

CITY OF MADISON
AGENDA AND NOTICE OF MEETING

Regular Meeting of the City Council – 5:00 PM
Monday November 27, 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 November 13, 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. City of Madison Emergency Contact List – receive | Page 5 |
| B. UMRDC Annual Survey – 2023 | Page 6 |
| C. Liquor License – 2023 – approve | Page 8 |

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

6. UNFINISHED AND NEW BUSINESS

Page 9

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

Page 10

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

Page 12

- C. Resolution 23-53 Dilapidated Demolition Policy. A DISCUSSION and MOTION may be in order. (Manager, Council)

- D. Voluntary Dismissal of Complaint – Aqueous Film-Forming Foams (PFAS) Contamination – Taft Law. A DISCUSSION and MOTION may be in order. (Manager, Council)

- E. Approve 2024 Wellness Calendar. A DISCUSSION and MOTION may be in order. (Manager, Council)
- F. 2024 Enterprise Fund Review. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- Task Force Update – January 10th, 2024 12:00 Noon
- Chili Cookoff Judges – Tuesday November 28th, 12:00 Noon Page 15

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

- Daycare Meeting Update Page 16
- Chamber After Hours – Wednesday, November 29th, 4:30-6:30 PM Page 20

9. AUDITING CLAIM

A copy of the Expense Approval Report is submitted for November 13, 2023 through November 27, 2023 and is attached. A MOTION is in order. Page 21

10. ADJOURNMENT

11. CLOSED SESSION

- **Manager Review**

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
RESCHEDULED REGULAR MEETING
NOVEMBER 13, 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, November 13, at 5:05 p.m. in Council Chambers at City Hall. Councilmembers present were: Mayor Greg Thole, Maynard Meyer, Paul Zahrbock, and Tim Volk. Also present were City Manager Val Halvorson, City Attorney Rick Stulz and City Clerk Christine Enderson. Councilmember Adam Conroy was absent.

AGENDA

Upon motion by Zahrbock, seconded by Meyer and carried, the agenda was approved as amended. Additions include the addition of two statues at the Flags of Honor. All agenda items are hereby placed on the table for discussion.

MINUTES

Upon motion by Volk, seconded by Zahrbock and carried, the October 23, 2023, 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

City Council reviewed the checklist.

CITY ENGINEER REPORT

City Council reviewed the memorandum by City Engineer Kent Louwagie that provided updates on several city projects.

Pay Application – R.L. Larson Excavating: Upon motion by Volk, seconded by Meyer and carried, the second pay application from R.L. Larson Excavating for 2023 Infrastructure Improvements was approved in the amount of \$389,865.95. This application is for work completed through November 3rd.

2023 Infrastructure Change Order: Upon motion by Zahrbock, seconded by Volk and carried, Council approved a change order in the amount of \$27,540 for the replacement of tile lines to meet the MN Department of Health code. The project and change order are still eligible for Drinking Water Grant funding.

Pay Application - Joe Riley Construction: Upon motion by Zahrbock, seconded by Meyer and carried, the third pay application from Joe Riley Construction for the Eastview Improvements project was approved in the amount of \$75,322.31. This application is for work completed through November 3rd.

SNOW AND ICE POLICY

Upon motion by Meyer, seconded by Zahrbock and carried the approval of the updated Snow and Ice Policy. Updates include the schedule of the payloader to ensure the street route is not stopped, removing the warning

for vehicles parked on the street, and confirming responsibility of the property owners for the new MNDOT sidewalks.

FARMERS MUTUAL DONATION

Upon motion by Zahrbock, seconded by Volk and carried, **RESOLUTION 23-46** titled “Resolution Authorizing the Acceptance of Donation from Farmers Mutual for the Fire Department” was adopted. Council was informed that Farmers Mutual is utilizing unclaimed property funds to make a similar donation to every Fire Department in Lac qui Parle County. A complete copy of Resolution 23-46 is contained in City Clerk’s Book #10.

ASSIGNMENT OF SALARIES WATER AND WASTEWATER OPERATOR

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 23-47** titled “Resolution Establishing Assignment of Salaries Water and Wastewater Operator” was adopted. This resolution establishes the pay range and step for Randy Larson, Water and Wastewater Operator at Grade 8 effective on October 30, 2023. Mr. Larson recently passed the B License for Water, therefore, making his title the Water and Wastewater Plant Senior Operator. A complete copy of Resolution 23-47 is contained in City Clerk’s Book #10.

2024 BUDGET DISCUSSION

City Manager Val Halvorson presented Council with estimated levy calculations and opened it up for discussion. No action taken. The 2024 Budget Hearing is scheduled for Monday, December 11, 2023, at 6:00 p.m.

ASSIGNMENT OF WAGES 2024

Upon motion by Zahrbock, seconded by Meyer and carried, **RESOLUTION 23-48** titled “Resolution Establishing Assignment of Wage Increase Schedule 2024” was adopted. This resolution would provide for the assignment of wages for 2024 to include step increase when appropriate. A complete copy of Resolution 23-48 is contained in City Clerk’s Book #10.

