

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – 12:00 Noon
Monday December 23, 2024
Madison Municipal Building

1. CALL THE REGULAR MEETING TO ORDER

Mayor Thole will call the meeting to order.

2. APPROVE AGENDA

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

3. APPROVE MINUTES

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A copy of the December 9, 2024 regular meeting minutes are enclosed. A MOTION is in order. (Council)

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

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

5. CONSENT AGENDA

- | | |
|---|---------|
| A. Liquor Store Report – receive | Page 4 |
| B. November 2024 Financials – receive | Page 8 |
| C. Airport Commission Meeting Minutes – December 18, 2024 – receive | Page 11 |
| D. Water Plant Report – November 2024 – receive | Page 12 |

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

6. UNFINISHED AND NEW BUSINESS

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

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- B. Approve Annual Contracts. A DISCUSSION and MOTION may be in order. (Manager, Council)
- a. Emergency Management – Paramount Planning
 - b. Independent Contractor Agreement – Dan Tuckett
 - c. Memorandum of Understanding – Gemini Kennels
 - d. Library Custodian – Template
 - e. City Hall Custodian – Nicole Beninga
 - f. LqP Racing Association
 - g. LqP County Crisis Transport
 - h. Attorney Retainer – Swenson, Nelson & Stulz

- C. Personnel Policy Amendment. A DISCUSSION and MOTION may be in order. (Manager, Council)

- D. Resolution 24-49 Appoint Fire Department Officers. A DISCUSSION and MOTION may be in order. (Manager, Council)

- E. Resolution 24-50 Appreciation for Distinguished Service. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- Area Council Training - Montevideo – January 29th, 2025 6-8pm
- Park Board – January 7th, 2024, 12:00 Noon

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

9. AUDITING CLAIM

Handout

A copy of the Expense Approval Report is submitted for December 9, 2024 through December 23, 2024 and is attached. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
DECEMBER 9, 2024**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Acting Mayor Maynard Meyer on Monday, December 9, at 5:03 p.m. in Council Chambers at City Hall. Councilmembers present were: Maynard Meyer, Paul Zahrbock (left at 6:33 p.m.) and Tim Volk. Also present were City Manager Val Halvorson, City Attorney Rick Stulz and City Clerk Christine Enderson. Councilmember Greg Thole was absent.

AGENDA

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

MINUTES

Upon motion by Conroy, seconded by Zahrbock and carried, the November 25, 2024, regular meeting minutes were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None

CONSENT AGENDA

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

CITY ENGINEERING REPORT

City Engineer Kent Louwagie provided an update on city projects.

AWARD BID – STORM WATER POND CLEANING PROJECT

Upon motion by Conroy, seconded by Zahrbock and carried, Council awarded the bid for the Storm Water Pond Cleaning Project to Heinrich Excavating & Hauling LLC with a total bid of \$112,766.10. The project received four competitive bids. Weather permitting, the work is estimated to begin in December and be completed in January. Councilmember Zahrbock inquired if there was anything we can do to prevent this expense being it is so high. Engineer Louwagie said there really is not; however, street sweeping does play a part in keeping the material to a minimum.

CITY SERVICES BALANCE WRITE OFFS

Upon motion by Volk, seconded by Meyer and carried, **RESOLUTION 24-41** titled “Resolution Authorizing Utility, Weed Eradication (Mowing) and Other City Services Balance Write Offs” was adopted. A complete copy of Resolution 24-41 is contained in City Clerk’s Book #11.

SANITATION RATE INCREASES

Upon motion by Volk, seconded by Zahrbock and carried, **RESOLUTION 24-42** titled “Resolution Amending Sanitation Rates” was adopted. The rate increase will be effective the billing cycle ending December 15, 2024, due January 15, 2025. A complete copy of Resolution 24-42 is contained in City Clerk’s Book #11.

WATER/SEWER/STORM SEWER RATE INCREASES

Upon motion by Zahrbock, seconded by Volk and carried, **RESOLUTION 24-43** titled “Resolution Amending the Water, Sewer, and Storm Rates” was adopted. The rate increase will be effective the

billing cycle ending December 15, 2024, due January 15, 2025. A complete copy of Resolution 24-43 is contained in City Clerk's Book #11.

ELECTRIC RATE INCREASES

Upon motion by Meyer, seconded by Conroy and carried, **RESOLUTION 24-45** titled "Resolution Amending Electric Utility Service Rates" was adopted. The rate increase will be effective the billing cycle ending December 15, 2024, due January 15, 2025. A complete copy of Resolution 24-45 is contained in City Clerk's Book #11.

MADISON AMBULANCE OFFICERS

Upon motion by Zahrbock, seconded by Volk and carried, **RESOLUTION 24-44** titled "Appointment of Ambulance Service Officers for 2025" was adopted. The changes from 2024 include Matt Carmody as Chief, Heidi Rakow as Assistant Chief, and Kristin Ludvigson as Secretary/Treasurer. A complete copy of Resolution 24-44 is contained in City Clerk's Book #11.

2025 GENERAL FUND BUDGET & PUBLIC HEARING

Acting Mayor Maynard Meyer opened the public hearing in regard to the 2025 General Fund Budget and final tax levy at 6:00 p.m. Paul Lund was the only person from the public was in attendance. City Manager Halvorson presented Council with a final draft of General Fund and Non-General Fund budgets for 2025 along with summary reviews and comparisons from 2024.

(Paul Zahrbock left 6:33pm)

Mr. Lund voiced general concerns of the levy increase and the effect on his property. Acting Mayor Maynard Meyer closed the hearing at 6:38 p.m.

Upon motion by Conroy, seconded by Volk and carried, **RESOLUTION 24-46** titled "Resolution Establishing the General Fund 2025 Budget" was adopted. A complete copy of Resolution 24-46 is contained in City Clerk's Book #11.

2025 NON-GENERAL FUND BUDGET

Upon motion by Volk, seconded by Meyer and carried, **RESOLUTION 24-47** titled "Resolution Adopting the 2025 Budgets (Exclusive of the General Fund)" was adopted. A complete copy of Resolution 24-47 is contained in City Clerk's Book #11.

TAX LEVY 2024 COLLECTIBLE 2025

Upon motion by Meyer, seconded by Volk and carried, **RESOLUTION 24-48** titled "Resolution Adopting Tax Levy 2024 Collectible 2025" was adopted. This resolution would provide for a final tax levy totaling \$980,101. A complete copy of Resolution 24-48 is contained in City Clerk's Book #11.

CITY MANAGER'S REPORT

Second December Meeting Date: With holidays coming, Council scheduled the second council meeting for December 23rd at noon.

Area Council Training: It will be held on Wednesday, January 29th in Montevideo from 6-8pm.

Park Board: The meeting scheduled for Tuesday will be postponed.

Housing Open House: The event recently held at The Mercantile allowed residents to walk through a simulation answering questions on if they were building a house for themselves, what wishes would they

have. The event received a good response and the feedback will be beneficial for developers as they design future housing in Madison.

Lights: There have been compliments regarding the City Hall lights and snow flakes on main street.

Public Restroom: Commercial hardware was ordered to fix the exterior door handles.

Annual Council Meeting: At the first meeting of the year, a picture will be taken of City Council and committees will be assigned for the various boards and commissions.

MAYOR/COUNCIL REPORTS

Chamber Meeting: It was held last week and the many Christmas events were discussed.

EDA Meeting: It was held last week, Monday. Topics included housing and EDA budget.

DISBURSEMENTS

Upon motion by Volk, seconded by Conroy and carried, Council approved disbursements for bills submitted between November 26, 2024 and December 9, 2024. These disbursements include United Prairie Check Nos. 66947-66991. Debit card and ACH transaction were also approved as listed.

There being no further business, upon motion by Conroy, seconded by Volk and carried, meeting adjourned at 6:39 p.m.

ATTEST:

Maynard Meyer – Acting Mayor

Christine Enderson – City Clerk



City of Madison, MN

Prior-Year Comparative Income Statement

Account Summary

For the Period Ending 11/30/2024

Fund: 609 - Liquor Fund

Revenue

	2023 Nov. Activity	2024 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2023 YTD Activity	2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
609-36210 INTEREST EARNINGS	0.00	6,784.69	6,784.69	0.00%	0.00	6,784.69	6,784.69	0.00%
609-37811 OFF SALE LIQUOR	21,305.99	19,608.71	-1,697.28	-7.97%	196,681.76	188,917.96	-7,763.80	-3.95%
609-37812 OFF SALE BEER	24,022.00	24,450.42	428.42	1.78%	270,044.07	262,805.27	-7,238.80	-2.68%
609-37814 MIX, ICE, ETC.	1,032.71	1,273.42	240.71	23.31%	10,320.50	11,919.84	1,599.34	15.50%
Revenue Total:	46,360.70	52,117.24	5,756.54	12.42%	477,046.33	470,427.76	-6,618.57	-1.39%

