

CITY OF MADISON
AGENDA AND NOTICE OF MEETING

Regular Meeting of the City Council – 5:00 PM
Monday August 12, 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 July 22, 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. Senator Dahms LMC Legislator of Distinction for 2024 – receive | Page 4 |
| B. Ehlers Refunding Status Report – receive | Page 6 |
| C. Liquor Store Report – July 2024 – receive | Page 8 |
| D. Madison Library Roof Preconstruction Meeting – August 2, 2024 – receive | Page 12 |
| E. MEDA Loan Note Status – July 2024 – receive | Page 19 |
| F. Pooled Cash Report – July 2024 – receive | Page 20 |
| G. Revenue and Expense Report – July 2024 – receive | Page 22 |
| H. Ehlers Monthly Summary – July 2024 – receive | Page 26 |
| I. Water Plant Monthly Reports – July 2024 – receive | Page 30 |
| J. Madison Fire and Relief Minutes – July 15, 2024 – receive | Page 32 |
| K. Madison Ambulance Minutes – July 23, 2024 – receive | Page 35 |

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

6. UNFINISHED AND NEW BUSINESS

Page 37

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

Page 38

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

- C. Approve Pay Application No. 8 – R.L. Larson Excavating, Inc. A DISCUSSION and MOTION may be in order. (Manager, Council)

- D. Approve Pay Application No. 3 – Musson Bros., Inc. A DISCUSSION and MOTION may be in order. (Manager, Council)

- E. Approve Conflict of Interest Statement – SCDP Program. A DISCUSSION and MOTION may be in order. (Manager, Council)

- F. Approve Application for Exempt Permit – LqP Pheasants Forever. A DISCUSSION and MOTION may be in order. (Manager, Council)

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

- H. Approve Ambulance By-Laws. A DISCUSSION and MOTION may be in order. (Manager, Council)

- I. Resolution 24-22 Waiving Liquor Ordinance – Rock the Block. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- City Hall Selfie Day – August 15, 2024 Page 61

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

- Chamber – August 7, 2024 Page 64
- EDA – August 5, 2024

9. AUDITING CLAIM

A copy of the Expense Approval Report is submitted for July 22, 2024 through August 12, 2024 and is attached. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
JULY 22, 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 Monday, July 22, at 5:03 p.m. in Council Chambers at City Hall. Councilmembers present were: Greg Thole, Maynard Meyer, Adam Conroy (arrived at 5:06 p.m.), and Paul Zahrbock. Also present were City Manager Val Halvorson, City Attorney Rick Stulz and City Clerk Christine Enderson. Councilmember Tim Volk was absent.

AGENDA

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

MINUTES

Upon motion by Zahrbock, seconded by Meyer and carried, the July 8, 2024, regular meeting minutes were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None

CONSENT AGENDA

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

CITY COUNCIL CHECKLIST

Councilmember Meyer provided an update on the new projectors at the Grand Theatre.

(Councilmember Adam Conroy arrived)

CITY ENGINEER REPORT

City Engineer Kent Louwagie was present to provide updates on city projects.

The condition of the manholes on Highway 40 was discussed. The pavement is not flush to the manholes after MnDOT repaired, however, that was how it was resolved.

It appears the pavement is collapsing around a shutoff on the street in front of Rural Solutions.

2023 AUDIT PRESENTATION

Daryl Kanthak of Meulebroeck, Taubert & Co., PLLP, approached Council to present the City of Madison 2023 Independent Auditor's Report. As in the past, Mr. Kanthak pointed out a statement in the audit regarding the volunteer fire relief association's non-compliance with GASB standards. There have not been any negative ramifications of the incompliance, so nothing further is needed outside the Qualified Opinion. Mr. Kanthak provided a brief summary on each fund's financial standpoint at year end 2023.

Upon motion by Conroy, seconded by Meyer and carried, Council approved the 2023 Independent Auditor's Report.

STATEWIDE VOLUNTEER FIREFIGHTER PLAN

Upon motion by Conroy, seconded by Thole and carried, **RESOLUTION 24-20** titled “A Resolution Opting to Join the Statewide Volunteer Firefighter Plan” was adopted. The resolution approves coverage and participation in the Statewide Volunteer Firefighter (SVF) Plan administered by PERA under the terms provided in the PERA cost analysis with Vesting Schedule 1. A complete copy of Resolution 24-20 is contained in City Clerk’s Book #11.

CITY HALL KEY CONTROL

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 24-21** titled “Resolution for City Key Control” was adopted. This resolution would provide for an updated city hall key log after rekeying the city hall entrances. A complete copy of Resolution 24-21 is contained in City Clerk’s Book #11.

CITY HALL WINDOW REHABILITATION

Upon motion by Meyer, seconded by Zahrbock and carried, Council approved the Madison City Hall Firehouse Windows & Door bid from Old World Windows/Re-Evolution Inc in the amount of \$84,000. This was the only bid received for the Madison City Hall Firehouse project.

TEMPORARY ON-SALE LIQUOR LICENSE

Upon motion by Meyer, seconded by Zahrbock and carried, Council approved a temporary on-sale liquor license for Remington Ridge Vineyard for the dates of September 5-8, 2024 at the LqP County Fairgrounds.

Upon motion by Meyer, seconded by Zahrbock and carried, Council approved a temporary on-sale liquor license for Remington Ridge Vineyard for August 21, 2024 during the Rock the Block event.

CITY MANAGER’S REPORT

WAPA Rate Increase: The 2025 rate increase will be roughly 7%. The utility rates will be set in the budget for 2025 to meet that increase.

Swimming Pool: The managers are currently working on the August schedule. The last day will be decided and posted once a schedule is complete.

Vandalism: There have been multiple vandalism reports at various city properties in recent weeks.

MAYOR/COUNCIL REPORTS

Retention Pond Cleanout: Councilmember Paul Zahrbock mentioned a complaint he received on the weeds growing around the retention pond located off East Highway 40. After further discussion, City Manager Halvorson is going to check in with a few individuals to see how the pond can be beautified more and what solution is okay in removing weeds and preventing them from growing around a retention pond.

An update was provided on Dragonfest events.

DISBURSEMENTS

Upon motion by Conroy, seconded by Meyer and carried, Council approved disbursements for bills submitted between July 9 and July 22, 2024. These disbursements include United Prairie Check Nos. 66372-66425. Debit card and ACH transaction were also approved as listed.

There being no further business, upon motion by Conroy, seconded by Zahrbock and carried, meeting adjourned at 6:14 p.m.

Greg Thole – Mayor

ATTEST:

Christine Enderson – City Clerk



July 24, 2024

Mayor Greg Thole
404 6th Ave
Madison, MN 56256-1237

Senator Gary Dahms, who represents your city at the state legislature, has been selected as a League of Minnesota Cities Legislator of Distinction for 2024. The League's Board of Directors recognized a total of 25 legislators this year, including 16 House members and 9 Senate members, for their actions and leadership on a wide variety of legislative issues of importance to cities across our state. **The enclosed letter describes the specific reasons your legislator was chosen for this recognition.** A copy of this letter, and printed certificate, has been sent to your legislator as well.

Please share this recognition with your city council and the public at your next council meeting. We also encourage you to share this information with your local newspaper. Publicly acknowledging legislators for their support of city-friendly legislation helps to continue strengthening the partnership between state and local government officials in Minnesota.

If you have any questions, please feel free to contact Ted Bengtson, IGR Coordinator at the League of Minnesota Cities at tbengtson@lmc.org, (651) 281-1242. To read the complete list of all 25 legislators who received this designation, see the *Cities Bulletin* article online at www.lmc.org/lod.

Thank you, in advance, for your consideration and your support of the League's Legislators of Distinction recognition program.

Enclosure



July 24, 2024

Senator Gary Dahms
2219 Minnesota Senate Bldg.
St. Paul, MN 55155

Dear Senator Dahms,

On behalf of our 839 member cities, I want to thank you for your efforts this past legislative session and to recognize you as a League of Minnesota Cities 2024 Legislator of Distinction.

League staff and member city officials appreciate your accessibility and your consultation with us on legislation impacting cities. Specifically, the League appreciates you regularly checking in with our staff to identify and understand city perspectives throughout the session. You made yourself readily available to discuss concerns and supported efforts to craft workable legislative solutions. The League appreciates your awareness of city needs and looks forward to working with you in the future on issues impacting local units of government.

Our members know that in order to be successful in serving our common constituents, state and city officials must work together as partners to reach solutions that meet the unique needs of rural, suburban, and urban communities all across Minnesota. City leaders also understand that without the support of legislative leaders like you, this state-local partnership would not be possible.

To acknowledge your contributions last session, mayors of each city in your legislative district will receive notification of your recognition. A press release will also be issued to media in your area. City officials and League staff look forward to continuing to work with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Justin Miller".

Justin Miller
City Administrator, Lakeville
President, League of Minnesota Cities

August 7, 2024

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

RE: Potential Refunding of Existing Bonds

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

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

Sincerely,

Ehlers

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

Todd Hagen
Senior Municipal Advisor/ Vice President

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

Rebecca Kurtz
Senior Municipal Advisor/ Vice President

Status Report on Refunding of Existing Bond Issues

| Original Bond Amount | Title | Last Maturity | Call Date | Callable Amount | Callable Rates | | Status |
|----------------------|--|---------------|------------|-----------------|----------------|--------|---|
| | | | | | Low | High | |
| \$1,074,997 | Clean Water State Revolving Fund Loan (MN PFA), 2015 | 08/20/2045 | - | - | - | - | These bonds are not callable. |
| \$6,710,000 | General Obligation Refunding Bonds, Series 2015A | 01/01/2045 | 01/01/2023 | \$5,335,000 | 3.000% | 4.000% | As of August 7, 2024, we estimate that this refunding would not generate sufficient savings to be considered. |
| \$1,485,000 | General Obligation Refunding and Water Revenue Bonds, Series 2016A | 02/01/2032 | 02/01/2025 | \$530,000 | 2.250% | 3.000% | As of August 7, 2024, we estimate that this refunding would not generate sufficient savings to be considered. |
| \$6,395,000 | General Obligation Water and Sewer Improvement Refunding Bonds, Series 2021A | 01/01/2047 | 01/01/2030 | \$4,545,000 | 1.050% | 2.000% | As of August 7, 2024, we estimate that this refunding would not generate sufficient savings to be considered. |
| \$335,000 | General Obligation Tax Abatement Bonds, Series 2023A | 02/01/2034 | 07/14/2023 | \$335,000 | 4.490% | 4.490% | As of August 7, 2024, we estimate that this refunding would not generate sufficient savings to be considered. |
| \$293,590 | General Obligation Improvement Note of 2023B (PFA Loan) | 08/20/2043 | - | - | - | - | These bonds are not callable. |
| \$580,000 | General Obligation Improvement Note of 2023C (PFA Loan) | 08/20/2043 | - | - | - | - | These bonds are not callable. |



404 6th Avenue
Madison, Minnesota 56256
P 320.598.7373
F 320.598.7376
E madison@ci.madison.mn.us
ci.madison.mn.us

Memo

To: City Manager and City Council
From: Dale Hielper, Liquor Store Manager
CC:
Date: 08/07/2024
Re: July 2024 Liquor Store Sales Report

Comments: Sales for July were \$47,344.88 compared to \$47,139.35; finally, a slight increase over last year. The increase being \$205.53.

For the year we show sales of \$279,533.04 compared to \$292,706.75. A \$13,173.71 decrease. I believe we are still on track to reach our budget goals!

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 07/31/2024

| | | 2023 July Activity | 2024 July Activity | July Variance Favorable / (Unfavorable) | Variance % | 2023 YTD Activity | 2024 YTD Activity | YTD Variance Favorable / (Unfavorable) | Variance % |
|--------------------------------|------------------------------------|-----------------------|-----------------------|---|--------------|----------------------|----------------------|--|----------------|
| Fund: 609 - Liquor Fund | | | | | | | | | |
| Revenue | | | | | | | | | |
| 609-37811 | OFF SALE LIQUOR | 16,812.34 | 17,917.42 | 1,105.08 | 6.57% | 118,322.55 | 116,934.70 | -1,387.85 | -1.17% |
| 609-37812 | OFF SALE BEER | 28,806.88 | 27,918.51 | -888.37 | -3.08% | 168,438.55 | 155,719.15 | -12,719.40 | -7.55% |
| 609-37814 | MIX, ICE, ETC. | 1,520.13 | 1,508.95 | -11.18 | -0.74% | 5,945.65 | 6,878.69 | 933.04 | 15.69% |
| | Revenue Total: | 47,139.35 | 47,344.88 | 205.53 | 0.44% | 292,706.75 | 279,532.54 | -13,174.21 | -4.50% |
| Expense | | | | | | | | | |
| 609-49750-103 | PART-TIME WAGES | 4,176.18 | 4,507.92 | -331.74 | -7.94% | 31,910.50 | 33,665.37 | -1,754.87 | -5.50% |
| 609-49750-121 | PERA CONTRIBUTIONS (CITY) | 166.52 | 190.72 | -24.20 | -14.53% | 2,082.55 | 1,488.14 | 594.41 | 28.54% |
| 609-49750-122 | FICA CONTRIBUTIONS (CITY) | 319.36 | 344.72 | -25.36 | -7.94% | 2,440.28 | 2,574.35 | -134.07 | -5.49% |
| 609-49750-131 | HEALTH INSURANCE (CITY) | 8.07 | 306.60 | -298.53 | -3,699.26% | 56.49 | 2,149.00 | -2,092.51 | -3,704.21% |
| 609-49750-151 | WORKERS COMPENSATION INSURAN... | 0.00 | 0.00 | 0.00 | 0.00% | 2,198.22 | 1,797.00 | 401.22 | 18.25% |
| 609-49750-201 | OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00% | 211.97 | 79.12 | 132.85 | 62.67% |
| 609-49750-210 | OPERATING SUPPLIES | 0.00 | 270.39 | -270.39 | 0.00% | 425.45 | 771.34 | -345.89 | -81.30% |
| 609-49750-219 | MISC. OPERATING SUPPLIES | 251.69 | 0.00 | 251.69 | 100.00% | 471.62 | 0.00 | 471.62 | 100.00% |
| 609-49750-251 | LIQUOR | 30,547.95 | 29,562.11 | 985.84 | 3.23% | 214,809.68 | 203,534.13 | 11,275.55 | 5.25% |
| 609-49750-258 | FREIGHT EXPENSE | 207.03 | 180.18 | 26.85 | 12.97% | 1,467.64 | 1,353.14 | 114.50 | 7.80% |
| 609-49750-321 | TELEPHONE EXPENSE | 42.76 | 45.34 | -2.58 | -6.03% | 302.87 | 362.00 | -59.13 | -19.52% |
| 609-49750-323 | INTERNET SERVICE | 71.95 | 99.95 | -28.00 | -38.92% | 431.70 | 699.65 | -267.95 | -62.07% |
| 609-49750-342 | ADVERTISING | 449.00 | 290.00 | 159.00 | 35.41% | 1,913.50 | 3,240.13 | -1,326.63 | -69.33% |
| 609-49750-362 | PROPERTY INSURANCE | 0.00 | 0.00 | 0.00 | 0.00% | 1,322.00 | 1,398.00 | -76.00 | -5.75% |
| 609-49750-364 | DRAM SHOP INSURANCE | 0.00 | 0.00 | 0.00 | 0.00% | 503.00 | 529.00 | -26.00 | -5.17% |
| 609-49750-380 | UTILITY EXPENSE | 526.66 | 438.36 | 88.30 | 16.77% | 3,308.59 | 3,386.40 | -77.81 | -2.35% |
| 609-49750-401 | BUILDING M & R CONTRACT | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 1,203.54 | -1,203.54 | 0.00% |
| 609-49750-404 | EQUIPMENT M & R CONTRACT | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 22.73 | -22.73 | 0.00% |
| 609-49750-409 | CONTRACTUAL SERVICES | 788.07 | 811.25 | -23.18 | -2.94% | 4,096.46 | 5,377.31 | -1,280.85 | -31.27% |
| 609-49750-423 | OFFICE EQUIP. DEPRECIATION | 271.86 | 0.00 | 271.86 | 100.00% | 1,903.02 | 234.06 | 1,668.96 | 87.70% |
| 609-49750-424 | BUILDING DEPRECIATION | 97.41 | 0.00 | 97.41 | 100.00% | 681.87 | 525.84 | 156.03 | 22.88% |
| 609-49750-433 | DUES & SUBSCRIPTIONS | 0.00 | 550.00 | -550.00 | 0.00% | 391.00 | 550.00 | -159.00 | -40.66% |
| | Expense Total: | 37,924.51 | 37,597.54 | 326.97 | 0.86% | 270,928.41 | 264,940.25 | 5,988.16 | 2.21% |
| | Fund 609 Surplus (Deficit): | 9,214.84 | 9,747.34 | 532.50 | 5.78% | 21,778.34 | 14,592.29 | -7,186.05 | -33.00% |
| | Total Surplus (Deficit): | 9,214.84 | 9,747.34 | 532.50 | 5.78% | 21,778.34 | 14,592.29 | -7,186.05 | -33.00% |