PAY RANGE SCHEDULE 2024

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 23-49** titled “Resolution Establishing Points Based Pay Range Schedule for 2024” was adopted. This resolution approves a structure adjustment to the pay range schedule to provide for a 3.5% cost of living increase. A complete copy of Resolution 23-49 is contained in City Clerk’s Book #10.

GROUP HEALTH INSURANCE

Upon motion by Zahrbock, seconded by Meyer and carried, **RESOLUTION 23-50** titled “Resolution Establishing Group Health Insurance City Benefits Contribution for the Year 2024” was adopted. This resolution would provide for the City of Madison to contribute 80% towards the family coverage premium and 100% towards the single coverage premium based on Blue Cross Blue Shield 2024 Small Group Product High Value HAS Gold Plan 690 \$3750/\$7000 with 0% coinsurance effective January 1, 2024 and continuing. This benefit is available to full-time employees, with the rate established at fifty percent for qualified part-time employees. An HSA contribution of \$233.50 per month will be made to full-time employees in the city’s group health plan and \$116.75 per month for qualified part-time employees. Employees who opt out of the city’s group health plan will be eligible to receive \$655.40 per month to be used for supplemental insurance options. A complete copy of Resolution 23-50 is contained in City Clerk’s Book #10.

ON-CALL BENEFITS – STREETS PARKS DEPARTMENT

Upon motion by Zahrbock, seconded by Thole and carried, **RESOLUTION 23-52** titled “Resolution Adopting the Water Wastewater “On-Call” Wage/Benefits for 2024 and Beyond” was adopted. This

resolution amends the established wage and benefits for the Water and Wastewater Department positions. The positions will receive the supplemental benefits as “On-Call” Pay where the employee is required by the employer to perform standby duties. A complete copy of Resolution 23-52 is contained in City Clerk’s Book #10.

ON-CALL BENEFITS – WATER AND WASTEWATER DEPARTMENTS

Upon motion by Thole, seconded by Zahrbock and carried, **RESOLUTION 23-51** titled “Resolution Adopting the Streets Parks “On-Call” Wage/Benefits for 2024 and Beyond” was adopted. This resolution amends the established wage and benefits for the Streets Parks Department positions. The positions will receive the supplemental benefits as “On-Call” Pay where the employee is required by the employer to perform standby duties. A complete copy of Resolution 23-51 is contained in City Clerk’s Book #10.

MAYOR/COUNCIL SALARY

Council discussed increasing the Mayor and Councilmember salaries. An ordinance must be passed before the next election and to take effect in January of the following year. The discussion was tabled until 2024.

CITY MANAGER’S REPORT

Senate Bonding Tour: Mayor Thole and John Graupman, engineer with Bolten & Menk, presented in front of the Senate Bonding Tour last Wednesday for water treatment plant facility improvements. Senator Dahms was present and a tour of the water plant was completed after the presentation.

Power Supply Mix: Missouri River Energy Services released the new power supply mix chart for the City. The City’s energy currently comes from 91% carbon-free energy and 78% renewable power supply. The power supply mix is based on a three-year average.

Chili Cook Off: City employees will have a chili cookoff on November 28th as the November wellness event.

Midwest Machinery: City Manager Halvorson informed Council about Midwest Machinery’s request for a 15-year tax abatement. The request is being reviewed.

MAYOR/COUNCIL REPORTS

Chamber Update: Norsefest celebrations have wrapped up and will start Christmas planning.

Park Board: Councilmember Zahrbock suggested adding to the display of statues at the Flags of Honor with the addition of two more: one from Coastguards and the other a female World War II nurse. Council was in consensus and discussed funding possibilities.

DISBURSEMENTS

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between October 24 and November 13, 2023. These disbursements include United Prairie Check Nos. 65270-65337. Debit card and ACH transaction were also approved as listed.

There being no further business, upon motion by Meyer, seconded by Volk and carried, meeting adjourned at 6:15 p.m.

Greg Thole - Mayor

ATTEST:

Christine Enderson – City Clerk



Emergency Contact List

November, 2023

City Hall: 320-598-7373 | madison@ci.madison.mn.us

Office	Name	Office	Cell	Home	Email
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Emergency Numbers					
Sheriff's Office	Allen Anderson, Sheriff	320-598-3720	320-220-1684		allen.anderson@lqpc.com
Emergency Mgmt	Blain Johnson, Director	320-598-7171	701-429-1737	218-245-0168	blain.johnson@lqpc.com
Ambulance Svc	Scott Schake, Director		320-212-9750		sschake@yahoo.com
Fire Dept	Brian Tebben, Chief	320-598-3544	320-212-7693		brian.tebben@fbfs.com
Hospital	Main Line	320-598-7551			
Poison Control	National Poison Control Center		1-800-222-1222		