Expense

609-49750-103 PART-TIME WAGES	6,527.15	4,543.77	1,983.38	30.39%	50,148.58	53,824.33	-3,675.75	-7.33%
609-49750-121 PERA CONTRIBUTIONS (CITY)	291.76	200.43	91.33	31.30%	2,950.02	2,374.30	575.72	19.52%
609-49750-122 FICA CONTRIBUTIONS (CITY)	499.21	347.45	151.76	30.40%	3,921.35	4,115.93	-194.58	-4.96%
609-49750-131 HEALTH INSURANCE (CITY)	8.07	306.60	-298.53	-3,699.26%	88.77	3,375.40	-3,286.63	-3,702.41%
609-49750-151 WORKERS COMPENSATION INSURAN...	0.00	0.00	0.00	0.00%	2,198.22	1,797.00	401.22	18.25%
609-49750-201 OFFICE SUPPLIES	0.00	0.00	0.00	0.00%	211.97	79.12	132.85	62.67%
609-49750-210 OPERATING SUPPLIES	0.00	0.00	0.00	0.00%	587.65	771.34	-183.69	-31.26%
609-49750-219 MISC. OPERATING SUPPLIES	0.00	0.00	0.00	0.00%	489.60	0.00	489.60	100.00%
609-49750-251 LIQUOR	45,827.09	31,018.27	14,808.82	32.31%	359,319.52	329,879.64	29,439.88	8.19%
609-49750-258 FREIGHT EXPENSE	417.08	123.53	293.55	70.38%	2,574.78	2,208.19	366.59	14.24%
609-49750-301 AUDITING EXPENSE	0.00	1,100.00	-1,100.00	0.00%	1,100.00	1,100.00	0.00	0.00%
609-49750-321 TELEPHONE EXPENSE	45.38	0.00	45.38	100.00%	480.23	498.74	-18.51	-3.85%
609-49750-323 INTERNET SERVICE	71.95	99.95	-28.00	-38.92%	719.50	1,099.45	-379.95	-52.81%
609-49750-342 ADVERTISING	460.00	100.00	360.00	78.26%	3,546.00	3,758.50	-212.50	-5.99%
609-49750-362 PROPERTY INSURANCE	0.00	0.00	0.00	0.00%	1,322.00	1,398.00	-76.00	-5.75%
609-49750-364 DRAM SHOP INSURANCE	0.00	0.00	0.00	0.00%	503.00	529.00	-26.00	-5.17%
609-49750-380 UTILITY EXPENSE	596.69	479.23	117.46	19.69%	5,340.25	5,047.22	293.03	5.49%
609-49750-401 BUILDING M & R CONTRACT	0.00	0.00	0.00	0.00%	0.00	1,062.22	-1,062.22	0.00%
609-49750-409 CONTRACTUAL SERVICES	774.46	893.53	-119.07	-15.37%	7,305.68	7,753.97	-448.29	-6.14%
609-49750-423 OFFICE EQUIP. DEPRECIATION	39.01	6.94	32.07	82.21%	429.11	486.31	-57.20	-13.33%
609-49750-424 BUILDING DEPRECIATION	87.64	77.86	9.78	11.16%	964.04	905.74	58.30	6.05%
609-49750-433 DUES & SUBSCRIPTIONS	20.00	0.00	20.00	100.00%	961.00	550.00	411.00	42.77%
609-49750-437 LICENSES & TAXES	0.00	20.00	-20.00	0.00%	0.00	20.00	-20.00	0.00%
609-49750-580 CAPITAL OUTLAY (OTHER EQUIPMEN	0.00	0.00	0.00	0.00%	4,296.19	7,185.60	-2,889.41	-67.26%

Prior-Year Comparative Income Statement

For the Period Ending 11/30/2024

	2023	2024	Nov. Variance		2023	2024	YTD Variance	
	Nov. Activity	Nov. Activity	Favorable /	Variance %	YTD Activity	YTD Activity	Favorable /	Variance %
			(Unfavorable)				(Unfavorable)	
609-49750-710 TRANSFER OUT(TO GENERAL FUND)	20,000.00	25,000.00	-5,000.00	-25.00%	20,000.00	25,000.00	-5,000.00	-25.00%
Expense Total:	75,665.49	64,317.56	11,347.93	15.00%	469,457.46	454,820.00	14,637.46	3.12%
Fund 609 Surplus (Deficit):	-29,304.79	-12,200.32	17,104.47	58.37%	7,588.87	15,607.76	8,018.89	105.67%
Total Surplus (Deficit):	-29,304.79	-12,200.32	17,104.47	58.37%	7,588.87	15,607.76	8,018.89	105.67%

Prior-Year Comparative Income Statement

For the Period Ending 11/30/2024
Group Summary

Account Typ...	2023	2024	Nov. Variance	Variance %	2023	2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 609 - Liquor Fund								
Revenue	46,360.70	52,117.24	5,756.54	12.42%	477,046.33	470,427.76	-6,618.57	-1.39%
Expense	75,665.49	64,317.56	11,347.93	15.00%	469,457.46	454,820.00	14,637.46	3.12%
Fund 609 Surplus (Deficit):	-29,304.79	-12,200.32	17,104.47	58.37%	7,588.87	15,607.76	8,018.89	105.67%
Total Surplus (Deficit):	-29,304.79	-12,200.32	17,104.47	58.37%	7,588.87	15,607.76	8,018.89	105.67%

Fund	2023	2024	Nov. Variance	Variance %	2023	2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
609 - Liquor Fund	-29,304.79	-12,200.32	17,104.47	58.37%	7,588.87	15,607.76	8,018.89	105.67%
Total Surplus (Deficit):	-29,304.79	-12,200.32	17,104.47	58.37%	7,588.87	15,607.76	8,018.89	105.67%



City of Madison, MN

Revenue and Expense Report Group Summary

For Fiscal: 2024 Period Ending: 12/31/2024

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - General					
Revenue	2,092,977.00	2,092,977.00	1,075.00	1,723,305.47	369,671.53
Expense	2,092,977.00	2,092,977.00	9,101.27	2,100,306.63	-7,329.63
Fund: 101 - General Surplus (Deficit):	0.00	0.00	-8,026.27	-377,001.16	377,001.16
Fund: 201 - Ambulance					
Revenue	142,500.00	142,500.00	1,034.73	167,266.05	-24,766.05
Expense	152,800.00	152,800.00	147.36	103,125.21	49,674.79
Fund: 201 - Ambulance Surplus (Deficit):	-10,300.00	-10,300.00	887.37	64,140.84	-74,440.84
Fund: 202 - SCDP Rev Loan Fund					
Revenue	25,500.00	25,500.00	565.16	108,389.84	-82,889.84
Expense	0.00	0.00	82.50	170,550.34	-170,550.34
Fund: 202 - SCDP Rev Loan Fund Surplus (Deficit):	25,500.00	25,500.00	482.66	-62,160.50	87,660.50
Fund: 211 - EDA Fund					
Revenue	112,595.00	112,595.00	0.00	117,043.33	-4,448.33
Expense	107,858.00	107,858.00	0.00	99,369.80	8,488.20
Fund: 211 - EDA Fund Surplus (Deficit):	4,737.00	4,737.00	0.00	17,673.53	-12,936.53
Fund: 212 - EDA Rev Loan Fund					
Revenue	0.00	0.00	151.57	4,163.30	-4,163.30
Expense	0.00	0.00	0.00	210.00	-210.00
Fund: 212 - EDA Rev Loan Fund Surplus (Deficit):	0.00	0.00	151.57	3,953.30	-3,953.30
Fund: 225 - Sewer System Replace Fund					
Revenue	16,000.00	16,000.00	0.00	22,031.45	-6,031.45
Fund: 225 - Sewer System Replace Fund Total:	16,000.00	16,000.00	0.00	22,031.45	-6,031.45
Fund: 350 - IRP Debt Serv Fund					
Revenue	338,000.00	338,000.00	0.00	364,899.49	-26,899.49
Expense	313,798.00	313,798.00	0.00	310,422.50	3,375.50
Fund: 350 - IRP Debt Serv Fund Surplus (Deficit):	24,202.00	24,202.00	0.00	54,476.99	-30,274.99
Fund: 351 - 2015 GO Ref Debt Serv Fund					
Revenue	401,166.00	401,166.00	0.00	398,539.41	2,626.59
Expense	378,865.00	378,865.00	0.00	378,865.00	0.00
Fund: 351 - 2015 GO Ref Debt Serv Fund Surplus (Deficit):	22,301.00	22,301.00	0.00	19,674.41	2,626.59
Fund: 353 - 2016 GO Ref/WT Rev Debt Serv Fund					
Revenue	150,662.50	150,662.50	0.00	150,662.00	0.50
Expense	143,637.50	143,637.50	0.00	143,937.50	-300.00
Fund: 353 - 2016 GO Ref/WT Rev Debt Serv Fund Surplus (Deficit):	7,025.00	7,025.00	0.00	6,724.50	300.50
Fund: 401 - WTP Project Fund					
Expense	0.00	0.00	0.00	132,770.00	-132,770.00
Fund: 401 - WTP Project Fund Total:	0.00	0.00	0.00	132,770.00	-132,770.00
Fund: 407 - Utility Extension Project Fund					
Revenue	4,576,014.00	4,576,014.00	0.00	3,242,452.61	1,333,561.39
Expense	3,403,200.00	3,403,200.00	0.00	1,802,117.45	1,601,082.55
Fund: 407 - Utility Extension Project Fund Surplus (Deficit):	1,172,814.00	1,172,814.00	0.00	1,440,335.16	-267,521.16
Fund: 410 - 2024 DNR Outdoor Rec - Slen Park Improvements					
Revenue	0.00	0.00	0.00	10,000.00	-10,000.00
Expense	0.00	0.00	0.00	268.50	-268.50
Fund: 410 - 2024 DNR Outdoor Rec - Slen Park Improvements Surplus (Def..)	0.00	0.00	0.00	9,731.50	-9,731.50
Fund: 420 - Culture & Rec Capital Fund					
Revenue	32,500.00	32,500.00	0.00	39,144.55	-6,644.55
Expense	30,000.00	30,000.00	-2,500.00	40,164.63	-10,164.63

