

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **5:00 P.M.**
Monday, November 27, 2017
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 minutes of the regular meeting minutes and November 13, 2017 regular meeting 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. | HRA Agenda – November 2017 - receive | Page 5 |
| B. | Pioneer Land Agenda – November 2017 - receive | Page 12 |
| C. | Senator Dahms Newsletter – October 2017 – receive | Page 13 |
| D. | Library Board Minutes – September 2017 – receive | Page 14 |
| E. | Temporary Liquor License – VFW – December 3, 2017 – receive | Page 15 |

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

6. UNFINISHED AND NEW BUSINESS

Page 18

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

Page 19

- B. Prairie Five Meal Site Contract. A DISCUSSION and MOTION may be in order. (Manager, Council)

Page 24

- C. Approve Elevator Maintenance Agreement. A DISCUSSION and MOTION may be in order.
(Manager, Council)

- D. Other. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- Liquor Store Page 32
- Document Imagine/Management System Page 33
- Website

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

9. AUDITING CLAIMS

Page 34

A copy of the Schedule Payment Report of bills submitted November 13, 2017 through November 27, 2017 is attached for approval for Check No. 55565 through Check No. 55623. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
NOVEMBER 13, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Thole on Monday, November 13, 2017, at 5:04 p.m. in Council Chambers at City Hall. Councilmembers present were: Tim Volk, Mayor Greg Thole, Maynard Meyer, Paul Zahrbock, and Adam Conroy. Also present were: City Manager Val Halvorson, City Attorney Rick Stulz, and City Clerk Kathleen Weber.

AGENDA

Upon motion by Meyer, seconded by Zahrbock and carried, the Agenda was approved as amended. Additions include cleaning bids and collection service agency. All agenda items are hereby placed on the table for discussion.

MINUTES

Upon motion by Zahrbock, seconded by Volk and carried, minutes of the October 23, 2017, meeting were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None.

CONSENT AGENDA

Upon motion by Volk, seconded by Meyer and carried, the Consent Agenda was approved as presented. Included on the Consent Agenda was a Temporary On-Sale Liquor License for VFW Post #1656 for December 31, 2017.

CITY ENGINEER'S REPORT

2017 Sealcoat Project: Upon motion by Zahrbock, seconded by Conroy and carried, payment of Bolton & Menk invoice in the amount of \$3,997.50 for engineering services was approved. City Engineer Phil DeSchepper indicated that he will check with Allan Thompson and submit a final pay application for the project contractor to be paid before year-end. Mayor Thole commented that the crushed granite seems like it will lengthen street life better than pea rock.

City Hall Legacy Grant: Upon motion by Zahrbock, seconded by Conroy and carried, payment of Bolton & Menk invoice in the amount of \$1,172.50 for engineering services was approved.

Storm Sewers: Council was informed that televising of some old clay storm sewer lines did not reveal any major problems that would be contributing to the increased flow at the Wastewater Treatment Plant. Increased flow is being seen after a rainfall. A formal report on the televising will be presented at the next meeting.

CITY COUNCIL CHECKLIST

Council reviewed the City Council Checklist. Council acknowledged receipt of a request from Rosemary Hendrickson on behalf of the Lac qui Parle Players for repairs to the toilets, walls, and floors in the downstairs bathrooms at the Prairie Arts Center. City Manager Halvorson indicated that she has inspected both bathrooms and agrees that the walls and floors could use some work, but found no

problem with either toilet. Councilmember Meyer also agreed that the bathrooms could use some work, but mostly cosmetic. City Manager Halvorson has spoken to a representative of Southwest Minnesota Arts Council and was informed that a bathroom renovation project would qualify for an Equipment & Facilities Grant of up to \$4,000, with a minimum 20% cash match required. The City is not eligible to apply, but a grant application could be submitted by the Lac qui Parle Players. This information has been sent to Rosemary Hendrickson and will be looked into further. Council will be updated.

ARCHITECTURAL CONSULTATION SERVICES

Council was presented with two proposals for architectural consultation services for a community center feasibility study. The community center idea came out of the Community Collaboration held in January and would be planned to address several priorities from that meeting, to include retaining M-M-N Elementary School, providing a childcare center, and providing a community center. A committee consisting of representatives from the city, school, and healthcare community have been working together to this end. Councilmember Conroy noted that, if the school and healthcare community were not on board with looking at the feasibility of a community center, the proposed project would not be going forward. It was noted that everything done thus far is in line with USDA requirements in the hopes of possibly obtaining a USDA facilities loan. Councilmember Meyer expressed concern with spending money on a feasibility study if the project is not going to proceed, although he also mentioned that if a plan is in place, a donor is more likely to come forward and participate in the project. After further discussion, upon motion by Meyer, seconded by Conroy and carried, Council accepted the low proposal received from Short Elliott Hendrickson, Inc. in the amount of \$20,600 plus expenses and equipment estimated at \$500. Council authorized this expenditure be made from the City's Electric Fund.