City Administration					
City Manager	Val Halvorson	320-598-7379	320-894-0823		val.halvorson@ci.madison.mn.us
City Clerk	Christine Enderson	320-598-7375	320-226-4113		christine.enderson@ci.madison.mn.us
Deputy Clerk/Tres	Angie Amland	320-598-7084	320-267-1270		angie.amland@ci.madison.mn.us
Deputy Clerk	Cheri Tuckett	320-598-7100	320-444-5990	320-598-3103	cheri.tuckett@ci.madison.mn.us

City Employee's					
Line Supervisor	David Johnson	320-598-3060	320-760-3797		david.johnson@ci.madison.mn.us
Lineworker	Chase Mortenson	320-598-3060	320-226-9602		chase.mortenson@ci.madison.mn.us
Water Supervisor	Dean Broin	320-598-3239	320-905-9395	320-598-3017	dean.broin@ci.madison.mn.us
Water & Wastewtr	Randy Larson	320-598-3490	320-305-1704		Randy.larson@ci.madison.mn.us
Water & Wastewtr	Ryan Flaten	320-598-3986	320-314-2155		ryan.flaten@ci.madison.mn.us
Street & Parks Super	Todd Erp	320-598-7087	320-226-5662	320-698-7002	todd.erp@ci.madison.mn.us
Street & Parks	Zach Larson	320-698-7087	320-305-1706		Zach.larson@ci.madison.mn.us
Liquor Store Mngr	Dale Hiepler	320-598-7900	320-297-0742		dale.hiepler@ci.madison.mn.us
Liquor Store Clerk	Linda Kravik	320-598-7900	507-430-6783		Fireup95.lk@gmail.com

City Council					
Mayor	Greg Thole	320-598-7928	507-829-3280	320-598-7928	thole.electric@yahoo.com
Council Member	Tim Volk	320-598-7303	320-979-9145	320-598-7864	timsuevolk@frontier.com
Council Member	Paul Zahrbock	320-598-3339	320-444-1259	320-598-3040	
Council Member	Maynard Meyer	320-598-7301	320-212-5165	320-598-3730	klqpfm@farmerstel.net
Council Member	Adam Conroy	320-598-7521	612-508-3361		adam.westerng@frontier.com
City Attorney	Rick Stulz	320-598-7578	320-226-5335	320-769-4446	rick.stulz@lqpc.com

Utility Companies					
Electricity	MN Valley Light & Power	320-269-2163		800-247-505	brandonb@mnvalleyrec.com
Internet, TV	Mediacom	855-633-4226		Bill 320-232-0010	
Internet, TV	MVTV Wireless	320-564-4807			
Natural Gas	MN Energy Resources	800-889-4970	Steven Hornstein	507-848-1056	Steven.hornstein@minnesotaenergyresources.com
Garbage	Olson Sanitation	320-769-4610			
Telephone/Int	Frontier	833-559-9591	1-800-921-8101		
Telephone/Int	ACIRA – Farmers Mutual	320-568-2105			farmers@farmerstel.net



For changes to this list, contact the City Emergency Manager, Blain Johnson: 320-598-7171, blain.johnson@lqpc.com



Most Important Topics By ALL Jurisdictions

- 1. Planning to Retain and Increase Childcare
- 2. Expose Youth to Local Career Opportunities
- 3. Develop Local Financial Support Solutions for Childcare
- 4. Increase Road/Bridge Funding
- 5. Development of new Rental Housing
- 6. Marketing & Promoting our Community/Area to Attract New Residents, Visitors, and Workforce.
- 7. Development of new Single Family Housing
- 8. Fixing up Commercial/Retail/Industrial Property
- 9. Demolition of Dilapidated Housing
- 10. Fixing up Homes/Apartments

- 11. Improving Broadband Infrastructure
- 12. Developing a more Welcoming Community to Diverse Populations
- 13. Developing Ideas for Vacant Lots
- 14. Develop Succession Planning for Local Businesses
- 15. Development of new Senior Housing
- 16. Demolition of Commercial/Retail/Industrial Property
- 17. Programming to Grow and Develop New Leaders
- 18. Planning to Improve or Preserve Water Quality
- 19. Planning or Funding for Trails and Parks
- 20. Increase Access to Capital for Business Development
- 21. Planning or Implementation for Safe Routes to School
- 22. Increase Technical Assistance for Business Owners/New Entrepreneurs
- 23. Planning or Funding for Water/Sewer Infrastructure
- 24. Increase Training for Community Leaders
- 25. Creating or Updating our Strategic Plan
- 26. Creating or Updating a Comprehensive Plan
- 27. Planning for Solid Waste Management and Recycling Systems
- 28. Creating or Updating a Capital Improvement Plan
- 29. Increase Efficiency & Develop Renewable Energy for Public Buildings
- 30. Increase Digital Literacy of our Residents
- 31. Reviewing and Updating Zoning and/or Ordinances
- 32. Enforcement of Zoning and/or Ordinances
- 33. Increase Transit Options
- 34. Implementation of Community Beautification
- 35. Protecting Historical & Cultural Assets
- 36. Develop Policies and Resources for Renewable Energy for Residents and Business Owners
- 37. Planning and Implementation of Hazard Mitigation and Emergency Response
- 38. Planning or Funding for Industrial Park Infrastructure
- 39. Planning and Policies for Sidewalk Infrastructure
- 40. Planning or Funding for Electronic Vehicle Infrastructure
- 41. Planning for Climate Change Adaptation
- 42. Planning and Development of new Public Art

CHILD CARE
Ranked in the top 3 for the last 4 years in a row!