Prior-Year Comparative Income Statement

For the Period Ending 07/31/2024

Group Summary

| Account Typ... | 2023 | | 2024 | | July Variance | | YTD Variance | |
|------------------------------------|-----------------|-----------------|---------------------------|--------------|------------------|------------------|---------------------------|----------------|
| | July Activity | July Activity | Favorable / (Unfavorable) | Variance % | YTD Activity | YTD Activity | Favorable / (Unfavorable) | Variance % |
| Fund: 609 - Liquor Fund | | | | | | | | |
| Revenue | 47,139.35 | 47,344.88 | 205.53 | 0.44% | 292,706.75 | 279,532.54 | -13,174.21 | -4.50% |
| Expense | 37,924.51 | 37,597.54 | 326.97 | 0.86% | 270,928.41 | 264,940.25 | 5,988.16 | 2.21% |
| Fund 609 Surplus (Deficit): | 9,214.84 | 9,747.34 | 532.50 | 5.78% | 21,778.34 | 14,592.29 | -7,186.05 | -33.00% |
| Total Surplus (Deficit): | 9,214.84 | 9,747.34 | 532.50 | 5.78% | 21,778.34 | 14,592.29 | -7,186.05 | -33.00% |

Prior-Year Comparative Income Statement

For the Period Ending 07/31/2024

Fund Summary

| Fund | 2023 | 2024 | July Variance | | 2023 | 2024 | YTD Variance | |
|---------------------------------|-----------------|-----------------|------------------------------|--------------|------------------|------------------|------------------------------|----------------|
| | July Activity | July Activity | Favorable / (Unfavorable) | Variance % | YTD Activity | YTD Activity | Favorable / (Unfavorable) | Variance % |
| 609 - Liquor Fund | 9,214.84 | 9,747.34 | 532.50 | 5.78% | 21,778.34 | 14,592.29 | -7,186.05 | -33.00% |
| Total Surplus (Deficit): | 9,214.84 | 9,747.34 | 532.50 | 5.78% | 21,778.34 | 14,592.29 | -7,186.05 | -33.00% |

Meeting Minutes

Pre-Construction Meeting

| | | | |
|-----------------|---|------|----------|
| Project | Madison Public Library – Roof Replacement | | |
| Owner | City of Madison | | |
| Date | August 2, 2024 | Time | 10:30 am |
| Job Meeting No. | 01 | | |
| Location | 401 6th Ave, Madison, MN 56256 | | |
| Subject | Pre-con mobilization and coordination | | |
| Attendees | Val Halvorson (City of Madison) Josh Anderson, Dan Schlien, Hector, Jesus (Horizon Roofing) Amy Van Gessel, Rita Goodrich (MMA) | | |

INTRODUCTIONS:

| Date | Item |
|-------|--|
| 08/02 | Contact Information <ul style="list-style-type: none">Val Halvorson, City Manager (City of Madison), 320-598-7373, val.halvorson@ci.madison.mn.usJosh Anderson, Project Manager (Horizon Roofing), 612-345-1540, josh.a@horizonroofinginc.comDan Schlien, Superintendent (Horizon Roofing), 651-421-6699, dan.s@horizonroofinginc.comAmy Van Gessel, Project Manager (MMA), 612-767-5749, amyvg@mm-architects.com Rita Goodrich (MMA), 612-767-2744, ritag@mm-architects.com |

NEW BUSINESS:

| Date | Item | Action By |
|-------|---|-----------|
| 08/02 | Front End Paperwork <ul style="list-style-type: none">ContractInsuranceNotice to Proceed (after meeting)<ul style="list-style-type: none"><i>AV will send with minutes for signatures</i> | MMA |
| | Chain of Command and Lines of Communication <ul style="list-style-type: none">All communications between the General Contractor and the owner shall be conducted through MMA unless directed otherwise. | |

- All suggestions, questions, RFIs, submittals, change order requests, and requests for payment to be formally communicated to MMA in writing for distribution to and resolution with appropriate representative from the City
- No decisions or changes to the project will be made in the field
- All decisions and/or changes to the project will be formally approved and issued in writing by MMA

Use of the premises and existing building

- Parking lot, preferred area?
 - *Alley and 4th Street will be used to store materials and use for access/lifts to roof.*
- Restroom
 - *Provided by contractor, VH to send references.* CofM
- Roll-off Dumpster
 - *Provided by contractor, VH to send Olson Sanitation contact.* CofM
- Access to power and water
 - *Provided by contractor.*
- Storage on-site
 - *Use of Alley and 4th Street preferred.*
- Tree protection
 - *Noted.*

Sequence of work on building

- Keep accessible the side entrance
 - *Noted.*
- Addition roof first, then older portion?
 - *The demo will be relatively quick. Foot traffic and construction noise will be noticeable within the building. The older portion will be louder because of lack of insulation.*

Historic Building

- Historic Treatment Plan submittal
 - Submit a written plan for each process including protection of surrounding materials during operations. Describe in detail materials, methods and equipment to be used for each process. Submit before work begins.
 - *Include methodologies for parging demo on parapet discussed during site visit.*
- Care taken to protect and retain historic material
 - Brick parapet, Stone spheres on corners, Dome
 - *Understand intersections of new roofing materials with existing to remain dome materials will require troubleshooting. Want to resist creeping on the scope as much as possible.*

SCHEDULES:

| Date | Item | Action By |
|-------|-----------------------|-----------|
| 08/02 | Construction schedule | |

- *Monday, August 12*
 - *Material Delivery*
 - *Potentially start demolition on addition portion.*
- *Tuesday, August 13*
 - *Work on addition roof*
- *Wednesday, August 14*
 - *Asbestos abatement*
 - *Brian Parrie (Advanced Health Safety and Security), 605-430-8842*
 - *Will start Wednesday morning, August 14. DS has been in contact. Known areas of asbestos with silver paint, will be prepared to remove more than what was previously known to be hazardous if there is leeching.*
 - *Testing demolition of parapet parging on portion of north elevation wall. Removing roof only at this location as needed.*
 - *Use gentlest means possible and increase as needed.*
 - *Horizon would like to have a mason on-call to be able to repaint any missing mortar after parging demolition. MMA to provide references.* MMA
- *Lead times*
 - *Horizon would like sheet metal color choices by Friday, August 9th.* MMA
- *Typical hours/days of operation, need to notify Librarians*
 - *Planning to follow city's working hours of 7am-7pm.*
 - *Noise will be noticeable, VH to give librarians heads up and encouraged to post signs apologizing for construction noise.* CofM

Progress Meetings

- *MMA will need to strategically plan site visits*
- *Horizon will send a morning email with photos and updates from previous work day. Send to AV and VH. They will forward to relevant parties as needed.*
- *MMA will tentatively visit during week of August 12th, date tbd.*

Closeout procedures

- *Substantial Completion / Punch List Meeting*
- *Final Completion Meeting*
- *Close out documents*
 - *Warranties*
 - *Project record documents*
 - *Maintenance information*
- *Final Payment Application*

SUBMITTALS:

| Date | Item | Action By |
|-------|--|-----------|
| 08/02 | Submittal Procedures | |
| | Submittals by Spec Section (Strikethrough indicates previously approved) | |
| | 013233 - PHOTOGRAPHIC DOCUMENTATION | |
| | <ul style="list-style-type: none"> • Pre-construction photographs | |

- Periodic construction photographs
 - After/during demolition
 - Final completion construction photographs
- 013591 - HISTORIC TREATMENT PROCEDURES
- Historic Treatment Plan
- ~~061063 - EXTERIOR ROUGH CARPENTRY~~
- ~~• Product Data~~
- ~~061600 - SHEATHING~~
- ~~• Product Data~~
- ~~072100 - THERMAL INSULATION~~
- ~~• Product Data~~
- 075323 - ETHYLENE-PROPYLENE-DIENE-MONOMER (EPDM)
- ROOFING
- Product Data
 - Shop drawings (insulation layout and slopes)
 - Sample and flashing colors
 - Manufacturer certificates
- 076200 - SHEET METAL FLASHING AND TRIM
- Product Data
 - Samples (color and textures)

- *Flashing metal colors are as follows: Medium Bronze – all coping on parapets of original building. Sandstone – all scuppers on both addition and original building, all coping on parapets of addition building.*

MMA



-
- 079200 - JOINT SEALANTS
- Product Data
 - Samples for initial color selection
- 329200 - TURF AND GRASSES
- Product Data, if needed

REQUEST FOR INFORMATION (RFI):

Date Item

Action By

n/a

PROPOSAL REQUESTS (PR):

| Date | Item | Action By |
|------|------|-----------|
| | n/a | |

CHANGE ORDERS:

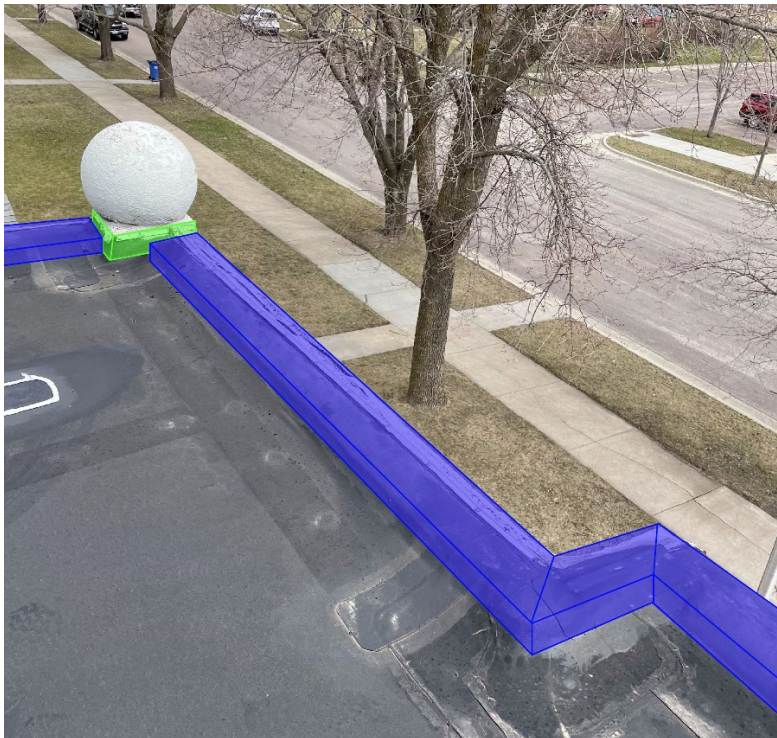
| Date | Item | Action By |
|-------|--|-----------|
| 08/02 | Change Order 01 <ul style="list-style-type: none">\$2400 additional cost for HD Iso substitution for wood fiber coverboards<i>Paper copy signed by City and Architect, given to Horizon. Send signed copy to all parties.</i> | Horizon |

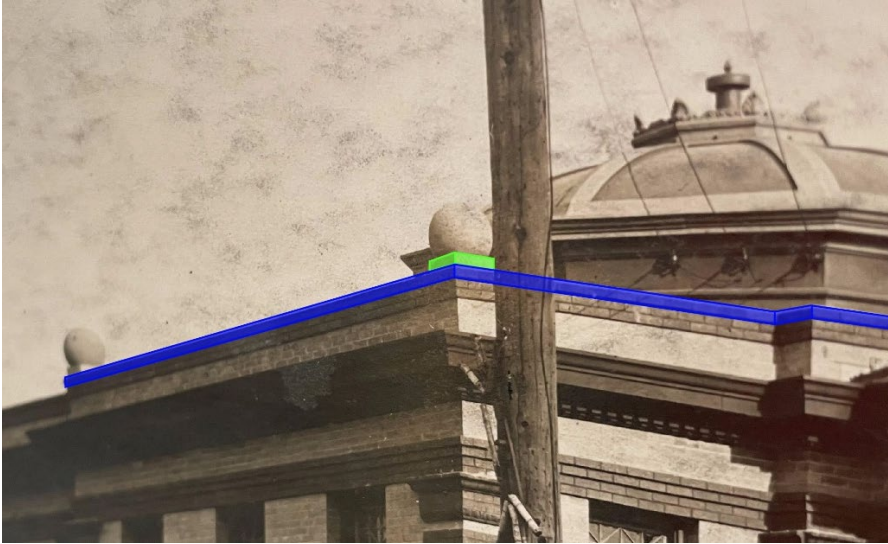
PAYMENT APPLICATIONS:

| Date | Item | Action By |
|------|------|-----------|
| | n/a | |

SITE WALKTHROUGH:

| Date | Item |
|-------|---|
| 08/02 | <i>Spheres: The coping should continue around corner but avoid square base of sphere at all possible. See diagrams below.</i> |





FOLLOW UP:

Date
08/02

Item
Previous core samples on older portion of building. See photos below of core location and core.





These minutes are considered the correct interpretation of all items discussed. Errors or omissions must be noted by or at the next scheduled meeting, or the minutes will be accepted as written.

Minutes by Amy Van Gessel.

[Attachments:](#) none

[Distribution:](#) Attendees, Mary Zahnow (USDA Community Programs Area Specialist)

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

July 31, 2024

MEDA LOANS (REVOLVING LOAN FUND)

| LOAN NAME | NOTE # | FINAL | ORIG LOAN | MONTHLY | DAY | AMOUNT | |
|--|----------|----------|-------------|-----------------|------------|---------------|--------------------|
| | | MATURITY | Amount | PAYMENT | DELINQ | DELINQ | BALANCE |
| Susana C. Wittnebel | MGD#1010 | 10/15/23 | \$2,500.00 | tax assessment | Pd in Full | \$0.00 | \$0.00 |
| LqP Ag Society/Fair Board-10 year no interest loa | | 12/31/27 | \$85,000.00 | \$3000/year | | | \$12,000.00 |
| Lien Lumber/Chyde Strand | | 08/01/27 | \$15,500.00 | \$163.72 | | | \$13,041.25 |
| Torchwood Communications, LLC** | | 07/01/25 | \$2,000.00 | \$46.00 | | | \$545.85 |
| MD Lawncare CIP** | | 02/01/26 | \$2,000.00 | \$50.00 | | | \$900.46 |
| Bella Calluna CIP | | 02/01/26 | \$2,000.00 | \$50.00 | | | \$900.46 |
| Rural Solutions CIP | | 03/01/26 | \$2,000.00 | \$50.00 | | | \$951.17 |
| Madison Chiropractic CIP** | | 03/01/26 | \$2,000.00 | \$50.00 | | | \$947.86 |
| 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 | | | \$16,851.72 |
| The Sticks Bar & Grill-CIP | | 03/01/27 | \$2,000.00 | \$50.00 | | | \$1,449.18 |
| Madison Fitness Center-CIP | | 11/01/24 | \$1,000.00 | \$166.67 | | | \$671.45 |
| **Has completed CIP and received forgivable portion. | | | | | | | |
| TOTAL MEDA LOANS (REVOLVING LOAN FUND) | | | | \$907.89 | | \$0.00 | \$78,259.41 |

FUND BALANCE AVAILABILITY

| | MEDA LOANS (RLF) | TOTALS |
|----------------------------------|--------------------|----------------------------------|
| Fund Balance | \$138,933.72 | \$138,933.72 |
| Less Loans Outstanding | \$78,259.41 | \$78,259.41 |
| Less Payments Outstanding | \$0.00 | \$0.00 |
| Bank Acct Available as of | \$60,674.31 | \$60,674.31 |
| July 31, 2024 | | |
| | | MEDA Balance: \$60,674.31 |

MEDA FUND BALANCE INCOME

| | | | |
|----------------------------------|--------------------------------|-------------------------------|--------------|
| January 2024 Int \$375.09 | April 2024 Int \$364.37 | July 2024 Int \$371.30 | Oct 2024 Int |
| Febuary 2024 Int \$347.79 | May 2024 Int \$352.05 | Aug 2024 Int | Nov 2024 Int |
| March 2024 Int \$329.98 | June 2024 Int \$358.02 | Sept 2024 Int | Dec 2024 Int |