Revenue and Expense Report

For Fiscal: 2024 Period Ending: 12/31/2024

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 420 - Culture & Rec Capital Fund Surplus (Deficit):	2,500.00	2,500.00	2,500.00	-1,020.08	3,520.08
Fund: 425 - Bldg & Capital Capital Fund					
Revenue	119,100.00	119,100.00	0.00	140,393.33	-21,293.33
Expense	66,000.00	66,000.00	0.00	203,171.96	-137,171.96
Fund: 425 - Bldg & Capital Capital Fund Surplus (Deficit):	53,100.00	53,100.00	0.00	-62,778.63	115,878.63
Fund: 430 - Streets Capital Fund					
Revenue	144,000.00	144,000.00	0.00	146,910.74	-2,910.74
Expense	73,000.00	73,000.00	0.00	43,355.90	29,644.10
Fund: 430 - Streets Capital Fund Surplus (Deficit):	71,000.00	71,000.00	0.00	103,554.84	-32,554.84
Fund: 601 - Water Fund					
Revenue	764,250.00	764,250.00	0.00	718,800.49	45,449.51
Expense	945,703.00	945,703.00	2,386.83	843,304.27	102,398.73
Fund: 601 - Water Fund Surplus (Deficit):	-181,453.00	-181,453.00	-2,386.83	-124,503.78	-56,949.22
Fund: 602 - Sewer Fund					
Revenue	572,000.00	572,000.00	0.00	537,687.04	34,312.96
Expense	802,755.00	802,755.00	10,520.76	719,865.93	82,889.07
Fund: 602 - Sewer Fund Surplus (Deficit):	-230,755.00	-230,755.00	-10,520.76	-182,178.89	-48,576.11
Fund: 603 - Sanitation Fund					
Revenue	303,650.00	303,650.00	0.00	288,866.87	14,783.13
Expense	298,558.00	298,558.00	0.00	305,427.43	-6,869.43
Fund: 603 - Sanitation Fund Surplus (Deficit):	5,092.00	5,092.00	0.00	-16,560.56	21,652.56
Fund: 604 - Electric Fund					
Revenue	1,614,400.00	1,614,400.00	0.00	1,480,654.89	133,745.11
Expense	1,579,044.00	1,579,044.00	390.97	1,299,135.93	279,908.07
Fund: 604 - Electric Fund Surplus (Deficit):	35,356.00	35,356.00	-390.97	181,518.96	-146,162.96
Fund: 605 - Storm Sewer Fund					
Revenue	165,700.00	165,700.00	0.00	163,891.09	1,808.91
Expense	252,114.50	252,114.50	23.40	244,416.67	7,697.83
Fund: 605 - Storm Sewer Fund Surplus (Deficit):	-86,414.50	-86,414.50	-23.40	-80,525.58	-5,888.92
Fund: 609 - Liquor Fund					
Revenue	500,000.00	500,000.00	0.00	425,095.21	74,904.79
Expense	498,141.00	498,141.00	770.91	455,590.91	42,550.09
Fund: 609 - Liquor Fund Surplus (Deficit):	1,859.00	1,859.00	-770.91	-30,495.70	32,354.70
Fund: 614 - Eastview Fund					
Revenue	192,200.00	192,200.00	0.00	191,381.49	818.51
Expense	172,985.58	172,985.58	0.00	133,075.14	39,910.44
Fund: 614 - Eastview Fund Surplus (Deficit):	19,214.42	19,214.42	0.00	58,306.35	-39,091.93
Fund: 851 - Reserve Fund					
Revenue	80,000.00	80,000.00	0.00	167,140.59	-87,140.59
Expense	0.00	0.00	0.00	96,545.68	-96,545.68
Fund: 851 - Reserve Fund Surplus (Deficit):	80,000.00	80,000.00	0.00	70,594.91	9,405.09
Total Surplus (Deficit):	1,031,777.92	1,031,777.92	-18,097.54	982,721.86	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
101 - General	0.00	0.00	-8,026.27	-377,001.16	377,001.16
201 - Ambulance	-10,300.00	-10,300.00	887.37	64,140.84	-74,440.84
202 - SCDP Rev Loan Fund	25,500.00	25,500.00	482.66	-62,160.50	87,660.50
211 - EDA Fund	4,737.00	4,737.00	0.00	17,673.53	-12,936.53
212 - EDA Rev Loan Fund	0.00	0.00	151.57	3,953.30	-3,953.30
225 - Sewer System Replace ...	16,000.00	16,000.00	0.00	22,031.45	-6,031.45
350 - IRP Debt Serv Fund	24,202.00	24,202.00	0.00	54,476.99	-30,274.99
351 - 2015 GO Ref Debt Serv ...	22,301.00	22,301.00	0.00	19,674.41	2,626.59
353 - 2016 GO Ref/WT Rev D...	7,025.00	7,025.00	0.00	6,724.50	300.50
401 - WTP Project Fund	0.00	0.00	0.00	-132,770.00	132,770.00
407 - Utility Extension Project..	1,172,814.00	1,172,814.00	0.00	1,440,335.16	-267,521.16
410 - 2024 DNR Outdoor Rec ...	0.00	0.00	0.00	9,731.50	-9,731.50
420 - Culture & Rec Capital F...	2,500.00	2,500.00	2,500.00	-1,020.08	3,520.08
425 - Bldg & Capital Capital F...	53,100.00	53,100.00	0.00	-62,778.63	115,878.63
430 - Streets Capital Fund	71,000.00	71,000.00	0.00	103,554.84	-32,554.84
601 - Water Fund	-181,453.00	-181,453.00	-2,386.83	-124,503.78	-56,949.22
602 - Sewer Fund	-230,755.00	-230,755.00	-10,520.76	-182,178.89	-48,576.11
603 - Sanitation Fund	5,092.00	5,092.00	0.00	-16,560.56	21,652.56
604 - Electric Fund	35,356.00	35,356.00	-390.97	181,518.96	-146,162.96
605 - Storm Sewer Fund	-86,414.50	-86,414.50	-23.40	-80,525.58	-5,888.92
609 - Liquor Fund	1,859.00	1,859.00	-770.91	-30,495.70	32,354.70
614 - Eastview Fund	19,214.42	19,214.42	0.00	58,306.35	-39,091.93
851 - Reserve Fund	80,000.00	80,000.00	0.00	70,594.91	9,405.09
Total Surplus (Deficit):	1,031,777.92	1,031,777.92	-18,097.54	982,721.86	

LAC QUI PARLE COUNTY AIRPORT COMMISSION

Regular Meeting December 18, 2024

The meeting of the Lac qui Parle County Airport Commission was called to order by Chairman Jeff Olson at 8:35 a.m. on December 18, 2024.

Members present: Commissioners Jeff Olson, Michael Dahle, Stacy Tufto and Sid Johnson.

Chairman Olson opened the meeting.

APPROVE AGENDA

A motion by Tufto, seconded by Johnson, to adopt the agenda as amended. All ayes. Carried.

APPROVE MINUTES

On motion by Tufto, seconded by Dahle to approve the LQP Airport Regular Meeting Minutes of August 21. All ayes. Carried.

AUDIT CLAIMS

A motion was made by Johnson, seconded by Tufto, to approve the checks/bills from August 21, 2024 through December 18, 2024 – Check No. 3659 – 3672. All ayes. Carried.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

No person appeared before the commission.

No action taken.

UNFINISHED & NEW BUSINESS

- A. Discussion was held on Hangar Doors
- B. Discussion was held on Pavement closeout.
- C. Discussion on 2023 audit. Motion was made by Johnson and seconded by Tufto to accept the audit. All ayes. Carried.
- D. Discussion was held on League of MN Cities insurance dividend - \$938.00
- E. Discussion was held on AWOS
- F. Next meeting will be a Regular meeting set for April 16, 2025