Return Rate
17%
89 respondents
Cities who responded:
Benson Hanley Falls
Clara City Madison
Clarkfield Marietta
Dawson Maynard
Graceville Milan
Granite Falls Montevideo
All five counties responded

Most Important Topics By EACH Jurisdictions

Cities - 29 respondents

- 1. Planning to Retain and Increase Childcare
- 2. Develop Local Financial Support Solutions for Childcare
- 3. Development of new Rental Housing
- 4. Fixing up Commercial/Retail/Industrial Property
- 5. Marketing & Promoting our Community/Area to Attract New Residents, Visitors, and Workforce

Counties - 14 respondents

- 1. Planning to Retain and Increase Childcare
- 2. Marketing & Promoting our Community/Area to Attract New Residents, Visitors, and Workforce
- 3. Development of new Single Family Housing
- 4. Development of new Rental Housing
- 5. Planning or Funding for Trails and Parks

Townships - 34 respondents

- 1. Increase Road/Bridge Funding
- 2. Expose Youth to Local Career Opportunities
- 3. Planning to Retain and Increase Childcare
- 4. Improving Broadband Infrastructure
- 5. Planning to Improve or Preserve Water Quality

Schools - 12 respondents

- 1. Expose Youth to Local Career Opportunities
- 2. Planning to Retain and Increase Childcare
- 3. Develop Local Financial Support Solutions for Childcare
- 4. Development of new Single Family Housing
- 5. Developing Ideas for Vacant Lots



Identify the top 3 priorities for your jurisdiction for the upcoming year:

1. Planning to Retain and Increase Childcare
2. Increase Road/Bridge Funding
3. Development of new Single-Family Housing
4. Development of new Rental Housing
5. Enforcement of Zoning and/or Ordinances
6. Planning to Improve or Preserve Water Quality
7. Improving Broadband Infrastructure
8. Marketing & Promoting our Community/Area
9. Develop Local Financial Support Solutions for Childcare
10. Demolition of Dilapidated Housing

How often do you view the www.umvrdc.org website?

- 1% Once a week
- 24% Once a month
- 33% Quarterly
- 16% Once a year
- 26% Never



What case study topics would you like to see?

- Community Development
- Business Development
- Single-family housing
- Senior Housing
- Low-income housing
- Ben Winchester
- Broadband
- Child care
- In-home child care as business



What information is valuable to you?

- 22% Information on grants that might be relevant for my jurisdiction
- 17% Ex. of what other jurisdictions are addressing critical topics in the region
- 15% UMRDC programs and services available
- 14% New economic, social or demographic data available for the region
- 13% Information on trainings, conferences or workshops
- 11% Information about projects the UMRDC is working on
- 8% New research on critical topics

Do you follow the UMRDC on Facebook?

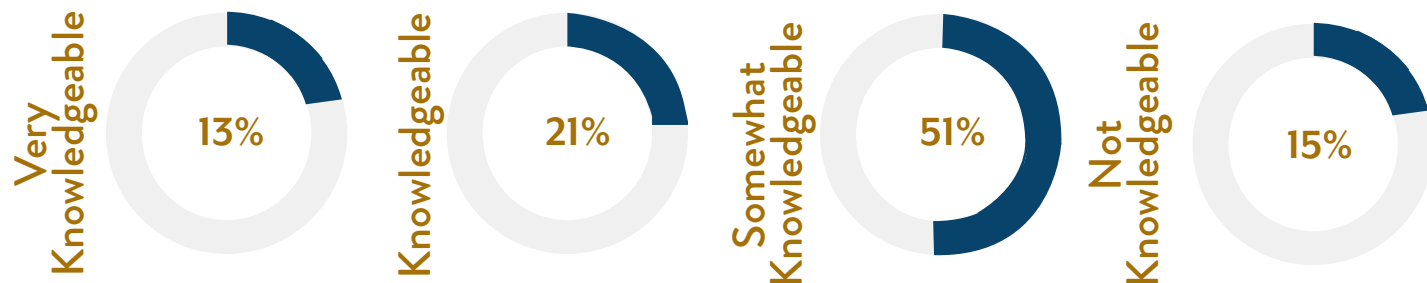
- ✓ Yes 18%
- ✗ No 50%
- 👍 Plan to! 32%



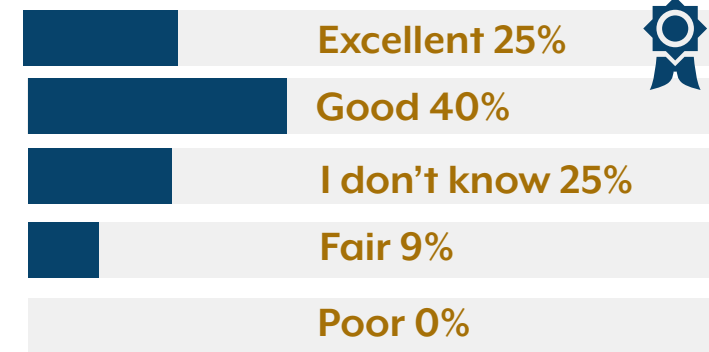
76% Yes

Do you receive UMRDC newsletters and emails via Constant Contact?