2024 YTD Interest \$2,498.60



Pooled Cash Report

City of Madison, MN
For the Period Ending 7/31/2024

| ACCOUNT # | ACCOUNT NAME | BEGINNING BALANCE | CURRENT ACTIVITY | CURRENT BALANCE | |
|---------------------------------|-------------------------------|---------------------------|-------------------|---------------------------|--------------|
| CLAIM ON CASH | | | | | |
| 101-10110 | Claim On Cash - General | 594,258.84 | 362,579.49 | 956,838.33 | |
| 201-10110 | Claim On Cash | 185,455.82 | 12,939.42 | 198,395.24 | |
| 202-10110 | Claim On Cash | 8,340.01 | 460.52 | 8,800.53 | |
| 205-10110 | Claim On Cash | 0.00 | 0.00 | 0.00 | |
| 211-10110 | Claim On Cash | 141,617.71 | (4,565.00) | 137,052.71 | |
| 212-10110 | Claim On Cash | 59,551.79 | 1,122.52 | 60,674.31 | |
| 225-10110 | Claim On Cash | 128,326.56 | 0.00 | 128,326.56 | |
| 350-10110 | Claim On Cash | 121,806.43 | 0.00 | 121,806.43 | |
| 351-10110 | Claim On Cash | 90,938.90 | 0.00 | 90,938.90 | |
| 353-10110 | Claim On Cash | (112,039.22) | 0.00 | (112,039.22) | |
| 401-10110 | Claim on Cash | (42,770.50) | (18,452.00) | (61,222.50) | |
| 407-10110 | Claim On Cash | (90,327.90) | (9,252.72) | (99,580.62) | |
| 420-10110 | Claim On Cash | 64,148.49 | (100.00) | 64,048.49 | |
| 425-10110 | Claim On Cash | 374,741.38 | (462.00) | 374,279.38 | |
| 430-10110 | Claim On Cash | 74,909.69 | 0.00 | 74,909.69 | |
| 601-10110 | Claim On Cash | 83,334.20 | 20,377.90 | 103,712.10 | |
| 602-10110 | Claim On Cash | 201,353.29 | (36,763.84) | 164,589.45 | |
| 603-10110 | Claim On Cash | 107,691.44 | 23,231.42 | 130,922.86 | |
| 604-10110 | Claim On Cash | 2,704,255.94 | 29,267.93 | 2,733,523.87 | |
| 605-10110 | Claim On Cash | 197,813.82 | 6,147.61 | 203,961.43 | |
| 609-10110 | Claim On Cash | 138,601.84 | 13,796.08 | 152,397.92 | |
| 614-10110 | Claim On Cash | 302,491.79 | 3,999.98 | 306,491.77 | |
| 851-10110 | Claim On Cash | 522,736.94 | (61,315.16) | 461,421.78 | |
| TOTAL CLAIM ON CASH | | <u>5,857,237.26</u> | <u>343,012.15</u> | <u>6,200,249.41</u> | |
| CASH IN BANK | | | | | |
| Cash in Bank | | | | | |
| 999-10101 | Cash In Bank-UP, UP-ICS & ONB | 791,540.15 | (303,765.11) | 487,775.04 | |
| 999-10104 | Cash In Bank-UP SCDP | 8,340.01 | 460.52 | 8,800.53 | |
| 999-10105 | Cash In Bank-UP MEDA | 59,551.79 | 1,122.52 | 60,674.31 | |
| 999-10106 | Cash In Bank-Ehlers | 4,997,805.31 | 645,194.22 | 5,642,999.53 | |
| TOTAL: Cash in Bank | | <u>5,857,237.26</u> | <u>343,012.15</u> | <u>6,200,249.41</u> | |
| Wages Payable | | | | | |
| 999-22303 | Wages Payable | 0.00 | 0.00 | 0.00 | |
| TOTAL: Wages Payable | | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | |
| TOTAL CASH IN BANK | | <u>5,857,237.26</u> | <u>343,012.15</u> | <u>6,200,249.41</u> | |
| DUE TO OTHER FUNDS | | | | | |
| 999-22301 | Due To Other Funds | 5,857,237.26 | 343,012.15 | 6,200,249.41 | |
| TOTAL DUE TO OTHER FUNDS | | <u>5,857,237.26</u> | <u>343,012.15</u> | <u>6,200,249.41</u> | |
| Claim on Cash | 6,200,249.41 | Claim on Cash | 6,200,249.41 | Cash in Bank | 6,200,249.41 |
| Cash in Bank | 6,200,249.41 | Due To Other Funds | 6,200,249.41 | Due To Other Funds | 6,200,249.41 |
| Difference | <u>0.00</u> | Difference | <u>0.00</u> | Difference | <u>0.00</u> |

| ACCOUNT # | ACCOUNT NAME | BEGINNING BALANCE | CURRENT ACTIVITY | CURRENT BALANCE | |
|---------------------------------------|--------------------------|-------------------------|-------------------|-----------------------------|-------------|
| ACCOUNTS PAYABLE PENDING | | | | | |
| 101-22300 | Accounts Payable Pending | 0.00 | (1,342.20) | (1,342.20) | |
| 201-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 202-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 205-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 211-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 212-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 225-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 350-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 351-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 353-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 407-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 420-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 425-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 430-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 601-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 602-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 603-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 604-22300 | Accounts Payable Pending | (13.72) | (34.78) | (48.50) | |
| 605-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 609-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 614-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| 851-22300 | Accounts Payable Pending | 0.00 | 0.00 | 0.00 | |
| TOTAL ACCOUNTS PAYABLE PENDING | | <u>(13.72)</u> | <u>(1,376.98)</u> | <u>(1,390.70)</u> | |
| DUE FROM OTHER FUNDS | | | | | |
| 999-22302 | Due From Other Funds | 13.72 | 1,376.98 | 1,390.70 | |
| TOTAL DUE FROM OTHER FUNDS | | <u>13.72</u> | <u>1,376.98</u> | <u>1,390.70</u> | |
| ACCOUNTS PAYABLE | | | | | |
| 999-20201 | Accounts Payable | (13.72) | (1,376.98) | (1,390.70) | |
| TOTAL ACCOUNTS PAYABLE | | <u>(13.72)</u> | <u>(1,376.98)</u> | <u>(1,390.70)</u> | |
| AP Pending | (1,390.70) | AP Pending | (1,390.70) | Due From Other Funds | (1,390.70) |
| Due From Other Funds | (1,390.70) | Accounts Payable | (1,390.70) | Accounts Payable | (1,390.70) |
| Difference | <u>0.00</u> | Difference | <u>0.00</u> | Difference | <u>0.00</u> |



Revenue and Expense Report Group Summary

For Fiscal: 2024 Period Ending: 08/31/2024

| Account Type | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---|--------------------------|-------------------------|---------------|---------------------|---------------------|
| Fund: 101 - General | | | | | |
| Revenue | 2,092,977.00 | 2,092,977.00 | 0.00 | 1,189,368.53 | 903,608.47 |
| Expense | 2,092,977.00 | 2,092,977.00 | 44.93 | 956,694.84 | 1,136,282.16 |
| Fund: 101 - General Surplus (Deficit): | 0.00 | 0.00 | -44.93 | 232,673.69 | -232,673.69 |
| Fund: 201 - Ambulance | | | | | |
| Revenue | 142,500.00 | 142,500.00 | 100.00 | 117,339.13 | 25,160.87 |
| Expense | 152,800.00 | 152,800.00 | 0.00 | 80,501.30 | 72,298.70 |
| Fund: 201 - Ambulance Surplus (Deficit): | -10,300.00 | -10,300.00 | 100.00 | 36,837.83 | -47,137.83 |
| Fund: 202 - SCDP Rev Loan Fund | | | | | |
| Revenue | 25,500.00 | 25,500.00 | 0.00 | 8,953.72 | 16,546.28 |
| Expense | 0.00 | 0.00 | 0.00 | 76,270.93 | -76,270.93 |
| Fund: 202 - SCDP Rev Loan Fund Surplus (Deficit): | 25,500.00 | 25,500.00 | 0.00 | -67,317.21 | 92,817.21 |
| Fund: 211 - EDA Fund | | | | | |
| Revenue | 112,595.00 | 112,595.00 | 0.00 | 55,780.49 | 56,814.51 |
| Expense | 107,858.00 | 107,858.00 | 0.00 | 52,129.78 | 55,728.22 |
| Fund: 211 - EDA Fund Surplus (Deficit): | 4,737.00 | 4,737.00 | 0.00 | 3,650.71 | 1,086.29 |
| Fund: 212 - EDA Rev Loan Fund | | | | | |
| Revenue | 0.00 | 0.00 | 0.00 | 2,498.60 | -2,498.60 |
| Fund: 212 - EDA Rev Loan Fund Total: | 0.00 | 0.00 | 0.00 | 2,498.60 | -2,498.60 |
| Fund: 225 - Sewer System Replace Fund | | | | | |
| Revenue | 16,000.00 | 16,000.00 | 0.00 | 0.00 | 16,000.00 |
| Fund: 225 - Sewer System Replace Fund Total: | 16,000.00 | 16,000.00 | 0.00 | 0.00 | 16,000.00 |
| Fund: 350 - IRP Debt Serv Fund | | | | | |
| Revenue | 338,000.00 | 338,000.00 | 0.00 | 91,337.85 | 246,662.15 |
| Expense | 313,798.00 | 313,798.00 | 0.00 | 57,798.75 | 255,999.25 |
| Fund: 350 - IRP Debt Serv Fund Surplus (Deficit): | 24,202.00 | 24,202.00 | 0.00 | 33,539.10 | -9,337.10 |
| Fund: 351 - 2015 GO Ref Debt Serv Fund | | | | | |
| Revenue | 401,166.00 | 401,166.00 | 0.00 | 118,089.69 | 283,076.31 |
| Expense | 378,865.00 | 378,865.00 | 0.00 | 99,530.00 | 279,335.00 |
| Fund: 351 - 2015 GO Ref Debt Serv Fund Surplus (Deficit): | 22,301.00 | 22,301.00 | 0.00 | 18,559.69 | 3,741.31 |
| Fund: 353 - 2016 GO Ref/WT Rev Debt Serv Fund | | | | | |
| Revenue | 150,662.50 | 150,662.50 | 0.00 | 0.00 | 150,662.50 |
| Expense | 143,637.50 | 143,637.50 | 0.00 | 143,637.50 | 0.00 |
| Fund: 353 - 2016 GO Ref/WT Rev Debt Serv Fund Surplus (Deficit): | 7,025.00 | 7,025.00 | 0.00 | -143,637.50 | 150,662.50 |
| Fund: 401 - WTP Project Fund | | | | | |
| Expense | 0.00 | 0.00 | 0.00 | 61,222.50 | -61,222.50 |
| Fund: 401 - WTP Project Fund Total: | 0.00 | 0.00 | 0.00 | 61,222.50 | -61,222.50 |
| Fund: 407 - Utility Extension Project Fund | | | | | |
| Revenue | 4,576,014.00 | 4,576,014.00 | 0.00 | 2,401,201.15 | 2,174,812.85 |
| Expense | 3,403,200.00 | 3,403,200.00 | 0.00 | 1,362,548.28 | 2,040,651.72 |
| Fund: 407 - Utility Extension Project Fund Surplus (Deficit): | 1,172,814.00 | 1,172,814.00 | 0.00 | 1,038,652.87 | 134,161.13 |
| Fund: 420 - Culture & Rec Capital Fund | | | | | |
| Revenue | 32,500.00 | 32,500.00 | 0.00 | 2,000.00 | 30,500.00 |
| Expense | 30,000.00 | 30,000.00 | 0.00 | 41,645.75 | -11,645.75 |
| Fund: 420 - Culture & Rec Capital Fund Surplus (Deficit): | 2,500.00 | 2,500.00 | 0.00 | -39,645.75 | 42,145.75 |
| Fund: 425 - Bldg & Capital Capital Fund | | | | | |
| Revenue | 119,100.00 | 119,100.00 | 0.00 | 1,500.00 | 117,600.00 |
| Expense | 66,000.00 | 66,000.00 | 0.00 | 64,800.91 | 1,199.09 |
| Fund: 425 - Bldg & Capital Capital Fund Surplus (Deficit): | 53,100.00 | 53,100.00 | 0.00 | -63,300.91 | 116,400.91 |

Revenue and Expense Report

For Fiscal: 2024 Period Ending: 08/31/2024

| Account Type | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|--|--------------------------|-------------------------|---------------|---------------------|---------------------|
| Fund: 430 - Streets Capital Fund | | | | | |
| Revenue | 144,000.00 | 144,000.00 | 0.00 | 0.00 | 144,000.00 |
| Expense | 73,000.00 | 73,000.00 | 0.00 | 0.00 | 73,000.00 |
| Fund: 430 - Streets Capital Fund Surplus (Deficit): | 71,000.00 | 71,000.00 | 0.00 | 0.00 | 71,000.00 |
| Fund: 601 - Water Fund | | | | | |
| Revenue | 764,250.00 | 764,250.00 | 0.00 | 446,237.64 | 318,012.36 |
| Expense | 945,703.00 | 945,703.00 | 0.00 | 320,690.89 | 625,012.11 |
| Fund: 601 - Water Fund Surplus (Deficit): | -181,453.00 | -181,453.00 | 0.00 | 125,546.75 | -306,999.75 |
| Fund: 602 - Sewer Fund | | | | | |
| Revenue | 572,000.00 | 572,000.00 | 0.00 | 332,915.73 | 239,084.27 |
| Expense | 802,755.00 | 802,755.00 | 0.00 | 391,138.47 | 411,616.53 |
| Fund: 602 - Sewer Fund Surplus (Deficit): | -230,755.00 | -230,755.00 | 0.00 | -58,222.74 | -172,532.26 |
| Fund: 603 - Sanitation Fund | | | | | |
| Revenue | 303,650.00 | 303,650.00 | 0.00 | 179,069.41 | 124,580.59 |
| Expense | 298,558.00 | 298,558.00 | 0.00 | 177,806.65 | 120,751.35 |
| Fund: 603 - Sanitation Fund Surplus (Deficit): | 5,092.00 | 5,092.00 | 0.00 | 1,262.76 | 3,829.24 |
| Fund: 604 - Electric Fund | | | | | |
| Revenue | 1,614,400.00 | 1,614,400.00 | 0.00 | 874,214.01 | 740,185.99 |
| Expense | 1,579,044.00 | 1,579,044.00 | 48.50 | 738,159.58 | 840,884.42 |
| Fund: 604 - Electric Fund Surplus (Deficit): | 35,356.00 | 35,356.00 | -48.50 | 136,054.43 | -100,698.43 |
| Fund: 605 - Storm Sewer Fund | | | | | |
| Revenue | 165,700.00 | 165,700.00 | 0.00 | 98,611.76 | 67,088.24 |
| Expense | 252,114.50 | 252,114.50 | 0.00 | 72,192.10 | 179,922.40 |
| Fund: 605 - Storm Sewer Fund Surplus (Deficit): | -86,414.50 | -86,414.50 | 0.00 | 26,419.66 | -112,834.16 |
| Fund: 609 - Liquor Fund | | | | | |
| Revenue | 500,000.00 | 500,000.00 | 0.00 | 279,532.54 | 220,467.46 |
| Expense | 498,141.00 | 498,141.00 | 0.00 | 264,940.25 | 233,200.75 |
| Fund: 609 - Liquor Fund Surplus (Deficit): | 1,859.00 | 1,859.00 | 0.00 | 14,592.29 | -12,733.29 |
| Fund: 614 - Eastview Fund | | | | | |
| Revenue | 192,200.00 | 192,200.00 | 0.00 | 132,235.47 | 59,964.53 |
| Expense | 172,985.58 | 172,985.58 | 0.00 | 72,463.87 | 100,521.71 |
| Fund: 614 - Eastview Fund Surplus (Deficit): | 19,214.42 | 19,214.42 | 0.00 | 59,771.60 | -40,557.18 |
| Fund: 851 - Reserve Fund | | | | | |
| Revenue | 80,000.00 | 80,000.00 | 0.00 | 51,978.00 | 28,022.00 |
| Expense | 0.00 | 0.00 | 0.00 | 61,315.16 | -61,315.16 |
| Fund: 851 - Reserve Fund Surplus (Deficit): | 80,000.00 | 80,000.00 | 0.00 | -9,337.16 | 89,337.16 |
| Total Surplus (Deficit): | 1,031,777.92 | 1,031,777.92 | 6.57 | 1,287,376.21 | |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|-----------------------------------|--------------------------|-------------------------|--------------|---------------------|---------------------|
| 101 - General | 0.00 | 0.00 | -44.93 | 232,673.69 | -232,673.69 |
| 201 - Ambulance | -10,300.00 | -10,300.00 | 100.00 | 36,837.83 | -47,137.83 |
| 202 - SCDP Rev Loan Fund | 25,500.00 | 25,500.00 | 0.00 | -67,317.21 | 92,817.21 |
| 211 - EDA Fund | 4,737.00 | 4,737.00 | 0.00 | 3,650.71 | 1,086.29 |
| 212 - EDA Rev Loan Fund | 0.00 | 0.00 | 0.00 | 2,498.60 | -2,498.60 |
| 225 - Sewer System Replace ... | 16,000.00 | 16,000.00 | 0.00 | 0.00 | 16,000.00 |
| 350 - IRP Debt Serv Fund | 24,202.00 | 24,202.00 | 0.00 | 33,539.10 | -9,337.10 |
| 351 - 2015 GO Ref Debt Serv ... | 22,301.00 | 22,301.00 | 0.00 | 18,559.69 | 3,741.31 |
| 353 - 2016 GO Ref/WT Rev D... | 7,025.00 | 7,025.00 | 0.00 | -143,637.50 | 150,662.50 |
| 401 - WTP Project Fund | 0.00 | 0.00 | 0.00 | -61,222.50 | 61,222.50 |
| 407 - Utility Extension Project.. | 1,172,814.00 | 1,172,814.00 | 0.00 | 1,038,652.87 | 134,161.13 |
| 420 - Culture & Rec Capital F... | 2,500.00 | 2,500.00 | 0.00 | -39,645.75 | 42,145.75 |
| 425 - Bldg & Capital Capital F... | 53,100.00 | 53,100.00 | 0.00 | -63,300.91 | 116,400.91 |
| 430 - Streets Capital Fund | 71,000.00 | 71,000.00 | 0.00 | 0.00 | 71,000.00 |
| 601 - Water Fund | -181,453.00 | -181,453.00 | 0.00 | 125,546.75 | -306,999.75 |
| 602 - Sewer Fund | -230,755.00 | -230,755.00 | 0.00 | -58,222.74 | -172,532.26 |
| 603 - Sanitation Fund | 5,092.00 | 5,092.00 | 0.00 | 1,262.76 | 3,829.24 |
| 604 - Electric Fund | 35,356.00 | 35,356.00 | -48.50 | 136,054.43 | -100,698.43 |
| 605 - Storm Sewer Fund | -86,414.50 | -86,414.50 | 0.00 | 26,419.66 | -112,834.16 |
| 609 - Liquor Fund | 1,859.00 | 1,859.00 | 0.00 | 14,592.29 | -12,733.29 |
| 614 - Eastview Fund | 19,214.42 | 19,214.42 | 0.00 | 59,771.60 | -40,557.18 |
| 851 - Reserve Fund | 80,000.00 | 80,000.00 | 0.00 | -9,337.16 | 89,337.16 |
| Total Surplus (Deficit): | 1,031,777.92 | 1,031,777.92 | 6.57 | 1,287,376.21 | |