ANNUAL MEETING

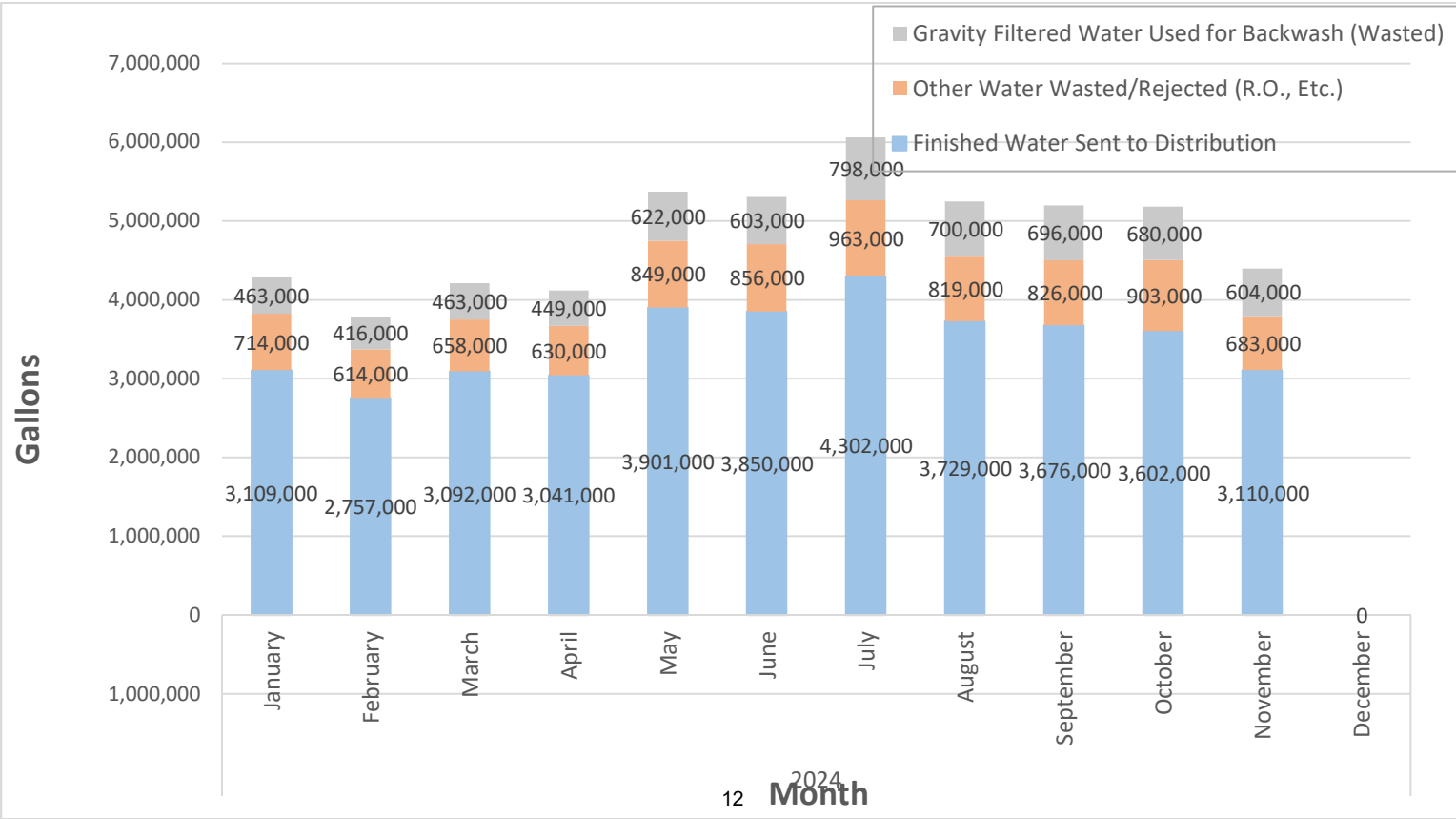
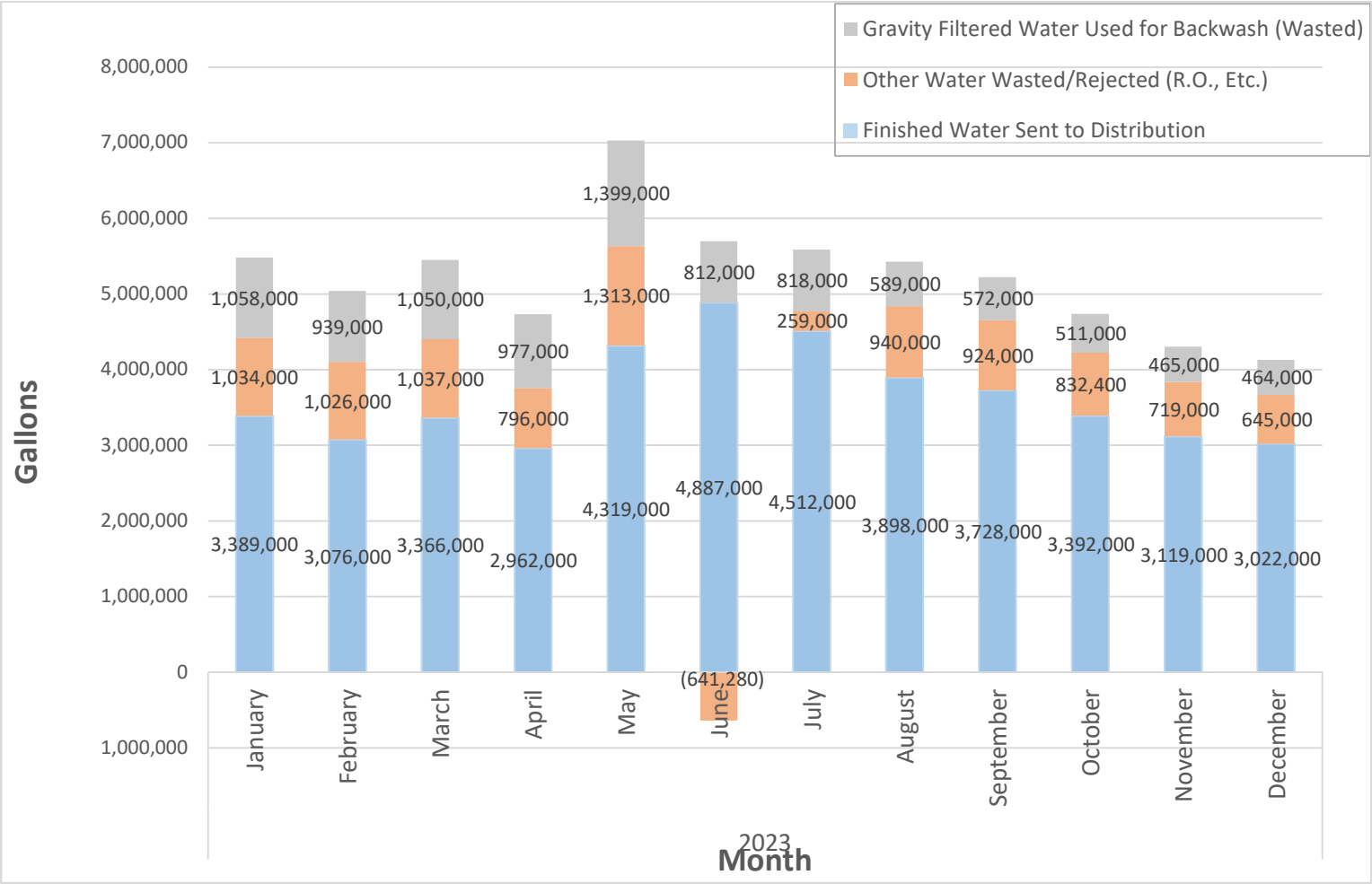
A motion by Johnson, seconded by Tufto, to establish the Regular Meeting Times at 8:30 am, date on the third Wednesday of April, August and December at the Airport and to designate the Official Newspapers for 2025 as: the Western Guard and to designate the Official Depositories for 2025 as: United Prairie Bank of Madison and Old National Bank of Madison and to appoint the Airport Attorneys for 2025 as: Swenson, Nelson & Stulz, PLLC of Dawson and Madison and to appoint Jeff Olson as Chairman for 2025 and to appoint Mike Dahle as Vice-Chairman for 2025 and to appoint Adam Conroy as Secretary/Treasurer for 2025. All ayes. Carried.

ADJOURNMENT

A motion was made by Johnson, seconded by Tufto, to adjourn the meeting at 8:55 a.m. All ayes. Carried.

Jeff Olson, Chairman

City of Madison Well Gallons Pumped and Use 2023 and 2024



Water Treatment Facility - City of Madison, MN

Monthly Summary

For the month ended: **November 30, 2024**

Water Treatment Plant - Pump Hours and Gallons

Pump Description	End Hour Meter Reading	Start Hour Meter Reading	Hours Pumped	End Gallon Meter Reading	Start Gallon Meter Reading	Gallons Pumped (Reading x1000)	Notes
Well #1	437	437	-	7,181,000	7,181,000	-	
Well #2	25,641	25,450	191	2,226,584	2,222,187	4,397,000	
High Service #1	31,197	31,118	79	N/A	N/A	N/A	
High Service #2	18,513	18,448	65	N/A	N/A	N/A	
High Service Total	N/A	N/A	144	1,356,979	1,353,869	3,110,000	
Membrane Feed Pump	21,733	21,571	162	1,455,947	1,452,257	3,690,000	
Backwash Pump	10,315	10,296	19	303,370	302,766	604,000	

***End meter readings are the first of the month following the month being reported. Start meter readings are the first of the month being reported*

Gallons Used/Wasted Information

Description	Gallons (Metered)	Est. Gallons (Non-metered)	Notes
Overhead Fill Line (@ WTP)			
City Usage	N/A	-	=estimate based on tank filled
Customer Usage	N/A	-	=estimate based on tank filled
Subtotals for Overhead Fill Line	N/A	-	
----Total Overhead Fill Line Usage----->		-	
Hydrant Usage			
Flushing	-	N/A	est. based on 2.5" ID * mins * psi
City Usage (Internal)	86,850	N/A	
Customer Usage (External)	-	N/A	
Subtotals for Hydrant Usage	86,850	-	
----Total Hydrant Usage----->		86,850	
Gallons Wasted/Rejected:			Notes/Assumptions
Gallons to Waste (filter to waste)	N/A	77,900	=(minutes to waste * well gpm)
Gallons to Waste (detention tank)	N/A	14,760	=(gpm*#valves*#days*#minutes)
Gallons Rejected/Wasted (R.O.)	N/A	972,000	=avg. gpm rejected by R.O.
----Total Gallons Wasted/Rejected----->	N/A	1,064,660	
Other			
WTP Internal Usage (East Wall Meter)	54,079	N/A	
East Pump House	-	N/A	