How knowledgeable are you on the UMRDC and its programs and services?



How would you rate the overall quality of services the UMRDC provides?



How responsive has the UMRDC been to your questions, needs or calls?

- 28% Very Responsive
- 31% Responsive
- 0% Unresponsive
- 0% Very Unresponsive
- 41% I don't know

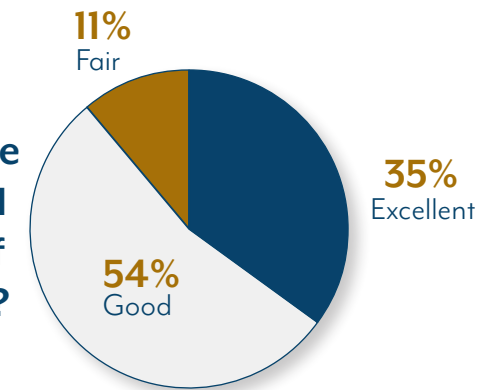


Has your jurisdiction chosen to hire a consultant, engineer or outside contractor to assist you with any of the projects from the list on page 1, and why?

- 0% Yes, the UMRDC is too expensive
- 14% Yes, the UMRDC does not provide the service we were looking for
- 0% Yes, because the UMRDC has provided poor service in the past
- 17% I do not think to call the UMRDC
- 64% No
- 5% Other (please specify)



How would you rate the effectiveness and professional capabilities of the UMRDC staff?



What is the UMRDC best at?

- “Information”
- “Seeking and informing of grant availability”
- “Searching out and presenting grant opportunities”
- “The knowledge base and support on various topics ranging from grants to connections with other programs”
- “Raising awareness of upcoming issues”
- “Grant assistance”
- “Uniting the region”
- “The RDC is probably the best at grant writing”



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Madison, Minnesota 56256
P 320.598.7373
F 320.598.7376
E madison@ci.madison.mn.us
ci.madison.mn.us

CITY OF MADISON LIQUOR LICENSE LIST – 2024

ON SALE LIQUOR (\$500.00)

The Sticks Bar & Grill LLC
VFW
Happy Hour Sports Bar
Torchwood Communications LLC
LqP Racing Association

SUNDAY LIQUOR LICENSE (\$50.00)

The Sticks Bar & Grill LLC
VFW
Happy Hour Sports Bar
Torchwood Communications LLC
LqP Racing Association

GAMES OF SKILL (\$25.00)

VFW
Happy Hour Sports Bar

OFF-SALE BEER (\$100.00)

Jubilee
Casey's
Happy Hour Sports Bar

CITY COUNCIL CHECKLIST

11/22/2023

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	Progress Notes	COMPLETE
Recreation Facility	5/2/2017	EDA	CM, Conroy	On hold - will require additional community engagement	completed
Fiber Grant	9/26/2022	Meyer	CM, committee	Approve Pay Ap #5	
MNDOT 2023	5/11/2015	Zahrbock	CM, Engineer	Punch list items remain - manholes is one of them	
Downtown Renovation Fund	1/1/2022	Meyer	CM,	Forfeited property sold	
EDA CIP Program	1/1/2022	EDA	EDA	5 awards for 2023	
Downtown Open Space-Block 48	9/19/2022	Conroy	CM EDA	New Signage	
Daycare Performance/EDA Appropriation	9/1/2017	EDA	Community	Report to EDA and Daycare Committee 11/21/23	
May 12, 2022 Storm	5/12/2022	Council	CM, EM	Final Claims Submitted	
Infrastructure North Expansion	9/1/2021	Council	CM, council	Project updates - RL Larson	
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Punch List Items and Final report to do	
Tennis/Basketball Courts	7/2/2021	Conroy	CM, Parks	DNR grant not awarded	
Carneige Library Roof	1/1/2022	Parks	Manager	Memo sent to SHPO - waiting for approval - then seek bids	
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 is still in favor and will resume discussion	



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

MEMORANDUM

Date: November 22, 2023
To: Honorable Mayor Thole and City Council
From: Kent Louwagie, City Engineer
Subject: Project Updates
City of Madison, MN
Project No.: 0W1.125959

Updates on several city projects are provided below.