Monthly Summary

Account

City of Madison
Consolidated

7/31/2024

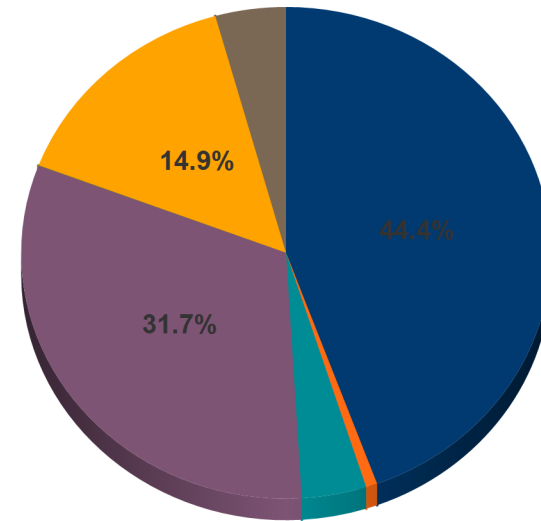




Weighted Averages

| | |
|------------------------------------|-----------|
| Average Yield to Maturity on Price | 4.91 |
| Average Maturity | 1.36 |
| Average Coupon | 2.20 |
| Average Duration | 1.26 |
| Average Moody | Aa2 |
| Average S&P | AA |
| Average Fitch | Not Rated |

Portfolio Allocation



Portfolio Totals

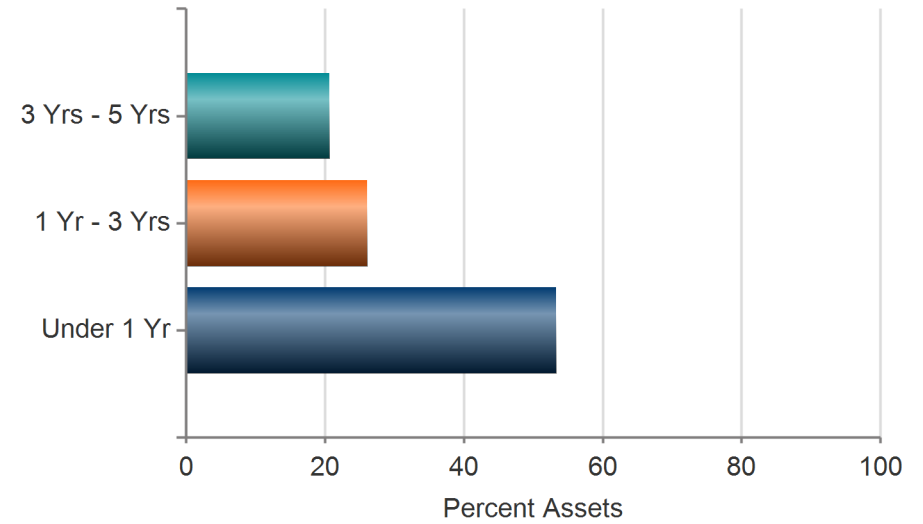
| | |
|----------------------|--------------|
| Par Value | 5,695,000 |
| Market Value | 5,614,049.54 |
| Total Cost | 5,696,244.83 |
| Unrealized Gain/Loss | -82,195.29 |

| Security Type | Market Value | % Fixed Income | % Assets |
|---------------------------|---------------------|----------------|--------------|
| MUNICIPAL BONDS | 2,493,486.02 | 44.4 | 44.4 |
| GOVERNMENT BONDS | 38,864.77 | 0.7 | 0.7 |
| CMO | 221,599.31 | 3.9 | 3.9 |
| TREASURY BILLS | 1,780,565.82 | 31.7 | 31.7 |
| CASH AND EQUIVALENTS | 1,398.66 | 0.0 | 0.0 |
| CERTIFICATES OF DEPOSIT | 836,326.97 | 14.9 | 14.9 |
| GOVERNMENT AGENCIES | 241,807.99 | 4.3 | 4.3 |
| Fixed Income Total | 5,614,049.54 | 100.0 | 100.0 |

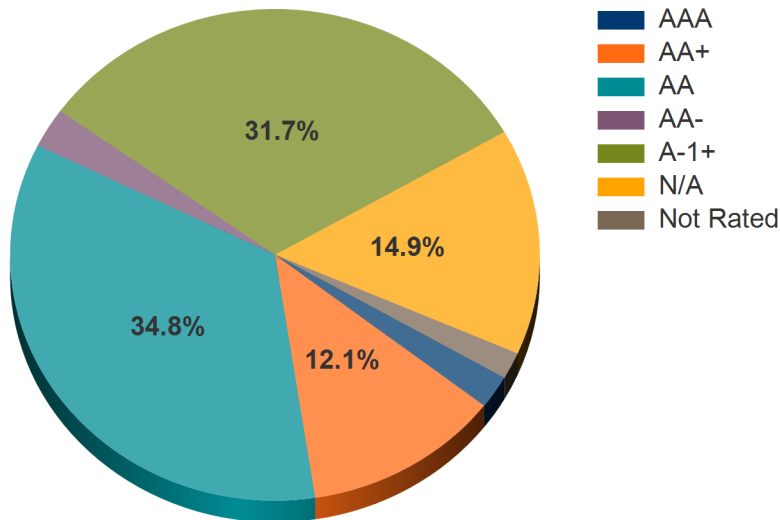
Distribution by Maturity

| Maturity | Number | Market Value | % FI Holdings | Average YTM | Average Coupon | Average Duration |
|---------------|--------|--------------|---------------|-------------|----------------|------------------|
| Under 1 Yr | 10 | 2,992,059.17 | 53.3 | 5.1 | 0.937% | 0.3 |
| 1 Yr - 3 Yrs | 10 | 1,461,906.31 | 26.0 | 4.7 | 2.897% | 1.5 |
| 3 Yrs - 5 Yrs | 6 | 1,158,685.40 | 20.6 | 4.7 | 4.565% | 3.5 |

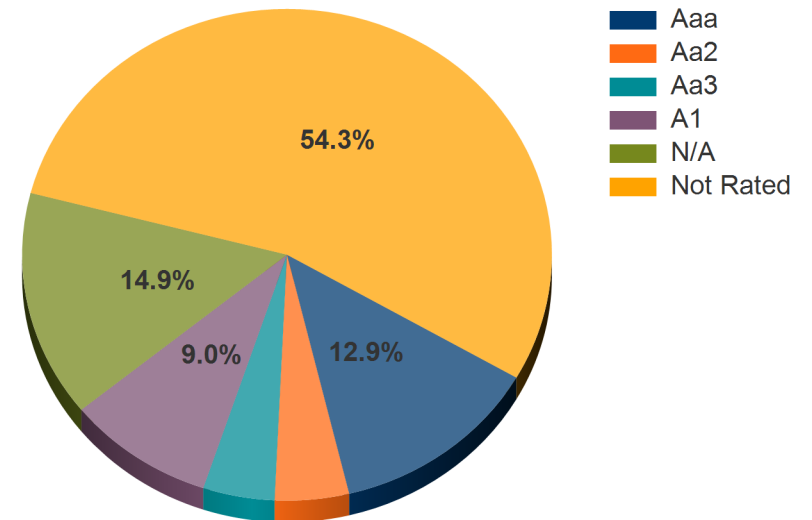
Distribution by Maturity

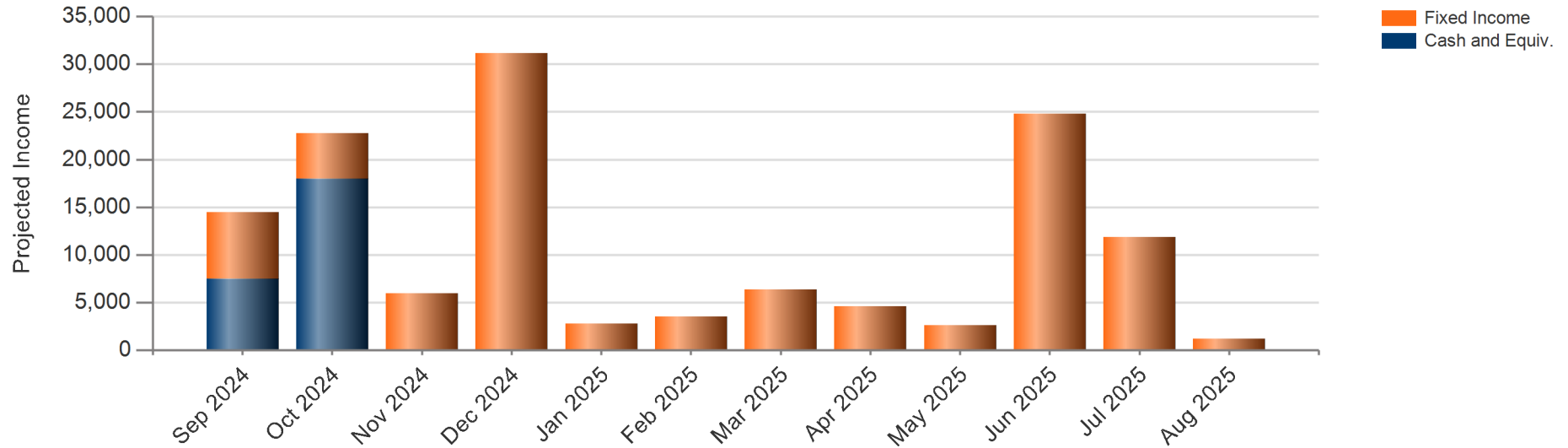


Distribution by S&P Rating



Distribution by Moody Rating





| | Sep 2024 | Oct 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 | Apr 2025 | May 2025 | Jun 2025 | Jul 2025 | Aug 2025 |
|-------------------------------|----------------|---------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|--------------|
| Cash and Equiv. | 7,496 | 18,004 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 0 |
| TREASURY BILLS (USD) | 7,483 | 17,992 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CASH AND EQUIVALENTS (USD) | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 0 |
| Fixed Income | 7,000 | 4,777 | 5,968 | 31,169 | 2,739 | 3,492 | 6,355 | 4,602 | 2,596 | 24,798 | 11,851 | 1,180 |
| MUNICIPAL BONDS (USD) | 0 | 3,499 | 3,778 | 23,225 | 1,598 | 2,000 | 0 | 3,499 | 650 | 23,225 | 10,748 | 0 |
| GOVERNMENT BONDS (USD) | 236 | 0 | 0 | 0 | 0 | 236 | 0 | 0 | 0 | 0 | 0 | 0 |
| CERTIFICATES OF DEPOSIT (USD) | 2,652 | 1,278 | 2,190 | 7,588 | 1,141 | 1,256 | 2,243 | 1,103 | 1,946 | 1,218 | 1,103 | 1,180 |
| GOVERNMENT AGENCIES (USD) | 4,112 | 0 | 0 | 356 | 0 | 0 | 4,112 | 0 | 0 | 356 | 0 | 0 |
| Total | 14,496 | 22,781 | 5,980 | 31,181 | 2,752 | 3,504 | 6,367 | 4,614 | 2,608 | 24,811 | 11,864 | 1,180 |
| Sub Account Total | 132,138 | | | | | | | | | | | |
| Grand Total | 132,138 | | | | | | | | | | | |

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Information contained in this performance summary is confidential and for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this summary but may become outdated or superseded at any time without notice.

Custody: Your qualified custodian bank/brokerage maintains control of all assets reflected in this summary and we urge you to compare this summary to the one you receive from your qualified custodian. Ehlers does not have any authority to withdraw or deposit funds from/to the custodian account.

Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Ehlers will obtain pricing from an alternative approved third-party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed on our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

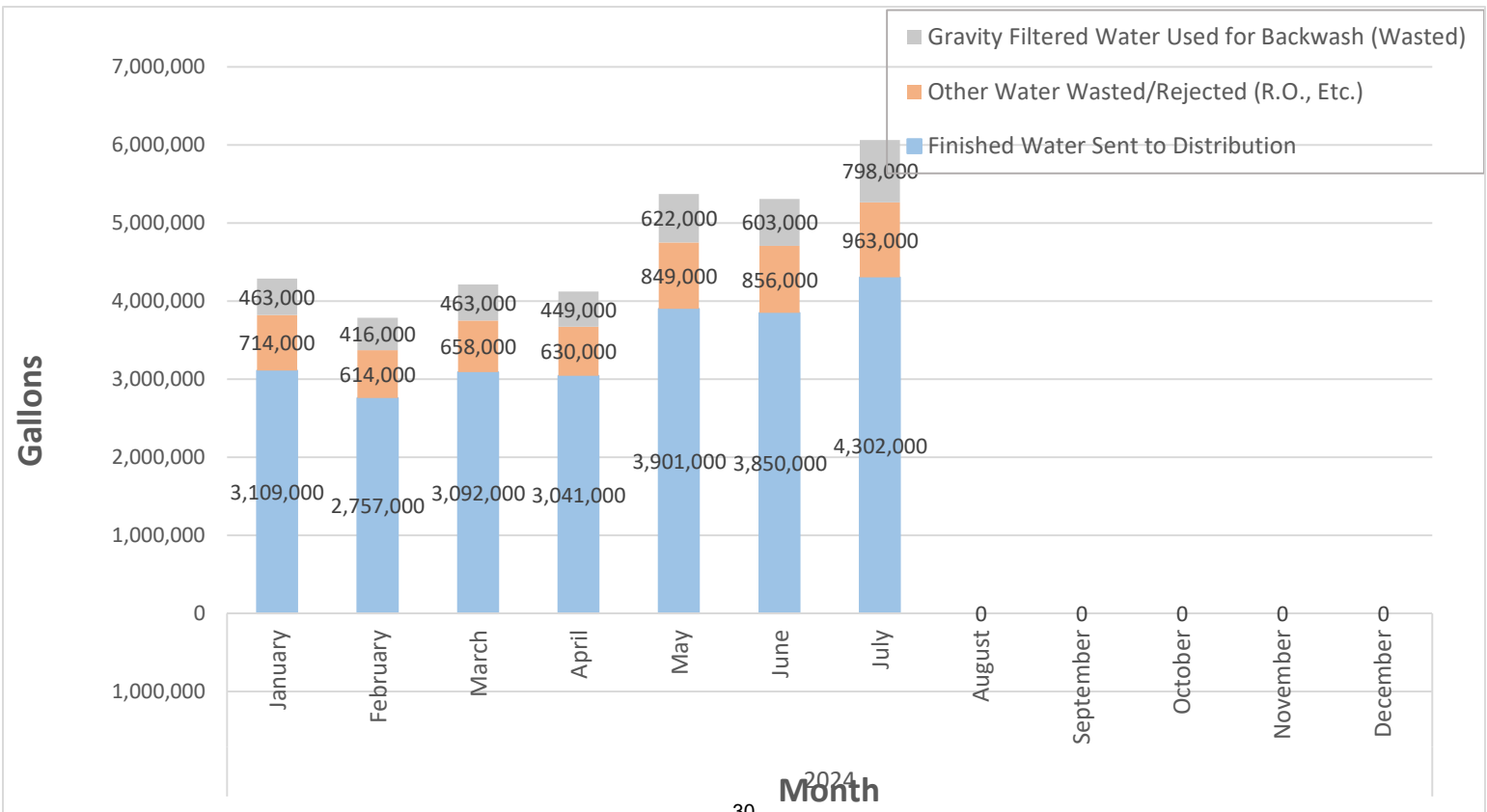
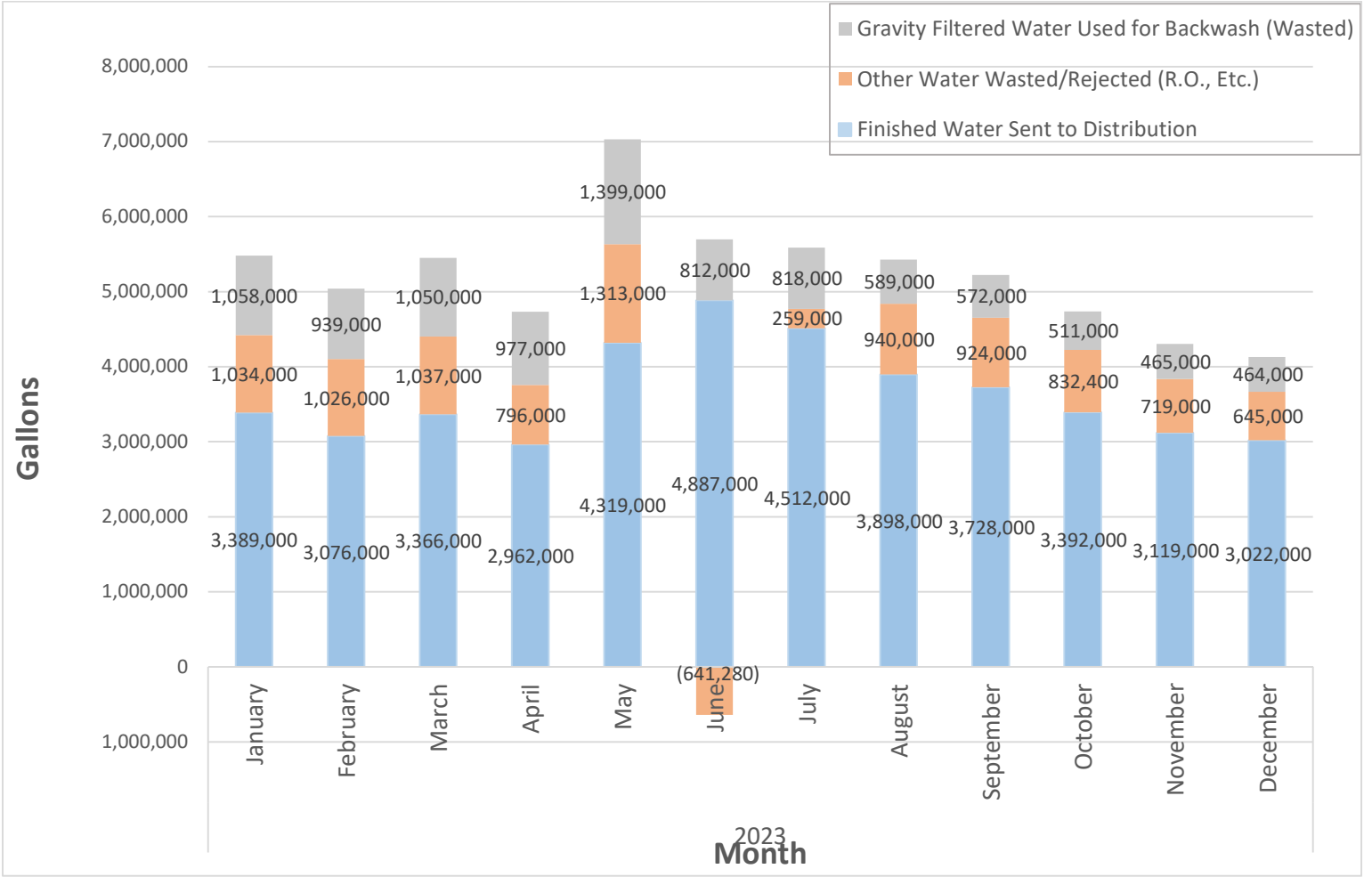
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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Ratings: Ratings information have been provided by S&P, Moody's, and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.