2004 INTERNATIONAL 7400 PLOW TRUCK

Upon motion by Zahrbock, seconded by Volk and carried, Council approved the purchase of a 2004 International 7400 plow truck at a cost of \$32,001.75. City Manager Halvorson noted that this truck had been traded in by the LqP County Airport and is basically a brand-new truck at a good price. This purchase was planned for and will come from the 2017 budget.

2018 LICENSES

Upon motion by Volk, seconded by Zahrbock and carried, Council approved issuance of the 2018 licenses as presented. A complete list of 2018 licenses is kept on file in the City Clerk's Office.

PERMANENT TRANSFER/FUND CLOSING

Upon motion by Zahrbock, seconded by Conroy and carried, **RESOLUTION 17-38** titled "Resolution for Permanent Transfer and Closing Fund No. 402 – WWTP Project Fund Effective November 13, 2017" was adopted. This resolution would provide for a permanent transfer of \$24,716.89 from dollars previously set aside in the Reserve Fund for sewer system replacement to cover a shortfall in the Wastewater Treatment Plant Improvement Project Fund caused by project change orders. The Wastewater Treatment Plant Improvement Project Fund (#402) should be closed as the project has been completed. A complete copy of Resolution 17-38 is contained in City Clerk's Book #8.

ESTABLISHING SEWER SYSTEM REPLACEMENT FUND

Upon motion by Volk, seconded by Zahrbock and carried, **RESOLUTION 17-39** titled "Resolution Establishing Sewer System Replacement Fund and Authorizing Transfer Effective November 13, 2017" was adopted. This resolution establishes a Sewer System Replacement Fund as required by USDA and transfers dollars set aside in the Reserve Fund to the newly established Sewer System Replacement Fund. A complete copy of Resolution 17-39 is contained in City Clerk's Book #8.

2017 BUDGET TRANSFERS

Upon motion by Conroy, seconded by Meyer and carried, **RESOLUTION 17-40** titled “Fund Transfer Adjustment Effective November 13, 2017” was adopted. This resolution provides for the transfer of funds for debt service purposes and capital projects as budgeted. A complete copy of Resolution 17-40 is contained in City Clerk’s Book #8.

UTILITY ACCOUNT/SCDP REPAYABLE LOAN WRITE OFFS

Upon motion by Zahrbock, seconded by Volk and carried, Council authorized writing off a list of past due utility bills for properties that have been forfeited and/or sold and the unpaid utility balances are considered uncollectible. It was noted that any special assessments certified against property that is later forfeited are permanently removed by the LqP County Auditor’s Office. With this motion, Council also approved writing off the balance of a repayable loan in the amount of \$2,096.25 through the City’s Small Cities Development Grant issued to Tim and Amanda Baird due to a bankruptcy filing.

2018 NON-GENERAL FUND BUDGET AND UTILITY RATE PUBLIC HEARING

Upon motion by Zahrbock, seconded by Conroy and carried, Council established a public hearing for December 11, 2017, at 6:00 p.m. for the purpose of conducting a public hearing related to utility rates, as well as a public hearing to discuss and approve the 2018 Non-General Fund Budgets.

CITY HALL/MADISON PUBLIC LIBRARY CLEANING CONTRACT

City Manager Halvorson informed Council that proposals will be accepted for cleaning services at the Madison City Hall and Madison Public Library to include snow removal from the steps and sidewalks before 8:00 a.m. after a snowfall.

RCB COLLECTIONS

Upon motion by Conroy, seconded by Zahrbock and carried, Council authorized execution of an agreement between the City of Madison and RCB Collections of Hibbing, Minnesota. RCB will be given the task of assisting the City in collecting unpaid, past-due ambulance bills, fire department bills, and Small Cities repayable loans. City Attorney Stulz noted that, sometimes, communication from an outside agency is more effective in getting past due accounts cleared up.