2023 Infrastructure Improvements

1. Sanitary sewer, water main and storm sewer construction is completed.
2. Grading on 11th Street is nearing completion. The sand section of the road has been completed, and construction of the gravel base is underway. Ditch grading and general site grading should be completed the week of November 27th.
3. Seeding and mulching will be completed where the grading work is completed (likely on both sides of Highway 75.) Other turf areas that will need additional grading may not be able to be seeded this year if frost sets in. These areas will be hydromulched for the winter. Finish grading and seeding in these areas will be completed next spring.
4. Paving will occur in 2024.

2023 Sanitary Sewer Rehabilitation

1. No change since the previous update.
2. If the contractor's schedule allows, they may complete some preliminary work this winter, such as televising the sewers and installing sewer service cleanouts. The soonest they would start is after Christmas. Depends on the weather.
3. Most of the work on this contract is planned for 2024.

Eastview Improvements

1. Final grading and seeding will be completed next spring.

If you have any questions or concerns at any time, please contact me at 320-905-5446 or Kent.Louwagie@bolton-menk.com.



Real People. Real Solutions.

2023 Infrastructure Improvements Construction Meeting

11/15/2023

BMI Project No. 0W1.125959



Attendees:

- Kent Louwagie, Bolton & Menk
- Riley DeWolf, Bolton & Menk
- Dean Broin, City of Madison
- Todd Erp, City of Madison
- Val Halvorson, City of Madison
- Todd Geislinger, RL Larson

Progress Update:

1. All water main has been completed.
2. All sanitary and storm sewer has been completed.

Upcoming Schedule:

1. RL's pipe crew will spend the rest of the week completing miscellaneous tasks on site. They will be installing the ball field bathroom water service, the culverts under the driveway entrances, and testing on the sanitary sewer and water main.
2. The grading crew will be working on building the road on 11th Street the rest of this week and next. They have already started the sub cut on 11th Street.

Discussion:

1. 11th Street will be open to the public throughout the winter. RL will leave barricades in town in case they to close the road when the frost comes out in the spring.
2. RL will be pumping out the end of the drain tile line in the west ditch of TH 75 one final time for the county project to hook the line into their structure.
3. The generator concrete slab will be 11.5' long, 11.5' wide, and 6" thick. Dimensions and thicknesses need to be cross-referenced with the submittal to ensure minimum requirements are met.
4. RL had planned on having the generator slab poured next Monday. Conduit will need to be run up through the slab prior to the slab being poured. RL will coordinate with their electrician sub-contractor to see if this will be able to be done prior to Monday.
5. The concrete driveway at Northern Plains Tiling will be poured next spring.

**CITY OF MADISON MINNESOTA
RESOLUTION NO. 23-53**

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

**RESOLUTION MODIFYING THE DILAPIDATED
HOME DEMOLITION COST SHARING POLICY**

WHEREAS, the City Council desires to update the current dilapidated home demolition cost sharing amount,

WHEREAS, the City Council finds that dilapidated homes create public safety concerns;

WHEREAS, the City Council finds that dilapidated homes are aesthetically unpleasing and reduce the value of surrounding properties;

WHEREAS, the City Council finds that dilapidated homes have a negative impact on public health, safety and general welfare of the City.

WHEREAS, the City Council acknowledges the program has been effective in eliminating dilapidated structures and the council is in support of increasing the city contribution.

THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA, is updating the “Dilapidated Home Demolition Cost Sharing Policy” in “Exhibit A” effective November 27th, 2023 and continuing thereafter until modified by the city council.

Upon vote taken thereon, the following voted:

For: T
Against:
Absent:

Whereupon said Resolution 23-53 was declared duly passed and adopted this 23rd day of November, 2023.

Greg Thole
Mayor

Attest: _____
Christine Enderson
City Clerk

RESOLUTION 23-53
“EXHIBIT A”

City of Madison Dilapidated Home Demolition Cost Sharing Policy

- (1) The City may participate in sharing the demolition costs with a homeowner who purchases an adjacent property with a dilapidated home.
- (2) If funds are available, the City of Madison will contribute the lesser of 75 percent or \$4,500 of the total demolition costs for any one particular property, which includes the home and any accessory buildings.
- (3) City participation in any project is contingent upon the availability of funds with a maximum of 4 projects per calendar year.
- (4) The City Council must authorize participation in the project before it commences.
- (5) The homeowner shall address the City Council in writing or in person requesting city participation in the project.
- (6) The homeowner shall be solely responsible for the coordination and supervision of the demolition in compliance with all applicable laws and regulations.
- (7) The homeowner shall restore the property to grade and in accordance with any and all applicable ordinances.
- (8) The City shall pay its portion only upon verification that the homeowner has paid their portion. The homeowner may also pay the contractor and associated fees in whole, with the city reimbursing the homeowner upon proof that the homeowner has paid the contractor and associated fees in whole.
- (9) The homeowner shall complete the demolition and restore the property to grade within 30 days from the start of demolition of any buildings.
- (10) The homeowner shall pay all costs incurred by it or the City including, but not limited to legal, planning, engineering, and inspection expenses incurred in connection with approval and acceptance of the project, and all reasonable costs and expenses incurred by the City in monitoring and inspecting development of the project.
- (11) The homeowner shall sign a “Demolition Agreement” before commencement of the demolition project.
- (12) Additional funding is available for structures that require asbestos abatement.