City of Madison Well Gallons Pumped and Use 2023 and 2024



Water Treatment Facility - City of Madison, MN

Monthly Summary

For the month ended: July 31, 2024

Water Treatment Plant - Pump Hours and Gallons

| Pump Description | End Hour Meter Reading | Start Hour Meter Reading | Hours Pumped | End Gallon Meter Reading | Start Gallon Meter Reading | Gallons Pumped (Reading x1000) | Notes |
|--------------------|------------------------|--------------------------|--------------|--------------------------|----------------------------|--------------------------------|-------|
| Well #1 | 436.5 | 436.5 | - | 7,181,000 | 7,181,000 | - | |
| Well #2 | 24,776.5 | 24,514.0 | 263 | 2,206,556 | 2,200,493 | 6,063,000 | |
| High Service #1 | 30,872.2 | 30,770.2 | 102 | N/A | N/A | N/A | |
| High Service #2 | 18,192.1 | 18,094.6 | 98 | N/A | N/A | N/A | |
| High Service Total | N/A | N/A | 200 | 1,342,862 | 1,338,560 | 4,302,000 | |
| Membrane Feed Pump | 20,989.1 | 20,760.7 | 228 | 1,438,965 | 1,433,891 | 5,074,000 | |
| Backwash Pump | 10,230.5 | 10,205.4 | 25 | 300,690 | 299,892 | 798,000 | |

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

Gallons Used/Wasted Information

| Description | Gallons (Metered) | Est. Gallons (Non-metered) | Notes |
|---|-------------------|----------------------------|--------------------------------------|
| Overhead Fill Line (@ WTP) | | | |
| City Usage | N/A | 1,200 | =estimate based on tank filled |
| Customer Usage | N/A | 11,750 | =estimate based on tank filled |
| Subtotals for Overhead Fill Line | N/A | 12,950 | |
| ---Total Overhead Fill Line Usage-----> | | 12,950 | |
| Hydrant Usage | | | |
| Flushing | - | - | est. based on 2.5" ID * mins * psi |
| City Usage (Internal) | 4,300 | N/A | |
| Customer Usage (External) | 4,900 | N/A | |
| Subtotals for Hydrant Usage | 9,200 | - | |
| ---Total Hydrant Usage-----> | | 9,200 | |
| Gallons Wasted/Rejected: | | | |
| Gallons to Waste (filter to waste) | N/A | 102,910 | =(minutes to waste * well gpm) |
| Gallons to Waste (detention tank) | N/A | 7,626 | =(gpm*#valves*#days*#minutes) |
| Gallons Rejected/Wasted (R.O.) | N/A | 1,370,400 | =avg. gpm rejected by R.O. |
| ---Total Gallons Wasted/Rejected-----> | N/A | 1,480,936 | |
| Notes/Assumptions | | | |
| | | | 5 min * 410gpm * est # of backwashes |
| | | | 82gpm*2 valves * 31 days * 3 min |
| | | | 228hrs * 60m/h * 100gpm rejected |
| Other | | | |
| WTP Internal Usage (East Wall Meter) | 31,037 | N/A | |
| East Pump House | 354,600 | N/A | |

Chemicals & Supplies Information

| Description | Units | Quantity Used (during month) | YTD Quantity Used | Cost/Unit | Cost (month ended) | YTD Cost | Quantity on Hand (month ended) | Notes |
|--|--------|------------------------------|-------------------|-----------|--------------------|--------------|--------------------------------|----------------------|
| Chemicals/Products Used in Production: | | | | | | | | |
| Anti-Scalant | gal. | 40 | 231 | \$ 53.43 | \$ 2,123.84 | \$ 12,374.30 | | |
| Aqua Hawk 127 (Coagulant) | gal. | 31 | 173 | \$ 13.67 | \$ 423.77 | \$ 2,389.16 | | |
| Aqua Hawk 9937 (Polymer) | gal. | 1 | 16 | \$ 35.00 | \$ 45.81 | \$ 595.81 | | Quit use on 7/16/24 |
| Sodium Hydroxide 30% | gal. | 73 | 415 | \$ 8.87 | \$ 643.08 | \$ 3,900.77 | | |
| Chlorine | lbs. | 412 | 2,029 | \$ 1.67 | \$ 689.28 | \$ 3,421.78 | | |
| Fluoride | gal. | 19 | 108 | \$ 5.75 | \$ 109.25 | \$ 687.93 | | |
| Filters for R.O. System | 20/pkg | 3 | 10 | \$ 300.36 | \$ 901.08 | \$ 3,038.96 | | |
| Nuclear 7768 (Polymer) | gal. | 2 | 2 | \$ 36.01 | \$ 85.77 | \$ 85.77 | | Start use on 7/16/24 |
| Polyphosphate | gal. | 65 | 354 | \$ 16.07 | \$ 1,044.55 | \$ 6,198.49 | | |
| Potassium Permanganate | lbs. | 136 | 899 | \$ 5.06 | \$ 689.95 | \$ 4,548.81 | | |
| Sodium Bisulfite | lbs. | 10 | 55 | \$ 1.52 | \$ 14.74 | \$ 85.29 | | |
| Other Chemicals/Products: | | | | | | | | |
| Aqua Hawk 350 Polymer Cleaner | gal. | - | | | | | | |
| Granular Chlorine | lbs. | - | | | | | | |
| Hydrochloric Acid | gal. | - | | | | | | |
| Caustic Soda 30% | gal. | - | | | | | | |
| R.O. Cleaner P192 (High pH) | lbs. | 110 | 110 | \$ 8.40 | \$ 924.00 | \$ 924.00 | | R.O. Clean on 7/9/24 |
| R.O. Cleaner P903 (Low pH) | lbs. | 110 | 110 | \$ 7.92 | \$ 871.44 | \$ 871.44 | | R.O. Clean on 7/8/24 |
| XXX Cleaner P703 | lbs. | - | | | | | | |
| XXX Cleaner XXX X XX | gal. | - | | | | | | |
| Additional Chemicals/Products (or new): | | | | | | | | |
| | | | 31 | | | | | |

Regular Drill Meeting

7/15/2024

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: - hose testing on Pumper #2.

July 22nd – BNSF is providing training at the Dawson Fire Hall at 6:00. Meet at the fire hall at 5:30 to be able to go as a group

August 5th – rope training will be held at Cargill. We need as many members to attend as possible to make this training work.

Emergency calls since our last meeting:

1. July 9th – gas leak at Midwest Machinery.

Equipment Committee – no report.

Golf Committee – working on getting donations. Need to get a head count of who will be helping out.

Make sure to turn your raffle tickets in as soon as possible.

It would be greatly appreciated if everyone can be better about replying to text messages.

Overall the Dragon Fest events went OK, but we need more people to show up and help to make it work better.

An Axe Throwing event will be held at Bellingham on July 27th, registration is at 3:00.

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

Discussion was held on hosting a Firemen's Appreciation Dance either during Dragon Fest or at another time during the summer. If this is something the department is interested in, we have to make sure we plan it well in advance to give it a chance to work.

Next meeting is scheduled for August 19th.

Hall Duties for August: Steven Olson and Zach Flickinger.

Motion was made by Mark Olson to adjourn meeting, seconded by Seth Haas, carried.

Don Tweet, Secretary

Madison Firefighters Relief Association Meeting
7/15/2024

The Madison Firefighters Relief Association met in a special session with President Brady Thomson presiding.

Roll call was taken from the Regular Session Meeting held with 21 members present.

The purpose of this special session was to obtain additional information as the Madison Firefighters Relief Association (MFRA) is considering moving its pension coverage to the Statewide Volunteer Firefighter (SVF) Plan through PERA. One of the first steps towards joining has been completed as PERA has completed the Cost Analysis to Join the SVF Plan.

Via Zoom, Doug Anderson, Executive Director of PERA met with MFRA to give some background on the Statewide Volunteer Firefighter Plan and answer questions anyone had. SVF was created in 2010 and of the roughly 700 fire departments in the state, 235 are currently enrolled in SVF. Some points mentioned included: if MFRA didn't like how SVF was working it could back out of it at any time, there is no audit requirement when going through SVF, they have three vesting schedules to choose from and they will do an analysis if a change in benefit level is requested. Currently there is an incentive plan in place for joining SVF which is \$10,000 per plan plus \$1,000 for each active member. A question regarding what happens to MFRA if we move to SVF and Mr. Anderson commented that about half the fire departments keep their relief associations and about half create another non-profit entity – that is up to the fire department. If MFRA decided to move forward with SVF it is possible that it could start on January 1, 2025 if we act on it very soon.

After ending the Zoom call, the MFRA discussed the information provided and after further discussion the following motions were made:

- A motion was made by Mark Olson, seconded by Jerod Zimbelman to move the MFRA pension coverage to the Statewide Volunteer Firefighter Plan through PERA. This motion passed by voice vote.
- A motion was made by Mark Olson, seconded by Jerod Zimbelman to choose Vesting Schedule 1 of the three vesting schedules available as this will allow members to be vested at five years rather than the current ten years and keep twenty years as the years of service to be fully vested as the option of being fully vested at ten years seemed to likely be detrimental to the department. (Please see Table A for vesting schedule details.) Motion passed by voice vote.
- A motion was made by Mark Olson, seconded by Jerod Zimbelman to select the benefit level per year of service of \$1,700 per year, which would be an increase from the current \$1,500 per year level. Based on the analysis provided (see Table B) the pensions assets would still be at a very comfortable level in comparison to the pensions liabilities and according to the analysis projected State Aid and investment earnings will cover the increase rather easily. Motion passed by voice vote.

Table A

CHOOSING A VESTING SCHEDULE

Fire departments joining the SVF Plan must choose one of three vesting schedules. The following are the vesting schedules provided for under the SVF Plan:

VESTING SCHEDULE 1

| | | | | | | | | | | | | | | | | |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Years of Service | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Vested % | 40% | 44% | 48% | 52% | 56% | 60% | 64% | 68% | 72% | 76% | 80% | 84% | 88% | 92% | 96% | 100% |

VESTING SCHEDULE 2

| | | | | | | |
|------------------|-----|-----|-----|-----|-----|------|
| Years of Service | 5 | 6 | 7 | 8 | 9 | 10 |
| Vested % | 40% | 52% | 64% | 76% | 88% | 100% |

VESTING SCHEDULE 3

| | | | | | | | | | | | |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Years of Service | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Vested % | 40% | 46% | 52% | 58% | 64% | 70% | 76% | 82% | 88% | 94% | 100% |

Table B

Estimated Cost Summary: Shown below is a summary of the calculations estimating the cost of your fire department joining the Statewide Volunteer Firefighter (SVF) Plan at different benefit levels. Detailed pension liability and asset calculations are included in the subsequent pages of this *Cost Analysis Report*.

Vesting Schedule: 40% at 5 years, increasing 4% each year until 100% at 20 years

| | \$ 1,500 | \$ 1,700 | \$ 2,000 | \$ 2,500 |
|--|----------|----------|----------|----------|
| A. Benefit Level per Year of Service | | | | |
| B. Projected Present Pension Assets at 12/31/2024 (details attached) | 692,891 | 692,891 | 692,891 | 692,891 |
| C. Projected Accrued Pension Liability at 12/31/2024 (details attached) | 323,714 | 362,393 | 420,296 | 516,878 |
| D. Projected Surplus/(Deficit) Funding at 12/31/2024 [B - C] | 369,177 | 330,497 | 272,595 | 176,013 |
| E. Projected Funding Ratio at 12/31/2024 [B + C] | 214% | 191% | 165% | 134% |
| F. Projected Accrued Pension Liability at 12/31/2025 (details attached) | 359,016 | 402,175 | 466,799 | 574,582 |
| G. Increase in Pension Liability between 12/31/2024 and 12/31/2025 [F - C] | 35,302 | 39,781 | 46,503 | 57,705 |
| H. PERA Administrative Fees (\$60 per member) | 1,620 | 1,620 | 1,620 | 1,620 |
| I. 1/10th of Funding Deficit/(Surplus)* [D + 10] | (36,918) | (33,050) | (27,259) | (17,601) |
| J. Annual Financial Requirement [G + H + I] | 4 | 8,352 | 20,864 | 41,723 |
| Reductions to Annual Financial Requirement | | | | |
| K. Projected 2025 Fire State Aid | 24,594 | 24,594 | 24,594 | 24,594 |
| L. Projected 2025 Investment Earnings [6% x B] | 41,573 | 41,573 | 41,573 | 41,573 |
| M. Annual Financial Requirement After Reductions [J - K - L] | (66,163) | (57,816) | (45,304) | (24,444) |
| N. Estimated Required Contribution due 12/31/2025 (*None* if Line M is a negative amount) | None | None | None | None |

* Note: Per 353G.08, the plan must have surplus assets for two years for reduction to apply - user should over-ride with \$0 when appropriate

Based on the previous motions, the MFRA will move forward with a formal resolution opting to join the Statewide Volunteer Firefighter Plan.

Being there was no further business, a motion was made by Jerod Zimbelman to adjourn meeting seconded by Mark Olson.

Don Tweet
Secretary

Madison Ambulance Service

July 23, 2024

Call to Order: 1803

Attendance: see report

Approval of the Last Meeting Minutes: Approved as read.

Treasurer Report: no report

Training Officers Report: no report

Run Review: V/A filed on last run; no other discussion.

Old Business:

- New EMTs: Applications picked up at City; Schake in consultation with instructor. Splonskowski has three applications to turn into Officers Committee. Interviews will be held after receiving all applications.
- BI-Laws: In consult with City Administrator, Splonskowski made requested edits. Motion made by Hibma, seconded by Carmody to recommend approval to City of Madison City Council of the Bi Laws as presented. Motion carried.
- Billing / Elite: Reminder to obtain patient signatures or document reason why signature can't be obtained. Discussion regarding patient transfers with IVs; Engesmoe will receive Medical Director Policy and report back.

New Business:

- Summer Outing: July 31, 2024 at 1700 at Madison Country Club.
- Demo: Ludvigson provided update to demo in September.
- 401: Due to cost, 401 will not be repaired. 94 Services in Monticello will loan a vehicle until the ordered vehicle is in place.
- Ambulance Hall: No bids were received for building siding. Discussion from contractors continue to occur.
- Ambulance Association: Funding for City of Madison will be received in the amount of approximately \$88,000 from state funding which will be deposited towards the new ambulance.
- National Night Out: August 6, 2024 in Nassau at 1700-1900. Schedules are being reviewed for participation.
- Code Red: LENS system will be discontinued; members are requested to submit phone number and email to Schake.
- LQPV Football Games: Wittnebel will remind school to contact Schake. Engesmoe will be in contact with members regarding helmet removal date.

Motion to Adjourn: Motion made by Hibma, seconded by Wittnebel to adjourn meeting.
Motion carried.

Rig Inspection/Hall Duties: Completed as assigned.

Next Meeting: August 27, 2024 at 1800.

