

2.2 This REC Designated Entity Contract (Contract) was developed in accordance with the WAPA-UGPR REC Program Principles, effective September 27, 2022, as amended.

2.3 Madison entered into Firm Electric Service Contract No. 12-UGPR-1094 (FES Contract), dated November 28, 2012, with WAPA.

2.4 RECs are considered an attribute of the energy received under the FES Contract. Madison is eligible to receive RECs in accordance with the WAPA-UGPR REC Program Principles.

2.5 Madison selected MRES to provide REC Management Services for Madison.

2.6 This Contract provides the terms and conditions MRES shall follow in providing REC Management Services to Madison, consistent with the WAPA-UGPR REC Program Principles and the applicable General Power Contract Provisions dated September 1, 2007.

## 3. DEFINITIONS:

3.1 Designated Entity: The entity designated by Madison to provide REC Management Services for Madison.

3.2 Export: The electronic movement of RECs from a Midwest Renewable Energy Tracking System (M-RETS) account to an account in another tracking system compatible with M-RETS.

3.3 Midwest Renewable Energy Tracking System (M-RETS): An online tracking system which issues, stores, retires, transfers, and exports RECs.

3.4 Renewable Energy Certificate (REC): A digital certificate which represents the generation of renewable electricity. One megawatt hour of renewable energy is equal to one REC.

3.5 REC Management Services: The acceptance of the transfer of RECs on behalf of Madison from WAPA and the retirement of such RECs on behalf of Madison.

3.6 Retirement: The removal of a REC from circulation for voluntary or compliance purposes. A REC cannot be transferred or sold once retired.

3.7 Transfer: The electronic movement of RECs from an M-RETS account to another M-RETS account.

3.8 WAPA-UGPR Marketing Area: Montana (east of the Continental Divide), all of North Dakota and South Dakota, Nebraska east of the 101° meridian, Iowa west of the 94½° meridian, and Minnesota west of a line on the 94½° meridian from the southern boundary of the state to the 46° parallel and then northwesterly to the northern boundary of the state at the 96½° meridian.

4. AGREEMENT: The Parties agree to the terms and conditions set forth herein.

## 5. TERM:

5.1 This Contract shall become effective on its date of execution, and subject to prior termination as otherwise provided for herein, shall remain in effect until expiration or termination of the FES Contract.

5.2 Any Party may terminate this Contract, with termination effective at the end of any calendar year, upon at least 90 days' prior written notice to the other Parties. Following a material breach of this Contract by MRES and/or Madison, any Party shall have the right to terminate this Contract, in addition to all other rights and remedies under law for damages, before the annual transfer of RECs. Such termination shall be effective immediately upon receipt of written notification to the other Parties.

5.3 WAPA may suspend or terminate the REC Program upon 90 days' advance written notice to UGPR customers. If this occurs, this Contract will suspend or terminate upon the suspension or termination date of the REC Program.

## 6. EXISTING FIRM ELECTRIC SERVICE CONTRACT:

6.1 WAPA and Madison entered into the FES Contract which provides for firm electric service to Madison through December 31, 2050.

6.2 The Parties agree that by entering into this Contract, the rights, duties, and obligations contained in the FES Contract between WAPA and Madison are unchanged.

6.3 RECs are subject to the same terms and conditions contained in Madison's FES Contract.

7. DESIGNATED ENTITY ARRANGEMENTS: In accordance with WAPA-UGPR's REC Program:

7.1 Madison selected MRES to be their Designated Entity, and MRES agrees to manage Madison's RECs on Madison's behalf.

7.2 WAPA shall transfer or export Madison's RECs to MRES from M-RETS on an annual basis for MRES to manage the RECs on Madison's behalf.

7.3 MRES shall provide REC Management Services to Madison.

7.4 All transfer, export, retirement, and M-RETS and other tracking system account fees are the sole responsibility of MRES and/or Madison. As of the execution date of this Contract, there are no fees for transfers between M-RETS accounts. This is subject to change should M-RETS begin charging for transfers.

