

**CITY OF MADISON**  
**AGENDA AND NOTICE OF MEETING**

Regular Meeting of the City Council – 12:00 Noon  
Monday June 10, 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**

Page 1

A copy of the May 24, 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. Eco-Links Minutes – May 23, 2024 - receive                     | Page 3  |
| B. Liquor Store Report – May 2024 – receive                       | Page 7  |
| C. MEDA Loan Note Status – May 2024 – receive                     | Page 11 |
| D. Bright Energies Renewable Energy Certificates – 2023 – receive | Page 12 |
| E. CGMC in the Brief – May 2024 – receive                         | Page 13 |
| F. Pooled Cash – May 2024 – receive                               | Page 26 |
| G. Regular Drill Meeting Minutes – May 20, 2024 – receive         | Page 28 |
| H. Reserve and Project Tracking – May 2024 – receive              | Page 29 |
| I. WWTP Generator Pre-con Meeting – June 3, 2024 – receive        | Page 30 |
| J. MN Demographer Population Estimate – April 2023 – receive      | Page 37 |
| K. LqP Fair board Thank you – receive                             | Page 38 |
| L. Madison EDA Minutes – May 6, 2024 – receive                    | Page 39 |

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

**6. UNFINISHED AND NEW BUSINESS**

Page 41

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

Page 42

- B. City Engineer Project Updates. A DISCUSSION and MOTION may be in order. (Manager, Council)

- Page 46
- C. Approve Pay Application No. 6 – RL Larson. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 51
- D. Approve Contract - A n H Lawn Care. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 53
- E. Approve Security Cameras – Blue Sky Security. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 56
- F. Approve State Capital Projects Grants in Aid Agreement – MN Historical Society. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 67
- G. Approve Architectural Services – Library Roof – MacDonald and Mack. A DISCUSSION and MOTION may be in order. (Manager, Council)
- H. Approval to Advertise for Bids –Library Roof. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 69
- I. Resolution 24-10-02 – Flight Crew Charge. A DISCUSSION and MOTION may be in order. (Manager, Council)
- Page 74
- J. Resolution 24-17 – Salary Journeyman Line Worker. A DISCUSSION and MOTION may be in order. (Manager, Council)

**7. MANAGER REPORT (Manager)**

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

**9. AUDITING CLAIM**

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A copy of the Expense Approval Report is submitted for May 24, 2024 through June 10, 2024 and is attached. A MOTION is in order.

**10. ADJOURNMENT**

**CITY OF MADISON  
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL  
REGULAR MEETING  
MAY 24, 2024**

Pursuant to due call and notice thereof, a rescheduled regular meeting of the Madison City Council was called to order by Mayor Greg Thole on Friday, May 24, at 12:08 p.m. in Council Chambers at City Hall. Councilmembers present were: Greg Thole, Maynard Meyer, and Tim Volk. Also present were City Manager Val Halvorson and City Clerk Christine Enderson. Councilmembers Paul Zahrbock and Adam Conroy were absent.

**AGENDA**

Upon motion by Meyer, seconded by Volk and carried, the agenda was approved as amended. Additions include a tree removal quote at Fairway View and Block Party event reservations. The agenda items are hereby placed on the table for discussion.

**MINUTES**

Upon motion by Meyer, seconded by Volk and carried, the May 13, 2024, regular meeting minutes were approved as presented.

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

None

**CONSENT AGENDA**

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

**CITY COUNCIL CHECKLIST**

City Council reviewed the checklist.

**CITY ENGINEER REPORT**

City Engineer Kent Louwagie provided a memo with updates on city projects.

**FAIRWAY VIEW – TREE REMOVAL**

The north line of trees along Fairway View are in rough shape and falling apart. Two quotes were obtained for the removal of 28 trees and stump grinding. After further discussion, upon motion by Volk, seconded by Meyer and carried, Council approved the quote from Nick’s Tree Service in the amount of \$13,090 for the removal of the trees and stump grinding.

**BLOCK PARTY**

City Council discussed the Block Party that will be held on June 26<sup>th</sup> and the need to reserve the shelter and picnic tables. No action taken.

**CITY MANAGER’S REPORT**

**Swimming Pool:** A new boiler was installed earlier this week. The pool inspection is scheduled for Tuesday, May 28<sup>th</sup>, with a tentative open date of May 29<sup>th</sup> pending the results of the inspection. It was mentioned that there are two trees on the south side that may need to be removed due to them splitting and foresee damage to fence.

**Elected Officials Day:** May 19<sup>th</sup> was Elected Officials Day and the City Council was thanked for their years of service to the City.

**Public Works:** The departments have been busy completing spring tasks. With the rainfall, the waste water treatment plant continues to see significant inflow.

**Eco-Links:** City Manager Halvorson went to a meeting held by the Eco-Links organization and learned about their goals within the City.

**Ambulance:** The officers had a meeting with City Manager Halvorson and reviewed the by-laws, retention, and the need for siding at the ambulance hall.

**Security Cameras:** A second quote was received this week. More information will come on that at a later date.

**Vandalism:** There has been recent vandalism at the city recreation field bathrooms and with some storm grates around town. There has been observation of smoking in the public bathrooms, as well.

**Memorial Field Flag:** The new pole and flag are ready for installation.

**County Project:** Electric Line Supervisor, David Johnson, updated Council on the County project and extending electric service to the site.

**MAYOR/COUNCIL REPORTS**

None

**DISBURSEMENTS**

Upon motion by Volk, seconded by Meyer and carried, Council approved disbursements for bills submitted between May 14 and May 24, 2024. These disbursements include United Prairie Check Nos. 66116-66160. 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 12:38 p.m.

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Greg Thole – Mayor

**ATTEST:**

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Christine Enderson – City Clerk

# Prairie Eco-Links Minutes May 23, 2024 at Madison Mercantile

In attendance: Annette, Sally, Kay, Becca, Vicki, LuAnn, Renee, and guest, Val Halvorson, City Manager

The agenda was approved after welcoming Val Halvorson to the meeting.

## **1. Community garden project.**

Becca is choosing to lead by example to show what can be done with a community garden plot. Both Val and Todd Erp, supervisor of the garden are aware of recent discussion regarding the community garden. Becca and Noah have a plot this year. They have already moved a rain barrel in and are working on their own raised beds in which they'll plant plants from Kay and Annette's greenhouse. The consensus was that we can learn from Becca's experiences this season. She can also get acquainted with other gardeners and consider various ideas for improvement. Val stated the city has planned some clean up of a shrub/tree area. Ron Koester was mentioned as someone who knows a lot about the garden and its history. He lives on 9th Street, across from the garden. Val mentioned that Age Friendly Minnesota grants open again in June and are awarded in the fall. Funds may include community garden projects.

## **2. Prairie Eco-Links Goal Setting Session**

Rhyan, Becca, and LuAnn discussed the possibility of holding a special session to consider our group's goals and the best ways to reach them. They intend to develop an agenda employing fun meeting facilitation techniques that can help ensure that everyone's interests are heard; the goal might be to coalesce around a few of the most important projects we could address. A tentative meeting time of Sat 10 a.m. June 8 was suggested. The group will send a separate email info to ascertain interest.

## **3. Plastic recycling**

Paige's plastic recycling project is underway. Sally shared detailed info printed out from the [www.nexttrexrecyclingchallenge](http://www.nexttrexrecyclingchallenge) site and from Jennifer's recent email. Paige met with Jennifer, and according to Jennifer's email she will handle ads/publicity info in due time. Meanwhile the collection bins are being noticed at the Post Office, Jubilee, and Mercantile and are well received per Paige.

## **4. Maintenance of pollinator gardens at the Biome Sculpture and Grand Park**

Maintaining the gardens was suggested as a volunteer project for interested folks at our last meeting. Sally talked with Deb and Maynard Meyer, Brittany Engesmo, and Val Halvorson and learned that no plan for maintenance had originally been developed.

Val stated the city workers did the best they could last year but felt their efforts were not adequate.

Val was very supportive of the volunteer offer and stated any expenses for needed mulch would be

from the city.

- Cynthia shared an idea (via email) to work in teams of two on these maintenance projects. Initial volunteer pairs identified at the meeting: LuAnn/Vicki, Kay/Annette, Becca/Noah, and whoever else would like to join them. Vicki and LuAnn will meet at Grand Park on Saturday, the 25, at 10 a.m. to get started.
- Sally stated she and Cynthia will manage the Biome Sculpture planting.

### **5. Beautifying the city's retention ponds with native plants**

Val clarified the city's plan in working with the SWCD and Rhyann and staff on renovation of the east

retention pond. The pond needs to be dredged due to silt build up, but that cannot be done until winter. Once the dredging has been done, planting of appropriate wetland plants can take place.

- Though we can't do it now, we can begin planning and visualizing this project.
- Would LQPV students or 4-H youth be interested in leading this as a project? PEL could develop an outline and provide assistance.

### **6. Potential Grants to pursue**

Vicki and Val both mentioned numerous grant possibilities. For instance, from the EPA and the [Minnesota River Area Agency on Aging](#) (MNRAAA).

Becca reports that a Dawson church is working on a native plant pollinator garden, promoted by former

intern, Alex. LuAnn also learned of a National Wildlife Federation program that encourages churches to take up native planting projects. Learn more at Sacred

Grounds: <https://www.nwf.org/SacredGrounds>

We can continue listing possible grants. We could use the proposed goal setting session to decide which ones would be a high priority to pursue.

### **7. How can Prairie Eco-Links support the City of Madison?**

Becca described our collective desire to work with the city for mutual benefit, and encouraged Val to share ideas where we might be able to help.

Val stated that the city works with the MPCA on reducing salting of streets, an environmental recommended practice.

The city also promotes the Bright Energy programs and rebates regarding Energy Star recommendations. The city sponsored held a youth education program for 4th graders on saving energy.

Additional business from the floor:

1. LuAnn offered to give a climate information program at the Mercantile in the future.
2. Annette is interested in the CURE programming regarding the pipeline controversy in NW Minnesota.

She will watch the zoom this evening and suggested inviting a person from the CURE staff to present in

the future. (Clean Up the River Environment based in Montevideo.)

3. Some of the working members of PEL would like to reconsider our meeting time to accommodate people who are not retired.
4. Kristine explained the art signage project for groups who meet at the Mercantile. Each group received a round wooden disk and are to devise an artistic way to acknowledge their group. These will be mounted outdoors on the east wall of the Mercantile. Annette and Kay will work on that.

### Agenda for June 6, 2024 meeting

1. Report on the Community Garden project: Becca
2. Goal Setting Session: Rhyan, Becca, and LuAnn
3. Pollinator garden maintenance report and clarification of plan  
(Update) Deb, Vicki, LuAnn, Kay, Annette, and Sally pulled weeds at the Grand Park and Biome Sculpture on Saturday. They made good progress, but would welcome additional expertise on best practices. The consensus was that some sections could use mulch.
4. LuAnn future educational program
5. Meeting time reconsideration
6. Art project: Kay and Annette
7. Other

Meeting adjourned at 5:02

Notes submitted by Sally Fernholz and edited by LuAnn



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# Memo

To: City Manager and City Council  
From: Dale Hielper, Liquor Store Manager  
CC:  
Date: 06/01/2024  
Re: May 2024 Liquor Store Sales Report

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Comments: Sales for May were \$43,593.42 compared to \$50,476.41 last year; a \$6582.99 decrease. There were a number of reasons for the decrease, with weather being of a bigger reason. The cool wet spring hurt the beer sales hard with a \$4,604 decrease. Liquor sales were also down \$2,446.

For the year we have sales of \$190,143.69 compared to \$197,365.22 a \$7,221.53 decrease.

Hopefully we get some more seasonal weather to drive sales in the coming weeks.







City of Madison, MN

# Prior-Year Comparative Income Statement Account Summary

For the Period Ending 05/31/2024

		2023 May Activity	2024 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2023 YTD Activity	2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 609 - Liquor Fund</b>									
<b>Revenue</b>									
<a href="#">609-37811</a>	OFF SALE LIQUOR	19,111.39	16,664.24	-2,447.15	-12.80%	83,621.72	83,447.37	-174.35	-0.21%
<a href="#">609-37812</a>	OFF SALE BEER	30,378.58	25,774.67	-4,603.91	-15.16%	110,457.85	102,579.18	-7,878.67	-7.13%
<a href="#">609-37814</a>	MIX, ICE, ETC.	986.44	1,154.51	168.07	17.04%	3,285.65	4,116.64	830.99	25.29%
	<b>Revenue Total:</b>	<b>50,476.41</b>	<b>43,593.42</b>	<b>-6,882.99</b>	<b>-13.64%</b>	<b>197,365.22</b>	<b>190,143.19</b>	<b>-7,222.03</b>	<b>-3.66%</b>
<b>Expense</b>									
<a href="#">609-49750-103</a>	PART-TIME WAGES	6,356.34	6,635.10	-278.76	-4.39%	23,405.55	24,645.30	-1,239.75	-5.30%
<a href="#">609-49750-121</a>	PERA CONTRIBUTIONS (CITY)	277.16	290.64	-13.48	-4.86%	1,726.32	1,095.49	630.83	36.54%
<a href="#">609-49750-122</a>	FICA CONTRIBUTIONS (CITY)	486.14	507.43	-21.29	-4.38%	1,789.90	1,884.59	-94.69	-5.29%
<a href="#">609-49750-131</a>	HEALTH INSURANCE (CITY)	8.07	306.60	-298.53	-3,699.26%	40.35	1,535.80	-1,495.45	-3,706.20%
<a href="#">609-49750-151</a>	WORKERS COMPENSATION INSURAN...	2,198.22	0.00	2,198.22	100.00%	2,198.22	0.00	2,198.22	100.00%
<a href="#">609-49750-201</a>	OFFICE SUPPLIES	39.00	6.99	32.01	82.08%	211.97	63.10	148.87	70.23%
<a href="#">609-49750-210</a>	OPERATING SUPPLIES	0.00	156.47	-156.47	0.00%	268.98	156.47	112.51	41.83%
<a href="#">609-49750-219</a>	MISC. OPERATING SUPPLIES	0.00	0.00	0.00	0.00%	219.93	0.00	219.93	100.00%
<a href="#">609-49750-251</a>	LIQUOR	30,356.82	23,648.13	6,708.69	22.10%	140,659.54	145,161.89	-4,502.35	-3.20%
<a href="#">609-49750-258</a>	FREIGHT EXPENSE	201.59	178.60	22.99	11.40%	1,048.05	1,057.09	-9.04	-0.86%
<a href="#">609-49750-321</a>	TELEPHONE EXPENSE	42.61	45.14	-2.53	-5.94%	215.81	271.52	-55.71	-25.81%
<a href="#">609-49750-323</a>	INTERNET SERVICE	71.95	99.95	-28.00	-38.92%	287.80	499.75	-211.95	-73.64%
<a href="#">609-49750-342</a>	ADVERTISING	407.50	325.00	82.50	20.25%	1,327.00	2,476.38	-1,149.38	-86.61%
<a href="#">609-49750-362</a>	PROPERTY INSURANCE	0.00	0.00	0.00	0.00%	1,322.00	1,398.00	-76.00	-5.75%
<a href="#">609-49750-364</a>	DRAM SHOP INSURANCE	0.00	0.00	0.00	0.00%	503.00	529.00	-26.00	-5.17%
<a href="#">609-49750-380</a>	UTILITY EXPENSE	430.28	433.59	-3.31	-0.77%	2,374.20	2,546.87	-172.67	-7.27%
<a href="#">609-49750-401</a>	BUILDING M & R CONTRACT	0.00	998.24	-998.24	0.00%	0.00	1,203.54	-1,203.54	0.00%
<a href="#">609-49750-404</a>	EQUIPMENT M & R CONTRACT	0.00	0.00	0.00	0.00%	0.00	22.73	-22.73	0.00%
<a href="#">609-49750-409</a>	CONTRACTUAL SERVICES	737.91	740.61	-2.70	-0.37%	2,453.89	3,736.02	-1,282.13	-52.25%
<a href="#">609-49750-423</a>	OFFICE EQUIP. DEPRECIATION	271.86	39.01	232.85	85.65%	1,359.30	195.05	1,164.25	85.65%
<a href="#">609-49750-424</a>	BUILDING DEPRECIATION	97.41	87.64	9.77	10.03%	487.05	438.20	48.85	10.03%
<a href="#">609-49750-433</a>	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00%	391.00	0.00	391.00	100.00%
	<b>Expense Total:</b>	<b>41,982.86</b>	<b>34,499.14</b>	<b>7,483.72</b>	<b>17.83%</b>	<b>182,289.86</b>	<b>188,916.79</b>	<b>-6,626.93</b>	<b>-3.64%</b>
	<b>Fund 609 Surplus (Deficit):</b>	<b>8,493.55</b>	<b>9,094.28</b>	<b>600.73</b>	<b>7.07%</b>	<b>15,075.36</b>	<b>1,226.40</b>	<b>-13,848.96</b>	<b>-91.86%</b>
	<b>Total Surplus (Deficit):</b>	<b>8,493.55</b>	<b>9,094.28</b>	<b>600.73</b>	<b>7.07%</b>	<b>15,075.36</b>	<b>1,226.40</b>	<b>-13,848.96</b>	<b>-91.86%</b>

Prior-Year Comparative Income Statement

For the Period Ending 05/31/2024

**Group Summary**

Account Typ...	2023				2024			
	May Activity	May Activity	May Variance Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 609 - Liquor Fund</b>								
Revenue	50,476.41	43,593.42	-6,882.99	-13.64%	197,365.22	190,143.19	-7,222.03	-3.66%
Expense	41,982.86	34,499.14	7,483.72	17.83%	182,289.86	188,916.79	-6,626.93	-3.64%
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Prior-Year Comparative Income Statement

For the Period Ending 05/31/2024

**Fund Summary**

Fund	2023	2024	May Variance	Variance %	2023	2024	YTD Variance	Variance %
	May Activity	May Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
609 - Liquor Fund	8,493.55	9,094.28	600.73	7.07%	15,075.36	1,226.40	-13,848.96	-91.86%
<b>Total Surplus (Deficit):</b>	<b>8,493.55</b>	<b>9,094.28</b>	<b>600.73</b>	<b>7.07%</b>	<b>15,075.36</b>	<b>1,226.40</b>	<b>-13,848.96</b>	<b>-91.86%</b>

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

May 31, 2024

**MEDA LOANS (REVOLVING LOAN FUND)**

LOAN NAME	NOTE #	FINAL MATURITY	ORIG LOAN Amount	MONTHLY PAYMENT	DAY DELINQ	AMOUNT DELINQ	BALANCE
Susana C. Wittnebel	MGD#1010	10/15/23	\$2,500.00	tax assessment	382	\$296.54	\$296.54
LqP Ag Society/Fair Board-10 year no interes		12/31/27	\$85,000.00	\$3000/year			\$12,000.00
Lien Lumber/Chyde Strand		08/01/27	\$15,500.00	\$163.72			\$13,149.14
Torchwood Communications, LLC**		07/01/25	\$2,000.00	\$46.00			\$632.74
MD Lawncare CIP**		02/01/26	\$2,000.00	\$50.00			\$992.36
Bella Calluna CIP		02/01/26	\$2,000.00	\$50.00			\$992.36
Rural Solutions CIP		03/01/26	\$2,000.00	\$50.00			\$1,042.65
Madison Chiropractic CIP**		03/01/26	\$2,000.00	\$50.00			\$1,039.36
LqP Ag Society/Fair Board-5 year no interest		12/31/26	\$50,000.00	\$10000/year			\$30,000.00
The Sticks Bar & Grill		04/01/30	\$20,000.00	\$281.50			\$17,271.25
The Sticks Bar & Grill-CIP		03/01/27	\$2,000.00	\$50.00			\$1,529.00
Madison Fitness Center-CIP		11/01/24	\$1,000.00	\$166.67			\$1,000.00
<b>TOTAL MEDA LOANS (REVOLVING LOAN FUND)</b>				<b>\$907.89</b>		<b>\$296.54</b>	<b>\$79,945.40</b>

\*\*Has completed CIP and received forgivable portion.