2024 City Wellness and Morale Events

Event	Purpose	Staff Lead	Date/Time	Budget	Actual	Time	Notes
January- March	Weight Loss Challenge	Let us help you tackle the holiday extras with a fun challenge	David/Angie	Kick Off January 3rd	\$ 100		30 Develop At home challenge - Team Awards
March	Darts- Celebrate Weight Loss Winner	Braggin rights for dart champion, employee morale.	Zach	Wednesday, March 27, 2024	\$ 100		After hours
April	Health Screenings at MHS	Employees choose from an ala carte menu of tests to check health status	Angie	April 12,13,14	\$ 550		15 \$50/employee for screening cost
May/June	Flags of Honor - Memorial Day/ 4th of July	Civic Engagement and Social Outing at VFW	David	Holidays			Setup/Takedown followed by social outing at VFW Patio
July/August	Weeds and Garden Goodness	Weed Grand Park as deemed, planned Salad Bar lunch	Angie/Val	Wednesday, July 17, 2024	\$ 100		30 Weed Grand Park, Library, and City Hall as needed. - Utilize Farmers Market or Employee Gardens
September	Staff Lunch/programming	Plan Fall decorating and Halloween Dress Up Ideas	Val	Tuesday, September 17, 2024	\$ 100		30 30 Minutes staff time in conjunction with lunch
November	Annual Chili Contest	3rd Annual Chili Cook Off	David/Zach	Tuesday, November 12, 2024	\$ 100		30 30 Minutes staff time in conjunction with lunch
December	Staff Christmas Party/Ugly Sweater Contest	Gift of giving, Clothing Drive. Social Activity to Celebrate	All	Wednesday, December 18, 2024	\$ 100		60 1 hour staff time in conjunction with lunch. Bring Clothing/Household items for Prairie Five
				\$1,150	\$0	3.25 hours	

November 28, 2023 Noon to 1:00 pm

Chili
COOK OFF

You're invited to our
2ND ANNUAL
Chili Cook-Off!!

Braggin' rights
& Traveling Trophy
(Plus, it's healthy!)



Madison
MINNESOTA

LITTLE EAGLES DAYCARE PROGRAM *STATUS REPORT*

NOVEMBER 2023



ANNUAL PROJECTIONS

Projected Revenue	Projected Expenditures	Additional Revenue	Projected Deficit
\$361,410.00	\$414,554.00	\$17,000.00	-\$40,000.00

GRANT FUNDING

Stabilization Grant

- Funding used for employee compensation and daycare center needs and sustainability
- Included full flexibility with use of funds
- Ended June 2023

Great Start Compensation Transitional Grant

- Replaced the Stabilization Grant
- Funding used for employee compensation and center needs and sustainability
- Included some flexibility with use of funds
- Ended September 2023

Great Start Compensation Grant

- 4yr guarantee*
- Replaced the Great Start Compensation Transitional Grant
 - New requirements
 - Effective October 1, 2023– 100% of funding must be used to increase (enhance) employee compensation and benefits on over and above base program costs in place as of Oct. 1, 2023
 - Flexibility removed with new legislation.
 - Using funds for program needs and sustainability is no longer allowed

CURRENT ENROLLMENT

Current Room	Current Capacity
Infant	10 • 3 on waitlist
Younger Toddler	11 + /
Older Toddler/Younger Preschool	15 • 9 Full-Time • 6 Part-Time + /
Jr. Eagles	14 (Part-Time) • Before & After School Monday-Thursday and all day Friday • Non-School Days
TOTAL:	50

PROJECTED CAPACITY

Relicensed Little Eagles September 2023 – Completely Licensed Program

Age Group	Capacity
Infant	12
Toddler	Not to exceed 28
Toddler/Preschool	35
TOTAL:	75

Option A Increase Rates For Current Patrons

- Based on current 50 patrons
- Starting December 4th, 2023
- Weekly Increase of \$27.00 per kid

Option B Increase Enrollment

- Enroll 8 children by 12/4/2023
- Based on average current tuition of \$175.00
- Based on bare minimum staff with no additions
- Realistically would need 1 additional staff with no resignations

Option C Community Involvement

- \$40,000 Community Support

Option D Combination

- Enroll 3 Infants On Waitlist
- Increase Tuition by \$5.00/Week
- Community Support

	Current Rate (Increased \$5.00/WK on 7/1/2023)	Increased Rate
Infant	\$185.00	\$212.00
Toddler	\$175.00	\$202.00
Preschool	\$165.00	\$192.00
Jr. Eagles Part-Time	\$82.50	\$109.50

# of Kids	Average Rate	Weeks	Total
8	\$175.00	30	\$42,000.00

Source		Amount
Enrollment	\$190.00 (New Rate) X 30 Weeks X 3 Kiddos	\$17,000.00
Tuition Increase	\$5.00 (Increase) X 30 Weeks X 50 Kiddos	\$7,500.00
Community Support		\$15,500.00