7.5 WAPA will not retire RECs on behalf of Madison or MRES.

7.6 Upon WAPA's receipt of any required payment, WAPA will transfer or export RECs to MRES.

7.7 RECs issued to Madison cannot be resold. This includes RECs transferred or exported to MRES on behalf of Madison.

7.8 MRES may charge a fee to recover the costs of REC Management Services provided, as agreed to by Madison and MRES.

7.9 If MRES transfers or exports RECs to another entity, MRES must ensure the transferred and/or exported RECs are not sold. MRES may charge a fee to recover the costs of transferring and/or exporting RECs to Madison's members and/or end use

customers. Madison's members or end use customers must be located within the WAPA-UGPR Marketing Area.

7.10 WAPA is not liable for damages related to MRES' management of Madison's RECs. MRES and Madison shall hold harmless and indemnify WAPA for any and all claims, liability, and damages related to the management of RECs.

7.11 In no event shall a Party be liable to any other Party for incidental, consequential, or indirect damages arising out of or resulting from the performance under, or brought in connection with, this Contract whether arising in contract, tort, or otherwise.

7.12 All WAPA transfers and exports of RECs are final and cannot be reversed.

## 8. BILLING AND PAYMENT PROVISIONS:

8.1 WAPA shall bill MRES and MRES shall make electronic payment annually, in advance, as instructed on the Bill for Collection, for any tracking system costs assessed to WAPA associated with the transfer or export of RECs to MRES on Madison's behalf, as applicable. As stated above in Subsection 7.4, as of the execution date of this Contract, there are no fees for transfers between M-RETS accounts.

8.2 Actual cost accounting shall be utilized in this Contract. WAPA shall keep detailed records of actual costs incurred by WAPA to transfer or export RECs. If costs are projected to exceed the amount of advanced funds, WAPA will inform MRES of the additional cost and provide a written revised estimate, together with a Bill for Collection, for the difference. MRES shall then pay WAPA the additional amount by the due date specified on the Bill for Collection. If, upon completion of the transfer or export, costs

incurred by WAPA are less than the sum of the payments made to WAPA by MRES, WAPA shall refund the difference to MRES, without interest, as soon as the necessary vouchers can be processed.

8.3 WAPA will not transfer or export RECs until advance annual payment is received.

9. GENERAL POWER CONTRACT PROVISIONS: The GPCP, effective September 1, 2007, attached hereto, are made part of this Contract the same as if they had been expressly set forth herein except that Provisions 2 through 30, 33, and 36 shall not apply.

10. NO THIRD-PARTY BENEFICIARIES: There are no intended third-party beneficiaries of this Contract. Nothing in this Contract shall be construed to create any duty to, any standard of care with reference to, or any liability to, any person or entity not a Party to this Contract.

11. USE OF DIGITAL SIGNATURES: The Parties agree that this Contract may be signed and executed by digital signature in accordance with WAPA's policy. A digital signature is the same as a handwritten signature and shall be considered valid and acceptable.

12. EXECUTION IN COUNTERPARTS: This Contract may be executed in any number of counterparts and, upon execution and delivery by each Party, the executed and

delivered counterparts together shall have the same force and effect as an original instrument as if all Parties had signed the same instrument. Any signature page of this Contract may be detached by any counterpart of this Contract without impairing the legal effect of any signatures thereon, and may be attached to another counterpart of this Contract identical in form hereto, by having attached to it one or more signature pages.



IN WITNESS WHEREOF, the Parties have caused this Contract to be executed the day and year first above written.

WESTERN AREA POWER ADMINISTRATION

By \_\_\_\_\_

Title  Vice President of Power Marketing

for Upper Great Plains Region

Address  P.O. Box 35800

Billings, MT 59107-5800

(SEAL)

CITY OF MADISON, MINNESOTA

By \_\_\_\_\_

Attest:

Title \_\_\_\_\_

By \_\_\_\_\_

Address  404 6<sup>TH</sup> Avenue

Title \_\_\_\_\_

Madison, MN 56256

(SEAL)

MISSOURI BASIN MUNICIPAL POWER AGENCY  
D.B.A. MISSOURI RIVER ENERGY SERVICES

By \_\_\_\_\_

Attest:

Title \_\_\_\_\_

By \_\_\_\_\_

Address  P.O. Box 88920

Title \_\_\_\_\_

Sioux Falls, SD 57109-8920

**CERTIFICATE**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
of Missouri Basin Municipal Power Agency d.b.a. Missouri River Energy Services, the  
corporation named as Contractor or MRES herein; that \_\_\_\_\_,  
who signed the above Contract on behalf of MRES, was then its  
\_\_\_\_\_; that such Contract was duly signed for and  
on behalf of MRES by authority of its governing body and is within the scope of its  
governmental powers.