Chemicals & Supplies Information

Description	Units	Quantity Used (during month)	YTD Quantity Used	Cost/Unit	Cost (month ended)	YTD Cost	Quantity on Hand (month ended)	Notes
Chemicals/Products Used in Production:								
Anti-Scalant	gal.	41	69	\$ 53.43	\$ 2,182.88	\$ 19,920.22		
Aqua Hawk 127 (Coagulant)	gal.	24	24	\$ 13.67	\$ 321.25	\$ 3,845.02		
Aqua Hawk 9937 (Polymer)	gal.	-	169	\$ -	\$ -	\$ 595.81		
Sodium Hydroxide 30%	gal.	47	80	\$ 9.99	\$ 469.37	\$ 5,687.33		
Chlorine	lbs.	100	152	\$ 1.72	\$ 172.32	\$ 4,885.65		
Fluoride	gal.	14	119	\$ 5.75	\$ 77.63	\$ 1,061.68		
Filters for R.O. System	20/pkg	-	4	\$ 300.36	\$ -	\$ 4,240.40		
Nuclear 7768 (Polymer)	gal.	3	22	\$ 36.01	\$ 111.43	\$ 594.66		
Polyphosphate	gal.	44	54	\$ 18.24	\$ 802.47	\$ 9,523.95		
Potassium Permanganate	lbs.	143	192	\$ 5.06	\$ 724.37	\$ 7,866.70		
Sodium Bisulfite	lbs.	8	8	\$ 1.52	\$ 11.48	\$ 140.70		
Other Chemicals/Products:								
Aqua Hawk 350 Polymer Cleaner	gal.	-	-	\$ -	\$ -	\$ -		
Granular Chlorine	lbs.	-	-	\$ -	\$ -	\$ -		
Hydrochloric Acid	gal.	-	-	\$ -	\$ -	\$ -		
Caustic Soda 30%	gal.	-	-	\$ -	\$ -	\$ -		
XXX Cleaner P111	lbs.	-	110	\$ 8.40	\$ -	\$ 924.00		
XXX Cleaner P303	lbs.	-	110	\$ 7.92	\$ -	\$ 871.44		
XXX Cleaner P703	lbs.	-	-	\$ -	\$ -	\$ -		
XXX Cleaner XXX X XX	gal.	-	-	\$ -	\$ -	\$ -		
Additional Chemicals/Products (or new):								

INDEPENDENT CONTRACTOR AGREEMENT

CITY OF MADISON, MN

EMERGENCY MANAGEMENT CONTRACTOR

THIS AGREEMENT is made on 23rd day of December, 2024, between the City of Madison, Minnesota ("City") and Paramount Planning Group, LLC, a Minnesota limited liability company ("Contractor"):

WHEREAS, the City seeks to retain the services of Contractor relative to the management and operation of the City's Emergency Operation Plan and overall emergency preparedness;

WHEREAS, the Contractor agrees to provide such services as an independent contractor to the City during the term of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein **IT IS HEREBY AGREED** as follows:

1. DESCRIPTION OF WORK: Contractor agrees to perform the duties of an Emergency Management Director in the performance and management of the City's Emergency Operation Plan and overall emergency preparedness as generally described in the attached Exhibit.

2. TERM OF THIS AGREEMENT: This Agreement shall commence January 1st, 2025, and shall continue December 31, 2025, unless otherwise agreed to by the parties. Either party may terminate this Agreement, with or without cause, upon 90 days written notice.

3. PERFORMANCE OF DUTIES: It is understood by all parties that Contractor will provide said services and that Contractor shall have no obligation to work any particular hours. Contractor shall determine the means and manner in which Contractor provides its services. The City shall not have any right to control or direct the details, manner or means by which Contractor provides their services so long as said services are performed in accordance with federal and state rules.

4. INDEPENDENT CONTRACTOR: The Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this agreement. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing a relationship of agents, partners, joint ventures or associates between the parties hereto or as constituting Contractor as an employee of City for any purpose or in any manner whatsoever.

The parties intend that an independent contractor-customer relationship be created by this Agreement. The City is interested only in the services and results to be achieved, and the conduct and control of the work will lie solely with Contractor, an independent business of the City.

5. ASSIGNMENT OF DUTIES: Duties to perform under this Agreement cannot be assigned or delegated without the written consent of both parties. Any assignment renders this agreement void and all rights hereunder will thereupon terminate.

6. PAYMENT: Contractor shall be paid the total sum of **\$425.00** per month, payable in monthly installments commencing December 31, 2025. Said fee is based on an eight (8) hour commitment each month that the parties understand may vary from time to time depending on services needed. In addition, Contractor shall be paid \$75.00 per hour for special projects, state and/or federal disasters provided Contractor provides prior notice of any such billing prior to services performed. Contractor shall be liable for any mileage or other expenses associated with the performance of services hereunder unless otherwise agreed to by the parties.

6. INDEMNIFICATION: Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees, against any and all liability, loss, cost, damages, expenses, claims or actions, including attorney's fees, with the other, its officers and employees, may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this agreement.

7. CONTRACTOR'S TAX RESPONSIBILITIES: Contractor agrees to supply its Employer Identification Number from the Internal Revenue Service and Taxpayer Identification Number from the State of Minnesota and 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.

8. INSURANCE: Contractor will carry, for the duration of this Agreement, liability insurance in an amount acceptable to City. Contractor agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement.

9. OTHER TERMS: City agrees to provide office space to Contractor within a City owned building and shall be responsible for general expenses including access to internet if requested.

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.

Dated: _____

CITY OF MADISON

By:

Its:

ATTEST

Dated: _____

PARAMOUNT PLANNING GROUP, LLC

By: Blain Johnson

Its: Manager

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made on the 23rd day of December 2024, between the City of Madison, a political subdivision serving as a municipal corporation, ("City Council") and Dan Tuckett ("Contractor"). City Council and Contractor agree as follows:

1. Contractor agrees to perform general business services for the City related to utility bill mailing preparation as directed by the City Council and its City Clerk. Preparation is to include folding and stuffing of the utility bills into mailing envelopes as well as extra inserts and other mailings as needed. Other mailings would be compensated at an agreed upon rate.

2. The City Council will pay Contractor on a monthly basis for the work performed during the term of this Agreement. Contractor's rate of compensation shall be \$175 per monthly billing cycle.

3. Contractor agrees to submit a monthly invoice for work performed under this Agreement.

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

5. 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 their services. The City Council and its agents and representatives shall not have any right to control or direct the details, manner or means by which Contractor provides their services.

6. Contractor acknowledges that information they 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 Council. Contractor agrees not to disclose or use for Contractor's own benefit any confidential information of the City Council, and further agrees to return all such confidential information to City Council on any non-renewal or termination of this Agreement.

7. 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 Council by either Contractor or City Council.

8. 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.

9. This Agreement shall be in effect for the calendar year 2025. In addition, either party may terminate this Agreement on 30 days written notice to the other party.

10. Contractor agrees to comply with all tax laws applicable to the operation of a business, including, but not limited to, the reporting of all gross receipts therefrom as income from the operation of a business, the payment of all 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 Council 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 Council 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 Council, or for purposes of any other benefits that the City Council accords to any of its employees.

11. There are no agreements between Contractor and City Council except as appear in this Agreement. This Agreement shall be interpreted in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the City Council and Contractor have executed or caused this Agreement to be executed upon the date and year first above-written.

CONTRACTOR

CITY OF MADISON

By: _____
Its: Mayor

By: _____
Its: Clerk

Memorandum of Understanding

This Memorandum made this 23rd day of December 2024, by and between the City of Madison (“CITY”) and Jennifer Wold (“WOLD”), doing business as “Gemini Rescue and Kennels.”

WHEREAS, the CITY is in need of a caregiver for lost and abandoned dogs.

WHEREAS, WOLD is engaged in the business of caring for lost, abandoned and neglected dogs and the ultimate placement of the same from a facility at her home.

WHEREAS, WOLD has offered to take into custody and care for lost and abandoned dogs to which the CITY is unable to locate the owner after reasonable inquiry at no direct cost or expenses to the CITY.

WHEREAS, the CITY formally recognizes the need for someone to give the proper care and attention to lost and abandoned dogs, and further recognizes the importance of the services that WOLD provides to the area.

WHEREAS, in exchange, the CITY has agreed to provide an annual donation to WOLD’s general services, irrespective of the number of dogs actually care for by WOLD, to help her defray some of the costs.

WHEREAS, the CITY further has agreed to provide the appropriate facility for the temporary care and custody of the dogs until such time as WOLD is able to take the dogs into her custody.

NOWHEREFORE, in consideration of the mutual promises herein, the parties agree as follows:

1. **CUSTODY**: Subject to her discretion, WOLD agrees to take into her custody and control dogs of which the CITY is unable to locate an owner or dogs which are considered abandoned upon notice from local law enforcement.

2. **INVESTIGATION**: WOLD further agrees to cooperate with local law enforcement in the determination of whether or not a dog is being properly care for or neglected.

3. **OWNERSHIP**: In the event the CITY or WOLD is unable to locate the owner of a dog or identify a new owner within 30 days of the original custody date, the dog shall become the sole property of WOLD with no further responsibility of the CITY. WOLD further agrees that in the event that she is not able to locate the owner of a dog or

identify a new owner within 90 days of the original custody date, the dog shall be properly and humanely disposed of.

4. **CARE**: WOLD agrees to care for the dogs in accordance with any local, state or federal laws.

5. **ANNUAL CONTRIBUTION**: Irrespective of the number of dogs taken into custody and care for by WOLD, or the level of assistance WOLD provides to local law enforcement, the CITY agrees to make an annual contribution to the general services that WOLD provides in the amount of \$500 for the year 2025.