**FUND BALANCE AVAILABILITY**

	MEDA LOANS (RLF)	TOTALS
<b>Fund Balance</b>	\$138,094.26	\$138,094.26
<b>Less Loans Outstanding</b>	\$79,945.40	\$79,945.40
<b>Less Payments Outstanding</b>	\$0.00	\$0.00
<b>Bank Acct Available as of</b>	<b>\$58,148.86</b>	<b>\$58,148.86</b>
May 31, 2024		
		<b>MEDA Balance: \$58,148.86</b>

**MEDA FUND BALANCE INCOME**

January 2024 Int <b>\$375.09</b>	April 2024 Int <b>\$364.37</b>	July 2024 Int	Oct 2024 Int
Febuary 2024 Int <b>\$347.79</b>	May 2024 Int <b>\$195.16</b>	Aug 2024 Int	Nov 2024 Int
March 2024 Int <b>\$329.98</b>	June 2024 Int	Sept 2024 Int	Dec 2024 Int

**2024 YTD Interest \$1,612.39**



## Renewable Energy Certificates Retired by Missouri River Energy Services

Account: **BEC Madison MN**

For Year: **2023**

Account Name	Organization	REC Qty	Vintage	Facility Name	Location	Fuel Type	Retirement Type	Serial Numbers
BEC Madison MN	Missouri River Energy Services	21	Jun-21	Pointe du Bois - Pointe du Bois	MB	Hydroelectric Water	Beneficial Ownership	307-MB-03-2020-35F2CC20-24511 to 24531



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May 24, 2024

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## Frustrating end to a frustrating session



As the clock proceeded towards midnight on Sunday, the legislative session came to a howling, raucous end, with key priorities—such as a bonding bill—left undone. Throughout the weekend, the DFL majority worked feverishly to pass their agenda—supplemental budget bills, a statewide resolution of the Uber/Lyft driver pay issue, an equal rights amendment (ERA) to the state constitution, EMS funding, and a tax bill addressing multiple state and local issues.

With significant work to be done, the Senate was in recess for most of the day, while the House spent hours debating supplemental budget bills and a ranked-choice voting (RCV) option for local governments—which ultimately failed to pass.

In the final hour of session, the DFL majorities held a very quick tax conference committee in which they piled other work from multiple conference committees—plus the Uber/Lyft legislation—into one giant omnibus bill that weighed in at

over 1,400 pages. Unsurprisingly, the Republican minorities raised complaints about a lack of transparency and the majority party using their power to ram through legislation with minimal review or understanding of what was being voted on.

As House Speaker Melissa Hortman (DFL-Brooklyn Park) ignored the increasingly loud chorus of protest, she moved the Tax Omnibus Bill—with all the unrelated provisions—through to passage along with a couple of other bills. A similar scene played out in the Senate as they took up the mega-omnibus package just sent over from the House.

There are always tensions at the end of a session, but the amount of chaos that was unleashed in this year's final hour was unprecedented. While lawmakers of both parties engage in the blame game, we are focused on results and what did and did not happen. See below for the full story.

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## EMS aid passes with bipartisan support



Minnesota's struggling rural ambulance services took a cautious breath of measured relief this week. After many months of regional meetings, research, legislative outreach, coalition building, countless iterations of bill drafts, negotiations, and good old relationship building and lobbying, the Legislature passed the CGMC-sponsored Emergency Ambulance Aid bill this week!

While the bill passed 66-0 in the Senate—and 119-11 in the House in a broad bipartisan show of support—we would like to extend a special thank you to the following legislators for their valued help in getting this legislation passed this year:

- Senator Grant Hauschild (DFL-Hermantown)
- Senator Judy Seeberger (DFL-Afton)
- Senator Jordan Rasmusson (R-Fergus Falls)



- Senator Andrew Lang (R-Olivia)
- Senator Mark Johnson (R-East Grand Forks)
- Representative Dave Lislegard (DFL-Aurora)
- Representative John Huot (DFL-Rosemount)
- Representative Jeff Backer (R-Browns Valley)
- Representative Lisa Demuth (R-Cold Spring)

While legislators elected to invest far less than they should have, the bill will go a long way toward providing some one-time relief for services across Greater Minnesota. It will also bridge a financial gap as we all look ahead to 2025 and what will hopefully be a renewed effort to dedicate a funding stream for these critical services.

The bill itself accomplishes four things:

1. Provides nearly \$24 million in one-time relief to struggling ambulance license holders across Minnesota, primarily outside the seven-county metropolitan area. Any aid awarded would have to be used for services provided within the PSA and can be spent on operational costs and/or capital needs. [Click here to view the list of estimated aid awards](#) generated by CGMC staff. In addition, the CGMC will be hosting a webinar to discuss the process leading up to the final passage, as well as details of the bill itself. [Click here for further information about the upcoming educational webinar.](#)
2. The current Minnesota Emergency Medical Services Regulatory Board (EMSRB) structure has been the subject of various reports and politically motivated jabs over the past several years. Effective January 1, 2025, the EMSRB and Executive Director structure will be entirely dismantled and replaced with a director appointed by the Governor and given an extreme amount of autonomous authority over EMS operations in the state. The Board, as we all know it, will be replaced with several advisory councils. If there is a bright spot for any of these changes, it is that the CGMC and the League of Minnesota Cities (LMC) will have the right to appoint representatives to the primary advisory council. Giving Greater Minnesota governments a seat at the table was a principle set by the membership at our fall conference—so that is a win!
3. For our cities that own/operate their services, you will want to pay particular attention to the details in the legislation that pertain to personnel licensing, training, recertification, and qualifications. Many of the concerns expressed by providers were heard, and this legislation attempts to make processes less difficult—hopefully allowing more opportunities for others to be a part of their community’s EMS system.
4. Lastly, there is another \$6 million appropriated in the bill that will be used to fund “sprint medic” pilot programs in Ottertail and St. Louis counties. For those interested, we expect cities to hear more from the Minnesota Ambulance Association (MAA) and the EMSRB in the coming weeks and months.

In the coming days, we will be meeting with the CGMC working group to discuss the results of the session and collect their advice on the next steps. To be certain, the momentum has started, and if we want our rural members to be able to provide these critical services, a sustainable funding mechanism is going to be needed. Stay tuned for more information during the Summer Conference!

For any questions about EMS legislation, please contact CGMC Lobbyist Erik Simonson at [easimonson@flaherty-hood.com](mailto:easimonson@flaherty-hood.com).

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## **Tax bill becomes vehicle for mega omnibus bill**

As noted above, when it became clear that there might not be enough time for the Legislature to complete action on all the omnibus bills that went through the various conference committees, DFL leadership decided to put all of the unfinished bills in the Tax Omnibus bill—which had not been compiled or passed. The end result was a bill over 1,400 pages long and touched on topics as diverse as Uber and Lyft, tax forfeiture, and the Board of Dentistry!

So, what of the actual tax provisions of the tax bill? Frustratingly, the items many cities were watching most closely did not get resolved. None of the local Tax Increment Financing (TIF) provisions were adopted, nor were the sales tax exemptions on local construction projects. Finally, the conference committee failed to address the process to authorize a local sales tax. While the House and Senate bills had many differences, both would have allowed some local sales taxes to be authorized by a city without going to the Legislature for approval. The bill would have also lifted the local sales tax moratorium that runs through June 1, 2025. Unfortunately, lack of action means that the moratorium is still in effect, and cities will have to wait for the Legislature to take action next year before knowing what the rules of the road are for securing a local sales tax authorization.

For questions on tax legislation, please contact CGMC Executive Director Bradley Peterson at [bmpeterson@flaherty-hood.com](mailto:bmpeterson@flaherty-hood.com).

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## **Policy language restricting PFA & bonding funds ultimately fails**

Over the last several years, we have seen an increasing number of proposals that would restrict local governments' ability to use bonding funds and eligibility for certain Public Facilities Authority (PFA) programs.

This year, one of the more problematic bonding proposals ([HF 3582](#)) would have required any local government receiving a direct bonding appropriation, general fund appropriation, or a grant from a program funded through bonding or other

state funds—such as PFA water programs or DNR local parks and trails grants—would be required to establish a reserve fund that the state would manage.

The CGMC began pushing back on this bill and its companion as soon as they were introduced through direct advocacy to the authors, working with other members of the Capital Investment Committee, testimony, letters, and more. Despite those efforts, we were disappointed when a modified version that included the problematic provision was incorporated into the State and Local Government Omnibus Bill.

The State and Local Government Chair later removed the provision, but the issue did not disappear. The CGMC and LMC worked with the House author and Rep. Dave Lislegard (DFL-Aurora) to narrow the provision. It was modified so that it became a preservation, not a replacement fund, and exceptions were created for cities that engaged in long-term capital planning.

A watered-down version of it appeared in the cash bonding bill that the legislator attempted to push across the finish line just before the close of session. That bill did not pass, so the requirements have not been imposed. We expect that this legislation will be resurrected in future sessions.

For any questions on bonding legislation, please contact CGMC Lobbyist Elizabeth Wefel at [eawefel@flaherty-hood.com](mailto:eawefel@flaherty-hood.com).

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## Land Use & Zoning: Preemption does not advance



After extensive time devoted to defending against and negotiating multiple proposals that would have stripped cities of much of their zoning and land use planning authority, the session ended with none of these provisions moving forward.

As previously mentioned, multiple bills ([HF 4009/SF 3964](#), [HF 4010/SF 3980](#), [SF 1370](#)) were introduced and heard throughout the session and would have imposed a variety of restrictions that would greatly impact cities.

The CGMC worked with other city groups to push back on this legislation and spent many hours negotiating and working with the authors. The bills narrowed as the session progressed and by early April, a reasonable compromise seemed possible.

During the Senate floor debate on the Omnibus Transportation, Housing and Labor Bill, an amendment was added that was described as banning aesthetic requirements. However, the language went much further, prohibiting cities from imposing restrictions on garage size, minimum square footage or floor area ratios, and certain design elements. The language was narrowed during conference committee discussions, but ultimately, the Housing Chairs—Sen. Lindsey Port (DFL-Burnsville) and Rep. Michael Howard (DFL-Richfield)—decided to remove the language. They asked all the city groups to meet with them during the interim to work on these issues.

If you have any questions or want to get more involved in working on these issues, please contact CGMC Lobbyist Elizabeth Wefel at [eawefel@flaherty-hood.com](mailto:eawefel@flaherty-hood.com).

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## Legislature fails to provide needed water infrastructure support



One of the biggest legislative failures this year was the lack of financial and policy support for city water and wastewater infrastructure. Not only did the Legislature fail to pass a bonding bill that would have supported the Public Facilities Authority (PFA) loan and grant programs, but it also failed to make much-needed policy changes to PFA grant programs.

The CGMC's top priority for the bonding bill was funding for the PFA. Although we appreciated the Legislature included funding for other helpful programs, it failed to fund the Point Source Implementation Grant (PSIG) program and underfunded the Water Infrastructure Fund (WIF) with only an unacceptable \$8 million.

After much advocacy by the CGMC and others, later versions of the bill added funding to the PSIG and WIF programs, though it was nowhere close to the amount necessary to fund the requested need. The failure to pass a bonding bill this year will only exacerbate our water infrastructure funding challenges.

The CGMC has also been pushing for increases to the grant caps for the PSIG and WIF programs over the last several years. We worked with Sen. Grant Hauschild (DFL-Hermantown), Sen. Nick Frentz (DFL-North Mankato), Rep. Dave Lislegard (DFL-Aurora), Rep. Jeff Brand (DFL-St. Peter), and Rep. Luke Frederick (DFL-Mankato) on increasing the maximum WIF grant from \$5 million to \$10 million and the maximum PSIG grant from \$7 million to \$12 million.

For several weeks, we pushed hard to include this policy change in the final Jobs Conference Committee report. We enlisted agency staff, the Governor's staff, and our partners at LIUNA and the 49ers. Ultimately, the House refused at the behest of the House Bonding Chair Fue Lee (DFL-Mpls). Still, we were promised by the Senate that it would be in the final bonding bill.

During the final hours of session—when it was apparent that a general obligation bonding bill could not pass the floor—we worked with LIUNA to include the language in the cash bonding bill. As previously noted, that bill failed to pass the Senate in the closing minutes.

We are extremely disappointed that this policy change, which would have made such a difference for so many communities, failed to pass. Going forward, the CGMC will make this change a top priority.

If you have any questions about this legislation, please contact CGMC Lobbyist Elizabeth Wefel at [ewwefel@flaherty-hood.com](mailto:ewwefel@flaherty-hood.com).....

## **CGMC priorities included in final transportation bill**

It feels like a lot has happened since our transportation update last week when we reviewed some of the items agreed to between the House and Senate. At that time, it was unclear whether the Legislature would run out the clock before both bodies could repass the transportation compromise.

The transportation bill itself was being debated on the Senate floor in the final hours on Sunday when it was abruptly laid on the table to take up a massive omnibus bill that itself included the transportation articles along with many other subjects—including the negotiated deal between the Legislature and Uber/Lyft.

To recap, here are the major CGMC priorities included in the transportation sections:

- \$15 million in trunk highway bonds for Corridors of Commerce
- \$15 million in trunk highway bonds for state road construction
- \$8.9 million from the trunk highway fund for high-priority bridges
- \$11.35 million in Small Cities Assistance
- \$3 million for staff and related operating costs to support testing at driver's license examination stations

Important language changes to the trunk highway expansion project greenhouse gas impact assessment law passed last year—which the CGMC has been working on since last summer—were included in the bill. Changes include the appointment of a technical advisory committee that will be able to recommend additional greenhouse gas mitigation options to balance the potential increase from highway expansion projects. Also included were changes the CGMC advocated for that allow a broader analysis of projects, including multimodal projects on the transportation network, rather than just assessing each highway expansion project individually. These changes should allow more flexibility to meet greenhouse gas reduction goals and ensure important construction projects improving safety and commerce on our highways are not impeded.

The CGMC strongly objected to efforts this session to divert trunk highway funds away from their intended use for highway construction and maintenance to greenhouse gas mitigation projects such as bike lanes and transit. This would have been extremely detrimental to maintaining and improving trunk highway infrastructure in Greater Minnesota. Fortunately, these attempts to raid the trunk highway fund were defeated. Instead, a mitigation fund account was created that can be used to provide an alternative source of funding for greenhouse gas reduction projects in the transportation sector going forward. In creating this new account, the safety language the CGMC advocated for was included, stating that priority for account funding must be given to projects that reduce traffic fatalities and serious injuries.

For questions about transportation policy, please contact CGMC Lobbyist Darrin Lee at [dwlee@flaherty-hood.com](mailto:dwlee@flaherty-hood.com).

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## CGMC in the News

The team at CGMC has been hard at work this legislative session, and we have the proof! We aim to ensure that the CGMC's efforts do not go unnoticed, and that our members and their priorities receive the attention they deserve. Whether sending out press releases, submitting guest columns, participating in news conferences, or other means of exposure, CGMC staff work diligently and tirelessly to maintain a consistent media presence and make sure your message is heard.



Since the start of 2024, the CGMC's advocacy has gotten a lot of coverage in the news—from housing to EMS to bonding and more! Here are just a few highlights:

- [Stakeholders seek solutions to EMS shortages](#) – Mankato Free Press, February 9, 2024
- [Greater Minnesota cities seek funding for EMS delivery, infrastructure in '24 session](#) – MinnPost, February 20, 2024
- [Why a sweeping housing density bill opposed by Minnesota cities, suburbs has broad support in the Legislature](#) – MinnPost, February 21, 2024
- [Minnesota has a \\$3.7 billion surplus, but budget officials warn against spending it all](#) – Star Tribune, February 29, 2024
- [Homebuilders start spring strong. MN legislators aim to address 'missing middle' housing](#) - KARE 11, March 31, 2024
- [Rural cities press for more state funding for emergency medical services](#) - MinnPost, April 3, 2024
- [Lawmakers debate greenhouse gas goals on highway projects](#) - Finance & Commerce, April 10, 2024
- [Commentary: Local government deserves a say in land use policy](#) - Minnesota Reformer, April 12, 2024
- ['Bloodbath' over local sales taxes at the Minnesota Capitol? No, but it's a robust debate](#) - MinnPost, April 17, 2024
- [Despite broad coalition of support, housing bills falling off legislative agenda](#) - Minnesota Reformer, April 19, 2024
- [Minnesota Legislature races toward deadline with bonding, rideshare bills in question](#) - Star Tribune, May 18, 2024
- [Last-minute negotiations couldn't save bill with money for construction projects](#) - MinnPost, May 22, 2024
- [Greater Minnesota Cities Organization Slams Legislative Session Omissions](#) - KWRC AM 1360 Radio, May 22, 2024
- [Without a bonding bill, funding for public works projects across Minnesota in limbo](#) - MPR, May 20, 2024

... and there's more! Take a look at the "[News Articles](#)" [page of the CGMC website](#) to see all the coverage we received this year, and check back to stay up-to-date on our media efforts. Thank you to everyone who helped advocate for CGMC priorities throughout the session—we could not have done it without you!

If you have any questions about the CGMC's media efforts or are interested in getting more involved, please contact CGMC Media & Communications Associate Alex Wildfang at [ahwildfang@flaherty-hood.com](mailto:ahwildfang@flaherty-hood.com).

## Visit the CGMC at the LMC Annual Conference on June 26 & 27!



Those attending the League of Minnesota Cities (LMC) Annual Conference in Rochester will have two opportunities to engage with the CGMC during the conference this year! First, visit us at Booth #204 in the Exhibit Hall from 3:30-6:30pm on Wednesday, June 23. CGMC staff and Board members will be at the booth to chat about all things Greater Minnesota and hook you up with some cool CGMC swag!

Then join the CGMC on Thursday morning from for our annual breakfast and a panel discussion featuring Rep. Jeff Brand (DFL-St. Peter) and Mayo Clinic Ambulance Service Regulatory Officer Tom Fennell, who will offer insight on the next steps for EMS issues in Greater Minnesota.

For more information, visit the [LMC's Conference Schedule page](#) online.

If you have any questions about the CGMC at the LMC Conference, please reach out to Emma Nelson at [ennelson@flaherty-hood.com](mailto:ennelson@flaherty-hood.com) or (651) 259-1936.

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## Last call! Submit your proposal for the 2025 CGMC Summer Conference





**There's just over a week left for cities to submit proposals to host the 2025 CGMC Summer Conference!** During the annual CGMC Summer Conference, hundreds of city officials from member cities across the state gather for three days to learn, network, and celebrate greater Minnesota. Every year, the conference includes a recap of the recent legislative session, informative speakers and panel discussions, tours of the host city, social events, the Legislative Awards Dinner, and more.

Any city or group of cities interested in hosting the CGMC Summer Conference must be current CGMC members in good standing. More than one city can apply to host the conference—in many cases, neighboring cities may work together to plan the conference and share the associated cost to host cities. Beginning this year, there will no longer be a geographic requirement to host the Summer Conference; member cities from throughout the state are invited to submit a proposal.

While we encourage cities to work with their local visitors bureau and hotels, **the proposal must come from the city and include the name of a city staff member or elected official who will be the primary contact person.**

[Click here to view the PDF file with all the information related to this RFP.](#) Cities may choose to submit their proposal as a Word document, PDF, or any other format as long as the topics in the RFP outline are addressed. Proposals to host the 2025 CGMC Summer Conference must be submitted via email by the end of the day on **Friday, May 31, 2024** to Emma Nelson at [ennelson@flaherty-hood.com](mailto:ennelson@flaherty-hood.com).