CITY COUNCIL CHECKLIST

8/8/2024

| ITEM | DATE | ADDRESSED BY | RESPONSIBLE TO COMPLETE | Progress Notes | COMPLETE |
|---------------------------------------|-----------|--------------|-------------------------|---|----------|
| Downtown Renovation Fund | 1/1/2022 | Meyer | CM, | Reserve Fund \$20,369 | |
| EDA CIP Program | 1/1/2022 | EDA | EDA | Madison Fitness and Detox New grants | |
| Downtown Open Space-Block 48 | 9/19/2022 | Conroy | CM EDA | Listed for development on LOIS, and UMRDC. | |
| Daycare Performance/EDA Appropriation | 9/1/2017 | EDA | Community | licensed for 70 children, 68 are enrolled. Great summer help | |
| Infrastructure North Expansion | 9/1/2021 | Council | CM, council | Seeding - Lift Station Generator Check | |
| City Hall Restoration and Maintenance | 6/1/2017 | Council | CM, BM | Bid Approval - Milestone 1 approved. | |
| Tennis/Basketball Courts | 7/2/2021 | Conroy | CM, Parks | Awarded - waiting for DNR Grant Agreement | |
| Carneige Library Roof | 1/1/2022 | Parks | Manager | PreConstruction Meeting 8/2/24 - work to begin 8/12/24 | |
| Grand Theatre Projector | 1/23/2023 | Maynard | CM, council | Equipment installed | |
| Welcome Sign School Pride State Champ | 8/20/2022 | Zahbrock | CM, PZ, AC | Baseball Field - Chamber meeting 8/7/24 - Contacted Quick Sign of Willmar | |



**BOLTON
& MENK**

Real People. Real Solutions.



2040 Highway 12 East
Willmar, MN 56201

Phone: (320) 231-3956
Bolton-Menk.com

MEMORANDUM

Date: August 8, 2024
To: Honorable Mayor Thole and City Council
From: Kent Louwagie, City Engineer
Subject: Project Updates
City of Madison, MN
Project No.: 0W1.125959

Updates on city projects are provided below.

1. 2023 Infrastructure Improvements

Work on this project is generally completed except for startup of the standby generator at the 9th Street lift station and miscellaneous punch list work. We are monitoring the turf growth and have notified the contractor that there are weeds and bare spots that need work.

2. 2023 Sanitary Sewer Rehabilitation

The work described in Change Order 1 such as additional televising and installing the spot repair liners is completed. Lining the sewer mains started on August 8th. Installing cleanouts on service laterals will continue soon. We are developing plans for the spot repairs that will require excavation. Additional information will be provided when available.

3. Wastewater Treatment Plant Generator (DGR Engineering's Project)

Work is underway.

4. Eastview Improvements

Work on this project is completed except for a couple punch list items. The contractor is preparing the necessary documentation to process final payment.

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



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

August 8, 2024

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

RE: 2023 Infrastructure Improvements
City of Madison, Minnesota
Project No.: 0W1.125959

Dear Val:

Enclosed please find Contractor's Application for Payment No. 8 for the 2023 Infrastructure Improvements project. This application includes payment for all work completed on the project through August 2, 2024. We have reviewed the Application for Payment and recommend payment in the amount of \$42,440.21 to R.L. Larson Excavating, Inc.

Upon approval, send a signed copy with payment to:
R.L. Larson Excavating, Inc.
2255 12th 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 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

| | |
|---|--|
| Owner: <u>City of Madison</u> | Owner's Project No.: _____ |
| Engineer: <u>Bolton & Menk, Inc.</u> | Engineer's Project No.: <u>OW1.125959</u> |
| Contractor: <u>RL Larson Excavating, Inc.</u> | Agency's Project No.: _____ |
| Project: <u>2023 Infrastructure Improvements</u> | |
| Contract: <u>2023 Infrastructure Improvements</u> | |
| Application No.: <u>8</u> | Application Date: <u>8/2/2024</u> |
| Application Period: From <u>6/29/2024</u> to <u>8/2/2024</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) | \$ | 1,782,840.09 |
| 5. Retainage | | |
| a. <u>5%</u> X \$ <u>1,782,840.09</u> Work Completed | \$ | 89,142.00 |
| b. <u>5%</u> X \$ <u>-</u> Stored Materials | \$ | - |
| c. _____ X \$ <u>-</u> Liquidated Damages (Lump Sum) | \$ | - |
| d. Total Retainage (Line 5.a + Line 5.b + Line 5.c) | \$ | 89,142.00 |
| 6. Amount eligible to date (Line 4 - Line 5.d) | \$ | 1,693,698.09 |
| 7. Less previous payments | \$ | 1,651,257.88 |
| 8. Amount due this application | \$ | 42,440.21 |
| 9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5d) | \$ | 147,444.57 |

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.

Contractor: RL Larson Excavating, Inc.

Signature:  **Date:** 8-7-24

Name: Brent Hanak **Title:** CEO/owner

| | |
|--|--|
| <p>Recommended by Engineer</p> <p>By: </p> <p>Name: <u>Kent Louwagie, P.E.</u></p> <p>Title: <u>City Engineer (Bolton & Menk, Inc.)</u></p> <p>Date: <u>8/8/2024</u></p> | <p>Approved by Owner</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> |
|--|--|

Progress Estimate - Unit Price Work

Contractor's Application for Payment

| | |
|---|---|
| Owner: City of Madison | Owner's Project No.: _____ |
| Engineer: Bolton & Menk, Inc. | Engineer's Project No.: OW1.125959 |
| Contractor: RL Larson Excavating, Inc. | Contractor's Project No.: _____ |
| Project: 2023 Infrastructure Improvements | Agency's Project No.: _____ |
| Contract: 2023 Infrastructure Improvements | |

Application 8 **Application Period:** From 06/29/24 to 08/02/24 **Application Date:** 08/02/24

| A | B | C | D | E | F | F1 | F2 | G | H | K | L |
|-------------------|--|----------------------|----------|-----------------|--------------------------------|----------------------------|-------------------------|---|--|--------------------------------|--------------------------------|
| Bid Item No. | Description | Contract Information | | | | Previous Estimate | | Work Completed | | | 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) (\$) | % of Value of Item (J / F) (%) | |
| Original Contract | | | | | | | | | | | |
| 1 | MOBILIZATION | 1.00 | LUMP SUM | 100,000.00 | 100,000.00 | 0.94 | 94,000.00 | 1.00 | 100,000.00 | 100% | - |
| 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 | 50.00 | 2,000.00 | 50.00 | 2,000.00 | 100% | - |
| 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 | 623.00 | 94,696.00 | 623.00 | 94,696.00 | 93% | 7,144.00 |
| 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 | 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 | Owner's Project No.: _____ |
| Engineer: Bolton & Menk, Inc. | Engineer's Project No.: OW1.125959 |
| Contractor: RL Larson Excavating, Inc. | Contractor's Project No.: _____ |
| Project: 2023 Infrastructure Improvements | Agency's Project No.: _____ |
| Contract: 2023 Infrastructure Improvements | |

Application 8 **Application Period:** From 06/29/24 to 08/02/24 **Application Date:** 08/02/24

| A | B | C | D | E | F | F1 | F2 | G | H | K | L | | | | | | | | |
|----|---|----------|----------|----------|------------|----------|------------|----------|------------|------|------------|----------------------|-------|-----------------|--------------------------------|----------------------------|-------------------------|---|--|
| | | | | | | | | | | | | Contract Information | | | | Previous Estimate | | Work Completed | |
| | | | | | | | | | | | | 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 | 12.00 | 7,680.00 | 100% | - | | | | | | | | |
| 46 | DRAINAGE STRUCTURE DESIGN 48-4020 | 26.40 | LIN FT | 475.00 | 12,540.00 | 25.31 | 12,022.25 | 26.43 | 12,554.25 | 100% | (14.25) | | | | | | | | |
| 47 | DRAINAGE STRUCTURE DESIGN 60-4020 | 16.60 | LIN FT | 565.00 | 9,379.00 | 17.90 | 10,113.50 | 17.90 | 10,113.50 | 108% | (734.50) | | | | | | | | |
| 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 | 3.00 | 2,550.00 | 3.00 | 2,550.00 | 100% | - | | | | | | | | |
| 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 | 136.45 | 65,496.00 | 136.45 | 65,496.00 | 99% | 360.00 | | | | | | | | |
| 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 | 10.00 | 8,500.00 | 10.00 | 8,500.00 | 100% | - | | | | | | | | |
| 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 | 4.00 | 1,200.00 | 4.00 | 1,200.00 | 133% | (300.00) | | | | | | | | |
| 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 8 Application Period: From 06/29/24 to 08/02/24 Application Date: 08/02/24

| A | B | C | D | E | F | F1 | F2 | G | H | K | L |
|--|---|----------------------|----------|-----------------|--------------------------------|----------------------------|-------------------------|---|--|--------------------------------|--------------------------------|
| Bid Item No. | Description | Contract Information | | | | Previous Estimate | | Work Completed | | | 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) (\$) | % of Value of Item (J / F) (%) | |
| 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 | 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 | 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 | 1.00 | 44,500.00 | 100% | - |
| 89 | EROSION & SEDIMENT CONTROL | 1.00 | LUMP SUM | 500.00 | 500.00 | 0.80 | 400.00 | 1.00 | 500.00 | 100% | - |
| 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 | - | - | 2.85 | 12,540.00 | 106% | (660.00) |
| 95 | SEED & FERTILIZER, SEED MIX 25-141 | 1.00 | ACRE | 4,400.00 | 4,400.00 | - | - | 0.03 | 132.00 | 3% | 4,268.00 |
| 96 | EROSION CONTROL BLANKET CATEGORY 20 | 2,860.00 | SQ YD | 3.40 | 9,724.00 | - | - | 1,905.44 | 6,478.50 | 67% | 3,245.50 |
| 97 | HYDRAULIC BONDED FIBER MATRIX | 10,200.00 | POUNDS | 1.30 | 13,260.00 | - | - | 9,750.00 | 12,675.00 | 96% | 585.00 |
| 98 | GENERATOR - 9TH STREET LIFT STATION | 1.00 | LUMP SUM | 62,400.00 | 62,400.00 | 0.80 | 49,920.00 | 0.80 | 49,920.00 | 80% | 12,480.00 |
| Original Contract Totals | | | | | \$ 1,793,081.45 | | \$ 1,691,524.98 | | \$ 1,736,198.88 | 97% | \$ 56,882.57 |
| 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 | 1.00 | 2,641.06 | 1.00 | 2,641.06 | 100% | - |
| CO2-2 | 4" SOLID LINE MULTI COMP GROUND IN (WR) - WHITE | 2,260.00 | LIN FT | 2.20 | 4,972.00 | 2,260.00 | 4,972.00 | 2,260.00 | 4,972.00 | 100% | - |
| CO2-3 | 4" SOLID LINE MULTI COMP GROUND IN (WR) - YELLOW | 300.00 | LIN FT | 20.81 | 6,243.00 | 300.00 | 6,243.00 | 300.00 | 6,243.00 | 100% | - |
| CO2-4 | 4" BROKEN LINE MULTI COMP GROUND IN (WR) - YELLOW | 230.00 | LIN FT | 20.81 | 4,786.30 | 230.00 | 4,786.30 | 230.00 | 4,786.30 | 100% | - |
| 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% | - |
| Change Order Totals | | | | | \$ 48,061.21 | | \$ 46,641.21 | | \$ 46,641.21 | | \$ 1,420.00 |
| Original Contract and Change Orders | | | | | | | | | | | |
| Project Totals | | | | | \$ 1,841,142.66 | | \$ 1,738,166.19 | | \$ 1,782,840.09 | | \$ 58,302.57 |



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

August 8, 2024

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

RE: 2023 Sanitary Sewer Rehabilitation
City of Madison, Minnesota
Project No.: 0W1.125959

Dear Val:

Enclosed please find Contractor's Application for Payment No. 3 for the 2023 Sanitary Sewer Rehabilitation project. This application includes payment for work completed on the project through August 2, 2024. We have reviewed the Application for Payment and recommend payment in the amount of \$46,939.02 to Musson Bros., Inc.

Upon approval, send a signed copy with payment to:
Musson Bros., Inc.
1522 Pearl Street
Waukesha, WI 53186

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

Please contact me at 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

| | |
|--|--|
| Owner: <u>City of Madison</u> | Owner's Project No.: _____ |
| Engineer: <u>Bolton & Menk, Inc.</u> | Engineer's Project No.: <u>OW1.125959</u> |
| Contractor: <u>Musson Bros. Inc.</u> | Agency's Project No.: _____ |
| Project: <u>2023 Sanitary Sewer Rehabilitation</u> | |
| Contract: <u>2023 Sanitary Sewer Rehabilitation</u> | |

Application No.: 3 **Application Date:** 8/2/2024
Application Period: **From** 6/29/2024 **to** 8/2/2024

| | | |
|--|----|--------------|
| 1. Original Contract Price | \$ | 1,438,429.00 |
| 2. Net change by Change Orders | \$ | 44,882.00 |
| 3. Current Contract Price (Line 1 + Line 2) | \$ | 1,483,311.00 |
| 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) | \$ | 320,612.50 |
| 5. Retainage | | |
| a. <u>5%</u> X \$ <u>320,612.50</u> Work Completed | \$ | 16,030.63 |
| b. _____ X \$ _____ Stored Materials | \$ | - |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ | 16,030.63 |
| 6. Amount eligible to date (Line 4 - Line 5.c) | \$ | 304,581.87 |
| 7. Less previous payments | \$ | 257,642.85 |
| 8. Amount due this application | \$ | 46,939.02 |
| 9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c) | \$ | 1,178,729.13 |

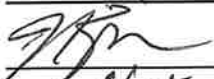
Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:

(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.

Contractor: Musson Bros. Inc.

Signature:  **Date:** 8/5/24

Name: Nick Ellman **Title:** Division Manager

| | |
|---|--|
| <p>Recommended by Engineer</p> <p>By: <u></u></p> <p>Name: <u>Kent Louwagie</u></p> <p>Title: <u>City Engineer</u></p> <p>Date: <u>8/8/2024</u></p> | <p>Approved by Owner</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> |
|---|--|

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Madison
 Engineer: Bolton & Menk, Inc.
 Contractor: Musson Bros. Inc.
 Project: 2023 Sanitary Sewer Rehabilitation
 Contract: 2023 Sanitary Sewer Rehabilitation

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

Application 3 Application Period: From 06/29/24 to 08/02/24 Application Date: 08/02/24

| A Bid Item No. | B Description | C Item Quantity | D Units | E Unit Price (\$) | F Value of Bid Item (C X E) (\$) | F1 | | F2 | | G | | H | | I Materials Currently Stored (not in G) (\$) | J Work Completed and Materials Stored to Date (H + I) (\$) | K % of Value of Item (I / F) (%) | L Balance to Finish (F - J) (\$) |
|---------------------------------|--|-----------------------|------------|----------------------------|---|----------------------------------|----------------------------|--|--|----------------------|-------------|---|----------------------|---|---|---|---|
| | | | | | | Quantity Previous Estimate | Value Previous Estimate | Estimated Quantity Incorporated in the Work | Value of Work Completed to Date (E X G) (\$) | Work Completed | | | | | | | |
| Original Contract | | | | | | | | | | | | | | | | | |
| 1 | MOBILIZATION | 1.00 | LUMP SUM | 65,000.00 | 65,000.00 | 0.25 | | 16,250.00 | 0.25 | 16,250.00 | | | | | 16,250.00 | 25% | 48,750.00 |
| 2 | TRAFFIC CONTROL | 1.00 | LUMP SUM | 57,500.00 | 57,500.00 | 0.50 | | 28,750.00 | 0.50 | 28,750.00 | | | | | 28,750.00 | 50% | 28,750.00 |
| 3 | TEMPORARY SANITARY SEWER BYPASS | 1.00 | LUMP SUM | 35,000.00 | 35,000.00 | 0.50 | | 17,500.00 | 0.50 | 17,500.00 | | | | | 17,500.00 | 50% | 17,500.00 |
| 4 | CLEAN AND TELEWISE SANITARY SEWER MAIN | 7,950.00 | LIN FT | 6.00 | 47,700.00 | 6,410.50 | | 38,463.00 | 6,410.50 | 38,463.00 | | | | | 38,463.00 | 81% | 9,237.00 |
| 5 | CLEAN AND TELEWISE SANITARY SEWER LATERAL | 2,592.00 | LIN FT | 35.00 | 90,720.00 | 2,624.00 | | 91,840.00 | 2,624.00 | 91,840.00 | | | | | 91,840.00 | 101% | (1,120.00) |
| 6 | CIPP LINING - 8" SANITARY SEWER | 2,490.00 | LIN FT | 39.25 | 97,732.50 | - | | - | - | - | | | | | - | - | 97,732.50 |
| 7 | CIPP LINING - 10" SANITARY SEWER | 505.00 | LIN FT | 50.25 | 25,376.25 | - | | - | - | - | | | | | - | - | 25,376.25 |
| 8 | CIPP LINING - 12" SANITARY SEWER | 2,153.00 | LIN FT | 61.25 | 131,871.25 | - | | - | - | - | | | | | - | - | 131,871.25 |
| 9 | CIPP LINING - 15" SANITARY SEWER | 1,320.00 | LIN FT | 102.00 | 134,640.00 | - | | - | - | - | | | | | - | - | 134,640.00 |
| 10 | TRIM PROTRUDING TAP | 6.00 | EACH | 300.00 | 1,800.00 | - | | - | 1.00 | 300.00 | | | | 300.00 | 17% | 1,500.00 | |
| 11 | REINSTATE SANITARY SEWER SERVICE | 61.00 | EACH | 150.00 | 9,150.00 | - | | - | - | - | | | | - | - | 9,150.00 | |
| 12 | CIPP T-LINER (2') | 81.00 | EACH | 4,200.00 | 340,200.00 | - | | - | - | - | | | | - | - | 340,200.00 | |
| 13 | CIPP LATERAL LINER | 2,592.00 | LIN FT | 10.00 | 25,920.00 | - | | - | - | - | | | | - | - | 25,920.00 | |
| 14 | SANITARY SEWER SERVICE CLEANOUT ASSEMBLY | 78.00 | EACH | 2,450.00 | 191,100.00 | 32.00 | | 78,400.00 | 32.00 | 78,400.00 | | | | 78,400.00 | 41% | 112,700.00 | |
| 15 | CASTING ASSEMBLY SPECIAL | 18.00 | EACH | 600.00 | 10,800.00 | - | | - | - | - | | | | - | - | 10,800.00 | |
| 16 | MANHOLE REHABILITATION (1-INCH CEMENTITIOUS) | 157.90 | V LIN FT | 110.00 | 17,369.00 | - | | - | - | - | | | | - | - | 17,369.00 | |
| 17 | SEAL JOINTS IN MANHOLE | 9.00 | MANHOLE | 475.00 | 4,275.00 | - | | - | - | - | | | | - | - | 4,275.00 | |
| 18 | INTERNAL CHIMNEY SEAL | 26.00 | EACH | 750.00 | 19,500.00 | - | | - | - | - | | | | - | - | 19,500.00 | |
| 19 | INVERT REPAIR | 8.00 | EACH | 650.00 | 5,200.00 | - | | - | - | - | | | | - | - | 5,200.00 | |
| 20 | PIPE PENETRATION SEALING | 20.00 | EACH | 850.00 | 17,000.00 | - | | - | - | - | | | | - | - | 17,000.00 | |
| 21 | RAISE EXISTING MANHOLE | 2.00 | EACH | 2,500.00 | 5,000.00 | - | | - | - | - | | | | - | - | 5,000.00 | |
| 22 | TURF RESTORATION | 53.00 | EACH | 500.00 | 26,500.00 | - | | - | - | - | | | | - | - | 26,500.00 | |
| 23 | AGGREGATE SURFACE RESTORATION | 9.00 | EACH | 950.00 | 8,550.00 | - | | - | - | - | | | | - | - | 8,550.00 | |
| 24 | BITUMINOUS DRIVEWAY PAVEMENT RESTORATION | 11.00 | EACH | 1,575.00 | 17,325.00 | - | | - | - | - | | | | - | - | 17,325.00 | |
| 25 | 4" CONCRETE SIDEWALK RESTORATION | 21.00 | EACH | 1,200.00 | 25,200.00 | - | | - | - | - | | | | - | - | 25,200.00 | |
| 26 | 6" CONCRETE DRIVEWAY RESTORATION | 1.00 | EACH | 4,000.00 | 4,000.00 | - | | - | - | - | | | | - | - | 4,000.00 | |
| 27 | 8" CONCRETE DRIVEWAY RESTORATION | 6.00 | EACH | 4,000.00 | 24,000.00 | - | | - | - | - | | | | - | - | 24,000.00 | |
| Original Contract Totals | | | | | \$ 1,438,429.00 | | | \$ 271,203.00 | | \$ 271,503.00 | \$ - | | \$ 271,503.00 | 19% | \$ 1,166,926.00 | | |