Signature

\_\_\_\_\_

(SEAL)

## **INDEPENDENT CONTRACTOR AGREEMENT**

**THIS AGREEMENT** is made on the 10th Day of April, 2023, between the City of Madison, ("City ") and Tom Chester ("Contractor"). Contractor is in the business of providing general property maintenance services and experienced in said business. Accordingly, City and Contractor agree as follows:

1. Contractor agrees to perform lawn and yard care services for the period of May 1<sup>st</sup> to November 1<sup>st</sup>. Such services will include the maintenance of grass and yard areas for properties in violation of the City's Grass and Weed Ordinance No. 362. The City will identify the properties in violation and will direct Contractor to maintain the property as needed until the growth season has ceased or November 1<sup>st</sup>, whichever comes first. Lawn and yard care services are described as follows:

- a. Mow all lawn areas with mowers. Grass to be cut between 2 and 3 inches.
- b. Trim around trees, beds and any area not accessed by mowers with string trimmers.
- c. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
- d. Perform these tasks as directed by an authorized representative of the City.

2. Contractor agrees to periodically submit an invoice of services rendered under this agreement. The City will compensate Contractor at a rate of \$40 per hour.

3. Any and all expenses incurred by Contractor in performing services pursuant this Agreement are the sole responsibility of Contractor.

4. Contractor shall have no obligation to work any particular hours, except as specified herein, or any particular amount of hours. Contractor shall determine the means and manner in which Contractor provides her services. The CITY and its agents and representatives shall not have any right to control or direct the details, manner or means by which Contractor provides her services.

5. Contractor acknowledges that information he may acquire in the course of the performance of this Agreement, to the extent not generally known or available to the public, constitutes confidential information of the CITY. Contractor agrees not to disclose or use for Contractor's own benefit any confidential information of the CITY, and further agrees to return all such confidential information to CITY on any non-renewal or termination of this Agreement.

6. Consistent with the relationship between the parties to this Agreement, Contractor shall not be represented to the public as an employee or agent of CITY by either Contractor or CITY.

7. Contractor agrees to secure any and all necessary licenses for the operation of Contractor's business, and to conduct such business in full compliance with all applicable laws, codes, and regulations, and shall carry the appropriate liability insurance relative to said services naming the CITY as a covered entity.

8. The term of this agreement shall be from May 1 to November 1 unless terminated by either party, with or without cause.

9. Contractor agrees to comply with all tax laws applicable to the operation of a business such as contractors, including, but not limited to, the reporting of all gross receipts therefrom as income from the operation of a business, the payment of all self-employment taxes, compliance with all employment tax requirements for withholding on any employees used by contractor, and compliance with state employment workers' compensation laws. Contractor acknowledges the payments by CITY to Contractor will be subject to information reporting requirements (and backup withholding requirements, if and as applicable) as the same are imposed by applicable law. Contractor acknowledges that Contractor will not be treated as an employee of CITY with respect to services under this Agreement, either for federal or state tax purposes, or for the purposes of any employee welfare or pension benefit plans that are or may come to be maintained by CITY, or for purposes of any other benefits or perquisites that CITY accords to any of its employees.

IN WITNESS WHEREOF, each of the CITY and Contractor has executed or cause this Agreement to be executed upon the date and year first above-written.

CONTRACTOR

\_\_\_\_\_  
Tom Chester

CITY OF MADISON

By: \_\_\_\_\_

Its:



*Communities • Businesses • Solutions*

---

402 North Harold • P.O. Box 48 • Ivanhoe, MN 56142  
Ph: (507) 694-1552 • [www.dsi-services.com](http://www.dsi-services.com)

## Small Cities Development Grant Administration Services Proposal City of Madison

March 29, 2023

### Introduction

*DEVELOPMENT SERVICES, INC. (DSI)* thanks you for the opportunity to respond to your “Request for Proposals” for grant administration services in connection with a Small Cities Development Grant for Madison.