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**Breakfast with the Mayors Rick @ the 2024 CGMC Summer Conference!**



We are excited to announce another exciting feature of the [2024 CGMC Summer Conference](#)—breakfast with the Mayors Rick! On Thursday morning, Mayor Rick Miller will be greeting guests at the Park Diner in Waite Park, and Mayor Rick Schultz will be doing the same at Kay’s Kitchen in St. Joseph. Attendees will have the opportunity to ask questions and swap stories with the mayors while enjoying the most important meal of the day. So, make sure you register now to take advantage of this exclusive opportunity!

As a reminder, our annual event will take place from **July 24-26, 2024**, and is perfect time to connect with fellow city officials, learn from expert speakers, and experience the vibrant cities of Waite Park and St. Joseph. [Click here to view the flyer.](#)

**REGISTER NOW**

*\*UPDATE: The CGMC block at the Residence Inn is now **full**, but there are plenty of rooms remaining at the Hilton Garden Inn for those who have yet to book their hotel stay for the conference.*

Also be sure to visit the [event page on the CGMC website](#) to learn more about the awesome activities we have planned for attendees, including interactive city tours, [incredible lineup for the Ledge Amphitheater show](#), and more! Don’t miss out on all of these exciting opportunities and register today!

More details and agenda coming soon.






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 Planning  
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Please mark your calendar for upcoming CGMC events and important dates. More details can be found on the [CGMC website calendar](#).

- 2025 Summer Conference RFP Deadline (5/31/2024)
- CGMC EMS Update Webinar (6/6/2024)
- CGMC @ LMC Annual Conference (6/26/2024 to 6/28/2024)
- [CGMC 2024 Summer Conference \(7/24/2024 to 7/26/2024\)](#)
- CGMC 2024 Fall Conference (11/21/2024 to 11/22/2024)



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**Our mailing address is:**

Coalition of Greater Minnesota Cities  
 525 Park St., Suite 470  
 St. Paul, MN 55103

Contact: [contact@greatermncities.org](mailto:contact@greatermncities.org) or 651-225-8840



# Pooled Cash Report

City of Madison, MN  
For the Period Ending 5/31/2024

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
<a href="#">101-10110</a>	Claim On Cash - General	423,055.33	(110,435.84)	312,619.49	
<a href="#">201-10110</a>	Claim On Cash	158,348.02	(7,663.66)	150,684.36	
<a href="#">202-10110</a>	Claim On Cash	6,412.51	1,015.31	7,427.82	
<a href="#">205-10110</a>	Claim On Cash	0.00	0.00	0.00	
<a href="#">211-10110</a>	Claim On Cash	135,535.91	(1,553.75)	133,982.16	
<a href="#">212-10110</a>	Claim On Cash	58,212.48	(63.62)	58,148.86	
<a href="#">225-10110</a>	Claim On Cash	128,326.56	0.00	128,326.56	
<a href="#">350-10110</a>	Claim On Cash	115,008.51	(57,798.75)	57,209.76	
<a href="#">351-10110</a>	Claim On Cash	75,393.52	(99,530.00)	(24,136.48)	
<a href="#">353-10110</a>	Claim On Cash	(103,107.97)	0.00	(103,107.97)	
<a href="#">407-10110</a>	Claim On Cash	(89,734.07)	(1,209.77)	(90,943.84)	
<a href="#">420-10110</a>	Claim On Cash	89,212.97	(292.00)	88,920.97	
<a href="#">425-10110</a>	Claim On Cash	411,973.78	(207.90)	411,765.88	
<a href="#">430-10110</a>	Claim On Cash	74,909.69	0.00	74,909.69	
<a href="#">601-10110</a>	Claim On Cash	15,915.10	7,677.92	23,593.02	
<a href="#">602-10110</a>	Claim On Cash	175,576.59	19,775.32	195,351.91	
<a href="#">603-10110</a>	Claim On Cash	152,235.34	(46,854.58)	105,380.76	
<a href="#">604-10110</a>	Claim On Cash	2,649,261.12	34,898.01	2,684,159.13	
<a href="#">605-10110</a>	Claim On Cash	175,307.59	11,060.01	186,367.60	
<a href="#">609-10110</a>	Claim On Cash	128,854.63	9,409.87	138,264.50	
<a href="#">614-10110</a>	Claim On Cash	287,283.05	15,277.82	302,560.87	
<a href="#">851-10110</a>	Claim On Cash	472,218.94	0.00	472,218.94	
<b>TOTAL CLAIM ON CASH</b>		<u>5,540,199.60</u>	<u>(226,495.61)</u>	<u>5,313,703.99</u>	
<b>CASH IN BANK</b>					
<b>Cash in Bank</b>					
<a href="#">999-10101</a>	Cash In Bank-UP, UP-ICS & ONB	335,902.05	(257,797.11)	78,104.94	
<a href="#">999-10104</a>	Cash In Bank-UP SCDP	6,412.51	1,015.31	7,427.82	
<a href="#">999-10105</a>	Cash In Bank-UP MEDA	58,212.48	(63.62)	58,148.86	
<a href="#">999-10106</a>	Cash In Bank-Ehlers	5,139,672.56	30,349.81	5,170,022.37	
<b>TOTAL: Cash in Bank</b>		<u>5,540,199.60</u>	<u>(226,495.61)</u>	<u>5,313,703.99</u>	
<b>Wages Payable</b>					
<a href="#">999-22303</a>	Wages Payable	0.00	0.00	0.00	
<b>TOTAL: Wages Payable</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>TOTAL CASH IN BANK</b>		<u>5,540,199.60</u>	<u>(226,495.61)</u>	<u>5,313,703.99</u>	
<b>DUE TO OTHER FUNDS</b>					
<a href="#">999-22301</a>	Due To Other Funds	5,540,199.60	(226,495.61)	5,313,703.99	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>5,540,199.60</u>	<u>(226,495.61)</u>	<u>5,313,703.99</u>	
<b>Claim on Cash</b>	5,313,703.99	<b>Claim on Cash</b>	5,313,703.99	<b>Cash in Bank</b>	5,313,703.99
<b>Cash in Bank</b>	5,313,703.99	<b>Due To Other Funds</b>	5,313,703.99	<b>Due To Other Funds</b>	5,313,703.99
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>ACCOUNTS PAYABLE PENDING</b>					
<a href="#">101-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">201-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">202-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">205-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">211-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">212-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">225-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">350-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">351-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">353-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">407-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">420-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">425-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">430-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">601-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">602-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">603-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">604-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">605-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">609-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">614-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">851-22300</a>	Accounts Payable Pending	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>DUE FROM OTHER FUNDS</b>					
<a href="#">999-22302</a>	Due From Other Funds	0.00	0.00	0.00	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>ACCOUNTS PAYABLE</b>					
<a href="#">999-20201</a>	Accounts Payable	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>AP Pending</b>	0.00	<b>AP Pending</b>	0.00	<b>Due From Other Funds</b>	0.00
<b>Due From Other Funds</b>	0.00	<b>Accounts Payable</b>	0.00	<b>Accounts Payable</b>	0.00
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

Regular Drill Meeting

5/20/2024

The Madison Volunteer Fire Department met in regular session with Chief Jerod Zimbelman presiding.

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

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

Training officer report: - hall clean up and letters sent for golf and waterfight events.

June 3<sup>rd</sup> – Dollhouse (fire dynamics flow path) training will be put on by MNWest.

June 17<sup>th</sup> – Auto extrication training is planned.

July 1<sup>st</sup> – Confined space trailer training is planned.

July 22<sup>nd</sup> – BNSF is providing training at the Dawson Fire Hall at 6:00.

Emergency calls since our last meeting:

1. May 17<sup>th</sup> – ambulance assist, 833 Western Avenue

Equipment Committee update – discussion was held on purchasing a new trailer for our new grass rig. More information is needed before we can move forward.

Discussion was also held regarding applying for a grant that could help pay for a new jaws and spreader.

Golf Committee – August 10<sup>th</sup> is the scheduled date for the 2<sup>nd</sup> Annual MFD Golf Tournament.

Raffle Tickets were handed out.

Please check the race schedule and make sure that if you can't make your scheduled race that you find your own replacement.

Med Compass will be here July 15th from 4:30 to 7:30.

Next meeting is scheduled for June 17th.

Hall Duties for June: Brady Thomson and Don Tweet.

Motion was made by Chris Nelson to adjourn meeting, seconded by Jamie Jahn, carried.

Don Tweet, Secretary

**Reserve Fund Cash Account Numbers 851-10100 to 851-10113**

Balance Carry Over Dec 31, 2013

(Detail can be seen by "Unhiding" rows as needed)

5/31/2024

Gen - Employee Health I	\$ 43,829.74	Dec'21 Res-21-52	\$ (1,000.00)							\$ 42,829.74
Gen - Grand Theatre cor	\$ 9,841.75	Mar'24 Donations	\$ 140.00	Apr'24 Donations	\$ 170.00					\$ 10,151.75
Gen - LqP Players - Forme	\$ 50,000.00	*Dec'15 Res15-38	\$ (50,000.00)	Jun 21' LqP Playe	\$ 5,000.00	Sep'21 LqP Play	\$ (5,000.00)	Dec'21 Nibbe Fo	\$ 1,000.00	\$ 1,000.00
Cont.-Res-Escrow-Fire I	\$ 0.18	Feb'22 State Farm	\$ 55,101.00	May'22 Theilke re	\$ (55,101.00)	May'22 Storm E	\$ 12,330.94	Jul'22 Reimb Std	\$ (12,330.94)	\$ 0.18
Res-COVID-19 ARPA	\$ 162,611.76	Oct'22 Res22-41 xfe	\$ (90,000.00)	Nov'23 Res 23-44	\$ (22,000.00)	Nov'23 Res 23-4	\$ (20,000.00)	G-works Data Pt	\$ (24,800.00)	\$ 5,811.76
Res-Escrow-SS cont'd	\$ 20,950.00	Nov'21j.Roberts 1/2	\$ 1,125.00	Dec'21 W.MN Ab	\$ 1,125.00	Sep'22 Wollschl	\$ (2,250.00)	Aug'23-CAS Plur	\$ (14,250.00)	\$ 6,700.00
Electric cont'd	\$ 219,924.45	OCT'22-FIBER PM	\$ (200,000.00)	Oct'22 Res22-41 x	\$ 20,000.00	Nov'23 Res 23-4	\$ 20,000.00	Jan'24 Lqp Co F	\$ 100,000.00	\$ 159,924.45
Sanitation cont'd	\$ 104,763.51	OCT'22-FIBER PM	\$ (200,000.00)	OCT'22-LqP Co p	\$ 100,000.00	Oct'22 Res22-41	\$ 40,000.00	Nov'23 Res 23-44	\$ 40,000.00	\$ 84,763.51
Conduit Finance Funds - Bl	\$ -	November 2016	\$ 25,000.00							\$ 25,000.00
Public Safety Aid	\$ -	Dec'23 State of MN	\$ 66,472.00							\$ 66,472.00
<b>Reserved/Designated</b>										<b>\$ 402,653.39</b>
Gen.Fund Misc. Transfers	\$ 60,999.56	Dec'21 Res-21-36	\$ (50,000.00)							\$ 10,999.56
Interest Earned cont'd & A	\$ 63,265.99	2021 Audit Expense	\$ (1,200.00)	2022 Audit Exper	\$ (3,500.00)					\$ 58,565.99
<b>Unreserved/Undesig</b>										<b>\$ 69,565.55</b>
										<b>\$ 472,218.94</b>

**Culture & Recreation Capital Project Fund Cash Account Numbers 420-10100 to 420-10113**

Beginning Balance Dec 31, 2018

5/31/2024

Parks cont'd	\$ 100,776.15	Mar'24 Matress Barr	\$ (1,682.00)	Mar'24 Statuary U	\$ (8,150.00)	Mar'24 P5 Insta	\$ (5,000.00)			\$ 85,944.15
Madison Arts Council con	\$ 1,448.79	JUN'24 UMVRDC M	\$ (200.00)	JUN'24 Pro-Image	\$ (92.00)					\$ 1,156.79
Flags of Honor	\$ 8,813.75	Nov'22 Statuary US/	\$ (7,713.75)	Mar'24 Statuary U	\$ (1,100.00)					\$ -
Skating Rink	\$ -	Nov'23 Donations	\$ 2,250.00	Nov'23 B.Engasm	\$ (407.00)	Feb'24 Jubilee	\$ (22.97)			\$ 1,820.03
<b>Reserved/Designated</b>										<b>\$ 88,920.97</b>
										<b>\$ 88,920.97</b>

**Building & Capital Equipment Fund Cash Account Numbers 425-10100 to 425-10113**

Beginning Balance Dec 31, 2018

5/31/2024

Administration cont't	\$ 41,189.62	Mar'24 KLQP Comp	\$ (60.00)	May'24 T.Tech	\$ (23.10)	May'24 T.Tech	\$ (184.80)			\$ 40,921.72
City Hall Project cont't	\$ (16,954.35)	Oct'22 Res22-41 xfe	\$ 30,000.00	Dec'22 Res22-58	\$ 2,748.25	Nov'23 Res 23-4	\$ 30,000.00	Dec'23 Old Worl	\$ (25,000.00)	\$ 20,793.90
Fire Department cont't	\$ 232,519.10	Dec'23 LeRoy Bleye	\$ 1,000.00	Apr'24 The Sticks	\$ 1,500.00					\$ 235,019.10
Library	\$ -	Dec'21 Aud Adj Rod	\$ (1,320.00)	Dec'22 Res22-58	\$ 1,320.00	Nov'23 xfer from	\$ 69,969.55			\$ 69,969.55
Downtown Revitalization	\$ -	Dec'18 Res 19-12	\$ 4,369.05	Aug'21 xfer CIP M	\$ (4,000.00)	Oct'22 Res22-41	\$ 10,000.00	Nov'23 Res 23-44	\$ 10,000.00	\$ 20,369.05
Grand Theatre cont. form	\$ 22,192.56	Dec'21 Res-21-52	\$ 2,500.00	Nov'22 Roof Co.	\$ (5,000.00)	Nov'23 Res 23-4	\$ 5,000.00			\$ 24,692.56
<b>Reserved/Designated</b>										<b>\$ 411,765.88</b>
										<b>\$ 411,765.88</b>

**Streets Capital Improvement Fund Cash Account Numbers 430-10100 to 430-10113**

Beginning Balance Dec 31, 2018

5/31/2024

Street Dept Cont'd	94067.92	Dec'23 RL Larson bl	\$ (9,504.00)	Dec'23 RL Larson	\$ (9,732.50)					\$ 74,831.42
<b>Reserved/Designated</b>										<b>\$ -</b>
Interest Earned		2020 Int Allocation	\$ 78.27							\$ 78.27
<b>Unreserved/Undesig</b>										<b>\$ 78.27</b>
										<b>\$ 74,909.69</b>

Y:\Reserve & Capital Project Funds\Reserve & Cap Proj tracking worksheet.xlsx]5-31-2024-for council

**Total: \$ 1,047,815.48**

**AGENDA**

**PRECONSTRUCTION CONFERENCE  
WASTEWATER TREATMENT PLANT GENERATOR**

CITY OF MADISON

DGR Project No. 429002  
June 3, 2024 - 10:30 am  
Project Name Site: 2355 241<sup>st</sup> Avenue  
Madison, MN 56256

**A. PRELIMINARY MATTERS:**

1. Introductions
2. Sign-In Sheet
3. Contract Execution Progress

**B. CONTACT INDIVIDUALS**

1. Owner: **City of Madison**

Contact	Dean Broin, Water/Wastewater Supervisor
Phone	
Cell	320-905-9395
Email	dean.broin@ci.madison.mn.us

Contact	Val Halvorson, City Manager
Phone	320-598-7373
Cell	
Email	val.halvorson@ci.madison.mn.us

Contact	
Phone	
Cell	
Email	

2. Engineer: **DGR Engineering**

Contact	Andy Koob, Project Manager
Phone	712-472-2531
Cell	712-470-6684
Email	andy.koob@dgr.com

Contact	Shannen Struckman, Project Engineer
Phone	712-472-2531
Cell	712-348-0604
Email	shannen.struckman@dgr.com



Contact	Brian Osterday, Project Technician
Phone	712-472-2531
Cell	712-578-6135
Email	brian.osterday@dgr.com

3. Contractor: Meier Electric Inc. of Marshall, MN

Contact	Mike Meier - Owner
Phone	507-532-3707
Cell	507-829-8224
Email	mike@meierelectric.com

Contact	Abby Thostenson – Project Coordinator
Phone	507-532-3707
Cell	
Email	abby@meierelectric.com

Field Foreman	<b>To be determined based on project timing.</b>
Phone	
Cell	
Email	

4. City Engineer: Bolton & Menk

Contact	Kent Louwagie
Phone	320-231-3956 ext. 2496
Cell	320-905-5446
Email	kent.louwagie@bolton-menk.com

5. Soils/Concrete Testing **American Engineering**

Contact	<b>Tom James</b>
Phone	<b>507-532-0771</b>
Cell	
Email	<b>tjames@amengtest.com</b>

C. **PROJECT ISSUES**

1. Scope of Project: The work consists of furnishing and installing a diesel generator set, concrete foundation, electrical wire and conduit, and other related material.
2. CWRF Considerations:
  - a. Davis Bacon Wages:
  - b. Contract conditions:
    - Required State and Federal jobsite posters.
    - Weekly certified payroll submittal required.

3. Subcontractors

Type of Work: Concrete Foundation

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Subcontractor **Sussner Construction**

---

Contact **Travis Madden**

---

Title/Responsibility \_\_\_\_\_

---

Phone \_\_\_\_\_

---

Fax \_\_\_\_\_

---

Cell **507-829-4782**

---

Email **travis@sussnerconstruction.com**

---

Type of Work: **Excavating**

---

Subcontractor **D&G Excavating**

---

Contact **Brian Gruhot**

---

Title/Responsibility \_\_\_\_\_

---

Phone **507-532-2334**

---

Fax \_\_\_\_\_

---

Cell \_\_\_\_\_

---

Email **brian@dandgexcavating.com**

---

Type of Work: \_\_\_\_\_

---

Subcontractor \_\_\_\_\_

---

Contact \_\_\_\_\_

---

Title/Responsibility \_\_\_\_\_

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Phone \_\_\_\_\_

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Fax \_\_\_\_\_

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Cell \_\_\_\_\_

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Email \_\_\_\_\_

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Type of Work: \_\_\_\_\_

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Subcontractor \_\_\_\_\_

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Contact \_\_\_\_\_

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Title/Responsibility \_\_\_\_\_

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Phone \_\_\_\_\_

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Fax \_\_\_\_\_

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Cell \_\_\_\_\_

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Email \_\_\_\_\_

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4. Work Dates/Hours

- a. Start Date: **Approximately end of June, early July.**
  
- b. Working Hours: 7:00 am – 7:00 pm, Monday – Friday **WWTP personnel start at 8, but will work with contractor on opening plant for commencement of work.**

- c. Weekend Work: General and Supplementary Conditions state no work on any legal holiday unless an emergency exists or special, written permission is given by the Owner. However, involvement of the Owner’s personnel cannot be expected and must be pre-arranged with the Owner. Involvement of the Engineer cannot be expected during weekends. **No weekend work expected.**

4. Sequence of Construction

- a. Detailed Schedule Provided by Contractor **Contractor will furnish when finalized.**

- b. Project Schedule:

<b>Task</b>	<b>Completion Date</b>
Bid Opening	July 18, 2023
City Council to Consider Contract Award	July 24, 2023
Notice to Proceed (Upon Receiving Signed Contract, Bonds and Insurance)	August 8, 2023
Air Permit Received	October 13, 2023
Construction Start Date	May 1, 2024
Generator Delivery	<b>Week of June 27, 2024</b>
Field work, testing, and commissioning complete	July 31, 2024*
Final Completion, including site cleanup, final submittals, test reports, close-out documents, ready for final payment	August 31, 2024*

\* Liquidated damages apply to these dates for this Contractor.