6. **WAIVER**: The parties further waive and indemnify the other against any and liability, loss, costs, damages, expenses, claims, or other action arising out of or related to this agreement, including attorneys' fees.

7. **NO EMPLOYMENT RELATIONSHIP**: The parties agree that this agreement does not create an employer/employee relationship.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed on the above-referenced date.

CITY OF MADISON

JENNIFER WOLD

Mayor

Jennifer Wold

ATTEST

City Clerk

BUILDING MAINTENANCE AGREEMENT
BETWEEN THE CITY OF MADISON AND XXXXXXXXX
FOR THE TERM OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

THIS AGREEMENT, made and entered into this 23rd day of December, 2024, by and between the City of Madison, a local governmental subdivision of the State of Minnesota, hereafter referred to as “the City”; and XXXXXXXXX, an independent contractor, whose business address is XXXXXXXXX Madison, MN; hereafter referred to as “the Contractor”, for the period from January 1, 2025 to December 31, 2025.

WHEREAS, the City owns the buildings known as the Carnegie Library (Madison Public Library) located at 401 6th Avenue and has need to contract with an independent contractor for the purpose of providing inside and exterior maintenance and upkeep in said buildings, and to perform the duties set forth and described in EXHIBIT “A” attached hereto and made a part hereof; and

WHEREAS, the Contractor has the experience and capacity to perform the duties set forth and described in EXHIBIT “A” attached hereto.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, **IT IS HEREBY AGREED** as follows:

DESCRIPTION OF WORK

Work to be performed by the Contractor includes the duties and services set forth in EXHIBIT “A” attached hereto and made a part hereof

PERFORMANCE OF DUTIES

Completed work must satisfy a “reasonable” person’s standard with regard to cleanliness, absence of stains or streak marks, removal of dust and dirt, and replacement of furnishings in an orderly and preferred customer arrangement after cleaning. The City will provide feedback about contractor’s performance from the City Manager on a periodic basis to ensure these standards are being met to the satisfaction of the City. It is understood by all parties that the Contractor’s level of performance to the satisfaction of the City is a significant factor in subsequent renewal or termination of this contract. Extra duties beyond those described and outlined in Exhibit “A” that the City requests of the Contractor shall be compensated at the rate of \$30.00 per hour (duties not included in the Agreement subject to the Contractor’s approval). The Contractor shall submit a monthly invoice stating the hours worked and duties performed and where.

ASSIGNMENT OF DUTIES

Rights to this contract cannot be assigned or duties delegated without the written consent of both parties. Any assignment without prior written authorization confirmed by the city council, renders this contract void and all rights hereunder will thereupon terminate. This contract will allow for the Contractor to take up to two nonconsecutive weeks off.

ACCESS TO BUILDING

To minimize the disruption to the City in performance of this contract, all work performed by the Contractor must be arranged before or after normal work hours as publicly posted at the Carnegie Library

PAYMENT

The City will pay the Contractor for all work performed by the Contractor, the bid price of \$XX.XX per month for twice weekly cleaning for the Carnegie Library Building as established in the exhibit incorporated herein by reference. Contractor shall submit an itemized billing to the City of all work performed for the previous month, and turn in such billing no later than the first working day following the month of service. With timely receipt of billing, the City will issue payment in accordance with the City's regular bill payment process (the city council regularly meets the second and fourth Mondays of each month).

EQUIPMENT AND SUPPLIES

A) The City provides disposable items for the building including the following: rest room soap, paper towels, toilet paper, garbage/sanitary napkin disposal bags, and incandescent and florescent light bulbs. The City may provide equipment for cleaning or janitorial functions (joint cooperation required on this matter).

B) The City will provide disposable items for cleaning the building including the floor cleaners, wax removers (if required), floor wax (if required), dusting spray, window spray, tile cleaners, disinfectant liquids, bowl cleaners, and cloths. The City supplies the vacuum, extractor, floor buffer, mops, ladders or step stools.

C) The Contractor is prohibited from using city chairs, desks or other office furniture to stand on or for high reach needs.

D) The City will allow Contractor to store ~~said~~ equipment on the premises if needed in a location mutually agreeable to both parties (generally the custodial/storage room). Items stored must be secured and kept in a neat and orderly manner to the satisfaction of the City. All supplies stored on premises must be properly labeled and be contained so as not to release any toxic fumes.

SAFEGUARD OF CLIENT INFORMATION

Contractor acknowledges that it may come into contact with confidential information while performing its duties hereunder. The use or disclosure, by any party, of information concerning customers or projects of the City in violation of any rule of confidentiality provided for in MS. Chapter 13, or for any purpose not directly connected with the City's or Contractor's responsibility with respect to this maintenance contract hereunder is prohibited.

SAFEGUARD OF CITY PROPERTY

The Contractor shall ensure premises and City property are secure, and shall verify that all parties entering building after hours (during performance of maintenance duties) are employees of the Contractor. The Contractor may not allow person(s) on the premises who are not either employees of the City or employees of the Contractor at any time outside of regular business hours. The building must remain locked at all times during non-business hours except in the case of

scheduled events (city clerk's office is required to supply schedule of events). The consumption of alcoholic beverages while on City premises is strictly prohibited.

In performance of Contractor's duties, Contractor must use diligent care not to damage or cause to damage any office equipment, electrical connections, computers, individual items on shelves or desks, or other City furnishings. If damage does occur, it is the responsibility of the Contractor to notify the City Manager and/or Head Librarian the next working day of the incident.

RELATIONSHIP OF PARTIES

The parties intend that an independent contractor-customer relationship be created by this contract. 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.

INDEMNITY AND INSURANCE

A) *Indemnity*. The Contractor agrees that he will at all times indemnify and hold harmless the City from any and all liability, loss, damages, costs, or expenses which may be claimed against the City by reason of any injury caused to a person or any damage to the property of another person, caused by the Contractor or his/her assigns or employees in performing the services provided in this agreement.

B) *Insurance*. The Contractor agrees, in order to protect himself/herself and the City under the indemnity provision set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$300,000 dollars for accidental injury, including death of any one person, and not less than \$1,000,000 dollars on account of one accident, and shall have property damage insurance in the amount of not less than \$300,000 dollars for any such accident arising from any one incident.

Prior to the commencement of services under this agreement, the Contractor shall obtain all of the insurance required herein, and such insurance must be approved by the City and its Attorney, and in addition, such insurance policy must name the City of Madison as an additional insured under said policy. All such insurance contracts shall be evidenced by insurance certificates filed with the City Clerk's Office. The certificates shall contain the provision that the insurance shall not be materially changed or canceled during the life of its agreement without thirty (30) days written notice being given to the City.

CANCELLATION

This Agreement may be canceled by the City or by the Contractor with or without cause, to be effective upon not less than thirty (30) days' written notice served upon the City Manager through the City Clerk's Office (Business Office) and the Contractor's most current address on file, to the other party.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

CONTRACTOR

Contractor

CITY OF MADISON

Greg Thole, Mayor

Attest: _____
Christine Enderson, City Clerk

**City of Madison Public Library “Building Maintenance Agreement”
Exhibit “A”**

Area/Office	Function	Times/week	Times/year
		Library	
Library	Clean & dust tables and chairs	2	
Library	Clean & dust window sills	2	
Library	Dust/sanitize public computer	2	
Library	Vacuum all carpet & stairwells	2	
Library	Empty wastebaskets	2	
Library	Dry mop floors	2	
Library	Wet mop floors	2	
Library	Clean glass	2	
Library	Clean water fountain	2	
Library	Clean toilets/urinals	2	
Library	Clean sinks & mirrors	2	
Library	Check towels & paper	2	
Library	Clean floor mats	2	
Library	Clean & dust elevator	2	
Library	Wax floors		2
Library	Wash windows-inside & out		2
Library	Replace furnace filters		12
Library	Miscellaneous	as needed	
Library	Replace light bulbs	as needed	

BUILDING MAINTENANCE AGREEMENT

**BETWEEN THE CITY OF MADISON AND NICOLE BENINGA
FOR THE TERM OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

THIS AGREEMENT, made and entered into this 23rd day of December, 2024, by and between the City of Madison, a local governmental subdivision of the State of Minnesota, hereafter referred to as “the City”; and Nicole Beninga, an independent contractor, whose business address is 523 Pleasant Dr, Madison, MN; hereafter referred to as “the Contractor”, for the period from January 1, 2025 to December 31, 2025.

WHEREAS, the City owns the building known as the Madison Municipal Building (City Hall) located at 404 6th Avenue and has need to contract with an independent contractor for the purpose of providing inside and exterior maintenance and upkeep in said buildings, and to perform the duties set forth and described in EXHIBIT “A” attached hereto and made a part hereof; and

WHEREAS, the Contractor has the experience and capacity to perform the duties set forth and described in EXHIBIT “A” attached hereto.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, **IT IS HEREBY AGREED** as follows:

DESCRIPTION OF WORK

Work to be performed by the Contractor includes the duties and services set forth in EXHIBIT “A” attached hereto and made a part hereof

PERFORMANCE OF DUTIES

Completed work must satisfy a “reasonable” person’s standard with regard to cleanliness, absence of stains or streak marks, removal of dust and dirt, and replacement of furnishings in an orderly and preferred customer arrangement after cleaning. The City will provide feedback about contractor’s performance from the City Manager on a periodic basis to ensure these standards are being met to the satisfaction of the City. It is understood by all parties that the Contractor’s level of performance to the satisfaction of the City is a significant factor in subsequent renewal or termination of this contract. Extra duties beyond those described and outlined in Exhibit “A” that the City requests of the Contractor shall be compensated at the rate of \$30.00 per hour (duties not included in the Agreement subject to the Contractor’s approval). The Contractor shall submit a monthly invoice stating the hours worked and duties performed and where.