Effective grant implementation requires close supervision and management. The successful completion of your project requires the ability to deal efficiently with the details and complexities of an ambitious project such as yours. The experienced staff at DSI are prepared to meet these needs and minimize the disruptions to your normal day-to-day operations, which this type of project can sometimes create.

### Management & Staffing

Implementing the various phases of your project calls for a team approach. DSI’s role is to implement all SCDP grant activities, as well as to coordinate the activities of other consultants and contractors, in order to assure compliance with all grant conditions and program regulations. Our staff members will work closely with the City Council and any other municipal personnel (such as your City Clerk and Attorney) in order to complete the grant activities on time and within budget.

The primary professionals assigned to the Madison project will be Vince Robinson, Jessica Foley, and Dan Popowski.

#### **Vince Robinson**

Vince is the owner of DSI and has worked closely with rural businesses, entrepreneurs, funding sources, and economic development projects in southwestern Minnesota for over 30 years. He is knowledgeable in the fields of business finance, loan packaging, assistance to start-up and existing businesses, financial analysis, business retention, budgeting, grant and loan programs, and local and regional economic development.

His experience includes serving as Finance Business Officer with Prairieland Economic Development Corporation in Slayton, Minnesota, and as Enterprise Facilitator for the Lincoln County Enterprise Development Corporation in Lincoln County, Minnesota.

*Communities • Businesses • Solutions*

Vince has served as a board member for many regional, statewide, and multi-state development organizations and associations, including serving as chair of the Center for Enterprise Facilitation, vice-chair of the Southwest Minnesota Economic Development Professionals, and the President of the Minnesota Association of Professional County Economic Developers.

He has a Bachelor of Business Administration degree, a Master of Business Administration degree, and is a Certified Economic Development Finance Professional.

### **Jessica Foley**

Jessica works closely with rural communities, businesses, and economic development authorities in Southwest Minnesota. She oversees all the administration and implementation of Small Cities Development Program grants and other projects with which DSI is involved. Jessica works closely with community organizations such as city councils, economic development authorities, businesses, and other individuals seeking grant assistance. As Environmental Coordinator, Jessica oversees all of the SCDP Environmental Tier 1 (Broad-level) and Tier 2 (site-specific) review processes. She coordinates with all of the cities and environmental agencies required to manage the Environmental Review processes for every SCDP rehab project. Jessica has also received Housing Quality Standard (HQS) certification.

Specifically concerning Small Cities Development Grants, Jessica has:

- Overseen the administration of all current grants, which includes 11 grants.

### **Dan Popowski**

Dan joined DSI in 2015 and will serve as the building inspector for the housing rehabilitation activity. Dan is experienced in project management, customer service, analyzing building conditions, preparing cost estimates for a wide variety of new construction and rehabilitation projects.

Specifically concerning Small Cities Development Grants, Dan has:

- Provided building inspection, work write-up, and contract management services to the cities of Wood Lake, St. Leo, Jeffers, Okabena, Stewart, Buffalo Lake, Dawson, Ghent, Echo, Madison, Minnesota, Lake Benton, Tyler, Ruthton, Cottonwood, Boyd, Ivanhoe, Arco, Lake Wilson, Chandler, Lincoln County, Annandale, Cokato, Grove City, Comfrey, Sanborn and Springfield. Dan will soon begin work on new grants located in Hendricks, Garvin, Slayton, and Balaton.
- Conducted housing and commercial building inspections for rehab grant assistance, identifying structural conditions, preparing specifications, and supervising contractors' performance of repairs.

### **Additional Staff**

Beyond the individuals noted above, all other members of the DSI staff will also be available to support the primary staff in completing the project. We are pleased to have excellent working relationships with other professionals and resource persons who can bring their expertise to a project such as yours on a subcontract basis with DSI.

# Technical Experience

DEVELOPMENT SERVICES, INC. (DSI) was established in June of 1982 and from the very beginning, we have been involved in the administration of various community development activities such as your Small Cities grant project. Our individual staff members have decades of combined background and training in the community development and economic development fields.

## **This Specific Grant Program & the Activities Proposed.**

DSI has obtained and administered more than four dozen Small Cities Development Grant projects similar to yours for many communities in southwest Minnesota. All totaled, our efforts have delivered to our clients more than \$42 million of Small Cities grant assistance for housing rehab, commercial building rehab, water and sanitary sewer system utility improvements, building demolition, etc.