5. Contractor Items

- a. Job Site Communications
- b. Contractor to Receive and Store all Materials Provided by them
  - 1.) The Owner will not Unload or Store Equipment. **Meier Electric is planning to unload generator directly from delivery truck to the foundation.**
  - 2.) Any Potential Dates/Problems Known by the Contractor? **None.**

- c. Major Materials Delivery:

<b>Item</b>	<b>Delivery Date</b>
Generator	<b>Week of June 27</b>

- d. Safety Requirements are the responsibility of the Contractor.

e. Items by Others: The Owner will hire their SCADA vendor (Automatic Systems, Co. ?) for plant control panel and HMI modifications and programming required to integrate remote start/stop control, and “general” and “shutdown” failure alarms for the new generator. **Owner will contact ASC immediately and let them know to coordinate with Contractor for startup date and integration of generator control and alarms.**

f. Permits: **Required permits are in place.**

6. Paperwork

a. Shop Drawing Submittals

1.) All Shop Drawings go through DGR

2.) Concrete Mix Design, Rebar Schedule, **Engineered Backfill (still need this)**

b. Test Reports

1.) Soil Tests **Contractor may rely, at his discretion, on bore reports in spec.**

2.) Concrete Tests **Contractor shall provide concrete testing and reports.**

3.) Equipment Tests: See Specs

c. Pay Estimates

1.) Once per Month

2.) Report Completed Bid Units to DGR by **Monday before 2<sup>nd</sup> or 4<sup>th</sup> Thursday of the Month.**

3.) Need to be in Owner’s Hands by **2<sup>nd</sup> or 4<sup>th</sup> Thursday of the Month**

4.) Payment Sent by **Tuesday following 2<sup>nd</sup> or 4<sup>th</sup> Thursday of the Month**

5.) Payment will be for Installed Units Only

d. Change Orders

1.) Need prior Approval and Documentation for Items Affecting Cost or Time

e. Final Documents

1.) Final and Unconditional Waivers and Releases of Lien

2.) Documentation on all Taxes Paid

3.) Instruction Books, Material Lists

4.) Record Keeping – Note any Field Changes. Update Locations and Routing of all Underground Items.

D. **OTHER ITEMS**

1. Temporary Power **No need of temporary power is anticipated.**

2. Owner Questions/Concerns **None**

Contractor Questions/Concerns

- **Location of generator may need to be changed due to actual location of primary circuits, which is different than original site plan used for siting of generator. (A different generator location was finalized with Dean Broin and the Contractor during a visit to the WWTP following the preconstruction meeting. The plan is to put it approximately 15' west of the point where the through-road curves east toward the north gate. DGR will create a field order to this effect so that Contractor can quote additional conduit and cable to accomplish this. It was agreed that the City would cut the road as marked by Meier Electric and remove the asphalt. Meier will refill the conduit trench with gravel and the City will replace the asphalt at a convenient future time.**
- 3.
- **Dumping place for excavation spoils. -- City has a location for the spoils and will direct D&G Excavating to it.**
4. Engineer Questions/Concerns **None.**

203 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Telephone: 651-201-2473  
TTY: 651-297-4357



Valerie Halvorson, Manager  
City of Madison  
404 6th Ave  
Madison, MN 56256-1237

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2023, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2020 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2024**. Questions or comments should be directed to Eric Guthrie by email or at the address listed on the letterhead. **The best way to reach us is by e-mail at [local.estimate@state.mn.us](mailto:local.estimate@state.mn.us).** You may also try to reach us by phone at (651) 201-2473.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Brower', with a long horizontal flourish extending to the right.

Susan Brower  
State Demographer

Enclosures

**DATE:** June 1, 2024  
**TO:** Valerie Halvorson, Manager  
City of Madison  
**FROM:** **Susan Brower**  
Minnesota State Demographer  
**SUBJECT:** 2023 Population and Household Estimates

Your April 1, 2023 population estimate is 1,511.

Your April 1, 2023 household estimate is 715.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 203 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to [local.estimate@state.mn.us](mailto:local.estimate@state.mn.us). All challenges must be submitted in writing. Please refer to the enclosed sheet for details.



*"The Little Minnesota State Fair"*

P.O. Box 122 Madison MN 56256

Office phone 320-598-3989

City of Madison  
Val Halvorson - Manager  
404 6<sup>th</sup> Ave  
Madison, MN 56256

Dear Mayor and Council,

On behalf of the Fairboard I wish to thank you very much for your \$2,500 appropriation to the County Fair for 2024. Your commitment to, and support of the fair is greatly appreciated. With summer fast approaching we are very excited to prepare for and conduct the **151<sup>st</sup> Lac qui Parle County Fair on September 5-8, 2024!!**

As always, the Fairboard is committed to growing and improving the fair and fairgrounds for the coming year and for many years to come. Your financial support continues to be an important piece of that commitment.

Sincerely,

Todd Patzer – President  
Lac qui Parle County Ag Society



**CITY OF MADISON  
MINUTES OF THE  
MADISON ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Monday, May 6, 2024 – 12:00 Noon**

Pursuant to due call and notice thereof, the regular meeting of the Madison Economic Development Authority was conducted at 12:00 p.m. on Monday, May 6, 2024 at the Madison Municipal Building.

Members in attendance: Commissioners Jim Connor, Ryan Young, Karin Moen, Matt Monson, Maynard Meyer, Greg Thole and John Maatz. Member Absent: None. Also, in attendance were City Manager Val Halvorson and EDA Recording Secretary Sue Volk.

President Connor called the meeting to order at 12:00 noon.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Upon motion by Thole, seconded by Monson and carried to approve the April 1, 2024 regular meeting minutes of the Madison Economic Development Authority.

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

No one present.

**CONSENT AGENDA**

Madison Art and Innovation Center: Contracted billing, general and upcoming activities report was presented.

Small Business Meet-Up: Flyer shared with meeting time of last Tuesday of each month from 4:00-6:00 p.m. at Madison Mercantile

Statewide Affordable Housing: Memo from Jake Sieg to County Board of Commissioners regarding new subcommittee appointments to determine course of action for utilizing LQP County's apportionment of Statewide Housing Affordability Aid.

MEDA SCDP Note Status report as of 3/31/2024 was presented.

Upon motion by Monson, seconded by Maatz and carried, the consent agenda was approved as presented.

**APPROVE MHS EVENT SPONSORSHIP**

2024 Madison Healthcare 30<sup>th</sup> Annual Charity Golf and Sponsorship flyers were presented.

Upon motion by Thole, seconded by Young and carried to authorize sponsorship support at the same level as in 2023.

**APPROVE LITTLE EAGLES PARTNERSHIP AGREEMENT**

Little Eagles Daycare Partnership agreement between Lac qui Parle School District #2853 and City of Madison EDA was presented for review. Terms: January 1, 2024 and ending December 31, 2024, \$40,000 annual commitment, \$20,000 to support ongoing program operation and a pledge to provide up to \$20,000 to cover any additional deficit. Upon motion by Maatz, seconded by Young and carried to approve the agreement as presented.

**APPROVE ENGINEERING PROPOSAL**

Letter from Bolton & Menk regarding future planning residential developments was reviewed. Upon motion by Young, seconded by Moen and carried to authorize Bolten & Menk’s field survey to collect boundary and topographic data for future residential development.

**EASTVIEW TOWNHOUSE**

Connor shared update on Eastview Townhouse window/siding replacement, repairs conversation with local contractor.

**OTHER**

Updates: Chamber, Career Expo, HUD

Next meeting – Monday, June 3, 2024 at 12:00 noon.

Upon motion by Thole, seconded by Meyer and carried, the meeting adjourned.

---

Jim Connor President

ATTEST:

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Sue Volk, EDA Recording Secretary

# CITY COUNCIL CHECKLIST

6/7/2024

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
May 12, 2022 Storm	5/12/2022	Council	CM, EM	Final Claims Submitted	
Fiber Grant	9/26/2022	Meyer	CM, committee	Final Report Submitted	
MNDOT 2023	5/11/2015	Zahrbock	CM, Engineer	MNDOT has reopened conversation with Dunnicks from last fall	
Downtown Renovation Fund	1/1/2022	Meyer	CM,	Ideas?	
EDA CIP Program	1/1/2022	EDA	EDA	3 new projects	
Downtown Open Space-Block 48	9/19/2022	Conroy	CM EDA	Ready for a developer	
Daycare Performance/EDA Appropriation	9/1/2017	EDA	Community	Report to EDA and Daycare Committee 11/21/23	
Infrastructure North Expansion	9/1/2021	Council	CM, council	Final Pavement Completed	
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Grant Agreement with MHS	
Tennis/Basketball Courts	7/2/2021	Conroy	CM, Parks	Application Submitted - 2023 notice was received June 27th	
Carneige Library Roof	1/1/2022	Parks	Manager	Roofing Company to return contract	
Grand Theatre Projector	1/23/2023	Maynard	CM, council	Reapproved Lease and Resolution for Loan	
Military Statue	11/1/2023	Zahrbock	PZ, TV, CM	Purchased - Delivery tentatively before July 4.	
Welcome Sign School Pride State Champ	8/20/2022	Zahrbock	CM, PZ, AC	Welcome to Madison Signs - baseball field/Lous Lodge	



**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

June 5, 2024

City of Madison  
C/O Valerie Halvorson  
404 6<sup>th</sup> Avenue North  
Madison, MN 56256

RE: ArcGIS Online Implementation & Management  
City of Madison, MN

Dear Ms. Halvorson

Per your request, Bolton & Menk is pleased to submit the following proposal for assisting the city and implementing the ArcGIS Online platform. We appreciate the time city staff took to discuss the needs and options with us. Our proposal outlines the tasks necessary to complete the implementation and migration to ArcGIS Online.

### **Project Understanding**

Bolton & Menk has provided a hosted web-based GIS application to the City of Madison since 2012. This BMI hosted site has seen consistent and evolving use by city staff. However, there are limitations to this technology as it is a single focused use application and has become antiquated. Based on a wide range of factors, Bolton & Menk is recommending a migration to the ArcGIS Online platform. This will provide the city with a cloud-based GIS platform that enables real-time GPS collection, integration with asset management applications and public facing application options.

The ArcGIS Online cloud-based platform will allow Bolton & Menk to continue managing the city's GIS data and applications. ArcGIS Online is an ideal platform for a multi-agency editing scenario, it will allow city staff as well as our GIS staff to share in data editing. It will also allow for the city to deploy new applications and solutions intended for public consumption and targeted department data management. Some examples of the public applications may include Story Maps, Citizen Problem Reporting, Lead Service Line Inventory Solution and other web-based viewing applications. The ArcGIS Online platform also serves as a foundation to other web-based applications such as asset management and permitting applications. Once the full migration to ArcGIS Online is complete, Bolton & Menk will retire the current hosted web-based GIS viewers.

We have sought out and identified costs for implementing this technology which are represented as separate tasks.

Name: Ms. Valerie Halvorson

Date: June 5, 2024

Page: 2

### **Task 1 – ArcGIS Online Implementation**

Bolton & Menk will leverage the existing ArcGIS Online licensing which is already in place for the City of Madison. In 2024, the City of Madison received grant funding for a Lead Service Line Inventory. As part of this funding, the Minnesota Department of Health will be reimbursing the city for the first-year subscription fees for ArcGIS Online. This current subscription has already been used to develop a lead service line mapping solution. Current subscriptions are noted below and are displaying the current published subscription fees by Esri. All ArcGIS Online licensing fees will be paid annually to Esri.

**Administrator** (Required) 1 ea. - \$765 annually

**Field Worker** 2 ea. - \$385 annually

**Viewer** 1 ea. - \$110 annually

### **Task 2 – Existing Data Migration**

Bolton & Menk will review and inventory all existing GIS data layers currently used by the City of Madison. We will work to compile this information for migration to hosted feature layers within the ArcGIS Online environment. Bolton & Menk will migrate all GIS Data layers that are currently in the hosted web GIS application.

### **Task 3 – ArcGIS Web App Builder Deployment**

Bolton & Menk GIS staff will assist the City of Madison operationalize their GIS mapping by building a web-based mapping application for use on any device. Our GIS staff will coordinate the development of an ArcGIS Web App Builder application for use by city staff. This web-based mapping application will contain viewing access to all GIS layers in the current hosted web GIS applications and will replace the current Bolton & Menk hosted mapping application.

Bolton & Menk will also create individual Web App Builder editing applications for each utility. There will be an editing map for Sanitary, Storm, and Water Distribution. These web maps will be setup to facilitate GPS data collection on approved devices. These GIS feature layers will also be available for editing by either city staff or other vendors as needed.

Once finalized, Bolton & Menk will schedule a training session with designated City of Madison staff. The training session will be broken up in to viewing and editor training. Each training session lasts approximately one hour and will be accompanied by a reference guide. This training will be hosted at a location specified by the city. Our GIS staff will be available for any technical questions following the staff training.

Name: Ms. Valerie Halvorson

Date: June 5, 2024

Page: 3

**Estimated Project Cost**

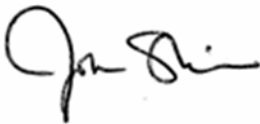
Compensation for this project is based on estimates provided by resellers and our hourly rates. All software subscription purchases will be made by City of Madison directly through the appropriate Esri. Any additional professional GIS support requested by the City of Madison and outside the scope of this proposal will be performed at our regular hourly fee schedule.

<b>Task 1 – ArcGIS Online Implementation</b>	<b>\$0.00</b>
<b>Task 2 – Existing Data Migration</b>	<b>\$3,300.00</b>
<b>Task 3 – ArcGIS Web App Builder Deployment</b>	<b>\$3,200.00</b>
<hr/>	
<b>Total Cost</b>	<b>\$6,500.00</b>

We appreciate the opportunity to provide you with this proposal for services. We expect that this project will require up to 10 weeks for full completion. If you have any questions or comments regarding this proposal, please feel free to call me at 507-381-8094.

Sincerely,

**Bolton & Menk, Inc.**



John D. Shain, GISP  
GIS Project Manager



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

June 5, 2024

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

RE: 2023 Infrastructure Improvements  
City of Madison, Minnesota  
Project No.: OW1.125959

Dear Val:

Enclosed please find Contractor's Application for Payment No. 6 for the 2023 Infrastructure Improvements project. This application includes payment for all work completed on the project through May 31, 2024. We have reviewed the Application for Payment and recommend payment in the amount of \$137,523.22 to R.L. Larson Excavating, Inc.

Upon approval, send a signed copy with payment to:  
R.L. Larson Excavating, Inc.  
2255 12<sup>th</sup> Street SE  
St. Cloud, MN 56304

Please send me a signed copy as well for the project file.

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

Sincerely,

**Bolton & Menk, Inc.**

**Kent Louwagie, P.E.**

City Engineer

Enclosures

**Contractor's Application for Payment**


<b>Owner:</b> <u>City of Madison</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OW1.125959</u>
<b>Contractor:</b> <u>RL Larson Excavating, Inc.</u>	<b>Agency's Project No.:</b> _____
<b>Project:</b> <u>2023 Infrastructure Improvements</u>	
<b>Contract:</b> <u>2023 Infrastructure Improvements</u>	
<b>Application No.:</b> <u>6</u>	<b>Application Date:</b> <u>5/31/2024</u>
<b>Application Period:</b> From <u>5/4/2024</u> to <u>5/31/2024</u>	


1. Original Contract Price			\$ 1,793,081.45
2. Net change by Change Orders			\$ 48,061.21
3. Current Contract Price (Line 1 + Line 2)			\$ 1,841,142.66
4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)			\$ 1,585,838.40
5. Retainage			
a. <u>5%</u> X <u>\$ 1,558,152.83</u> Work Completed			\$ 77,907.64
b. <u>5%</u> X <u>\$ 27,685.57</u> Stored Materials			\$ 1,384.28
c. _____ X <u>\$ -</u> Liquidated Damages (Lump Sum)			\$ -
d. Total Retainage (Line 5.a + Line 5.b + Line 5.c)			\$ 79,291.92
6. Amount eligible to date (Line 4 - Line 5.d)			\$ 1,506,546.48
7. Less previous payments			\$ 1,369,023.26
<b>8. Amount due this application</b>			<b>\$ 137,523.22</b>
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5d)			\$ 334,596.18

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

<b>Contractor:</b> <u>RL Larson Excavating, Inc.</u>	
<b>Signature:</b> <u></u>	<b>Date:</b> <u>6-5-2024</u>
<b>Name:</b> <u>Brent Hanak</u>	<b>Title:</b> <u>CFO</u>

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u></u>	<b>By:</b> _____
<b>Name:</b> <u>Kent Louwagie, P.E.</u>	<b>Name:</b> _____
<b>Title:</b> <u>City Engineer (Bolton &amp; Menk, Inc.)</u>	<b>Title:</b> _____
<b>Date:</b> <u>6/5/2024</u>	<b>Date:</b> _____



**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

<b>Owner:</b> City of Madison	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> Bolton & Menk, Inc.	<b>Engineer's Project No.:</b> 0W1.125959
<b>Contractor:</b> RL Larson Excavating, Inc.	<b>Contractor's Project No.:</b> _____
<b>Project:</b> 2023 Infrastructure Improvements	<b>Agency's Project No.:</b> _____
<b>Contract:</b> 2023 Infrastructure Improvements	