CITY MANAGER’S REPORT

Staff activities: City Manager Halvorson noted that she had attended a meeting on aging held in Dawson, an effective writing class held in Appleton, and sat in on a League of MN Cities Loss Control meeting with Public Works staff. Dean Broin attended a cross connection control training, Kathy Weber and Cheri Tuckett attended a Summit software new release meeting, and Allan Thompson and LeRoy Bleyhl attended a sand and salt meeting put on by MN Pollution Control Agency.

December meetings: City Manager Halvorson pointed out to Council that the second meeting in December would fall on Christmas day. Council approved canceling the second meeting in December and authorized payment of invoices as needed prior to year-end. If necessary, a special meeting of the Council can be held.

MAYOR/COUNCIL REPORTS

LqP County Hazard Mitigation Plan: Mayor Thole informed Council that he and Boomer Fernholz attended a meeting with LqP County Emergency Manager Blain Johnson for the purpose of updating the county’s Hazard Mitigation Plan. It was noted that this plan must be in place in order to obtain funding from FEMA following a natural disaster or emergency situation. This was an initial meeting with subsequent meetings to be held in the near future.

EDA matters: Council was informed that the Madison Business Development Corporation now owns Lou's Lodge and has it listed for sale with Gary Hauck. A couple of inquiries have been received. Notice has been sent out that Madison Implement was sold to a new owner. Councilmember Conroy pointed out that Bob Dekle has the laundromat up and running in the building he recently purchased from Jacob Boehnke.

DISBURSEMENTS

Upon motion by Volk, seconded by Zahrbock and carried, Council approved disbursements for bills submitted between October 24th and November 13th, 2017. These disbursements include United Prairie Check Nos. 55472-55564.

There being no further business, meeting adjourned to Closed Session at 6:00 p.m. for City Manager annual review.

Greg Thole – Mayor

ATTEST:

Kathleen Weber – City Clerk

MEETING AGENDA HRA of Madison

310 Park Avenue
Madison, MN 56256

Meeting Description Regular Meeting

Results Desired

Date: November, 2017_ **Time** 11:30a.m. **Location** Authority Office

Start	Stop	Total Hours	Start	Stop	Total Hours

Call to Order:

Action on Minutes:

Financial Report:

Project Performance Reports: Sept. '17 - (40.82)

Correspondence: None

Maintenance: Getting apartments ready for next tenant move-in

Occupancy Status: #101 – Mike Cagley moved in 11/7/2017
#108 – Thelma Cain moved in 11/1/2017
#105 – Phillip Karels moved out; Doug Harberts moved in
#123 – Laura Burczek supposed to be turning in keys 11/9/2017 - carpet getting cleaned
11/10/2017 – owes \$469
#240 – Jackie Lang moving out 11/30/2017
#236 – Michele Walters moving out 11/30/2017 (Moving to a 2 bedroom at The Pines)

Old Business:

New Business: Dave Jacobsen has resigned his position as the Maintenance Person/Custodian of Park Avenue Apts. effective 11/30/2017.

Other Business: Karie Sorknes continuing as a Park Avenue board member

Adjournment:

ROUGH DRAFT

FINANCIAL STATEMENT		October, 2017
Balance as of last statement		\$ 668.82
Income for October, 2017		
Rent	34	\$315.00 each apartment \$ 10,818.00
Cable	29	\$ 900.00
AC	30	\$ 155.00
Garage	10	\$ 350.00
Fr.	5	\$ 10.00
		\$ - \$ 12,901.82
Other Income		
Maintenance - Rent, Cable, Freezer, A/C		\$ 148.00
Laundry		\$ 381.00
Partial Sec. Dep. #102		\$ 50.00
Tranfer from Money Market account to Checking		\$ 5,000.00
Interest on ch		\$ 0.12
		\$ 5,579.12 \$ 5,579.12
		\$ 18,480.94