Your project focuses on housing rehabilitation. To date, we have provided “top-to-bottom” administration under the Small Cities grant program for a total of:

- More than 1736 owner-occupied houses.
- More than 447 commercial buildings.
- Numerous public infrastructure projects.
- A variety of rental rehabilitation efforts, including the rehabilitation of Westview Apartments in Hendricks, the Tyler Twinhomes in Tyler, and other rental rehabilitation activities.

## Proposal

We propose to administer all aspects of the grant activities outlined in your Request for Proposals. We will not assume responsibility for providing legal assistance or audit services; primary responsibility for those tasks will fall to other personnel available to the City of Madison.

### *A – Owner Occupied and Rental Housing Rehabilitation*

We will develop and implement all aspects of the rehabilitation program, including but not limited to the following:

- Program design. We will work closely with the City Council to finalize guidelines and policies for the programs. These guidelines and building condition standards must be submitted to the grant agency before work begins in earnest. Where possible, we will adapt guidelines and policies which we have used successfully in the past, in harmony with the design of your program as specified in your SCDP grant application and in keeping with your goals for the programs.
- Outreach to applicants. We will use various methods of “getting the word out” about the rehab programs. This will include, but not necessarily be limited to, newspaper advertising, direct mailings, social media, speaking at senior citizens groups, etc.
- Receive and process applications for the program. The evaluation and processing of applications, along with determining the applicants’ eligibility, will be performed by our staff for Madison.

- If leveraged funds are obtained from another agency, at a minimum, a written confirmation will be obtained from that agency before any rehab work is placed under contract. If an owner's cash is leveraged, this will be paid upfront and into a separate account before work goes under contract.
- Inspections prior to bidding of work. Our building inspector will conduct inspections of all participating houses. Our inspector's training and experience is noted in the "Management & Staffing" section.
- Lead risk assessment and clearance. Rehabilitation of owner-occupied and rental housing is subject to federal lead paint requirements. We can provide the lead risk assessments and post-rehab clearances, which are required by the grant program, through the use of subcontracted firms that specialize in this service. We have a good relationship with these firms and have worked with them on dozens of similar rehab jobs in several communities.
- Prepare work write-ups in a format suitable for seeking bids. We will:
  - Certify contractors who wish to participate in the program and compile a bidders list for reference.
  - Collect insurance information from the contractors or their agents in order to document liability coverage and other insurance protections.
- Prepare and monitor rehabilitation contracts between the owner and contractor.
- Conduct interim progress and final inspections to ensure that satisfactory work is performed by the contractor(s).
- Loan repayments. Projects with repayable loans and monthly rehab loan repayments will require servicing. We will administer the collection, logging, and deposit of monthly loan payments in order to comply with grant program requirements concerning the expenditure and reporting on such generated income.

### *B – General Grant Administration*

We will perform general administration work required by the grant program, such as:

- Prepare documents required for the release of SCDP grant funds, including:
  - Grantee Information Sheet.
  - Fair Housing & Equal Opportunity Summary.
  - Antidisplacement & Displacement Minimization Plan.
  - Fair Housing Plan.
  - HUD Disclosure Report.
  - Procurement Policy.
  - Excessive Force Policy.
  - Drug-Free Workplace Policy.
- Complete the required Environmental Review Record for the project, including:
  - Research concerning potential environmental impacts of the project.
  - Soliciting comments from agencies and parties for environmental review.
  - Preparing and publishing public notices of environmental impacts.
  - Maintaining a record of all environmental review steps and tasks.
  - Preparing the paperwork and documentation for the Release of Funds.



- Prepare periodic reports to the Department of Employment & Economic Development (DEED), final reports, and other submissions which are required throughout the life of the project.
- Process requests for payment from the contractors and requests for drawdown of grant funds from the grant agency in coordination with the Madison City Council.
- Administer overall regulations relating to civil rights, equal opportunity, displacement minimization, Fair Housing, and other grant-required compliance areas.
- Complete all close-out documents and activities which are required upon conclusion of the project.

In addition, the DSI staff will provide regular reports to the City Council as needed.