**Application** 6 **Application Period:** From 05/04/24 to 05/31/24 **Application Date:** 05/31/24

A	B	C	D	E	F	F1	F2	G	H	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
Original Contract											
1	MOBILIZATION	1.00	LUMP SUM	100,000.00	100,000.00	0.77	77,000.00	0.85	85,000.00	85%	15,000.00
2	CLEAR & GRUB	19.00	TREE	710.00	13,490.00	23.00	16,330.00	23.00	16,330.00	121%	(2,840.00)
3	REMOVE STORM STRUCTURE AND CASTING	5.00	EACH	600.00	3,000.00	6.00	3,600.00	6.00	3,600.00	120%	(600.00)
4	REMOVE GRINDER STATION & DISCONNECT ELECTRICAL	1.00	LUMP SUM	1,000.00	1,000.00	1.00	1,000.00	1.00	1,000.00	100%	-
5	REMOVE WATER METER MANHOLE AND CURB STOP	1.00	LUMP SUM	600.00	600.00	1.00	600.00	1.00	600.00	100%	-
6	REMOVE CONCRETE CURB AND GUTTER	20.00	LIN FT	10.00	200.00	-	-	-	-	-	200.00
7	REMOVE CULVERT PIPE (WITH APRONS)	100.00	LIN FT	10.00	1,000.00	35.00	350.00	35.00	350.00	35%	650.00
8	REMOVE STORM PIPE	125.00	LIN FT	15.00	1,875.00	943.00	14,145.00	943.00	14,145.00	754%	(12,270.00)
9	REMOVE BITUMINOUS STREET PAVEMENT	2,500.00	SQ YD	4.00	10,000.00	2,495.00	9,980.00	2,495.00	9,980.00	100%	20.00
10	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	10.00	SQ YD	25.00	250.00	-	-	-	-	-	250.00
11	REMOVE CONCRETE DRIVEWAY PAVEMENT	16.00	SQ YD	25.00	400.00	15.94	398.50	15.94	398.50	100%	1.50
12	REMOVE CONCRETE WALK	100.00	SQ FT	2.00	200.00	96.00	192.00	96.00	192.00	96%	8.00
13	SALVAGE & REINSTALL HYDRANT & VALVE	2.00	EACH	1,500.00	3,000.00	2.00	3,000.00	2.00	3,000.00	100%	-
14	SALVAGE & REINSTALL SIGN & POST	2.00	EACH	1,000.00	2,000.00	3.00	3,000.00	3.00	3,000.00	150%	(1,000.00)
15	ABANDON STORM PIPE	750.00	LIN FT	20.00	15,000.00	-	-	-	-	-	15,000.00
16	COMMON EXCAVATION (P) (EV)	4,347.00	CU YD	18.00	78,246.00	4,347.00	78,246.00	4,347.00	78,246.00	100%	-
17	SUBGRADE EXCAVATION (EV)	400.00	CU YD	10.00	4,000.00	-	-	-	-	-	4,000.00
18	COMMON EMBANKMENT (P) (CV)	270.00	CU YD	12.00	3,240.00	270.00	3,240.00	270.00	3,240.00	100%	-
19	STABILIZING AGGREGATE	400.00	CU YD	0.01	4.00	-	-	-	-	-	4.00
20	SELECT GRANULAR BORROW	2,500.00	CU YD	28.00	70,000.00	2,787.00	78,036.00	2,787.00	78,036.00	111%	(8,036.00)
21	GEOTEXTILE FABRIC	5,600.00	SQ YD	3.00	16,800.00	5,647.00	16,941.00	5,647.00	16,941.00	101%	(141.00)
22	AGGREGATE BASE, CLASS 5 (CV)	1,200.00	CU YD	38.00	45,600.00	1,269.00	48,222.00	1,269.00	48,222.00	106%	(2,622.00)
23	AGGREGATE SURFACING, CL 5 (CV)	50.00	CU YD	40.00	2,000.00	40.00	1,600.00	40.00	1,600.00	80%	400.00
24	COMMON LABORERS	10.00	HOUR	135.00	1,350.00	4.00	540.00	4.00	540.00	40%	810.00
25	3.0 CU YD SHOVEL	10.00	HOUR	250.00	2,500.00	4.00	1,000.00	4.00	1,000.00	40%	1,500.00
26	DOZER	10.00	HOUR	200.00	2,000.00	6.00	1,200.00	6.00	1,200.00	60%	800.00
27	12 CU YD TRUCK	10.00	HOUR	140.00	1,400.00	4.00	560.00	4.00	560.00	40%	840.00
28	3.0 CU YD FRONT END LOADER	10.00	HOUR	180.00	1,800.00	4.00	720.00	4.00	720.00	40%	1,080.00
29	SKID LOADER	10.00	HOUR	140.00	1,400.00	5.00	700.00	5.00	700.00	50%	700.00
30	1.5 CU YD BACKHOE	10.00	HOUR	190.00	1,900.00	3.50	665.00	3.50	665.00	35%	1,235.00
31	BITUMINOUS DRIVEWAY PATCH	10.00	SQ YD	240.00	2,400.00	-	-	-	-	-	2,400.00
32	BITUMINOUS STREET PATCH	12.00	SQ YD	220.00	2,640.00	-	-	-	-	-	2,640.00
33	TYPE SP 12.5 WEARING COURSE MIX (2,C)	670.00	TON	152.00	101,840.00	-	-	-	-	-	101,840.00
34	TYPE SP 12.5 NON-WEARING COURSE MIX (2,C)	1,000.00	TON	140.00	140,000.00	-	-	885.00	123,900.00	89%	16,100.00
35	15" GS PIPE APRON	4.00	EACH	250.00	1,000.00	-	-	-	-	-	1,000.00
36	18" GS SAFETY APRON & GRATE	1.00	EACH	350.00	350.00	-	-	-	-	-	350.00
37	15" CS PIPE CULVERT	81.00	LIN FT	60.00	4,860.00	-	-	-	-	-	4,860.00
38	18" CS PIPE CULVERT	20.00	LIN FT	74.00	1,480.00	-	-	-	-	-	1,480.00
39	DRAIN TILE REPAIR	100.00	LIN FT	20.00	2,000.00	636.00	12,720.00	636.00	12,720.00	636%	(10,720.00)
40	12" RC PIPE SEWER, DES 3006, CL V	124.00	LIN FT	69.00	8,556.00	124.00	8,556.00	124.00	8,556.00	100%	-

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

Owner: City of Madison  
 Engineer: Bolton & Menk, Inc.  
 Contractor: RL Larson Excavating, Inc.  
 Project: 2023 Infrastructure Improvements  
 Contract: 2023 Infrastructure Improvements

Owner's Project No.:  
 Engineer's Project No.: OW1.125959  
 Contractor's Project No.:  
 Agency's Project No.:

Application 6 Application Period: From 05/04/24 to 05/31/24 Application Date: 05/31/24

A	B	C	D	E	F	F1	F2	G	H	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
41	15" RC PIPE SEWER, DES 3006, CL V	14.00	LIN FT	84.50	1,183.00	22.00	1,859.00	22.00	1,859.00	157%	(676.00)
42	21" RC PIPE SEWER, DES 3006, CL III	747.00	LIN FT	86.75	64,802.25	751.00	65,149.25	751.00	65,149.25	101%	(347.00)
43	27" RC PIPE SEWER, DES 3006, CL III	43.00	LIN FT	140.00	6,020.00	43.00	6,020.00	43.00	6,020.00	100%	-
44	CONNECT TO EXISTING STORM SEWER PIPE	4.00	EACH	1,000.00	4,000.00	6.00	6,000.00	6.00	6,000.00	150%	(2,000.00)
45	DRAINAGE STRUCTURE DESIGN G	12.00	LIN FT	640.00	7,680.00	9.24	5,913.60	9.24	5,913.60	77%	1,766.40
46	DRAINAGE STRUCTURE DESIGN 48-4020	26.40	LIN FT	475.00	12,540.00	23.09	10,967.75	23.09	10,967.75	87%	1,572.25
47	DRAINAGE STRUCTURE DESIGN 60-4020	16.60	LIN FT	565.00	9,379.00	15.40	8,701.00	15.40	8,701.00	93%	678.00
48	STORM CATCH BASIN CASTING	4.00	EACH	600.00	2,400.00	4.00	2,400.00	4.00	2,400.00	100%	-
49	STORM MANHOLE CASTING	3.00	EACH	850.00	2,550.00	-	-	-	-	-	2,550.00
50	ADJUST FRAME & RING CASTING	2.00	EACH	400.00	800.00	-	-	-	-	-	800.00
51	SANITARY SEWER TRACING SYSTEM	1.00	LUMP SUM	3,200.00	3,200.00	1.00	3,200.00	1.00	3,200.00	100%	-
52	CONNECT TO EXISTING SANITARY SEWER SERVICE	4.00	EACH	300.00	1,200.00	2.00	600.00	2.00	600.00	50%	600.00
53	CONNECT TO EXISTING SANITARY SEWER MAIN	1.00	EACH	7,200.00	7,200.00	1.00	7,200.00	1.00	7,200.00	100%	-
54	6"X6" WYE SDR 26	1.00	EACH	460.00	460.00	-	-	-	-	-	460.00
55	8"X6" WYE SDR 26	3.00	EACH	1,000.00	3,000.00	3.00	3,000.00	3.00	3,000.00	100%	-
56	6" PVC SANITARY SEWER SERVICE SDR 26	114.00	LIN FT	30.00	3,420.00	112.00	3,360.00	112.00	3,360.00	98%	60.00
57	8" PVC SANITARY SEWER SDR 35	2,009.00	LIN FT	60.00	120,540.00	2,009.00	120,540.00	2,009.00	120,540.00	100%	-
58	8" PVC SANITARY SEWER SDR-35 (IN CASING)	100.00	LIN FT	80.00	8,000.00	100.00	8,000.00	100.00	8,000.00	100%	-
59	8" PVC SANITARY SEWER C900	876.00	LIN FT	72.50	63,510.00	876.00	63,510.00	876.00	63,510.00	100%	-
60	16" STEEL CASING PIPE (TRENCHLESS) FOR SANITARY SEWER	100.00	LIN FT	900.00	90,000.00	100.00	90,000.00	100.00	90,000.00	100%	-
61	CONSTRUCT SANITARY MANHOLE DESIGN 4007C	137.20	LIN FT	480.00	65,856.00	135.85	65,208.00	135.85	65,208.00	99%	648.00
62	CONSTRUCT 8" OUTSIDE SANITARY DROP	7.40	LIN FT	1,200.00	8,880.00	7.40	8,880.00	7.40	8,880.00	100%	-
63	SANITARY SEWER CLEANOUT ASSEMBLY	1.00	EACH	400.00	400.00	2.00	800.00	2.00	800.00	200%	(400.00)
64	SANITARY MANHOLE CASTING	10.00	EACH	850.00	8,500.00	9.00	7,650.00	9.00	7,650.00	90%	850.00
65	WATERMAIN TRACING SYSTEM	1.00	LUMP SUM	3,200.00	3,200.00	1.00	3,200.00	1.00	3,200.00	100%	-
66	CONNECT TO EXISTING WATERMAIN	5.00	EACH	1,200.00	6,000.00	6.00	7,200.00	6.00	7,200.00	120%	(1,200.00)
67	CONNECT TO EXISTING WATER SERVICE	2.00	EACH	600.00	1,200.00	2.00	1,200.00	2.00	1,200.00	100%	-
68	6" PVC WATERMAIN C900 DR 18	235.00	LIN FT	46.00	10,810.00	218.00	10,028.00	218.00	10,028.00	93%	782.00
69	8" PVC WATERMAIN C900 DR 18	2,498.00	LIN FT	56.00	139,888.00	2,469.00	138,264.00	2,469.00	138,264.00	99%	1,624.00
70	8" PVC WATERMAIN C900 DR 18 (IN CASING)	200.00	LIN FT	70.00	14,000.00	200.00	14,000.00	200.00	14,000.00	100%	-
71	16" STEEL CASING PIPE (TRENCHLESS) FOR WATERMAIN	200.00	LIN FT	900.00	180,000.00	200.00	180,000.00	200.00	180,000.00	100%	-
72	HYDRANT (8.5' BURY DEPTH)	4.00	EACH	6,400.00	25,600.00	4.00	25,600.00	4.00	25,600.00	100%	-
73	6" GATE VALVE AND BOX	5.00	EACH	2,000.00	10,000.00	5.00	10,000.00	5.00	10,000.00	100%	-
74	8" GATE VALVE AND BOX	11.00	EACH	3,000.00	33,000.00	10.00	30,000.00	10.00	30,000.00	91%	3,000.00
75	ADJUST VALVE BOX	3.00	EACH	300.00	900.00	-	-	-	-	-	900.00
76	1" WATER SERVICE PIPE	70.00	LIN FT	26.00	1,820.00	210.00	5,460.00	210.00	5,460.00	300%	(3,640.00)
77	1" CORPORATION STOP AND SADDLE	1.00	EACH	400.00	400.00	1.00	400.00	1.00	400.00	100%	-
78	1" CURB STOP AND BOX	1.00	EACH	350.00	350.00	1.00	350.00	1.00	350.00	100%	-
79	1.5" WATER SERVICE PIPE	110.00	LIN FT	28.00	3,080.00	128.00	3,584.00	128.00	3,584.00	116%	(504.00)

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

Owner: City of Madison  
 Engineer: Bolton & Menk, Inc.  
 Contractor: RL Larson Excavating, Inc.  
 Project: 2023 Infrastructure Improvements  
 Contract: 2023 Infrastructure Improvements

Owner's Project No.:  
 Engineer's Project No.: OW1.125959  
 Contractor's Project No.:  
 Agency's Project No.:

Application 6 Application Period: From 05/04/24 to 05/31/24 Application Date: 05/31/24

A	B	C	D	E	F	F1	F2	G	H	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)		
80	1.5" CORPORATION STOP AND SADDLE	1.00	EACH	650.00	650.00	1.00	650.00	1.00	650.00	100%	-
81	1.5" CURB STOP AND BOX	1.00	EACH	600.00	600.00	1.00	600.00	1.00	600.00	100%	-
82	BALLFIELD BATHROOM WATER SERVICE	1.00	LUMP SUM	6,000.00	6,000.00	1.00	6,000.00	1.00	6,000.00	100%	-
83	WATERMAIN FITTINGS	1,482.00	POUND	14.10	20,896.20	1,554.00	21,911.40	1,554.00	21,911.40	105%	(1,015.20)
84	CONCRETE CURB AND GUTTER DES B618	20.00	LIN FT	75.00	1,500.00	-	-	-	-	-	1,500.00
85	8" CONCRETE DRIVEWAY PAVEMENT	16.00	SY	262.00	4,192.00	-	-	15.94	4,176.28	100%	15.72
86	CONCRETE GENERATOR PAD	132.00	SQ FT	60.00	7,920.00	-	-	144.50	8,670.00	109%	(750.00)
87	LOAM TOPSOIL BORROW (LV)	200.00	CU YD	30.00	6,000.00	-	-	-	-	-	6,000.00
88	TRAFFIC CONTROL	1.00	LUMP SUM	44,500.00	44,500.00	0.90	40,050.00	0.90	40,050.00	90%	4,450.00
89	EROSION & SEDIMENT CONTROL	1.00	LUMP SUM	500.00	500.00	0.77	385.00	0.80	400.00	80%	100.00
90	STABILIZED CONSTRUCTION EXIT	3.00	EACH	250.00	750.00	-	-	-	-	-	750.00
91	STORM DRAIN INLET PROTECTION	14.00	EACH	160.00	2,240.00	6.00	960.00	6.00	960.00	43%	1,280.00
92	PERIMETER CONTROL	8,000.00	LIN FT	2.25	18,000.00	6,000.00	13,500.00	6,000.00	13,500.00	75%	4,500.00
93	SEDIMENT CONTROL LOG TYPE STRAW	600.00	LIN FT	4.20	2,520.00	131.00	550.20	131.00	550.20	22%	1,969.80
94	SEED & FERTILIZER, SEED MIX 25-131	2.70	ACRE	4,400.00	11,880.00	-	-	-	-	-	11,880.00
95	SEED & FERTILIZER, SEED MIX 25-141	1.00	ACRE	4,400.00	4,400.00	-	-	-	-	-	4,400.00
96	EROSION CONTROL BLANKET CATEGORY 20	2,860.00	SQ YD	3.40	9,724.00	-	-	-	-	-	9,724.00
97	HYDRAULIC BONDED FIBER MATRIX	10,200.00	POUNDS	1.30	13,260.00	-	-	-	-	-	13,260.00
98	GENERATOR - 9TH STREET LIFT STATION	1.00	LUMP SUM	62,400.00	62,400.00	-	-	-	-	-	62,400.00
<b>Original Contract Totals</b>					<b>\$ 1,793,081.45</b>		<b>\$ 1,385,392.70</b>		<b>\$ 1,530,153.98</b>	<b>85%</b>	<b>\$ 262,927.47</b>
Change Orders											
Change Order 1											
CO1-1	DRAINAGE STRUCTURE DESIGN G	5.00	LIN FT	640.00	3,200.00	5.50	3,520.00	5.50	3,520.00	110%	(320.00)
CO1-2	STORM MANHOLE CASTING	1.00	EACH	850.00	850.00	1.00	850.00	1.00	850.00	100%	-
CO1-3	8" PVC C900 DRAIN TILE	540.00	LIN FT	43.50	23,490.00	500.00	21,750.00	500.00	21,750.00	93%	1,740.00
Change Order 2											
CO2-1	MOBILIZATION - STRIPING	1.00	LUMP SUM	2,641.06	2,641.06	-	-	-	-	-	2,641.06
CO2-2	4" SOLID LINE MULTI COMP GROUND IN (WR) - WHITE	2,260.00	LIN FT	2.20	4,972.00	-	-	-	-	-	4,972.00
CO2-3	4" SOLID LINE MULTI COMP GROUND IN (WR) - YELLOW	300.00	LIN FT	20.81	6,243.00	-	-	-	-	-	6,243.00
CO2-4	4" BROKEN LINE MULTI COMP GROUND IN (WR) - YELLOW	230.00	LIN FT	20.81	4,786.30	-	-	-	-	-	4,786.30
CO2-5	PROJECT FUNDING SIGN	1.00	LUMP SUM	1,878.85	1,878.85	1.00	1,878.85	1.00	1,878.85	100%	-
<b>Change Order Totals</b>					<b>\$ 48,061.21</b>		<b>\$ 27,998.85</b>		<b>\$ 27,998.85</b>		<b>\$ 20,062.36</b>
Original Contract and Change Orders											
<b>Project Totals</b>					<b>\$ 1,841,142.66</b>		<b>\$ 1,413,391.55</b>		<b>\$ 1,558,152.83</b>		<b>\$ 282,989.83</b>

**Stored Materials Summary**

**Contractor's Application for Payment**

<b>Owner:</b> City of Madison	<b>Owner's Project No.:</b>
<b>Engineer:</b> Bolton & Menk, Inc.	<b>Engineer's Project No.:</b> OW1.125959
<b>Contractor:</b> RL Larson Excavating, Inc.	<b>Contractor's Project No.:</b>
<b>Project:</b> 2023 Infrastructure Improvements	<b>Agency's Project No.:</b>
<b>Contract:</b> 2023 Infrastructure Improvements	

Application No.: 6 Application Period: From 05/04/24 to 05/31/24 Application Date: 05/31/24

A Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	B Supplier Invoice No.	D Description of Materials or Equipment Stored	E Storage Location	F Application No. When Materials Placed in Storage	Materials Stored			Incorporated in Work			M Materials Remaining in Storage (I-L) (\$)
					G Amount Stored (Quantity)	H Material Unit Price (from supplier invoice) (\$)	I Amount Stored to Date (G*H) (\$)	J Amount Incorporated in the Work (Quantity)	K Material Unit Price (from supplier invoice) (\$)	L Total Amount Incorporated in the Work (J*K) (\$)	
21	0514408	GEOTEXTILE FABRIC	On site	1	5,600.00	\$1.27	7,112.00	5,600.00	\$1.27	7,112.00	-
35	0514408	15" GS PIPE APRON	On site	1	4.00	\$147.48	589.92	4.00	\$147.48	589.92	-
36	0520284	18" GS SAFETY APRON & GRATE	On site	1	1.00	\$300.00	300.00	1.00	\$300.00	300.00	-
37	0514408	15" CS PIPE CULVERT	On site	1	81.00	\$30.81	2,495.61	81.00	\$30.81	2,495.61	-
38	0514408	18" CS PIPE CULVERT	On site	1	20.00	\$42.88	857.60	20.00	\$42.88	857.60	-
39	0514408 &	DRAIN TILE REPAIR	On site	1	100.00	\$11.29	1,129.00	100.00	\$11.29	1,129.00	-
51	0520180	SANITARY SEWER TRACING SYSTEM	On site	1	1.00	\$2,797.82	2,797.82	1.00	\$2,797.82	2,797.82	-
52	0520180	CONNECT TO EXISTING SANITARY SEWER SERVICE	On site	1	4.00	\$53.31	213.24	4.00	\$53.31	213.24	-
53	0520180	CONNECT TO EXISTING SANITARY SEWER MAIN	On site	1	1.00	\$79.14	79.14	1.00	\$79.14	79.14	-
54	0520180	6"X6" WYE SDR 26	On site	1	1.00	\$252.72	252.72	1.00	\$252.72	252.72	-
55	0520180	8"X6" WYE SDR 26	On site	1	3.00	\$393.53	1,180.60	3.00	\$393.53	1,180.60	-
56	0520180	6" PVC SANITARY SEWER SERVICE SDR 26	On site	1	114.00	\$8.10	923.40	114.00	\$8.10	923.40	-
57	0520180	8" PVC SANITARY SEWER SDR 35	On site	1	2,009.00	\$0.04	78.00	2,009.00	\$0.04	78.00	-
60	0520180	16" STEEL CASING PIPE (TRENCHLESS) FOR SANITARY SEWER	On site	1	100.00	\$10.34	1,034.00	100.00	\$10.34	1,034.00	-
61	1815405 TO	CONSTRUCT SANITARY MANHOLE DESIGN 4007C	On site	1	94.50	\$338.28	31,967.09	94.50	\$338.28	31,967.09	-
62	0520180	CONSTRUCT 8" OUTSIDE SANITARY DROP	On site	1	7.40	\$777.24	5,751.54	7.40	\$777.24	5,751.54	-
63	0520180	SANITARY SEWER CLEANOUT ASSEMBLY	On site	1	1.00	\$314.15	314.15	1.00	\$314.15	314.15	-
65	0520186	WATERMAIN TRACING SYSTEM	On site	1	1.00	\$2,742.45	2,742.45	1.00	\$2,742.45	2,742.45	-
68	0514408	6" PVC WATERMAIN C900 DR 18	On site	1	235.00	\$13.63	3,203.05	235.00	\$13.63	3,203.05	-
69	0520186	8" PVC WATERMAIN C900 DR 18	On site	1	800.00	\$21.17	16,936.00	800.00	\$21.17	16,936.00	-
70	0514408 &	8" PVC WATERMAIN C900 DR 18 (IN CASING)	On site	1	200.00	\$42.05	8,410.00	200.00	\$42.05	8,410.00	-
71	0520186	16" STEEL CASING PIPE (TRENCHLESS) FOR WATERMAIN	On site	1	200.00	\$10.34	2,068.60	200.00	\$10.34	2,068.60	-
72	0520186	HYDRANT (8.5' BURY DEPTH)	On site	1	4.00	\$4,734.50	18,938.00	4.00	\$4,734.50	18,938.00	-
73	0514408,	6" GATE VALVE AND BOX	On site	1	5.00	\$1,819.79	9,098.95	5.00	\$1,819.79	9,098.95	-
74	0514408,	8" GATE VALVE AND BOX	On site	1	11.00	\$2,575.09	28,325.99	11.00	\$2,575.09	28,325.99	-
76	0520284	1" WATER SERVICE PIPE	On site	1	70.00	\$1.09	76.30	70.00	\$1.09	76.30	-
77	0514408	1" CORPORATION STOP AND SADDLE	On site	1	1.00	\$330.50	330.50	1.00	\$330.50	330.50	-
78	0514408	1" CURB STOP AND BOX	On site	1	1.00	\$237.16	237.16	1.00	\$237.16	237.16	-
79	0520284	1.5" WATER SERVICE PIPE	On site	1	110.00	\$0.35	38.50	110.00	\$0.35	38.50	-
80	0514408	1.5" CORPORATION STOP AND SADDLE	On site	1	1.00	\$538.73	538.73	1.00	\$538.73	538.73	-
81	0514408	1.5" CURB STOP AND BOX	On site	1	1.00	\$432.52	432.52	1.00	\$432.52	432.52	-
82	0520284	BALLFIELD BATHROOM WATER SERVICE	On site	1	1.00	\$165.36	165.36	1.00	\$165.36	165.36	-
83	0514408 &	WATERMAIN FITTINGS	On site	1	1,482.00	\$8.93	13,234.00	1,482.00	\$8.93	13,234.00	-
84	12347582	GENERATOR - 9TH STREET LIFT STATION	Manufacturer's Site	4	1.00	27,685.57	27,685.57				27,685.57
				<b>Totals</b>			\$ 189,537.51			\$ 161,851.94	\$ 27,685.57

## **INDEPENDENT CONTRACTOR AGREEMENT**

**THIS AGREEMENT** is made on the 13th Day of May, 2024, between the City of Madison, ("City ") and A-N-H LAWN CARE ("Contractor"). Contractor is in the business of providing general property maintenance services and experienced in said business. Accordingly, City and Contractor agree as follows:

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

- a. Mow all lawn areas with mowers. Grass to be cut between 2 and 3 inches.
- b. Trim around trees, beds and any area not accessed by mowers with string trimmers.
- c. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
- d. Perform these tasks as directed by an authorized representative of the City.
- e. Work is to be performed within 5 days of notice from the City

2. Contractor agrees to periodically submit an invoice of services rendered under this agreement. The City will compensate Contractor at a rate of \$200 per hour for initial clean ups and \$100 per hour after initial clean up.

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

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

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

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

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

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

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

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

CONTRACTOR

\_\_\_\_\_  
A-N-H LAWN CARE

CITY OF MADISON

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



# Memo

**To:** City Council  
**From:** City Manager, Todd Erp, Christine Enderson  
**Date:** June 10, 2024  
**Re:** Security Cameras

---

## Background:

*As part of our MMUA safety training and LMCIT loss prevention program we have annually listened to how to deal with difficult customers, and prepare for aggressive behavior, and even worst-case scenarios with active shooters. Customer behaviors are slowly changing and we see an increase in agitation, and verbal attacks. Lifeguards have struggled with difficult customer behaviors. The pool has been broken into, softball field doors smashed in, public bathrooms degraded, smoking in facilities, theft of the community bikes, painting of graffiti. All of this takes hours of time to repair, track down and clean up.*

*City hall is a very large building and has an unmonitored entrance. Both city hall and the liquor store have cash and inventory on hand that make it a target, and regularly only one employee may be working.*

*Cameras at these buildings can contribute to the safety and security of employees and also residents using these facilities. The presence of functional cameras can act as a deterrent to damaging behaviors. Cameras can monitor entrances with live feeds, footage can be used to investigate criminal activities, and cameras can help protect employees by providing evidence in cases of disputes of harassment or violence. The enhanced feature of panic buttons provides another level of security for employees and council. The presence of cameras does not eliminate ongoing training, and knowing what to do in situations.*

*Cameras will be placed to ensure privacy and civil liberties, and ensure they are used in a manner that respects individuals.*

*OSHA has regulations for workplace violence and employee safety which includes hostile customers, they can also apply to relevance in public spaces like city parks and facilities to ensure people feel secure.*

## Recommendations

*The City has obtained two quotes for city hall and liquor store, low quote received was from Blue Sky Security for \$19,248. Electro Watchman submitted a quote for \$25,450.55.*

*The City of Madison received \$66,470 in public safety aid, purchase of cameras and other safety equipment is a qualifying expense. There is no reporting required for these funds. Remaining funds are held in reserves.*

*This project would be completed with public safety funds of \$19,248.00. I will complete a MNOSHA grant application for the max of 50% towards this equipment as it pertains to employee safety. For this application the City must approve the expense and show that regardless of the award the equipment has been determined to be a need and approval to purchase. The grant is due June 15, 2024. If awarded this would reduce the use of the aid dollars.*

**BLUE SKY**  
**SECURITY**  
 24 Hour Alarm & Surveillance Systems  
 Commercial & Residential  
 "Your home in your hands"

Surveillance Systems  
 Alarm Systems  
 Access Entry

**BLUE SKY SECURITY LLC.**

778 15th St  
 Dawson MN 56232  
[blueskyccctv@gmail.com](mailto:blueskyccctv@gmail.com)  
 320-444-8547



**QUOTE**

3/1/24 12:00 AM

**Prepared for:**  
 City Hall

SALESPERSON	JOB	DUE DATE
MIKE PEDERSON	SECURITY CAMERA SYSTEM	

Tax Exempt? Enter 'X'

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTALS
1		32 CH. 8-K NVR RECORDER 8 TERABYTES STORAGE	2350	\$2,350.00
1		20 PORT SWITCH / CAMERA POWER SUPPLY	320	\$320.00
4		4 MEGAPIXEL (MP) TURRET/ DOME CAMERA 2.8MM LENS	300	\$1,200.00
		indoor cameras for front door, side door, basement and meeting room		
3		8 MP 4-K INTENSIFIER BULLET CAMERA 4MM LENS	600	\$1,800.00
		parking lot, front and side door outside east camera may cover library south and east library doors		
1		8 MP 4-K INTENSIFIER 2.8 - 12MM VARIFOCAL LENS	675	\$675.00
		if one the above cameras doesn't cover the library south door good enough for you this camera can be zoomed in on south door ( may not need this camera)		
5		CAMERA JUNCTION BOX	30	\$150.00
1		700 VA RACK MOUNT BATTERY BACK-UP	375	\$375.00
1		6-U WALL MOUNT EQUIPMENT RACK - stores recorder,poe switch, batt-backup and wireless equipment for Grand Park building	285	\$285.00
1		43" 4-K LED MONITOR made to operate 16 hours a day 7 days a week	365	\$365.00
1		MONITOR WALL MOUNT V2-P43ES	65	\$65.00
1		USB / HDMI CONVERTER BOXES from recorder to monitor in office	125	\$125.00
1		WIRELESS MOUSE	18	\$18.00
300		CAT-6 CAMERA CABLE ( 300 feet estimate )	0.22	\$66.00
1		FREIGHT AND MISC.	250	\$250.00
1		48 ZONE ALARM PANEL WITH VERIZON CELL INCLUDES \$100 ACTIVATION FEE	650	\$650.00
3		PANIC BUTTONS	55	\$165.00
		NOTE: MONITORING \$36.00 PER MONTH		
40	LABOR	MAXIMUM LABOR Takes less labor I charge less labor	100	\$4,000.00

1 YEAR FULL WARRANTY PARTS AND LABOR	<b>SUBTOTAL</b>	\$12,859.00
3 YEAR LIMITED WARRANTY CAMERA EQUIPMENT	<b>TAX (6.875% - on non-labor)</b>	
1 YEAR - UPS- WIRELESS PRODUCTS, MONITORS	<b>TOTAL</b>	\$12,859.00



**BLUE SKY SECURITY**  
 24 Hour Alarm & Surveillance Systems  
 Commercial & Residential  
 "Your home in your hands"

Surveillance Systems  
 Alarm Systems  
 Access Entry

**BLUE SKY SECURITY LLC.**

778 15th St  
 Dawson MN 56232  
[blueskycctv@gmail.com](mailto:blueskycctv@gmail.com)  
 320-444-8547



**QUOTE**

[Empty box for quote number]

1/20/23 11:00 AM

<b>Prepared for:</b>			
LIQUOR STORE	<b>SALESPERSON</b>	<b>JOB</b>	<b>DUE DATE</b>
	MIKE PEDERSON	SECURITY CAMERA SYSTEM	
			<input checked="" type="checkbox"/> Tax Exempt? Enter 'X'

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTALS
1		8 CH. 8-K NVR RECORDER 2 TERAYBTES STORAGE	900	\$900.00
1		8 MP 4-K INTENSIFIER TURRET CAMERA front parking	600	\$600.00
2		4 MP INTENSIFIER BULLET CAMERA east and west side of building	450	\$900.00
1		8MP 4-K INDOOR DOME CAMERA cash register	385	\$385.00
2		4MP INDOOR DOME CAMERA back room and main liquor store	300	\$600.00
4		CAMERA JUNCTION BOX	30	\$120.00
1		MONITOR MOUNT	32	\$32.00
1		825 VA BATTERY BACK-UP	155	\$155.00
1		21" 1080P COMMERCIAL MONITOR	185	\$185.00
1		USB / HDMI CONVERTER BOXES from recorder in back room to office	125	\$125.00
100		CAT-6 CAMERA CABLE FOR USB AND HDMI CABLES TO OFFICE	0.22	\$22.00
1		FREIGHT AND MISC.	125	\$125.00
		I WILL REUSE CURRENT CAMERA CABLE		
1		48 ZONE ALARM PANEL WITH VERIZON CELL CARD INCLUDES \$100.00 ACTIVATION FEE		
3		DOOR SENSOR	55	\$165.00
2		MOTION SENSOR	95	\$190.00
1		SUB-PANEL FOR BACK ROOM	195	\$195.00
1		PANIC BUTTON	55	\$55.00
1		FREIGHT AND MISC.	35	\$35.00
		10 HOURS FOR CAMERA SYSTEM		
		6 HOURS FOR ALARM SYSTEM		
16	LABOR	MAXIMUM LABOR Takes less labor I charge less labor	100	\$1,600.00

1 YEAR FULL WARRANTY PARTS AND LABOR	<b>SUBTOTAL</b>	\$6,389.00
3 YEAR LIMITED WARRANTY CAMERA EQUIPMENT	<b>TAX (6.875% - on non-labor)</b>	
1 YEAR - UPS- WIRELESS PRODUCTS, MONITORS	<b>TOTAL</b>	\$6,389.00

MINNESOTA HISTORICAL SOCIETY

STATE CAPITAL PROJECTS GRANTS-IN-AID AGREEMENT

<u>Account No.</u>	<u>Fiscal Year</u>	<u>Object Code</u>	<u>MNHS Grant No.</u>	<u>Amount</u>
03776	2024	5260	2401-28732	<b>\$55,707.00</b> grant \$55,708.00 match

This agreement is made by and between the Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102, hereinafter called the SOCIETY, acting through its Director, and **City of Madison**, 404 Sixth Avenue, Madison, Minnesota 56256 herein called the GRANTEE.

RECITALS

- A. The State of Minnesota, under Minnesota Laws of 2023, Chapter 72, Article I, Section 25, Subsection 3, appropriated general obligation (G.O.) bond funds to the Minnesota Historical Society for the State Capital Grants in-Aid Program for County and Local Preservation Projects for the purpose of assisting in the preservation of outstanding historical properties.
- B. Minnesota Historical Society is authorized under Minnesota Statutes 138.0525 to administer the Historic Preservation Capital Grant Program.
- C. The Minnesota Historical Society's Executive Council approved a grant recommended for funding by the Minnesota Historical Society's Grants Review Committee on April 18, 2024.

In consideration of the award of the grant, the parties to this Agreement agree as follows.

I. PROJECT DESCRIPTION

- A. The grant period for this activity is from June 01, 2024 to December 01, 2025.
- B. The project will be carried out in accordance with the provisions of State Capital Projects Grants-in-Aid Program's Manual and Minnesota Management and Budget's Capital Grants Manual. The project will also be carried out in accordance with the GRANTEE'S State Capital Projects Grants-in-Aid Grant Application, with the exceptions noted below. Page 1 of the application is included as Attachment A, and the entire application is incorporated by reference.
- C. The official Scope of Work Form as approved by the SOCIETY supersedes the GRANTEE's grant application Scope of Work Form and is included as Attachment C, attached and incorporated by reference. All work on the project will be in conformance to the Secretary of the Interior's Standards for the Treatment of Historic Properties as outlined in the State Capital Projects Grants-in-Aid Program Grants Manual.
- D. The official project budget as approved by the SOCIETY supersedes the GRANTEE'S grant application budget and is included as Attachment B, attached and incorporated by reference. The GRANTEE certifies it has sufficient matching funds to complete the approved project to meet the State Capital Projects Grants-in-Aid match requirement as required by Minnesota Statutes 138.0525.
- E. The GRANTEE shall operate the Facility, or cause it to be operated as a city hall, or for such other public use consistent with the provisions of this agreement, and may enter into Use Contracts with Lessees to operate the facility, provided that such contracts have been approved, in writing, by the SOCIETY. The GRANTEE shall

also annually determine that the Facility is being so used, and shall supply a statement, sworn to before a notary public, to such effect to the SOCIETY.

- F. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- G. Changes in the Approved Project Budget may not exceed twenty (20) percent of any line item. Changes occurring after the project begins that exceed twenty (20) percent of any line item will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- H. Changes in the Project Completion Date will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.

## II. ASSURANCES

- A. The GRANTEE understands that this agreement is funded by a grant financed by the State of Minnesota.
- B. The GRANTEE understands and agrees that any use agreement relating to the property for which this grant was made, or any sale of all or a part of such property is subject to the provisions of Minnesota Statutes Section 16A.695 and of the Order amending the Order of the Commissioner of Finance of the State of Minnesota dated July 30, 2012 relating to use and sale of real property.
- C. It is the obligation of GRANTEE to consult with its own legal and financial advisors to assure that its use of the property will not violate the above provisions of this agreement.
- D. The Facility will be renovated in such a manner as will allow the Facility to be operated in the manner specified in Section I.E.
- E. The GRANTEE holds fee simple title to the real property upon which the Facility is situated, and any and all easements necessary for the operation, maintenance, and management of the Facility in the manner specified in Section I.E.
- F. The GRANTEE agrees that this project will be administered and conducted in accordance with the following:
  - i. Minn. Stat. 16B.98 for Grants Management;
  - ii. Secretary of the Interior's Standards for the Treatment of Historic Properties;
  - iii. Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.
- G. The GRANTEE agrees to sign a Letter of Agreement Governing Use of Historic Site assuming responsibility to maintain the historic property in a satisfactory manner for 10 years after the grant-funded project is completed.
- H. The GRANTEE shall provide all information requested by the SOCIETY in order for the SOCIETY to determine that the project will comply with the provisions and requirement contained in Minnesota Statute 16B.335, as it may be amended, modified or replaced from time to time.

- I. The Project was, or will be, completed in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivision having jurisdiction over the Project.
- J. The GRANTEE shall hold the SOCIETY and the State of Minnesota harmless from any loss, damage, or expense including reasonable attorneys' fees and other costs of defense, arising as the result of any claim, action, complaint, or discrimination proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project.
- K. The GRANTEE agrees to record in the official real estate records maintained by the county recorder for the county or counties in which the property is located, a declaration or other appropriate instrument of state funds assistance in the form identified as Exhibit 1 in accordance with of the Order amending the Order of the Commissioner of Finance of the State of Minnesota dated July 30, 2012.
- L. Non-Discrimination. The GRANTEE agrees to not engage in discriminatory employment practices regarding the Project, or operation or management of the Facility, and it shall, with respect to such activities, fully comply with all of the provisions contained in Chapters 363A and 181 of the Minnesota Statutes that exist as of the date of this Agreement and as such may subsequently be amended, modified or replaced from time to time.
- M. The GRANTEE agrees to post a sign in a prominent location while project work is in progress substantially incorporating the following acknowledgment: "This project has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society's State Capital Grants in-Aid Program."
- N. The GRANTEE also agrees that any publicity releases, informational brochures, public reports, publications, and public information relating to approved projects must acknowledge assistance from the Minnesota Historical Society and the Minnesota Legislature in writing. Any written materials shall include the following paragraphs: "This project has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society's State Capital Grants in-Aid Program."

### III. PROJECT REVIEW

- 1. This project is subject to the Minnesota Historic Sites Act (MS 138.661-138.669) or Minnesota Field Archaeology Act (MS 138.31-138.42). Therefore, a 138 review by the Minnesota State Historic Society (MN SHPO) is required for state-funded rehabilitation and new construction grant projects to consider the project's potential effect on designated historic properties and known or suspected significant archaeological sites. MNHS will submit the project for review to MN SHPO on behalf of the Grantee. (The review will be tracked in Milestone/Condition 1 report by MNHS staff).

Project work can begin after the MN SHPO has issued a letter to the MNHS Grants Office stating the historic property and/or archaeological site, as applicable, will not be adversely affected or a resolution to the adverse effect has been agreed to in writing.

- 2. Grantee will submit window shop drawings to the Grants Office for review and comment prior to purchasing materials or proceeding with work. (Upload to Milestone/Condition 2 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>.)

### IV. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- A. A formal notice and bidding process must be conducted for any services and materials necessary to complete the project of \$20,000 and over; an informal, competitively based process that is scoped out in writing and offered to a minimum of 3 bidders must be conducted for any services and materials necessary to complete the project between \$10,000 and \$19,999; an informal, competitively based process to soliciting a minimum of 3 verbal quotes must be conducted for any services and materials necessary to complete the project between \$5,000 and \$9,99; or per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

V. PAYMENT SCHEDULE

- A. The total obligation of the SOCIETY for all compensation and reimbursements to the GRANTEE under this grant agreement will not exceed **\$55,707.00**.
- B. Request for Reimbursement. Once a Grant Agreement and a Letter of Agreement have been fully executed, the required declaration of state funds assistance initiated, and the MN SHPO has issued a letter to the MNHS Grants Office stating the historic property and/or archaeological site, as applicable, will not be adversely affected or a resolution to the adverse effect has been agreed to in writing, the GRANTEE will notify the SOCIETY with evidence that the portion of the project and its related expenditures for which payment is requested has been satisfactorily completed.