2117	10/13/2017	Auto	MN Dept. of Rev.-Qtr. W/H - \$600.00	\$ 600.00
4190	10/3/2017	6415	Prairie Five Senior Dining	\$ 134.00
2117	10/13/2017	Auto	S.S.-\$636.80;Medi-\$148.93;Fed.-\$420.00	\$ 1,205.73
4110	10/15/2017	6416	VOID	
4110	10/31/2017	6417	VOID	
4170	10/12/2017	6418	Loucks & Schwartz	\$ 129.00
4190	10/12/2017	6419	KLQP FM	\$ 30.35
4190	10/12/2017	6420	Madison Postmaster	\$ 39.20
4190	10/12/2017	6421	Cardmember Service(Ink Cart.,AntiSpyware,Copy	
			Paper,Sand. Bags,Napkins	\$ 273.75
4190	10/12/2017	6422	LQP Sheriff(T. Cain, J. Daly)	\$ 20.00
4190	10/12/2017	6423	Frontier	\$ 211.45
4190	10/12/2017	6424	Office Peeeps(Toner)	\$ 179.00
4190	10/12/2017	6425	The Valley Shopper	\$ 173.88
4190	10/12/2017	6426	Canby News	\$ 206.54
4190	10/12/2017	6427	Western Guard	\$ 366.30
4220	10/12/2017	6428	Deloris Smith(2 Hrs. @ \$9.00)	\$ 18.00
4220	10/12/2017	6429	Dorothy Wright (19 hrs. @ \$9.00)	\$ 157.92
4220	10/12/2017	6430	Judi Nelson(27.5 Hrs. @ \$9.00)	\$ 228.56
4330	10/10/2017	Auto	Minnesota Energy	\$ 115.14
	10/15/2017	Auto	City of Madison	\$ 4,037.62
4410	10/15/2017	6431	Dave Jacobsen	\$ 672.08
4410	10/31/2017	6432	Dave Jacobsen	\$ 672.08
4420	10/12/2017	6433	Capital One(Painting Supplies,5-Gal.Paint,Carpet	
			Shampoo,Kitchen Faucets,Bathroom Faucets	\$ 847.47

4420	10/12/2017	6434	Madison Hdwe. Hank	\$	59.10	
4430	10/12/2017	6435	MN Elevator	\$	146.64	
4430	10/23/2017	Auto	Mediacom	\$	1,179.30	
4540	10/12/2017	6436	H.A.R.T.	\$	462.60	
4540	10/12/2017	6437	Kathy Bungarden H.C.	\$	249.34	
4110	10/15/2017	6438	Kathy Bungarden	\$	1,018.33	
4110	10/31/2017	6439	Kathy Bungarden	\$	1,018.33	
				\$	14,451.71	-14,451.71
				\$		4,029.23

Insured CD	\$24,941.55	Mat. Date 11/14/2017	Int. Rate 0.35%
#51000000499	1 year	Interest thru 8/31/17	- \$203.43

Balance	Insured Money Market Savings	8/31/2017	\$112,154.96
	Subsidy	9/6/2017	\$3,150.00
	Transfer from Savings		
	Interest	9/30/2017	\$ 18.24
Balance		9/30/2017	\$115,323.20

<u>YTD Int.</u>	<u>Sec. Dep. Klein Bank</u>	<u>Deposit</u>	<u>Payment</u>	<u>Balance</u>
\$1.03				

8/31/2017			\$7,182.42
9/8/2017	#121 Sec. Dep. L. Johnson	\$150.00	\$7,332.42
9/31/2017	Interest	\$0.17	\$7,332.59

#118; 1 Cat - \$300 Deposit
 #234; 1 Dog - \$300 Deposit
 #239; 1 Cat - \$300 Deposit
 #123; 1 Cat - \$300.00 Deposit
 #125; 1 Dog - \$300.00 Deposit
 #115; 1 Cat - No Pet Deposit

MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 12, 2017

The Board of Commissioners of the HRA of Madison, MN met on Thursday, October 12, 2017 at the office of the authority. Commissioners present were: Karie Sorknes, Judi Nelson, Missy Heinrich, Carlyle Larson and Stan Olson. Also present was Executive Director Kathy Bungarden and Dave Jacobsen from Maintenance. Absent was Assistant City Attorney Becky Trapp.

Chairperson Karie Sorknes called the meeting to order at 12:07 p.m.

Maintenance: Dave Jacobsen gave a progress report on the hallway painting project indicating he hadn't had much time to paint in the hallways because he had to get 2 apartments ready for move-in after tenants had moved out.

Dave also reported he needed to get the winter sand mixture from the city and get it drying and ready for use.

The minutes of the regular meeting on Thursday, September 14, 2017 were discussed. Minutes were approved as written.

The financial report was reviewed. After a short discussion by the board regarding checks #6415 - #6439 for a total amount of \$14,451.71 a motion was made by Carlyle Larsen and seconded by Stan Olson to pay the bills. Motion carried.

Kathy Bungarden had received a Performance Report for August, 2017 from Loucks & Schwartz. We are showing a good negative number (40.86) for the month.