## Cost & Pricing

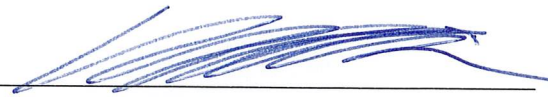
The fee for our services is \$98,210 for the goal of rehabbing 19 owner-occupied housing and 3 single-family rental rehab projects. Of this amount, \$78,210 would be paid by the SCDP grant program. The remaining \$20,000 would be due from local match \$20,000 from the City of Madison.

Additional fees may be required in the event that more houses can be rehabilitated than were originally proposed in the application.

## Conclusion

We are pleased to have the opportunity to work with the community of Madison.

Respectfully Submitted:



Vince Robinson, President  
Development Services, Inc.

3/22/23

Date

**CITY OF MADISON, MINNESOTA  
RESOLUTION NO: 23-20**

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

**RESOLUTION INCLUDING ADDITIONAL LAND IN THE RURAL  
SERVICE DISTRICT**

**WHEREAS**, the City of Madison on February 26, 2018, adopted an Ordinance No. 383 entitled an ORDINANCE ESTABLISHING RURAL AND URBAN SERVICE DISTRICTS WITHIN THE CITY OF MADISON, MINNESOTA.

**WHEREAS**, a request by the City of Madison to include a 21.29-acre parcel listed as Parcel ID# 54-0642-006, 54-0642-007, 54-0642-001, 54-0642-008 and described as follows:

That part of the east half of the northwest quarter of section twenty, township one hundred eighteen, range forty-four and that part of the northwest quarter of section twenty, township one hundred eighteen north, range forty-four, Lac qui Parle County, Minnesota.

**WHEREAS**, this 21.29-acre parcel is rural in character and is not developed for commercial, industrial or urban residential purposes; and for these reasons, is not benefitted to the same degree as other lands located within the limits of the City of Madison.

**NOW, THEREFORE, BE IT HEREBY RESOLVED, THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA, AS FOLLOWS:**

That the above described 21.29-acre tract be included in the Rural Service District as provided for and subject to the provisions in Ordinance No. 383.

Upon the vote taken thereon, the following voted:

For:  
Against:  
Absent:

Whereupon said Resolution No. 23-20 was declared duly passed and adopted this 10<sup>th</sup> day of April , 2023.

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

ATTEST:

\_\_\_\_\_  
Christine Enderson – City Clerk

**CITY OF MADISON  
APPLICATION / PERMIT  
FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS**

**Applicant instructions:**

This application must be completed and returned at least 15 days prior to date of display.

Name of applicant (Sponsoring Organization): **Madison Area Chamber of Commerce**

Address of applicant: **4014 Sixth Ave. Madison MN 56256**

Name of authorized agent of applicant: **Susan Skalinski**

Address of agent: **18064 170<sup>th</sup> Ave., Yarmouth, IA 52660**

Telephone number of agent: **800-648-3890 or 319 394 2655**

Date of display: **July 4<sup>th</sup>, 2023** Time of display: **10:00 PM**

Location of display: **Laq Qui Parle County fairgrounds, Madison MN**

Manner and place of storage of fireworks/pyrotechnic special effects prior to display:

**J&M Displays Inc. licensed storage magazine, Wilson MN**

Type & number of fireworks/pyrotechnic special effects to be discharged: **attached**

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: **Ted Hazelton** Certificate No.: **0492**

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): *Susan Skalinski* Date of application: **4-5-23**

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ \_\_\_\_\_.
2. A diagram of the ground, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained. For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: \_\_\_\_\_