The SOCIETY will make a determination whether the expenditures are eligible for reimbursement under this Agreement, that the work is in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, and verify the amount requested. Reimbursement requests should be submitted no more frequently than monthly.

- C. THE SOCIETY Response to Request. The SOCIETY shall review and respond to each reimbursement request within thirty (30) days. The response shall be either an approval of the request or an explanation of the basis for the disapproval and what must be done for approval to be granted. An approved disbursement request shall be paid within thirty (30) days of the date of the approval unless receipt of the funds from the State is unduly delayed without fault of the SOCIETY.
- D. Reimbursement. A total of 20% of the grant funds will be released as the final payment after work is complete and fiscal documentation, including documentation of the matching share, has been reviewed and accepted by the SOCIETY.

VI. FINANCIAL DOCUMENTATION AND FINAL REPORTING

- A. The GRANTEE will submit a completed final report including documentation for project expenditures, photographs, and finalized scope of work form or punchlist of the completed work on or before January 01, 2026. (Work on the grant must be concluded by December 01, 2025)
- B. The final report must be completed electronically in the SOCIETY's Grants Portal (<https://mnhs.fluxx.io>).
  - a. The financial documentation for grant costs to be uploaded with the final report shall include acceptable types of documentation such as: (1) copies of paid invoices/receipts, (2) copies of

personnel timesheets (if applicable), (3) copies of in-kind and/or donated services timesheets (if applicable), and (4) copies of donated materials forms.

- C. Unexpended Funds. The Grantee must promptly return any unexpended funds that have not been accounted in the financial documentation to the SOCIETY at grant closeout.

## VII. AUDIT

- A. The GRANTEE must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The GRANTEE must maintain records and accounts for this project on file for a minimum of six (6) years after approval of the Final Report.
- B. The GRANTEE agrees to maintain records to document any matching funds claimed as part of the project. The GRANTEE further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- C. The GRANTEE agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the SOCIETY, its designated representatives, or any applicable agency of the State of Minnesota.

## VIII. AMENDMENTS AND CANCELLATION

### A. Amendments

Any significant variations from proposed work, costs, and/or time frames described in this agreement which are experienced or anticipated during the course of the grant and any significant problems, delays, or adverse conditions which materially affect planned performance should be submitted in writing through the SOCIETY's grants portal (<http://mnhs.fluxx.io>) or mailed to Grants Office, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102.

The SOCIETY will respond in writing, either approving or not approving the changes, and may amend the agreement if deemed necessary. Variations which are not known until the conclusion of the grant may be submitted with the Financial Documentation; however, the GRANTEE understands that costs may be disallowed if changes are not approved. Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement or their successors in office.

### B. Cancellation

The SOCIETY may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the GRANTEE has materially breached any term or condition of this agreement. GRANTEES will be given a 30-day notice. In lieu of cancellation, GRANTEES may be given proposed remedies to ensure successful completion.

In addition, both parties may mutually agree to cancel the agreement if they determine that the grant work will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the SOCIETY may withhold

proceeds of the Grant; demand that the GRANTEE return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

1. The SOCIETY may refrain from disbursing the proceeds of the Grant.
2. The Commissioner of Minnesota Management and Budget, as a third party beneficiary of this Agreement, may demand that all of the proceeds of the Grant already disbursed to the GRANTEE be returned to the Commissioner of Minnesota Management and Budget, and upon such demand the GRANTEE shall return such proceeds to the Commission of Minnesota Management and Budget.
3. Both the SOCETY and the Commissioner of Minnesota Management and Budget, as a third party beneficiary of this Agreement, may exert any additional remedies may have in law.

I have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the grant period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

MINNESOTA HISTORICAL SOCIETY  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102

CITY OF MADISON  
404 SIXTH AVENUE  
MADISON, MINNESOTA 56256

\_\_\_\_\_  
Carolyn Veaser-Egbide (date)  
Grants Manager

\_\_\_\_\_  
signature (authorized official)

\_\_\_\_\_  
Mary Green-Toussaint (date)  
Contract Manager

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title) (date)



## STATE CAPITAL PROGRAM

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City of Madison

G-CAP-2401-28732 | \$ 55,707 | MN Historical and Cultural

Madison City Hall Windows and Doors Rehabilitation - Firehouse portion

### APPLICANT INFORMATION

Program Organization: City of Madison

Project Director: Val Halvorson

Authorized Officer: Greg Thole

Applicant County: Lac qui Parle

Applicant Organization Type:

Governance/Board Members:

### PROJECT INFORMATION

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Partnership Program Title: Madison City Hall Windows and Doors Rehabilitation - Firehouse portion

#### Brief Summary:

This project application is to perform repair to the original windows and a wood door and frame on the firehouse portion of Madison City Hall.



MINNESOTA HISTORICAL SOCIETY  
 STATE CAPITAL PROJECTS GRANTS-IN-AID  
 Approved Grant Budget

Grantee: City of Madison  
 MNHS Grant #: 2401-28732  
 Program: Madison City Hall Windows and Doors Rehabilitation - Firehouse portion

	Budget Item	Amount Requested	Grant Amount	Match
1.	Windows	\$40,500.00	\$40,500.00	\$40,500.00
2.	Doors	\$1,550.00	\$1,550.00	\$1,550.00
3.	Construction Contingency	\$8,410.00	\$8,410.00	\$8,410.00
4.	Architect Administration	\$5,247.00	\$5,247.00	\$5,248.00
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
	<b>TOTAL</b>		<b>\$55,707.00</b>	<b>\$55,708.00</b>

# Scope of Work Form

MNHS Grants Office

FOR OFFICE USE ONLY

Grantee: city of Madison

Grant No.: 2401-28732

Attachment: c

**PROPERTY NAME:** Madison City Hall and Opera House  
**PROPERTY ADDRESS:** 404 Sixth Street, Madison, Minnesota

**DATE:** 03/06/2024  
**NRHP LISTING NO.:** 85001820

ITEM NO: 1	<b>FEATURE:</b> Wood Windows	CONST. DATE: 1903	FUNDING SOURCE(S): <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> OTHER	BUDGET ITEM NO.: 1
<p>DESCRIBE EXISTING FEATURE AND ITS CONDITION</p> <p>There are 12 original windows at the Firehouse. The main level windows are double hung. The upper level windows are arched-topped single hung windows. All wood windows are in fair to poor condition. The wood is mostly in fair condition but the paint finish and glazing putty is in poor condition. Three windows in the Firehouse are in very poor condition.</p> <p>DESCRIBE WORK AND IMPACT ON EXISTING FEATURE</p> <p>The window sashes will be removed, new glazing putty installed, new bronze weather-stripping applied and the exterior sash and frames painted. Any areas of deteriorated wood will be repaired or replaced. Windows will be resealed at brickmold.</p> <p>PHOTOS: 1-45      DRAWING SHEET NO.: <small>A102-103, A200-202, A601</small>      ADD'L DOCUMENTATION:</p>				
UPDATES AFTER PROJECT IS COMPLETED				

ITEM NO: 2	<b>FEATURE:</b> Exterior wood window frames	CONST. DATE: 1903	FUNDING SOURCE(S): <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> OTHER	BUDGET ITEM NO.: 1
<p>DESCRIBE EXISTING FEATURE AND ITS CONDITION</p> <p>The existing wood window are set within masonry openings, with narrow frames around the sash. The painted frames are in fair to poor condition, with deteriorated or missing paint in many locations. Many portions of sills are exposed bare wood and in very poor condition, especially on the south facade.</p> <p>DESCRIBE WORK AND IMPACT ON EXISTING FEATURE</p> <p>The wood frames will be repaired with epoxy if required, larger single elements may be replaced to match existing, such as window stops. The frames will be scraped and repainted.</p> <p>PHOTOS: 1-25,36-45      DRAWING SHEET NO.: <small>A102-103, A200-202, A601</small>      ADD'L DOCUMENTATION:</p>				
UPDATES AFTER PROJECT IS COMPLETED				

ITEM NO: 3	<b>FEATURE:</b> Interior wood window frames	CONST. DATE: 1903	FUNDING SOURCE(S): <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> OTHER	BUDGET ITEM NO.: 1
<p>DESCRIBE EXISTING FEATURE AND ITS CONDITION</p> <p>The existing interior wood window components are in fair condition. Exterior wood deterioration has contributed to moisture infiltration and rot on the interior components.</p> <p>DESCRIBE WORK AND IMPACT ON EXISTING FEATURE</p> <p>All interior wood window components will be repaired with epoxy or replaced if deterioration makes it necessary This will provide stabilization of interior finish for future finishing. All wood will be scraped and primed for future finishing.</p> <p>PHOTOS: 16,18-23,25-45      DRAWING SHEET NO.: <small>A102-103, A200-202, A601</small>      ADD'L DOCUMENTATION:</p>				
UPDATES AFTER PROJECT IS COMPLETED				

## Scope of Work Form

MNHS Grants Office

**FOR OFFICE USE ONLY**

Grantee: city of Madison

Grant No.: 2401-28732

Attachment: c

**PROPERTY NAME:** Madison City Hall and Opera House  
**PROPERTY ADDRESS:** 404 Sixth Street, Madison, Minnesota

**DATE:** 03/06/2024  
**NRHP LISTING NO.:** 85001820

ITEM NO: 4	<b>FEATURE:</b> Wood Door & Frame    CONST. DATE: 1903	FUNDING SOURCE(S): <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> OTHER	BUDGET ITEM NO.: 2
<p>DESCRIBE EXISTING FEATURE AND ITS CONDITION</p> <p>The Firehouse has a wood door on the east elevation in poor condition. The paint is peeling on both the door and frame revealing wood deterioration. The door has a transom window above to repaired and repainted in previous items.</p> <p>DESCRIBE WORK AND IMPACT ON EXISTING FEATURE</p> <p>A new wood door and any accompanying wood components or trim will be rebuilt to match existing in species, profiles, joinery, and paint. The swing on the door will be changed to allow for proper egress. Trim will be sealed at the brickmold.</p> <p>PHOTOS: 6,14,17-18,26    DRAWING SHEET NO.: A102, A201, A603    ADD'L DOCUMENTATION:</p>			
<p>UPDATES AFTER PROJECT IS COMPLETED</p>			

ITEM NO:	<b>FEATURE:</b> CONST. DATE:	FUNDING SOURCE(S): <input type="checkbox"/> GRANT <input type="checkbox"/> OTHER	BUDGET ITEM NO.:
<p>DESCRIBE EXISTING FEATURE AND ITS CONDITION</p> <p>DESCRIBE WORK AND IMPACT ON EXISTING FEATURE</p> <p>PHOTOS:    DRAWING SHEET NO.:    ADD'L DOCUMENTATION:</p>			
<p>UPDATES AFTER PROJECT IS COMPLETED</p>			

ITEM NO:	<b>FEATURE:</b> CONST. DATE:	FUNDING SOURCE(S): <input type="checkbox"/> GRANT <input type="checkbox"/> OTHER	BUDGET ITEM NO.:
<p>DESCRIBE EXISTING FEATURE AND ITS CONDITION</p> <p>DESCRIBE WORK AND IMPACT ON EXISTING FEATURE</p> <p>PHOTOS:    DRAWING SHEET NO.:    ADD'L DOCUMENTATION:</p>			
<p>UPDATES AFTER PROJECT IS COMPLETED</p>			

**MINNESOTA HISTORICAL SOCIETY  
LETTER OF AGREEMENT GOVERNING USE OF HISTORIC SITE**

This agreement is made on the 01 day of June 2024, by the City of Madison (hereinafter referred to as the GRANTEE), and in favor of the State of Minnesota acting through the Minnesota Historical Society's State Historic Preservation Office (hereafter referred to as the SOCIETY), for the purpose of preservation of a certain property known as the: City of Madison City Hall and Opera House hereinafter the Property.

The City of Madison City Hall and Opera House, listed on the National Register of Historic Places (NPS Reference Number (NRIS): 85001820), is comprised of grounds, collateral, appurtenances, and improvements and is located at 404 6th Avenue, Madison, in Lac qui Parle County.

In consideration of the sum of \$55,707.00 given to the GRANTEE through the State Capital Projects Grants-in-Aid through the SOCIETY from the State of Minnesota (MNHS Grant Number: 2401-28732), the GRANTEE hereby agrees to the following for a period of ten (10) years:

1. The GRANTEE agrees to assume the cost of the continued maintenance and repair of said Property so as to preserve the architectural, historical, or archaeological integrity of the same in order to protect and enhance those qualities that made the property eligible for listing on the National Register of Historic Places.
2. The GRANTEE agrees that no visual or structural alterations will be made to the property without prior written permission of the SOCIETY.
3. The GRANTEE agrees that the SOCIETY, its agents or designees shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.

This agreement shall be enforceable in specific performance by a court of competent jurisdiction.

MINNESOTA HISTORICAL SOCIETY  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102

CITY OF MADISON

\_\_\_\_\_  
Mary Green-Toussaint (date)  
Contract Manager

\_\_\_\_\_  
signature (authorized official)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title) (date)

January 19, 2024

Val Halvorson  
City of Madison  
404 6th Avenue  
Madison, MN 56256

Dear Ms. Halvorson:

Thank you for inviting MacDonald & Mack Architects to submit this proposal for Bidding and Construction Administration for architectural services for the rehabilitation of the Fire House windows. We have enjoyed working with you at the Madison City Hall and Opera House and would welcome the opportunity to assist with your continued stewardship of this wonderful building.

*Task 1: Bidding Assistance*

During this task, we will advertise the bid package to the State Register and upload the documents to a plan room. We will issue any addenda as necessary. Once we receive bids, we will provide a bid tab and review the bids with you. We will assist in communication with bidder(s) you are interested in to verify they are qualified, understand the requirements of the project, and ultimately, you make the decision on the contractor. Entering into a contract with them will conclude the bidding phase. We will assist with procuring signatures via the AIA Contract portal.

If a formal public bidding is not required this fee will be greatly reduced to cover assisting in the contracting process between Owner-Contractor.

*Fee Range: \$285 - \$2,200*

*Task 2: Construction Administration*

As part of Construction Administration our team will visit the site to monitor progress and review work to make sure it conforms to the Construction Documents. We will facilitate an on-site pre-construction conference with the client and the contractor. We will also facilitate up to two construction progress site visits throughout the project to review and document the construction contractor's work to ensure that it meets the requirements and intent of the Construction Documents and special provisions.

We will review the contractor's submittals, including Shop Drawings, Product Data, Samples, and Mock-ups in a timely manner. We will also process Requests for Information from the contractor, and review and advise the City regarding Change Proposals and Payment Applications.

At the end of this task, we will conduct a preliminary "punch list" walk through inspection, followed by one final walk-through to determine completion of the construction to the standards of the Construction

Documents. Our assumption is that we may be making up to 4 site visits as part of this phase, but this may vary due to the proposed construction schedule and if items can be viewed in conjunction.

Fee: \$7,415

*Project Fees*

MacDonald and Mack Architects propose to provide the above listed services for a not-to-exceed fee in the amount of: Ten Thousand Four Hundred Ninety-Five and 00/100 Dollars [\$10,495.00]. This includes all expenses (such as travel). We would be open to discuss the fee structure and reduction of scope if required.

Please feel free to contact me, as the project principal-in-charge, if you have any questions. I can be reached via e-mail at [toddg@mmarchltd.com](mailto:toddg@mmarchltd.com) or by calling 612-341-4051.

Respectfully submitted,



Todd Grover, AIA  
MacDonald & Mack Architects, Ltd.

**CITY OF MADISON, MINNESOTA  
RESOLUTION 24-10-02**

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

**RESOLUTION ESTABLISHING A FEE SCHEDULE PURSUANT TO §34.01  
OF THE MADISON CODE OF ORDINANCES FOR THE YEAR 2024**

**WHEREAS**, the City Council is interested in establishing a fee schedule pursuant to §34.01 of the Madison City Code of Ordinances for the year 2024, effective January 1, 2024.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA** that the following fee schedule for the year 2024 be adopted pursuant to §34.01 of the Madison City Code of Ordinances.

<b>I.</b>	<b><u>LIQUOR LICENSES</u></b>	<b><u>Fee</u></b>
<b>A.</b>	<b><u>RETAIL LIQUOR LICENSE</u></b>	
	1. Investigation Fee (New Applicants)	100.00
	2. Annual Renewal	500.00
	3. Sunday License	50.00
<b>B.</b>	<b><u>WINE (RESTAURANT ONLY)</u></b>	
	1. Investigation Fee (New Applicants)	100.00
	2. Annual Renewal	100.00
<b>C.</b>	<b><u>TEMPORARY (1 or 3-day)</u></b>	
	1. On Sale Liquor	75.00
	2. On Sale Beer	75.00
<b>D.</b>	<b><u>ON-SALE BEER (3.2 or STRONG BEER)</u></b>	
	1. Investigation Fee (New Applicants)	100.00
	2. Annual Renewal	100.00
<b>E.</b>	<b><u>SPECIAL CLUB</u></b>	
	1. Investigation Fee (New Applicants)	100.00
	2. Initial/Annual Renewal	100.00
<b>F.</b>	<b><u>SET-UP</u></b>	
	1. Investigation Fee (New Applicants)	100.00
	2. Annual Renewal	100.00
<b>G.</b>	<b><u>OFF-SALE BEER</u></b>	
	1. Investigation Fee (New Applicants)	100.00
	2. Annual Renewal	100.00

<b>II.</b>	<b><u>GAMES OF SKILL</u></b>	
	Pool Tables/Pinball/Video Games	25.00
<b>III.</b>	<b><u>OTHER</u></b>	
	Special Use Permit	75.00
<b>IV.</b>	<b><u>TATOO AND BODY PIERCING SERVICES</u></b>	
	1. Initial Application	250.00
	2. Initial Investigation	100.00
	3. Annual Renewal	100.00
<b>V.</b>	<b><u>ZONING PERMITS</u></b>	
	Value 0-\$2,000	50.00
	\$2,001-\$5,000	75.00
	\$5,001-\$15,000	100.00
	Value Over \$15,000	200.00
	Petition to Subdivide Plats:	
	Less than 5 Lots	100.00
	5-10 Lots	150.00
	More than 10 Lots	200.00
	Variance Application	250.00
	Conditional Use Permit	250.00
	Special Permit	100.00
	Rezoning Request	100.00
	Code Amendment	375.00
	Street/Alley Vacation	75.00
	Annexation Request	250.00
		(plus State of MN fees)
<b>VI.</b>	<b><u>DOGS &amp; CHICKENS</u></b>	
	Dog License -Neutered Male and Spayed Female (Calendar Year)	N/C
	Dog License - Unspayed Female & Unneutered Male (Calendar Year)	N/C
	Chicken Permit – Initial Application	100.00
	Chicken Permit – Renewal Application	50.00