ASSIGNMENT OF DUTIES

Rights to this contract cannot be assigned or duties delegated without the written consent of both parties. Any assignment without prior written authorization confirmed by the city council, renders this contract void and all rights hereunder will thereupon terminate.

ACCESS TO BUILDING

To minimize the disruption to the City in performance of this contract, it is preferred that work performed by the Contractor be arranged before or after normal work hours (Madison Municipal Building) generally are 8:00 a.m. to 4:30 p.m. Cleaning time may be arranged with the business office during business hours for specific areas of the building that are not being used.

PAYMENT

The City will pay the Contractor for all work performed by the Contractor, the bid price of \$1,000.00 per month for the Madison Municipal Building with daily cleaning on a five day a week basis as established in the exhibits incorporated herein by reference. Contractor shall submit an itemized billing to the City of all work performed for the previous month, and turn in such billing no later than the first working day following the month of service. With timely receipt of billing, the City will issue payment in accordance with the City's regular bill payment process (the city council regularly meets the second and fourth Mondays of each month).

EQUIPMENT AND SUPPLIES

A) The City provides disposable items for the building including the following: rest room soap, paper towels, toilet paper, garbage/sanitary napkin disposal bags, and incandescent and florescent light bulbs. The City may provide equipment for cleaning or janitorial functions (joint cooperation required on this matter).

B) The Contractor will provide disposable items for cleaning the building including the floor cleaners, wax removers (if required), floor wax (if required), dusting spray, window spray, tile cleaners, disinfectant liquids, bowl cleaners, and cloths. The Contractor supplies their own extractor, floor buffer, mops, ladders or step stools. Costs of such furnished items are to be included in the bid price accepted by the City.

C) The Contractor is prohibited from using city chairs, desks or other office furniture to stand on or for high reach needs.

D) The City will allow Contractor to store said equipment on the premises if needed in a location mutually agreeable to both parties (generally the custodial/storage room). Items stored must be secured and kept in a neat and orderly manner to the satisfaction of the City. All supplies stored on premises must be properly labeled and be contained so as not to release any toxic fumes.

SAFEGUARD OF CLIENT INFORMATION

Contractor acknowledges that it may come into contact with confidential information while performing its duties hereunder. The use or disclosure, by any party, of information concerning customers or projects of the City in violation of any rule of confidentiality provided for in MS. Chapter 13, or for any purpose not directly connected with the City's or Contractor's responsibility with respect to this maintenance contract hereunder is prohibited.

SAFEGUARD OF CITY PROPERTY

The Contractor shall ensure premises and City property are secure, and shall verify that all parties entering building after hours (during performance of maintenance duties) are employees of the Contractor. The Contractor may not allow person(s) on the premises who are not either employees of the City or employees of the Contractor at any time outside of regular business hours.

The building must remain locked at all times during non-business hours except in the case of scheduled events (city clerk's office is required to supply schedule of events). The consumption of alcoholic beverages while on City premises is strictly prohibited.

In performance of Contractor's duties, Contractor must use diligent care not to damage or cause to damage any office equipment, electrical connections, computers, individual items on shelves or desks, or other City furnishings. If damage does occur, it is the responsibility of the Contractor to notify the City Manager the next working day of the incident.

RELATIONSHIP OF PARTIES

The parties intend that an independent contractor-customer relationship be created by this contract. 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.

INDEMNITY AND INSURANCE

A) *Indemnity*. The Contractor agrees that he/she will at all times indemnify and hold harmless the City from any and all liability, loss, damages, costs, or expenses which may be claimed against the City by reason of any injury caused to a person or any damage to the property of another person, caused by the Contractor or his/her assigns or employees in performing the services provided in this agreement.

B) *Insurance*. The Contractor agrees, in order to protect himself/herself and the City under the indemnity provision set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$300,000 dollars for accidental injury, including death of any one person, and not less than \$1,000,000 dollars on account of one accident, and shall have property damage insurance in the amount of not less than \$300,000 dollars for any such accident arising from any one incident.

Prior to the commencement of services under this agreement, the Contractor shall obtain all of the insurance required herein, and such insurance must be approved by the City and its Attorney, and in addition, such insurance policy must name the City of Madison as an additional insured under said policy. All such insurance contracts shall be evidenced by insurance certificates filed with the City Clerk's Office. The certificates shall contain the provision that the insurance shall not be materially changed or canceled during the life of its agreement without thirty (30) days written notice being given to the City.

CANCELLATION

This Agreement may be canceled by the City or by the Contractor with or without cause, to be effective upon not less than thirty (30) days' written notice served upon the City Manager through the City Clerk's Office (Business Office) and the Contractor's most current address on file, to the other party.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

CONTRACTOR

CITY OF MADISON

Contractor

Greg Thole, Mayor

Attest: _____
Christine Enderson, City Clerk

**City of Madison “Building Maintenance Agreement”
Exhibit “A”**

Updated Sept 12, 2022	Work Schedule “Check List”		
Area/Office	Function	Times/week	Times/year
Break Room	Vacuum	2	
	Empty garbage	5	
	Dust sills, TV cabinet, chairs	1	
	Wash table & Coffee area	2	
City Mgr. Office	Vacuum	2	
	Empty garbage	3	
Business Office	Vacuum	2	
	Empty garbage	5	
	Dust sills	1	
	Clean front counter & glass	2	
	Clean countertops	2	
	Clean toilet, sink, mirror	2	
	Scrub bathroom floor	2	
	Refill hand towels/toilet paper	as needed	
	Wash down bathroom walls		2
Copy Room	Vacuum	2	
	Empty garbage	5	
	Dust sills, cabinets, counters	1	
	Empty recycling box	as needed	
Entrances	Vacuum or sweep (dry mop)	5	
	Vacuum rugs	5	
	Scrub floor	1	
	Clean glass	3	
Hallways	Vacuum	3	
	Clean glass	2	
	Clean water fountain	2	
	Dust sills, tables	1	
Stairways	Vacuum	1	
Madison Room	Vacuum		6
	Dust sills		6
	Clean tables, chairs		6
	Empty garbage	as needed	

Area/Office	Function	Times/week	Times/year
Auditorium	Vacuum	1	
	Empty garbage	5	
	Dust sills, railings		12
	Vacuum council chairs		12
	Wash tables	1	
	Clean glass	3	
	Set up and take down for council mtg		24
Downstairs Restrooms	Clean toilets, urinals, sinks, mirrors	5	
	Vacuum or sweep floors (dry mop)	5	
	Scrub floors	2	
	Empty garbage	5	
	Refill hand towels, toilet paper	as needed	
Downstairs Hallways	Vacuum or sweep floor (dry mop)	2	
	Scrub floor	1	
Senior Center	Vacuum or sweep floor (dry mop)	5	
	Scrub floor	2	
	Empty garbage	5	
	Wash tables	2	
	Clean glass	3	
	Dust sills		12
City Hall Building	Wash all interior windows		2
	Replace light bulbs	as needed	
	Wash coffee servers	as needed	
	Sweep exterior steps and entrances	as needed	
	Clean elevator	1	
	Miscellaneous	as needed	

AGREEMENT

THIS AGREEMENT is made this 23rd day of December, 2024, by and between the City of Madison ("City") and the Lqp Racing Association ("Association").

WHEREAS, the Association operates an automotive race track on the Lac qui Parle County Fairgrounds, Madison, Minnesota.

WHEREAS, the City has provided certain services to the Association over the years.

WHEREAS, the parties desire to put forth their agreement in this writing.

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

1. Term: The term of this Agreement shall be for the 2025 racing season and shall continue on annual terms for each year that the Association is in operation unless either party provides 30 day written notice of termination.
2. Ambulance/Fire Service: The City agrees to provide requested ambulance and fire service to the Association for all race events in 2025. The Association agrees to pay the scheduled fees for said services, together with other charges of the City, by December 31st each year.
3. Track Maintenance: City agrees to provide, if available and with no warranties or representations, a road grader for track maintenance. The Association agrees to be responsible for all liability resulting from the presence and operation of the same by its agents or employees. The Association shall ensure proper liability coverage, naming City as additional insured, and shall indemnify and hold City harmless from any claims resulting from the presence and operation of the road grader by the Association. The Association shall be responsible for any damage intentionally or negligently caused by the use of the same. Further, Association shall top off all fluids before returning to the City.
4. Binding Effect: This Agreement shall be binding on and inure to the benefit of the parties successors and assigns.

IN WITNESS HEREOF, the parties agree of as the date first written.

CITY OF MADISON

Lqp Racing Association

By: Greg Thole

By: _____

Its: Mayor

Its: _____

MEMORANDUM OF UNDERSTANDING

CRISIS TRANSPORTATION- LAC QUI PARLE COUNTY 2025 & 2026

The undersigned parties desire to set in place a process and procedure to assist in the transportation of non-violent mental health patients from Lac qui Parle health care facilities to treatment centers. The intent is to provide a safe, efficient and consistent means of transporting mental health patients and to provide for the funding of the same.