COMMUNITY INVOLVEMENT & SUPPORT

- Field Trips With The Kiddos In The Community
- Open House
- Adjustment To Hours *7-5:30*
- Involvement With Established Parent Board
- Fundraising Support
- AED - *Jon Matz*
- CPR/First Aid Equipment
- Surrounding Community Site Visits - Best Practices
- Director Support Group
- Workforce Summit

LITTLE EAGLES NEW CULTURE

- Team Atmosphere
- All here for the same purpose - the children and the community
- Director has open door policy - Staff & Families
- Mentoring
- Director being able to help in the classroom on demand
- Leading by Example
- Positive Reinforcement
- Employee Appreciation
- Wage Adjustments
- Performance Reviews
- Open Communication Between Staff, Director, And Families
- Leadership's Involvement
- Conferences

Chamber After Hours



Join us at Santa Land (Heather Nursery & Floral) for networking, appetizers and a cash bar.

Wednesday, November 29th
4:30pm - 6:30pm

Lighting the Tree of Hope at 6:45 PM

Appetizers provided by United Prairie Bank



City of Madison, MN

Expense Approval Report

By Fund

Payable Dates 11/14/2023 - 11/14/2023

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount	
Fund: 101 - General						
MEDIACOM	65348	11/14/2023	FIRE-DIGITAL ADAPTER	101-42200-324	7.37	
					Fund 101 - General Total:	7.37
Fund: 201 - Ambulance						
R & T MANUFACTURING	65350	11/14/2023	AMB-GH ADAPTOR	201-44100-221	19.70	
LQP CO-OP OIL	65347	11/14/2023	AMB-FUEL EXPENSE	201-44100-212	461.26	
BOUND TREE MEDICAL LLC	65345	11/14/2023	AMB-SUPPLIES	201-44100-217	878.07	
					Fund 201 - Ambulance Total:	1,359.03
Fund: 407 - Utility Extension Project Fund						
R.L. LARSON EXCAVATING IN	65351	11/14/2023	UTIL EXT-PAY APP NO 2	407-46520-409	389,865.95	
					Fund 407 - Utility Extension Project Fund Total:	389,865.95
Fund: 602 - Sewer Fund						
MN VALLEY REC	65349	11/14/2023	SEW-UTILITY EXPENSE	602-49450-380	267.19	
MN VALLEY REC	65349	11/14/2023	SEW-UTILITY EXPENSE	602-49450-380	3,526.88	
					Fund 602 - Sewer Fund Total:	3,794.07
Fund: 614 - Eastview Fund						
JOE RILEY CONSTRUCTION,IN	65346	11/14/2023	EASTVIEW-PAY APP 3-PAVEME	614-46330-530	75,322.31	
					Fund 614 - Eastview Fund Total:	75,322.31
					Grand Total:	470,348.73

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
101 - General	7.37	7.37
201 - Ambulance	1,359.03	1,359.03
407 - Utility Extension Project Fund	389,865.95	389,865.95
602 - Sewer Fund	3,794.07	3,794.07
614 - Eastview Fund	75,322.31	75,322.31
Grand Total:	470,348.73	470,348.73

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
101-42200-324	CABLE TV EXPENSE	7.37	7.37
201-44100-212	MOTOR FUELS/LUBRICA	461.26	461.26
201-44100-217	AMBULANCE SUPPLIES	878.07	878.07
201-44100-221	EQUIPMENT PARTS/TIRE	19.70	19.70
407-46520-409	CONTRACTUAL SERVICES	389,865.95	389,865.95
602-49450-380	UTILITY EXPENSE	3,794.07	3,794.07
614-46330-530	CAP.OUTLAY(IMP.OTHER	75,322.31	75,322.31
Grand Total:		470,348.73	470,348.73

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	470,348.73	470,348.73
Grand Total:	470,348.73	470,348.73

Employee Name: _____ Position: _____

Last Review Date: _____ Current Review Date: _____

Meets
Expectations:

Needs
Improvement:

Does not meet
Expectations:

1) Accomplishments and/or goals achieved during this review period?

2) What is being done well by the employee during this review period:

3) What work and/or behaviors of the employee should change, be done differently or eliminated:

4) Supervisor's expectations for the next review period:

5) Goals to be accomplished for the next review period:

Please list the employee's goals and objectives that are to be accomplished during the upcoming year. Attach a separate sheet if necessary.

- 1.
- 2.
- 3.
- 4.
- 5.

6) Additional comments:

Items that should be included or attached to this performance evaluation include but are not limited to an employee's self-appraisal, goals, yearly progress notes, peer reviews, and any written statement by the employee.

Employee Signature: _____ Date: _____

(Signature indicates only that this performance evaluation has been reviewed with the employee and the signature does not mean that you necessarily agree with its contents. You may write a statement to be attached to this document if you desire.)

Supervisor's Signature: _____ Date: _____

City Manager Signature: _____ Date: _____