Progress Estimate - Unit Price Work

Contractor's Application for Payment

| | |
|--|--|
| Owner: City of Madison Engineer: Bolton & Menk, Inc. Contractor: Musson Bros. Inc. Project: 2023 Sanitary Sewer Rehabilitation Contract: 2023 Sanitary Sewer Rehabilitation | Owner's Project No.: Engineer's Project No.: OW1.125959 Agency's Project No.: |
|--|--|

Application 3 Application Period: From 06/29/24 to 08/02/24 Application Date: 08/02/24

| A | B | C | D | E | F | F1 | F2 | G | H | I | J | K | L | | | | | |
|--|---|----------------------|--------|-----------------|--------------------------------|----------------------------|-------------------------|---|--|--|--|--------------------------------|--------------------------------|----|-------------------|-------------|----|---------------------|
| Bid Item No. | Description | Contract Information | | | | Previous Estimate | | Work Completed | | Materials Currently Stored (not in G) (\$) | Work Completed and Materials Stored to Date (H + I) (\$) | % 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) (\$) | | | | | | | | | |
| Change Orders | | | | | | | | | | | | | | | | | | |
| Change Order 1 | | | | | | | | | | | | | | | | | | |
| CO1-1 | HEAVY CLEANING - SANITARY SEWER MAIN | 24.00 | HOUR | 525.00 | 12,600.00 | - | - | 39.50 | 20,737.50 | - | 20,737.50 | 165% | (8,137.50) | | | | | |
| CO1-2 | MAINLINE SECTIONAL REPAIR LINER | 5.00 | EACH | 4,500.00 | 22,500.00 | - | - | 4.00 | 18,000.00 | - | 18,000.00 | 80% | 4,500.00 | | | | | |
| CO1-3 | CLEAN AND TELEVISION SANITARY SEWER MAIN | 622.00 | LIN FT | 6.00 | 3,732.00 | - | - | 662.00 | 3,972.00 | - | 3,972.00 | 106% | (240.00) | | | | | |
| CO1-4 | CLEAN AND TELEVISION SANITARY SEWER LATERAL | 150.00 | LIN FT | 35.00 | 5,250.00 | - | - | 160.00 | 5,600.00 | - | 5,600.00 | 107% | (350.00) | | | | | |
| CO1-5 | CLEAN AND TELEVISION MH OUTSIDE DROP | 2.00 | EACH | 400.00 | 800.00 | - | - | 2.00 | 800.00 | - | 800.00 | 100% | - | | | | | |
| | | | | | - | | | | | | | | - | | | | | |
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| | | | | | - | | | | | | | | - | | | | | |
| | | | | | - | | | | | | | | - | | | | | |
| Change Order Totals | | | | | \$ | 44,882.00 | | | | \$ | 49,109.50 | \$ | - | \$ | 49,109.50 | 109% | \$ | (4,227.50) |
| Original Contract and Change Orders | | | | | | | | | | | | | | | | | | |
| Project Totals | | | | | \$ | 1,483,311.00 | | | | \$ | 320,612.50 | \$ | - | \$ | 320,612.50 | 22% | \$ | 1,162,698.50 |

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lac qui Parle Pheasants Forever Chapter #40 Previous Gambling Permit Number: X- 37003-24-015

Minnesota Tax ID Number, if any: 4874648 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 3676 210th St

City: Montevideo State: MN Zip: 56265 County: Lac qui Parle

Name of Chief Executive Officer (CEO): Kayla Chau

CEO Daytime Phone: 515-326-5495 CEO Email: kchau@pheasantsforever.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Madison VFW

Physical Address (do not use P.O. box): 710 W 2nd St

Check one:

City: Madison Zip: 56256 County: Lac qui Parle

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 02/01/2025

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Kayla Chau* Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Kayla Chau

| REQUIREMENTS | MAIL APPLICATION AND ATTACHMENTS |
|---|---|
| <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> | <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> |

| | | |
|---|--|--|
| <p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p> | <p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p> | <p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p> |
|---|--|--|

This form will be made available in alternative format (i.e. large print, braille) upon request.

| <p style="text-align: center;">How You May Spend Gambling Funds</p> | <p style="text-align: center;">How You May Not Spend Gambling Funds</p> |
|--|---|
| <p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). | <ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements. |

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual*; 3) the online class, “*Conduct of Raffles*”; and 4) the *phone number and email address* of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

| Check Box | RAFFLES |
|--------------------------|---|
| | 1. Tickets are printed in accordance with MN Rule 7861.0310 . |
| | 2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173) |
| | 3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173) |
| | 4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260) |
| | 5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260) |
| | 6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260) |
| | 7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166) |
| | 8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2)) |
| | 9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707) |
| | 10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260) |
| | 11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173) |
| | 12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310) |
| | 13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310) |
| | 14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310) |
| | 15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection. |
| | 16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166) |
| BINGO | |
| | 1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection. |
| | 2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1)) |
| | 3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1)) |
| | 4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1)) |
| | 5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7)) |
| | 6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A) |
| | 7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F) |
| | 8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11) |
| BINGO AND RAFFLES | |
| | 1. Gambling records must be kept for 3½ years. (7861.0310) |
| | 2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf) |

Internal Revenue Service
District Director

APR - 1 1988

Department of the Treasury

P O BOX A-3290 DPN 22-2
CHICAGO, IL 60690

Date: APR 01 1988

Employer Identification Number:
41-1429149

Contact Person:
AUGUSTA L. SIMPSON

Contact Telephone Number:
(312) 886-1278

PHEASANTS FOREVER
P O BOX 75473
ST PAUL, MN 55175

Our Letter Dated:
Oct. 6, 1982
Caveat Applies:
No

Dear Applicant

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization of the type described in section 509(a)(2). Your exempt status under Code section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050 (DD/CG)

PHEASANTS FOREVER

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "R. S. Wintrode, Jr.", with a large flourish at the end.

R. S. Wintrode, Jr.
District Director

**BY-LAWS
OF
MADISON AMBULANCE SERVICE**

**ARTICLE 1
NAME OF ORGANIZATION**

Section 1. The name of this body shall be known as the *Madison Ambulance Service* and shall be operated under Federal Statutes, State Statutes, the ordinance of the City of Madison, and these bylaws.

Section 2. The purpose of this organization is to respond to all medical emergencies and to all calls in which the ambulance is requested within the City of Madison and surrounding area.

**ARTICLE 2
MEMBERSHIP**

Section 1. Membership of this organization will be limited to a maximum of 22 members.

Section 2. Members shall be 18 years of age or older.

Section 3. All prospective members will be voted on by the present ambulance personnel. Two thirds (2/3) of the ambulance personnel must be present for membership nomination. Nominated members must receive two thirds (2/3) of the ambulance personnel votes to be eligible for membership. In the event there are more eligible members than open positions, the opening will be filled by the eligible members receiving the most votes on the ballot vote. (Example: if 2 positions are open, each member chooses 2, if 3 positions are open, each member chooses 3).

Section 4. All new members will complete the following at the expense of the Madison Ambulance Service:

- A. Pass a physical, the requirements of which shall be established by the board from time to time.
- B. Receive a copy and sign an agreement to comply with the Madison Ambulance Service by-laws and policies.
- C. Receive a copy of the retirement requirements and guidelines for 'Active Status.'
- D. Ensure that the Madison Ambulance Service has a copy of the new member's driver's license, CPR certification, and EMT/EMR licensure.
- E. Read and sign a copy of the confidentiality agreement and the HIPAA laws and abide accordingly.
- F. Meet with officers for orientation, review paperwork and sign all required documentation.

Section 5. All members shall meet the requirements of the EMSRB; State Regulatory Board pertaining to the levels of the training as required by state for participation in the ambulance service.

Revised 6/26/2024

**ARTICLE 3
STRUCTURE**

Section 1. The officers of the Madison Ambulance Service shall consist of a Chief, Assistant Chief, Secretary/Treasurer, Equipment Officer, and Training Officer. They will be elected by written/phone in ballot during the first scheduled meeting in November each year with at least two thirds (2/3) of the current ambulance members present. Nominees shall be in communication during the election - either via phone, virtual or in person.

Section 2. Each officer position entails a commitment of a one-year term. In the event that an officer resigns before the end of the one-year term, office will be open to nominations and voting will occur to fill that position.

Section 3. It shall be the duty of all officers to follow the job descriptions per position; which shall be attached to the bylaws. It is the duty of the chief to conduct all meetings, or delegate in succession of officers if unable to attend.

**ARTICLE 4
MEETINGS**

Section 1. Meetings will be held at least once per month, with the primary meeting being the 4th Tuesday of each month. Additional monthly meetings may be scheduled with a minimum of a two weeks' notice. Meetings will include both business and/or training. Meetings will only be cancelled in a situation in which no officers are able to attend to conduct the meeting. In addition, a 24-hour notice must be given if a meeting is to be rescheduled or cancelled unless an unforeseen event occurs. All meetings will be conducted using The Robert's Rules of Order as a guideline.

Section 2. Order of business will normally be as follows:

- A. Call meeting to order
- B. Attendance
- C. Approval of minutes of previous meeting
- D. Treasurers report
- E. Old business
- F. New business
- G. Committee reports
- H. Meeting adjourned
- I. Training
- J. Inspection and cleaning of ambulances and ambulance hall

Revised 6/26/2024

**ARTICLE 5
CODE OF ETHICS**

Section 1. Confidentiality-at no time shall any members of this association discuss the particulars of any patient who has entrusted their right to privacy to the association, to any person or agency outside of the Madison Ambulance Service not demonstrating a need-to know as per HIPAA regulations. The patient's right to privacy shall be respected at all times.

Section 2. It is the duty of the members to respond to all calls promptly, when available with a reasonable effort to do so.

Section 3. It is the duty of each member to attend all scheduled meetings, unless the member has an excused absence. Members will only receive meeting pay for meetings they attend. The definitions of excused and unexcused absences are as follows:

A. Excused absence: The member shall contact the Chief or Assistant Chief to report the absence before the meeting begins and receives acknowledgement from the officer.

B. Unexcused absence: The member does not make contact with Chief or Assistant Chief to report the absence before the meeting begins or does not receive acknowledgment.

In the event that an unexcused absence takes place due to the member's inability to make contact with Chief/Assistant Chief because of an emergency situation, the officers will vote whether or not to make the absence an excused absence. In this situation, all officers must vote and three fifths (3/5) of the officers must vote to excuse the absence. Any member having three (3) unexcused absences in a year's time or two (2) unexcused absences in a row is subject to dismissal.

Section 4. Members cannot respond to any calls while impaired or under the influence of any substances that inhibit their ability to perform their duties.

Section 5. Use of cell phones while driving is prohibited including while responding to calls.

Section 6. If any officer receives a report that a member is engaging in conduct contrary to their expected duties as a member of the Ambulance Service, the following procedures shall be used:

- A. All five officers shall meet with the member and ask the member to provide justification for their conduct. If officers deem the conduct to be a significant violation of the policies or the expectations of the member, member is subject to immediate dismissal per a majority vote.**

- B. If not deemed a significant violation, the member may be placed on a two-month probationary period to correct the conduct. If, at the end of two-month probationary period, the officers feel there are still uncorrected conduct issues the member may be dismissed with a majority vote of all five officers.
 - C. The secretary/treasurer shall keep minutes of the meetings and a copy will be placed in their personnel file.
- 4) Any complaints regarding an officer shall be made the other four officers will follow the above procedures.

**ARTICLE 6
LEAVE OF ABSENCE**

Section 1. Personal leave may be requested for up to one (1) year upon written request. In the event of personal leave time, the member will be considered inactive and will be ineligible for any retirement and regular pay during that time period unless the member is required to attend mandatory trainings during this time.

Section 2. Medical Limitations; In the event a member is unable to perform their duties for medical reasons, the member should meet with the Chief to discuss the same and whether any reasonable accommodations can be made. If not, member will be required to take a leave of absence. Member will be considered inactive and ineligible for any retirement and regular pay unless the Member is required to attend mandatory trainings during this time provided attendance is approved by the medical provider.

**ARTICLE 7
PROFESSIONALISM**

Section 1. Members are expected to conduct themselves in a professional manner at all times and shall never use the Ambulance Service for personal gain or in a manner which would discredit the Ambulance Service.

Section 2. Pagers and chargers shall remain the property of the Ambulance Service at all times. Each volunteer is responsible for the safety and proper working condition of their equipment. Any malfunctioning equipment must be reported to an officer immediately.

**ARTICLE 8
AMENDMENTS OF BY-LAWS**

Section 1. These by-laws may be amended if the amended by-laws have been submitted in writing, reviewed at a previous regular meeting, voted on and passed with a two-thirds (2/3) vote (provided that there is a two-thirds (2/3) member presence). Additionally, they cannot conflict with any Federal or State Statutes, and are to be approved by the City of Madison.

**CITY OF MADISON, MINNESOTA
RESOLUTION 24-22**

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

**RESOLUTION TEMPORARILY WAIVING THE LIQUOR ORDINANCE ON
MAINSTREET DURING THE AUGUST 21, 2024 ROCK THE BLOCK PARTY FROM
5PM TO 8PM**

WHEREAS the Madison Chamber of Commerce will be hosting a community music event on August 21-2024 between 5pm and 8pm on Mainstreet; and

WHEREAS the event organizers wish to have beer as well as non-alcoholic beverages served during the event. Appropriate liquor licenses for this event are required.

NOW THEREFORE BE IT RESOLVED that the City Council of Madison, Lac qui Parle County, Minnesota temporarily waives the liquor ordinance banning the consumption of alcoholic beverages on Mainstreet for the period of the Chamber sponsored event on August 21, 2024 between the hours of 5pm and 8pm.

Upon vote taken thereon, the following voted:

For:
Against:
Absent:

Whereupon said Resolution No. 24-22 was declared duly passed and adopted this 12th day of August 2024.

Greg Thole
Mayor

Attest: _____
Christine Enderson
City Clerk



CITY HALL SELFIE DAY

AUGUST 15



2024 TOOLKIT

WELCOME

The ninth annual City Hall Selfie Day returns on Thursday, Aug. 15, 2024!

Organized by ELGL (Engaging Local Government Leaders), City Hall Selfie Day is a celebration of public service showcasing pride in local government institutions. Every year since 2016, government employees, elected officials, members of the media, and community members participate in the event.