Signature of fire chief/county sheriff: *[Signature]* Date: **4-6-23**

Signature of issuing authority: \_\_\_\_\_ Date: \_\_\_\_\_

**CLAIMS REPORT**  
 Check Range: 4/01/2023- 4/01/2023

UP CK# 64263-64284

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
	GENERAL ADMINISTRATION				
101-41320-202	DANIEL TUCKETT, SR.	ADMIN-FOLD/STUFF ENV 4/23	175.00	64282	4/01/23
101-41320-331	COALITION OF GREATER MN CITIES	ADMIN-LEGISLATIVE ACTION DAY	85.00	64268	4/01/23
101-41320-331	ANGIE RANSOM	ADMIN-MCFOA CONF MILES REIMB	185.62	64279	4/01/23
	4132 ADMINISTRATION TOTAL		445.62		
	CITY HALL				
101-41940-310	NICOLE BENINGA	CTY HALL-CLEANING 3/23	1,000.00	64263	4/01/23
101-41940-380	CITY OF MADISON	CTY HALL-UTIL 3/23	585.34	64267	4/01/23
101-41940-409	MACDONALD & MACK ARCHITECTS	CTY HALL-WINDOW REHAB	3,385.58	64272	4/01/23
	4194 CITY HALL TOTAL		4,970.92		
	POLICE DEPARTMENT				
101-42100-409	PARAMOUNT PLANNING GROUP, LLC	PUB SAFETY-EMERG PRO 3/34	425.00	64277	4/01/23
	4210 POLICE DEPARTMENT TOTAL		425.00		
	FIRE DEPARTMENT				
101-42200-221	HEIMAN FIRE EQUIPMENT INC	FIRE-HOODS/GLOVES/BOOTS/COAT/	8,056.00	64270	4/01/23
101-42200-380	CITY OF MADISON	FIRE HALL-UTIL 3/23	659.06	64267	4/01/23
	4220 FIRE DEPARTMENT TOTAL		8,715.06		
	STREET MAINTENANCE				
101-43100-380	CITY OF MADISON	MAIN STR GARBAGE-UTIL 3/23	391.22	64267	4/01/23
101-43100-381	CITY OF MADISON	STR LIGHTING-UTIL 3/23	670.20	64267	4/01/23
101-43100-409	TOFTE AUTO SALES LLC	TOW CHARGE-SNOW	125.00	64281	4/01/23
	4310 STREET MAINTENANCE TOTAL		1,186.42		
	SWIMMING POOLS				
101-45124-380	CITY OF MADISON	POOL/SHELTER-UTIL 3/23	195.91	64267	4/01/23
	4512 SWIMMING POOLS TOTAL		195.91		
	SKATING RINK				
101-45127-380	CITY OF MADISON	SK RINK-UTIL 3/23	190.91	64267	4/01/23
	4512 SKATING RINK TOTAL		190.91		
	PARKS AND RECREATION				
101-45200-380	CITY OF MADISON	REC FIELD-UTIL 3/23	1,028.56	64267	4/01/23
101-45200-409	BOLTON & MENK INC	OUTDOOR REC GRANT	5,641.00	64264	4/01/23
101-45200-437	COUNTRYSIDE PUBLIC HEALTH	PARKS-CAMPING LICENSES/23-4/24	120.50	64269	4/01/23
	4520 PARKS AND RECREATION TOTAL		6,790.06		
	LIBRARY				
101-45500-380	CITY OF MADISON	LIB-UTIL 3/23	264.00	64267	4/01/23
101-45500-380	MN ENERGY RESOURCES	LIB-NAT GAS 3/23	353.52	64274	4/01/23
101-45500-592	PIONEERLAND LIBRARY SYS.	LIB-DVD'S	509.01	64278	4/01/23