1. **TRANSPORTATION VEHICLE:** The County agrees to provide a properly equipped vehicle to provide crisis transportation of mental health patients from our local healthcare facilities to a treatment facility. Said patients shall be at least 16 years old, non-violent, and subject to an examiner's hold. Subject to reimbursement for ongoing expenses, County agrees to be responsible for the maintenance and repair of the vehicle, insurance, and housing of the same. The vehicle will be garaged in Madison. County will ensure that the same is ready for service before and after any transportation service.
2. **DRIVERS:** The parties agree to generate a list of qualified interested drivers (First Responders, EMT, Law Enforcement Officers) that will receive dispatch notices from the Sheriff's Department of the need for crisis transportation services. These drivers will be reimbursed at a gross rate of \$25 per hour per driver payable through their respective agencies. Said rate shall be paid for the time spent during transportation of individuals, which shall commence at the time of possession of the vehicle. Unless otherwise agreed, there shall be two (2) drivers for each transport with at least one female driver if a female transport. The County, by and through the Sheriff's Department, will assist in dispatch services.
3. **BUDGET:** Subject to the following, the County will be responsible for advancing the expenses incurred in providing the service during the term of the Agreement. The parties agree, however, to share equally in said expenses (excluding cost of the vehicle) and will provide equal contributions of up to a maximum of \$5,000.00 annually for each year of the Agreement. Each party shall be responsible for any local allocation or cost sharing with other entities. Requests for funding allocations will be made by the County to the parties prior to end of year. The County agrees to provide advance notice if additional funding becomes necessary.
4. **TERM:** This Agreement shall commence on **JANUARY 1, 2025**, and shall continue until **DECEMBER 31, 2026**, unless otherwise terminated or revised as provided herein. Any party may terminate this Agreement upon thirty (30) day notice.
5. **PAYMENT FOR SERVICES:** All requests for payment for services provided hereunder shall be submitted to the County for payment.
6. **INDEPENDENT CONTRACTOR STATUS:** Any and all persons performing services under this Agreement shall remain employees of their respective agencies or otherwise considered independent contractors. No employment relationship shall be created through the performance of this Agreement.

7. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of this Agreement shall be governed by the Minnesota Government Data Practices Act as well as any federal rules on data privacy.

COUNTY OF LAC QUI PARLE

By:

Its:

CITY OF DAWSON, MINNESOTA

By:

Its:

CITY OF MADISON, MINNESOTA

By:

Its:

CITY ATTORNEY RETAINER AGREEMENT
BETWEEN THE CITY OF MADISON AND SWENSON, NELSON & STULZ, PLLC
FOR THE TERM OF 01/01/2025 THROUGH 12/31/2025

THIS AGREEMENT, made and entered this 23rd day of December, 2024, by and between the City of Madison, a local governmental subdivision of the State of Minnesota, hereafter referred to as “City”, and the law firm of Swenson, Nelson & Stulz, PLLC, an independent contractor, hereafter referred to as “Law Firm”, for the period of January 1, 2025, through December 31, 2026.

1. **APPOINTMENT.** The City hereby retains and appoints the law firm of Swenson, Nelson & Stulz, PLLC as its city attorney law firm for the calendar years of 2025 and 2026. Richard G. Stulz, Esq. shall act as City Attorney. Said attorney Law Firm hereby agrees to act in such capacity, all pursuant to the terms and conditions hereinafter specified. This appointment is based on the recommendation of the City Administrator and City Charter.

2. **BASE RETAINER.** The City shall pay Law Firm a base monthly retainer of Two Thousand and no/100ths Dollars (\$2,000.00) per month for the calendar years of 2025 and 2026 regardless of the amount of legal services provided in any given month, except as herein provided. Said retainer shall include routine city attorney services such as attendance at meetings of the city council, planning commission, cable commission, the city economic development authority and park board. Services shall include but not be limited to the following: prosecution of all statutory and ordinance misdemeanor violations and Driving While Impaired gross misdemeanor violations occurring within the city of Madison, consultations with the City Administrator, city council members, mayor, city clerk, city treasurer, police officers and other department heads as may be required from time to time relative to city business, legal research, written memorandums or opinions upon request. Further, the Law Firm shall represent the City in matters necessary for the proper operation and conduct of city affairs.

3. **ADDITIONAL COMPENSATION.** The Law Firm shall be compensated for special projects, case or subject matter not included in the base retainer as agreed upon in advance and approved by either the City Administrator or city council. Such projects shall be described in writing and will be billed at an hourly rate of One Hundred Five and no/100ths Dollars (\$105.00) per hour. Further, the Law Firm will be reimbursed for out-of-pocket expenses commensurate with the current policies of the City.

4. **ECONOMIC DEVELOPMENT AUTHORITY.** Services relative to the City’s economic development shall be included in the Law Firm’s retainer. Exceptions will include the following: drafting loan agreements, promissory notes, mortgages, security agreements, annexation agreements, related documents, state grant/program documentation, collection of defaulted loans and/or similar types of work. Such services will be billed at an hourly rate of One Hundred Five and no/100ths Dollars (\$105.00) per hour or at a rate to be determined by the parties prior to the commencement of legal services.

5. **TERMINATION.** This Agreement may be cancelled by the City or by the Law Firm with or without cause, upon not less than ninety (90) days written notice to the other party served upon the Mayor through the City Clerk's Office and the Law Firm's most current address on file.

6. **ENTIRE AGREEMENT.** It is understood that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between interested parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Law Firm and the City.

IN WITNESS WHEREOF, the City and Law Firm have hereunto subscribed their names this _____ day of _____, 2024, and have agreed to be bound thereby.

LAW FIRM

Swenson, Nelson & Stulz, PLLC
Attorneys at Law
214 Sixth Avenue
Madison, MN 56256
(320) 598-7578

CITY

City of Madison
404 Sixth Avenue
Madison, MN 56256
(320) 598-7373

By: Richard G. Stulz, Esq.

By: Mayor, Gregory Thole

ATTEST:

By: City Clerk, Christine Enderson



Memo

To: City Council and Staff
From: City Manager
Date: December 23, 2024
Re: Personnel Policy Amendment

Background:

The council approved the Personnel Policy on August 8th, 2024. There are a few areas we would like to improve with clarification or removal to accurately reflect the city practices.

- 1. The Employee benefits levels will be listed in council resolution versus the policy due to annual changes.**
 - a. The amount to be contributed and the type of coverage will be determined annually by City Council resolution.
- 2. Holiday Premium Pay required a clarification.**
 - a. Premium pay shall not apply to employees that chose to work flex hours or are scheduled at the liquor store, pool or volunteers.
- 3. The Employee Assistance Program no longer exists through our health insurance and the language is removed. Attention to this has been replaced with online assistance from the health insurance provider and is part of the benefits versus a separate program.**
 - a. Each regular position employee (seasonal employees are not covered) will be offered access to an Employee Assistance Program (EAP). An EAP is a work-based intervention program designed to identify and assist employees in resolving personal problems (e.g., marital, financial or emotional problems; family issues; substance/alcohol abuse) that may be adversely affecting the employee's performance.
- 4. Employee Education and Training to note the established programs available.**
 - a. The City also recognizes the future need to fulfill licensure requirements throughout city operations. The advancement of a higher licensure is valued and encouraged and licensure advancement and incentives are established by council resolution.

Discussion/Recommendation:

Request approval to update the policy.

**CITY OF MADISON, MINNESOTA
RESOLUTION 24-49**

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

APPOINTMENT OF FIRE SERVICE OFFICERS FOR 2025

WHEREAS, the Madison City Council is interested in appointing the Fire Service Officers for the Year 2025 based on the Fire Service meeting in December 2024.

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

Fire Chief: Jerod Zimbelman
Asst. Fire Chief: Tyler Engesmoe
Training Officer: Stephen Olson
Safety Officer: Chris Hansen
Secretary: Aaron Brehmer
Treasurer: Seth Haas
Pumper 1: Damon Streich
Pumper 2: Casey Chester
Tanker: Levi Shellberg
Rescue Truck: Ross Olson
4x4: Jon Pearson
Both Gators: Trevor Kirschbaum

Upon vote taken thereon, the following voted:

For:
Against:
Absent:

Whereupon said Resolution No. 24-495 was declared duly passed and adopted this 23th day of December, 2024.

Greg Thole
Mayor

Attest: _____
Christine Enderson
City Clerk

**CITY OF MADISON, MINNESOTA
RESOLUTION 24-50**

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

**RESOLUTION OF APPRECIATION TO GREG THOLE FOR DISTINGUISHED SERVICE TO
THE CITY OF MADISON**

WHEREAS, Greg Thole has served this community with distinction during his twenty-four years as a City Council Member and then Mayor of the City of Madison; and

WHEREAS, his years of service have been marked by exemplary dedication to the best interests of the community; and

WHEREAS, he has earned the admiration and high regard of those with whom he has worked; and

WHEREAS, the performance of his duties and responsibilities as a member and Mayor of the City Council has been characterized by excellent and constructive contributions to the community.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Madison does hereby express its sincere appreciation and thanks to Greg Thole for his distinguished service to the community and does also highly commend him for the manner in which he has carried out his duties and responsibilities.

BE IT FURTHER RESOLVED, that the City Council extends to him their best wishes for continued success in all future endeavors.

Upon vote taken thereon, the following voted:

For:

Against:

Absent:

Whereupon said Resolution No. 24-50 was declared duly passed and adopted this 23th day of December, 2024.

Maynard Meyer
Acting Mayor

Attest: _____
Christine Enderson
City Clerk