HOW TO CELEBRATE

Celebrating City Hall Selfie Day is easy:

1. Take a picture of yourself, with co-workers, or with community members in front of your local government building.
2. Use the hashtag #CityHallSelfie when posting the photo to your social media channels.
3. Tag ELGL in your social posts:
 - **Facebook:** [@ELGLNetwork](#)
 - **Instagram:** [@ELGL50](#)
 - **LinkedIn:** [@ELGL](#)
 - **Threads:** [@ELGL50](#)
 - **TikTok:** [@localgov](#)
 - **X/Twitter:** [@ELGL50](#)

We'll have recognition and prizes for the people and organizations showing the most pride and creativity on City Hall Selfie Day.

Questions? Please contact Warren Kagarise, ELGL Board of Directors vice chair, at warren@elgl.org.

ELGL is a professional association for people who work in and with local government and City Hall Selfie Day is all about local government pride.

At ELGL, we're biased but we think City Hall Selfie Day is the best day of the year! Now is the time to show your local gov love.

It doesn't matter if you work for a town, city, county, library, or special district — just hop in front of your government building, snap a selfie, and use the hashtag #CityHallSelfie to share it with the world!

SPREAD THE WORD

City Hall Selfie Day is a great opportunity to celebrate the essential work of public service and pride in your community.

Use our City Hall Selfie Day [logos](#), [social media posts](#), [newsletter article](#), [email](#), and [web content](#) as a springboard to start spreading the word in your community.

SAMPLE SOCIAL MEDIA POSTS

Facebook

We're getting ready for City Hall Selfie Day on Aug. 15 — and you're invited! What is City Hall Selfie Day? Organized by @ELGL, it's a yearly celebration of public service when people around the world gather in front of city halls, libraries, and other local government buildings to show community pride. To participate, just snap a selfie in front of a local government building and use #CityHallSelfie on your post.

Show your community pride on #CityHallSelfie Day. Every August, @ELGL brings together thousands of people to celebrate public service by taking selfies in front of city halls and other local government buildings. Interested? Visit cityhallselfie.com to learn more and get inspired by past celebrations.

Instagram

Set a reminder. 🏛️ City Hall Selfie Day returns on Aug. 15. We're joining @ELGL50 and thousands of others worldwide to celebrate. You can participate, too. Just snap a selfie in front of a local government building and use the hashtag #CityHallSelfie on your post.

It's the best day of the year: #CityHallSelfie Day returns on Aug. 15. We're excited to join @ELGL50 in a worldwide celebration of local government! 📱

LinkedIn

The ninth annual City Hall Selfie Day returns on Aug. 15. Organized by @ELGL, City Hall Selfie Day brings together thousands of public servants and community members every year to celebrate local government and recognize the work of public servants in our community. You can participate, too. Start by taking a selfie in front of a city hall, library, or other local government building, and posting the photo to social media with the hashtag #CityHallSelfie.

We think @ELGL's City Hall Selfie Day is the best day of the year. On Aug. 15, just snap a selfie in front of a local government building and share the photo with #CityHallSelfie.

Madison Chamber of Commerce
August 7, 2024
Agenda

1. Minutes
2. Old Business
 - ❖ Yard of the Month
 - ❖ Chamber After Hours
 - ❖ 4th of July
 - ❖ Chamber Night at the Ballpark
 - ❖ Stinker Day/Dragonfest
 - ❖ Heritage Day
 - ❖ Ag Appreciation Golf
 - ❖ Rock the Block
 - ❖ Fair Bingo
 - ❖ Float Update
3. New Business
 - ❖ Welcome Signs
 - ❖ Fair Passes
4. Other Business
 - ❖ Ribbon Cuttings
 - ❖ Updates from Area Businesses
 - ❖ Brainstorming Session
5. Upcoming Dates
 - ❖ August 14th-Chamber Ag Golf Tournament
 - ❖ August 21st – Rock the Block
 - ❖ LQP County Fair – September 5-8
6. Adjourn

Madison Chamber of Commerce
July 3, 2024

The general membership of the Madison Chamber of Commerce met at noon on July 3, 2024, at The Sticks Bar and Grill. President Andy Thole presided at the meeting.

Old Business:

- ❖ Paul Raymo made a motion to approve the minutes of the last meeting, second by Maynard Meyer, motion passed.
- ❖ A recap was given by Amber Meyer on the Madison Ambassador. Our Madison Ambassador is Molly Halvorson. Our Co-Jr. Ambassadors are Ainzlee Sieverding and Bralynn Meyer. Lydia has requested to be removed from the committee so the current committee is Linda Anderson, Amber Meyer and Maria Croatt. They are working hard to come up with new ideas to encourage more participation in the program.
- ❖ The Block Party went well but all expenses are not in so we do not have a final as to how we did financially. We used the current royalty and the new royalty candidates to help out. We served around 250-300, which is about the number in the past but records need to be updated to show that.
- ❖ The Yard of the Month for June was Jessen's, Jill Matthies and Tina & Al Thompson.
- ❖ The next Chamber After Hours will likely be early in the fall prior to harvest.
- ❖ On the 4th of July, there will be free swimming sponsored by the VFW, a free movie at the Grand Theatre and fireworks. Friday is the scheduled rain day for the fireworks. The Sticks also will have events going on both Thursday and Friday for kids and adults.
- ❖ Chamber night at the ballpark will be July 10th. There will be activities for the kids and the Chamber will be serving ice cream. The baseball committee will also hold their raffle drawing that evening.
- ❖ Dragonfest activities will kick off with Welcomefest at The Merc on the 9th and they will have a food truck and other activities going on. Chamber night at the ballpark will be on the 10th. Friday will include tours of the Courthouse, noon meal on the Old National Plaza, root beer floats at United Prairie, Main Street Bingo and a coin dig. Friday evening Kiwanis will have their grill out at the VFW and the Stinker Day Run. Saturday will include the parade at 11, golf tournament beginning at 10, Little Eagles fundraiser meal, water fights, rib and wing fest and a street dance at the Happy Hour. On Sunday Lou's Dragonfest Scramble will begin at 11:30 and the Mallard will have an Alumni game beginning at 2.
- ❖ Heritage Day will be on July 28th at the Museum.
- ❖ August 14th will be the Ag Chamber Golf Tournament. We will have the Pantry prepare the food but will need Chamber members to help serve. Ann, Rick and Pam have offered to help serve.

New Business:

- ❖ Rock the Block will be held on August 21st from 5-7:30 on Main Street. All restaurants are going to be there and Chad will have his bar there. This year we will have the Lizzy Hofer Band.
- ❖ The Chamber will be calling Bingo at the LQP County Fair on Friday afternoon, September 6th. Andy has secured a TV to use from Odden & Zimbelman which will be similar to how we did it at the Annual Party. Pam indicated she could help with that event, we will secure more members at our next meeting.
- ❖ A discussion was held on the poor condition of our float. We are beginning to think it is a bit big for what we need. Andy showed an idea of something that could go in the back of a pickup. All members present really liked the idea so Andy will pursue it further.

Other Business:

- ❖ There were no ribbon cuttings. We are waiting to hear from Zach Gearman and will also do the KLQP.
- ❖ Updates from Area Businesses:
 - Kerry Boyens is officially the new owner of KLQP.
- ❖ Being no further business, the meeting was adjourned.

Respectfully submitted,
Karin Moen Secretary/Treasurer

**MADISON ECONOMIC DEVELOPMENT AUTHORITY
AGENDA AND NOTICE OF MEETING
Regular Meeting of the EDA – 11:30 AM
Monday August 5, 2024
City Hall Auditorium**

1. CALL TO ORDER

Authority President Connor will call the meeting to order.

2. APPROVAL OF AGENDA

A motion to approve the agenda, as posted in accordance with the Open Meeting Law, will be entertained. A MOTION is in order. (EDA)

3. APPROVAL OF MINUTES

A copy of the June 6, 2024 regular meeting minutes of the Madison Economic Development Authority are attached for approval. A MOTION is in order. (EDA)

4. PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

Members of the audience wishing to address the Madison EDA with regard to an agenda item, or a general communication should be recognized at this time. (public/EDA)

5. CONSENT AGENDA

- | | |
|--|---------|
| A. Eastview Rent Rolls – June /July 2024 – receive | Page 3 |
| B. MEDA Loan Note Status – June 2024 – receive | Page 18 |
| C. Detail Budget Report – June 2024 – receive | Page 19 |

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

6. UNFINISHED & NEW BUSINESS

- | | |
|--|---------|
| A. Madison Art and Innovation Report. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (EDA) | Page 26 |
| B. Housing Taskforce Report. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (EDA) | Page 42 |
| C. 2025 Budget. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (EDA) | Page 44 |
| D. Director Report. A <u>DISCUSSION</u> and <u>MOTION</u> may be in order. (EDA) | |

7. ADJOURNMENT

NEXT MEETING September X, 2024 12:00 Noon



Expense Approval Report By Fund

Payment Dates 7/23/2024 - 7/24/2024

| Vendor Name | Payment Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|-------------------------------|----------------|------------------|
| Fund: 101 - General | | | | | |
| CROATT'S CONCRETE | 66436 | 07/24/2024 | PARKS-ADA RAMP/SIDEWALK | 101-45200-531 | 1,475.00 |
| ULINE | 66449 | 07/24/2024 | STR/ELEC-REFLECTIVE CONES | 101-43100-193 | 365.98 |
| NICK'S TREE SERVICE | 66445 | 07/24/2024 | ENVIRO-REMOVE 28 COTTO... | 101-44140-409 | 13,090.00 |
| NICK'S TREE SERVICE | 66445 | 07/24/2024 | ENVIRO-REMOVE 2 TREES BY ... | 101-44140-409 | 1,600.00 |
| MN DEPT OF PUBLIC SAFETY | 66442 | 07/24/2024 | FIRE-RETURN TRAINING FUND... | 101-42200-180 | 1,050.00 |
| Fund 101 - General Total: | | | | | 17,580.98 |
| Fund: 211 - EDA Fund | | | | | |
| RBM PUBLICATIONS | 66448 | 07/24/2024 | EDA-LITTLE EAGLES AD | 211-46500-342 | 210.00 |
| Fund 211 - EDA Fund Total: | | | | | 210.00 |
| Fund: 407 - Utility Extension Project Fund | | | | | |
| AMERICAN ENGINEERING TEST.. | 66435 | 07/24/2024 | '23 UTIL EXP-BITUMINOUS TE... | 407-46520-409 | 1,318.00 |
| Fund 407 - Utility Extension Project Fund Total: | | | | | 1,318.00 |
| Fund: 601 - Water Fund | | | | | |
| MVTL LABORATORIES INC | 66444 | 07/24/2024 | WT-REGULAR TESTING | 601-49400-409 | 27.75 |
| METERING & TECHNOLOGY S... | 66441 | 07/24/2024 | WT-BARE METER | 601-49440-539 | 497.06 |
| POSTMASTER | DFT0000504 | 07/24/2024 | WT-POSTAGE | 601-49400-409 | 22.85 |
| HAWKINS INC. | 66438 | 07/24/2024 | WT-CHLORINE CYLINDER | 601-49400-236 | 10.00 |
| Fund 601 - Water Fund Total: | | | | | 557.66 |
| Fund: 602 - Sewer Fund | | | | | |
| MVTL LABORATORIES INC | 66444 | 07/24/2024 | SEW-REGULAR TESTING | 602-49450-409 | 331.40 |
| HAWKINS INC. | 66438 | 07/24/2024 | SEW-CHLORINE CYLINDER | 602-49450-216 | 130.00 |
| MN PUBLIC FACILITIES AUTH | 66443 | 07/24/2024 | DWRF GO IMP 2023B | 602-49470-601 | 6,690.00 |
| MN PUBLIC FACILITIES AUTH | 66443 | 07/24/2024 | DWRF GO IMP 2023B | 602-49470-602 | 1,172.55 |
| MN PUBLIC FACILITIES AUTH | 66443 | 07/24/2024 | CWFR GO IMP 2023C PRINCIP... | 602-49470-601 | 14,000.00 |
| MN PUBLIC FACILITIES AUTH | 66443 | 07/24/2024 | CWFR GO IMP 2023C INTEREST | 602-49470-602 | 1,071.96 |
| MN PUBLIC FACILITIES AUTH | 66443 | 07/24/2024 | '15 GO SEW REV PRINCIPLE | 602-49470-601 | 34,000.00 |
| MN PUBLIC FACILITIES AUTH | 66443 | 07/24/2024 | '15 GO SEW REV PRINCIPLE/I... | 602-49470-602 | 4,145.00 |
| Fund 602 - Sewer Fund Total: | | | | | 61,540.91 |
| Fund: 604 - Electric Fund | | | | | |
| CROATT'S CONCRETE | 66436 | 07/24/2024 | ELEC-CONCRETE/JACK HAMM... | 604-49570-583 | 850.00 |
| ULINE | 66449 | 07/24/2024 | STR/ELEC-REFLECTIVE CONES | 604-49570-193 | 365.97 |
| MARK R SCHUELKE | 66440 | 07/24/2024 | ELEC-200 AMP METER SOCKET... | 604-49570-409 | 237.22 |
| Fund 604 - Electric Fund Total: | | | | | 1,453.19 |
| Fund: 605 - Storm Sewer Fund | | | | | |
| PROFESSIONAL SERVICES IND... | 66447 | 07/24/2024 | STR SEW-ENVIRONMENTAL S... | 605-49600-409 | 5,800.00 |
| Fund 605 - Storm Sewer Fund Total: | | | | | 5,800.00 |
| Fund: 609 - Liquor Fund | | | | | |
| PAUSTIS & SONS | 66446 | 07/24/2024 | LIQ-LIQUOR EXPENSE | 609-49750-251 | 590.00 |
| PAUSTIS & SONS | 66446 | 07/24/2024 | LIQ-FREIGHT EXPENSE | 609-49750-258 | 15.00 |
| JOHNSON BROS-ST.PAUL | 66439 | 07/24/2024 | LIQ-LIQUOR EXPENSE | 609-49750-251 | 236.60 |
| JOHNSON BROS-ST.PAUL | 66439 | 07/24/2024 | LIQ-FREIGHT EXPENSE | 609-49750-258 | 6.87 |
| JOHNSON BROS-ST.PAUL | 66439 | 07/24/2024 | LIQ-LIQUOR EXPENSE | 609-49750-251 | 3,083.92 |
| JOHNSON BROS-ST.PAUL | 66439 | 07/24/2024 | LIQ-FREIGHT EXPENSE | 609-49750-258 | 57.25 |
| DALE HIEPLER | 66437 | 07/24/2024 | LIQ-LETTER BOARD & EXTRA ... | 609-49750-210 | 270.39 |
| Fund 609 - Liquor Fund Total: | | | | | 4,260.03 |
| Grand Total: | | | | | 92,720.77 |

Report Summary

Fund Summary

| Fund | Expense Amount | Payment Amount |
|--------------------------------------|------------------|------------------|
| 101 - General | 17,580.98 | 17,580.98 |
| 211 - EDA Fund | 210.00 | 210.00 |
| 407 - Utility Extension Project Fund | 1,318.00 | 1,318.00 |
| 601 - Water Fund | 557.66 | 557.66 |
| 602 - Sewer Fund | 61,540.91 | 61,540.91 |
| 604 - Electric Fund | 1,453.19 | 1,453.19 |
| 605 - Storm Sewer Fund | 5,800.00 | 5,800.00 |
| 609 - Liquor Fund | 4,260.03 | 4,260.03 |
| Grand Total: | 92,720.77 | 92,720.77 |

Account Summary

| Account Number | Account Name | Expense Amount | Payment Amount |
|---------------------|--------------------------|------------------|------------------|
| 101-42200-180 | TRAINING | 1,050.00 | 1,050.00 |
| 101-43100-193 | PERSONNEL SAFETY EQU... | 365.98 | 365.98 |
| 101-44140-409 | CONTRACTUAL SERVICES | 14,690.00 | 14,690.00 |
| 101-45200-531 | CAPITAL OUTLAY (KIWAN.. | 1,475.00 | 1,475.00 |
| 211-46500-342 | ADVERTISING | 210.00 | 210.00 |
| 407-46520-409 | CONTRACTUAL SERVICES | 1,318.00 | 1,318.00 |
| 601-49400-236 | CHLORINE | 10.00 | 10.00 |
| 601-49400-409 | CONTRACTUAL SERVICES | 50.60 | 50.60 |
| 601-49440-539 | CAPITAL OUTLAY (METE... | 497.06 | 497.06 |
| 602-49450-216 | LAB SUPPLIES/CHEMICA... | 130.00 | 130.00 |
| 602-49450-409 | CONTRACTUAL SERVICES | 331.40 | 331.40 |
| 602-49470-601 | PRINCIPAL | 54,690.00 | 54,690.00 |
| 602-49470-602 | INTEREST | 6,389.51 | 6,389.51 |
| 604-49570-193 | PERSONNEL SAFETY EQU... | 365.97 | 365.97 |
| 604-49570-409 | CONTRACTUAL SERVICES | 237.22 | 237.22 |
| 604-49570-583 | CAPITAL OUTLAY(LIGHTS... | 850.00 | 850.00 |
| 605-49600-409 | CONTRACTUAL SERVICES | 5,800.00 | 5,800.00 |
| 609-49750-210 | OPERATING SUPPLIES | 270.39 | 270.39 |
| 609-49750-251 | LIQUOR | 3,910.52 | 3,910.52 |
| 609-49750-258 | FREIGHT EXPENSE | 79.12 | 79.12 |
| Grand Total: | | 92,720.77 | 92,720.77 |

Project Account Summary

| Project Account Key | Expense Amount | Payment Amount |
|---------------------|------------------|------------------|
| **None** | 92,720.77 | 92,720.77 |
| Grand Total: | 92,720.77 | 92,720.77 |