**VII. UTILITY & SERVICE CHARGES**

Right-of-Way/Street Digging Permit		200.00*
	*Plus Any Extra Costs for Street Repair	
Water & Sewer Connection - Simultaneous		100.00
Electric & Water Meter Connect/Disconnect Fees (per meter)		50.00
Security Deposits – Residential		\$150.00
Commercial		\$200.00
• Plus an additional \$50.00 if electric heat is main heat source		
Administrative Processing Fee – per month on accounts that become delinquent		\$10.00
Utility service tampering fine (per meter)		\$200.00
Sanitary Discharge Exception Permit (November 15 – April 15)		N/C
 <u>Equipment Rent (Per Hour) – *Does not include labor</u>		
Sweeper		50.00
Loader/Blower		100.00
Truck		40.00
Tractor Mower		50.00
Skid Loader		50.00
With attachments		75.00
Grader		75.00
Cat Loader		75.00
Aerial Truck		75.00
Digger Derik		75.00
Sewer Machine		75.00
*Labor of City Employee operating equipment – per employee per hour		60.00
 <u>Labor &amp; Materials/Supplies (Per hour or quantity)</u>		
Labor (Per Hour)	(minimum charge)	50.00
Gravel (Per Yard)		14.00
Water (Per 100 Gallons - Hard)		0.75
Water (Per 100 Gallons - Processed)		2.25
Reclaimed Granite (Per Yard)		15.00
Reclaimed Pea Rock (Per Yard)		4.00
Salt & Sand (Per Yard)		12.00

**VIII. ADMINISTRATIVE CHARGES**

Maps		5.00
Copies (Per Page)		0.25
Fax Machine (Per Page)		1.50
Service Charge - Returned Checks		35.00
Special Assessment Certification – levied and pending		10.00
Copies of Audit Report (postage additional)		10.00
Peddler/Transient Merchant Permit		50.00
Digital Sign Fee (\$5 Per Day)	(minimum charge)	25.00
Credit Card Fee – Utility Billing Payment	2.0%; \$0.50 minimum	
Credit Card Fee – Misc. Payments	3.75%; \$2.50 minimum	

<b>IX.</b>	<b><u>CITY HALL FACILITIES</u></b>	*\$50 Extra charge for clean up
	Madison Room	Basic Charge 25.00
	Auditorium	Basic Charge 50.00
	Basement	Basic Charge 50.00
<b>X.</b>	<b><u>RECREATIONAL</u></b>	
	Jacobson Park Wayside Rest (“rest area”)	Nightly: Non-Electric 15.00 Weekly: Non-Electric 75.00 Nightly: Electric 30.00 Weekly: Electric 150.00
	Recreation Field Damage Deposit	100.00
	ATV Permit (per lifetime of vehicle)	100.00
	Golf Cart Permit (per lifetime of vehicle)	100.00
	Picnic Tables – rentals for non-city facilities (per table per day)	10.00
	Memorial Bench	1,045.00
	Memorial Bench Concrete Slab	105.00
	Memorial Picnic Table	1,000.00
<b>XI.</b>	<b><u>ELECTIONS</u></b>	
	Filing Fee	2.00
		*If petition filed, no charge
<b>XII.</b>	<b><u>CODE ENFORCEMENT</u></b>	
	<b>Charges for Service:</b>	
	Dog/Cat Pound Boarding Fee	25.00/day
	Mowing, Snow Shoveling, and Code Compliance Services (minimum)	60.00-100.00/hour
	<b>Fines:</b>	
	Dog/Cat Running at Large Fine	75.00
	Parking Violations Fine	75.00
	Snow Removal (Sidewalk) Fine	75.00
	Vehicle Storage Fee (Impoundment)	25.00/day
	Vehicle Towing	175.00
	Sanitary Discharge Fine	50.00
	Code Violation – Public Nuisance Fine	75.00
<b>XIII.</b>	<b><u>SWIMMING POOL</u></b>	
	General Admission (Daily Pass)	5.00
	Season Pass - individual	100.00
	Season Pass - family	250.00
	Season Pass – family over 6 people	add'l 25.00
	Lap Swim Punch Card 10 sessions	30.00
	Lessons (depends on swimmers’ level)	50.00-60.00
	Private Lessons (per person)	150.00
	Pool Rental	300.00

**XIV. AMBULANCE DEPARTMENT**

Base Fee		900.00
Flight Crew Transport	(add)	\$250.00 (Flat Rate/Round Trip)
Wait Time if exceeds 30 mins	(add)	\$60 per hour
Mileage per loaded mile	(add)	\$21.00
North Memorial Flight Crew Transport	(add)	\$350.00 (Flat Rate/Round Trip)
<del>Transport Flight Crew to Airport</del>		<del>850.00</del>
<del>Helicopter Assist</del>		<del>850.00</del>
Treat/No Transport		200.00
Standby		
Races (Per Hour)		60.00
School Events (Per Hour)		60.00
Hospital (Per Hour)		60.00
Advanced Life Support		1,300.00

**XVI. MILEAGE**

Rate Reimbursement per mile (As established by resolution/ordinance)                      IRS Rate

**XVII. FIRE DEPARTMENT**

First Hour**		1,000.00
Every Additional Hour		250.00
False Alarm – on site		250.00
Materials		Determined as needed
Standby		
Races (Per Hour)		60.00
**Emergency (non-fire) Call		250.00-1,000.00

Upon the vote taken thereon, the following voted:

- For:
- Against:
- Absent:

Whereupon said Resolution No. 24-10-02 was declared duly passed and adopted this 10<sup>th</sup> day of June, 2024.

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

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

**CITY OF MADISON MINNESOTA  
RESOLUTION NO. 24-17**

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

**RESOLUTION ESTABLISHING ASSIGNMENT OF SALARIES  
JOURNEYMAN LINE WORKER**

**WHEREAS**, the City Council is interested in establishing the assignment of salaries for the position of Journeyman Line Worker for the City of Madison for 2024 fiscal calendar year period and continuing thereafter until modified therein; and

**WHEREAS**, the City Council is determining that the establishment of pay grade & range step shall be contained in this resolution with effective starting salary on April 26, 2024 and continuing thereafter until modified therein; and

**WHEREAS**, said employee has successfully completed the Book 4 of the merchant program.

**THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MADISON, LAC QUI PARLE COUNTY, MINNESOTA,**

**ASSIGNMENT OF PAY GRADE & RANGE STEP MUNICIPAL ELECTRIC SCHEDULE 2022**

<u>Title</u>	<u>Grade</u>	<u>Range Step</u>	<u>Salary</u>
Journeyman Line Worker	11	J/Book 4	\$39.37

**THEREFORE, BE IT FURTHER RESOLVED** That the City Council of Madison, Lac qui Parle County, Minnesota does hereby authorize the assignment of salaries for the position of Electric Line Worker as contained herein with an effective date of April 26, 2024 with payment continuing thereafter until modified therein.

Upon vote taken thereon, the following voted:

For:  
Against:  
Absent:

Whereupon said Resolution No. 24-17 was declared duly passed and adopted this 10th day of June 2024.

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

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



# Expense Approval Report By Fund

Payment Dates 6/7/2024 - 6/7/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 101 - General</b>					
SARAH HALVORSON	66202	06/05/2024	POOL-SCHEDULING APP	101-45124-210	277.00
SWENSON NELSON & STULZ P...	66203	06/05/2024	CTY ATT-LEGAL FEES 5/24	101-41610-304	2,000.00
TODD CHARLES ERP	66204	06/05/2024	STR-FUEL FOR MOSQUITO SP...	101-43100-212	35.00
MINNESOTA WEST-JACKSON	66197	06/07/2024	FIRE-TRAINING	101-42200-180	1,050.00
CROATT'S CONCRETE	66191	06/07/2024	PARKS-CONCRETE WORK AT S...	101-45200-530	4,650.00
CROATT'S CONCRETE	66191	06/07/2024	PARKS-SET UP & POUR PAD BY...	101-45200-530	1,275.00
ALEX AIR APPARATUS INC	66185	06/07/2024	FIRE-MOUNT GAUGE	101-42200-221	65.00
CHRISTINE ENDERSON	66186	06/07/2024	ADMIN-SUPER COURSE MILE...	101-41320-331	179.56
CHRISTINE ENDERSON	66186	06/07/2024	ADMIN-MEAL REIMB-CE	101-41320-331	11.57
PANTRY CAFE	66199	06/07/2024	COUNCIL-MEETING MEALS	101-41110-219	50.36
ROSS OLSON	66200	06/07/2024	FIRE- TRAINING MILEAGE REL...	101-42200-331	330.98
DAMON STREICH	66192	06/07/2024	FIRE-TRAINING MILEAGE REI...	101-42200-331	52.26
SARAH HALVORSON	66202	06/07/2024	POOL-GARBAGE BAGS	101-45124-210	11.22
DANIEL TUCKETT, SR.	66193	06/07/2024	ADMIN-FOLD/STUFF ENV-6/24	101-41320-202	175.00
CITY OF MADISON	66187	06/07/2024	CTY HALL-UTIL 5/24	101-41940-380	555.63
CITY OF MADISON	66187	06/07/2024	FIRE HALL-UTIL 5/24	101-42200-380	255.97
CITY OF MADISON	66187	06/07/2024	FIRE HYDRANTS-UTIL 5/24	101-42200-380	28.02
CITY OF MADISON	66187	06/07/2024	CTY GARAGE-UTIL 5/24	101-43100-380	44.15
CITY OF MADISON	66187	06/07/2024	PUBLIC WORKS BLDG-UTIL 5/...	101-43100-380	190.20
CITY OF MADISON	66187	06/07/2024	MAIN STR GARBAGE-UTIL 5/24	101-43100-380	188.98
CITY OF MADISON	66187	06/07/2024	STR LIGHTING-UTIL 5/24	101-43100-381	696.67
CITY OF MADISON	66187	06/07/2024	POOL/SHELTER-UTIL 5/24	101-45124-380	336.59
CITY OF MADISON	66187	06/07/2024	SK RINK-UTIL 5/24	101-45127-380	94.94
CITY OF MADISON	66187	06/07/2024	REC FIELD-UTIL 5/24	101-45200-380	300.72
CITY OF MADISON	66187	06/07/2024	PUBLIC RESTROOM-UTIL 5/24	101-45200-380	114.79
CITY OF MADISON	66187	06/07/2024	AVE OF FLAGS-UTIL 5/24	101-45200-380	110.83
CITY OF MADISON	66187	06/07/2024	GRAND PARK-UTIL 5/24	101-45200-380	11.58
CITY OF MADISON	66187	06/07/2024	JACOBSON PARK-UTIL 5/24	101-45200-380	117.67
CITY OF MADISON	66187	06/07/2024	TENNIS COURTS-UTIL 5/24	101-45200-380	27.07
CITY OF MADISON	66187	06/07/2024	JACOBSON RESTROOM-UTIL 5...	101-45200-380	133.66
CITY OF MADISON	66187	06/07/2024	MEMORIAL FIELD-UTIL 5/24	101-45200-380	282.01
CITY OF MADISON	66187	06/07/2024	LIB-UTIL 5/24	101-45500-380	305.07
CITY OF MADISON	66187	06/07/2024	UNAPPRO STRM SEW-UTIL 5/...	101-49250-380	103.63
CITY OF MADISON	66187	06/07/2024	BLOCK 48-UTIL 5/24	101-49250-380	12.35
CITY OF MADISON	66187	06/07/2024	BLOCK 48-UTIL 5/24	101-49250-380	12.35
CITY OF MADISON	66187	06/07/2024	BLOCK 48-UTIL 5/24	101-49250-380	14.27
KIRBY BUILT SALES	DFT0000424	06/07/2024	PARKS-MEMORIAL BENCH-B ...	101-45200-441	1,109.61
<b>Fund 101 - General Total:</b>					<b>15,209.71</b>
<b>Fund: 201 - Ambulance</b>					
EXPERT BILLING, LLC	66195	06/07/2024	AMB-AMB BILLING EXP 4/24	201-44100-320	610.00
CITY OF MADISON	66187	06/07/2024	AMB-UTIL 5/24	201-44100-380	150.39
<b>Fund 201 - Ambulance Total:</b>					<b>760.39</b>
<b>Fund: 211 - EDA Fund</b>					
LQPV SCHOOL	66196	06/07/2024	EDA-PARTNERSHIP AGREEME...	211-46500-493	20,000.00
<b>Fund 211 - EDA Fund Total:</b>					<b>20,000.00</b>
<b>Fund: 425 - Bldg &amp; Capital Capital Fund</b>					
TYLER TECHNOLOGIES	66206	06/07/2024	SOFTWARE	425-41950-593	346.50
<b>Fund 425 - Bldg &amp; Capital Capital Fund Total:</b>					<b>346.50</b>
<b>Fund: 601 - Water Fund</b>					
TYLER TECHNOLOGIES	66206	06/07/2024	SOFTWARE	601-49440-593	189.00
ENVIRONMENTAL SYSTEMS R...	66194	06/07/2024	WT-LSL BMI GRANT PASSTHR...	601-49430-409	1,247.00
CITY OF MADISON	66187	06/07/2024	WT PLANT-UTIL 5/24	601-49400-380	2,055.87

Expense Approval Report

Payment Dates: 6/7/2024 - 6/7/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
CITY OF MADISON	66187	06/07/2024	HWY 40 WELLHOUSE-UTIL 5/24	601-49400-380	36.20
CITY OF MADISON	66187	06/07/2024	WT TOWER-UTIL 5/24	601-49430-380	47.43
				<b>Fund 601 - Water Fund Total:</b>	<b>3,575.50</b>
<b>Fund: 602 - Sewer Fund</b>					
MVTL LABORATORIES INC	66198	06/05/2024	SEW-REGULAR TESTING	602-49450-409	432.00
TOFTE AUTO SALES LLC	66205	06/05/2024	SEW-WINDSHIELD CHIP REPAIR	602-49450-221	50.00
TYLER TECHNOLOGIES	66206	06/07/2024	SOFTWARE	602-49470-593	189.00
MVTL LABORATORIES INC	66198	06/07/2024	SEW-REGULAR TESTING	602-49450-409	184.20
MVTL LABORATORIES INC	66198	06/07/2024	SEW-REGULAR TESTING	602-49450-409	184.20
CITY OF MADISON	66187	06/07/2024	SEW-UTIL 5/24	602-49450-380	469.48
CITY OF MADISON	66187	06/07/2024	FAIRWAY VIEW LIFT PUMP-UT...	602-49460-380	56.75
CITY OF MADISON	66187	06/07/2024	9TH STR LIFT PUMP-UTIL 5/24	602-49460-380	72.02
CORE & MAIN LP	66190	06/07/2024	SEW-GASKET/BOLT/NUT	602-49450-404	45.02
				<b>Fund 602 - Sewer Fund Total:</b>	<b>1,682.67</b>
<b>Fund: 603 - Sanitation Fund</b>					
TYLER TECHNOLOGIES	66206	06/07/2024	SOFTWARE	603-49520-593	141.75
				<b>Fund 603 - Sanitation Fund Total:</b>	<b>141.75</b>
<b>Fund: 604 - Electric Fund</b>					
TYLER TECHNOLOGIES	66206	06/07/2024	SOFTWARE	604-49590-593	661.50
CITY OF MADISON	66187	06/07/2024	WEST SUB-FIRE-UTIL 5/24	604-49570-380	45.58
CITY OF MADISON	66187	06/07/2024	PUBLIC WORKS BLDG-UTIL 5/...	604-49570-380	190.19
				<b>Fund 604 - Electric Fund Total:</b>	<b>897.27</b>
<b>Fund: 605 - Storm Sewer Fund</b>					
TYLER TECHNOLOGIES	66206	06/07/2024	SOFTWARE	605-49620-593	47.25
CITY OF MADISON	66187	06/07/2024	HWY 40 DET POND-UTIL 5/24	605-49600-380	23.40
				<b>Fund 605 - Storm Sewer Fund Total:</b>	<b>70.65</b>
<b>Fund: 609 - Liquor Fund</b>					
RURAL SOLUTIONS INC	66201	06/07/2024	ELEC-HDMI CABLE	609-49750-201	16.02
CITY OF MADISON	66187	06/07/2024	LIQ-UTIL 5/24	609-49750-380	401.17
				<b>Fund 609 - Liquor Fund Total:</b>	<b>417.19</b>
<b>Grand Total:</b>					<b>43,101.63</b>

# Report Summary

## Fund Summary

Fund	Expense Amount	Payment Amount
101 - General	15,209.71	15,209.71
201 - Ambulance	760.39	760.39
211 - EDA Fund	20,000.00	20,000.00
425 - Bldg & Capital Capital Fund	346.50	346.50
601 - Water Fund	3,575.50	3,575.50
602 - Sewer Fund	1,682.67	1,682.67
603 - Sanitation Fund	141.75	141.75
604 - Electric Fund	897.27	897.27
605 - Storm Sewer Fund	70.65	70.65
609 - Liquor Fund	417.19	417.19
<b>Grand Total:</b>	<b>43,101.63</b>	<b>43,101.63</b>

## Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
101-41110-219	MISC. OPERATING SUPPL...	50.36	50.36
101-41320-202	BILLING SUPPLIES/SERVI...	175.00	175.00
101-41320-331	TRAVEL/CONFERENCE E...	191.13	191.13
101-41610-304	LEGAL FEES	2,000.00	2,000.00
101-41940-380	UTILITY EXPENSE	555.63	555.63
101-42200-180	TRAINING	1,050.00	1,050.00
101-42200-221	EQUIPMENT PARTS/TIRE...	65.00	65.00
101-42200-331	TRAVEL/CONFERENCE E...	383.24	383.24
101-42200-380	UTILITY EXPENSE	283.99	283.99
101-43100-212	MOTOR FUELS/LUBRICA...	35.00	35.00
101-43100-380	UTILITY EXPENSE	423.33	423.33
101-43100-381	STREET LIGHT UTILITY E...	696.67	696.67
101-45124-210	OPERATING SUPPLIES	288.22	288.22
101-45124-380	UTILITY EXPENSE	336.59	336.59
101-45127-380	UTILITY EXPENSE	94.94	94.94
101-45200-380	UTILITY EXPENSE	1,098.33	1,098.33
101-45200-441	MEM BENCH/TABLE PR...	1,109.61	1,109.61
101-45200-530	CAP.OUTLAY(IMP.OTHER...	5,925.00	5,925.00
101-45500-380	UTILITY EXPENSE	305.07	305.07
101-49250-380	UTILITY EXPENSE	142.60	142.60
201-44100-320	BILLING/ADMIN EXPENSE	610.00	610.00
201-44100-380	UTILITY EXPENSE	150.39	150.39
211-46500-493	APPROPRIATION TO MIS...	20,000.00	20,000.00
425-41950-593	CAPITAL OUTLAY (SOFT...	346.50	346.50
601-49400-380	UTILITY EXPENSE	2,092.07	2,092.07
601-49430-380	UTILITY EXPENSE	47.43	47.43
601-49430-409	CONTRACTUAL SERVICES	1,247.00	1,247.00
601-49440-593	CAPITAL OUTLAY (SOFT...	189.00	189.00
602-49450-221	EQUIPMENT PARTS/TIRE...	50.00	50.00
602-49450-380	UTILITY EXPENSE	469.48	469.48
602-49450-404	EQUIPMENT M & R CON...	45.02	45.02
602-49450-409	CONTRACTUAL SERVICES	800.40	800.40
602-49460-380	UTILITY EXPENSE	128.77	128.77
602-49470-593	CAPITAL OUTLAY (SOFT...	189.00	189.00
603-49520-593	CAPITAL OUTLAY (SOFT...	141.75	141.75
604-49570-380	UTILITY EXPENSE	235.77	235.77
604-49590-593	CAPITAL OUTLAY (SOFT...	661.50	661.50
605-49600-380	UTILITY EXPENSE	23.40	23.40
605-49620-593	CAPITAL OUTLAY (SOFT...	47.25	47.25
609-49750-201	OFFICE SUPPLIES	16.02	16.02
609-49750-380	UTILITY EXPENSE	401.17	401.17
<b>Grand Total:</b>		<b>43,101.63</b>	<b>43,101.63</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
**None**	<u>43,101.63</u>	<u>43,101.63</u>
<b>Grand Total:</b>	<b>43,101.63</b>	<b>43,101.63</b>