**CLAIMS REPORT**  
 Check Range: 4/01/2023- 4/01/2023

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
		4550 LIBRARY TOTAL	1,126.53		
101-49250-380	UNALLOCATED EXPENDITURES CITY OF MADISON	UNAPPR STRM SEW-UTIL 3/23	159.61	64267	4/01/23
		4925 UNALLOCATED EXPENDITURES TOTAL	159.61		
		101 GENERAL TOTAL	24,206.04		
201-44100-180	AMBULANCE MADISON AMBULANCE SERVICE	AMB-REIM NREMT LIC RENEWAL	50.00	64273	4/01/23
201-44100-331	AMBULANCE SCOTT SCHAKE	AMB-MILEAGE REIMB EMS CONFEREN	352.39	64280	4/01/23
201-44100-332	MADISON AMBULANCE SERVICE	AMB-MEAL REIM ON TRANSFERS	395.41	64273	4/01/23
201-44100-332	SCOTT SCHAKE	AMB-MEALS EMS CONFERENCE	69.42	64280	4/01/23
201-44100-380	CITY OF MADISON	AMB-UTIL 3/23	144.98	64267	4/01/23
201-44100-401	LQP COUNTY DEMO LANDFILL	AMB-FLUORESCENT BULBS	10.50	64271	4/01/23
		4410 AMBULANCE TOTAL	1,022.70		
		201 AMBULANCE TOTAL	1,022.70		
211-46500-490	EDA ECONOMIC DEVELOPMENT UPPER MN VALLEY RDC	PRAIRIE WATERS	3,858.00	64283	4/01/23
		4650 ECONOMIC DEVELOPMENT TOTAL	3,858.00		
		211 EDA TOTAL	3,858.00		
407-46520-303	UTIL EXT PROJECT FUND UTILITY EXPANSION BOLTON & MENK INC	2023 INFRA/PFA	41,205.25	64264	4/01/23
		4652 UTILITY EXPANSION TOTAL	41,205.25		
		407 UTIL EXT PROJECT FUND TOTAL	41,205.25		
601-49400-380	WATER WATER PRODUCTION CITY OF MADISON	WT PLANT-UTIL 3/23	1,936.74	64267	4/01/23
601-49400-409	MVTL LABORATORIES INC	WT-REGULAR TESTING	26.40	64276	4/01/23
		4940 WATER PRODUCTION TOTAL	1,963.14		
601-49430-380	DISTRIBUTION CITY OF MADISON	WT TOWER-UTIL 3/23	146.12	64267	4/01/23

**CLAIMS REPORT**  
 Check Range: 4/01/2023- 4/01/2023

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
		4943 DISTRIBUTION TOTAL	----- 146.12		
		601 WATER TOTAL	----- 2,109.26		
602-49450-380	SEWER SEWER TREATMENT CITY OF MADISON	SEW PLANT-UTIL 3/23	205.48	64267	4/01/23
602-49450-437	MN POLLUTION CONTROL AGEN	SEW-ANNUAL PERMIT FEE	1,450.00	64275	4/01/23
		4945 SEWER TREATMENT TOTAL	----- 1,655.48		
602-49460-380	SEWER COLLECTION CITY OF MADISON	9TH STR LIFT-UTIL 3/23	70.74	64267	4/01/23
		4946 SEWER COLLECTION TOTAL	----- 70.74		
		602 SEWER TOTAL	----- 1,726.22		
604-49570-380	ELECTRIC UTILITY ELECTRICAL DISTRIBUTION CITY OF MADISON	PUBLIC WORKS-UTIL 3/23	210.06	64267	4/01/23
		4957 ELECTRICAL DISTRIBUTION TOTAL	----- 210.06		
		604 ELECTRIC UTILITY TOTAL	----- 210.06		
605-49600-380	STORM SEWER STORM SEWER CITY OF MADISON	HWY 40 DET POND-UTIL 3/23	22.50	64267	4/01/23
		4960 STORM SEWER TOTAL	----- 22.50		
		605 STORM SEWER TOTAL	----- 22.50		
609-49750-342	LIQUOR OFF-SALE LIQUOR RBM PUBLICATIONS	LIQ-FEBRUARY AD	240.00	64284	4/01/23
609-49750-380	CITY OF MADISON	LIQ-UTIL 3/23	353.75	64267	4/01/23
		4975 OFF-SALE LIQUOR TOTAL	----- 593.75		
		609 LIQUOR TOTAL	----- 593.75		
	EASTVIEW APARTMENTS PUBLIC HOUSING PROJECTS				

**CLAIMS REPORT**  
Check Range: 4/01/2023- 4/01/2023

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
614-46330-409	BOLTON & MENK INC	EASTVIEW PAVEMENT	3,571.00	64264	4/01/23
		4633 PUBLIC HOUSING PROJECTS TOTAL	----- 3,571.00		
		614 EASTVIEW APARTMENTS TOTAL	----- 3,571.00		
		Accounts Payable Total	=====		
			78,524.78		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
101	GENERAL	24,206.04
201	AMBULANCE	1,022.70
211	EDA	3,858.00
407	UTIL EXT PROJECT FUND	41,205.25
601	WATER	2,109.26
602	SEWER	1,726.22
604	ELECTRIC UTILITY	210.06
605	STORM SEWER	22.50
609	LIQUOR	593.75
614	EASTVIEW APARTMENTS	3,571.00
-----		
	TOTAL FUNDS	78,524.78