Occupancy Status: Jim Daly has moved into #102. Dakota Pulley and Rebecca Forcier have moved out of #108. They only gave a week notice they were vacating. Thelma Cain will be moving in #108 November 1, 2017. The tenant in #123 left a message the evening of October 11, 2017 stating she was in limbo regarding an actual move-out date. The house she has put money down on in Dawson may no longer be available. Park Avenue has not received any rent money towards #123 since September 5, 2017.

OLD BUSINESS:

According to the Fair Market Rents supplied by HUD Park Avenue's rent amounts are \$39.00 high for the small one-bedroom apartments, \$31.00 low for the large one-bedroom apartments and \$58.00 low for the two-bedroom and handicapped accessible apartments. After a short discussion Carlyle Larsen made a motion to raise the rent for the large one-bedroom apartments \$20.00 going from \$405.00 to \$425.00, a \$25.00 increase for the two-bedroom and handicapped accessible apartments going from \$500.00 to \$525.00 and to leave the rent amount as is for the one-bedroom apartments which is currently \$390.00. This would be effective March 1, 2018. Stan Olson seconded the motion. Motion carried.

NEW BUSINESS:

Kathy Bungarden reported handing out two specification packages regarding the roofing project and mailing two out. Bids must be received on or before 11:00 a.m. on October 16, 2017 at the office of the Executive Director.

OTHER BUSINESS:

No further business forthcoming.

The next regular meeting will be Thursday, November 9, 2017 at 11:30 a.m.

Meeting adjourned at 1:33 p.m.

Chairperson – Karie Sorknes

Co-Chairperson – Stan Olson

Minutes prepared by KB on 10/13/2017.

MINUTES
SPECIAL MEETING
TUESDAY, OCTOBER 17, 2017

The Board of Commissioners of the HRA of Madison, MN met on Tuesday, October 17, 2017 at the office of the authority. Commissioners present were: Carlyle Larsen, Karie Sorknes, Stan Olson, Missy Heinrich and Judi Nelson. Also present was Executive Director Kathy Bungarden. Absent was Assistant City Attorney Becky Trapp and Dave Jacobsen from maintenance.

Chairperson Karie Sorknes called the meeting to order at 10:04 a.m.

After running the ad in five local newspapers for two weeks there was only one bid to open regarding the roofing project. Karie Sorknes opened the bid from Noble Roofing and Exteriors Inc. which is located in Browns Valley, MN and Sisseton, SD. The bid was for \$119,700.00. Comparisons were made between the amount of squares called for on this bid and an estimate from 2001. There is a 62 square difference. Kathy Bungarden called Dave with Noble Roofing to inquire about the difference. Dave has 10% added on for waste, etc. and Dave also included Park Avenue's garages in his bid. Park Avenue had not specified whether or not the contractor should include the garages.

Park Avenue had not asked for references in the specifications. Since no one was familiar with this roofing company, it was decided to try and do a little research on Noble Roofing and Exteriors Inc. Missy Heinrich felt she had a contact that would give her an honest evaluation of Noble Roofing. Karie Sorknes knows the Assessor from Sisseton and will contact him.

It was decided to table any decision until more information is gathered. The Board of Commissioners will meet again on Thursday, October 19, 2017 at the office of the authority.

Meeting adjourned at 11:15 a.m.

Karie Sorknes, Chairperson

Stan Olson, Vice-Chairperson

Minutes prepared by KB on 10/18/2017.

MINUTES
SPECIAL MEETING
THURSDAY, OCTOBER 19, 2017

The Board of Commissioners of the HRA of Madison, MN met on Thursday, October 19, 2017 at the office of the authority. Commissioners present were: Carlyle Larsen, Stan Olson, and Judi Nelson. Also present was Executive Director Kathy Bungarden. Absent was Karie Sorknes, Missy Heinrich, Assistant City Attorney Becky Trapp and Dave Jacobsen from maintenance.

Co-Chairperson Stan Olson called the meeting to order at 10:00 a.m.

A short discussion was held regarding whether or not to go ahead with the bid from Noble Roofing and Exteriors Inc. which includes all the garage roofs along with the apartment building. A short report was given via the telephone by Missy Heinrich that she had been in touch with a contact in the Sisseton, SD area and Noble Roofing and Exteriors Inc. has done a lot of work in that area and there were no bad reviews given about the workmanship of the Noble Roofing and Exteriors Inc. Stan Olson made a motion to accept the bid that includes re-shingling all the garages and the apartment building Judi Nelson seconded the motion. Motion carried.

Kathy Bungarden informed that board that Karie Sorknes, Chairperson of the Board of Commissioners had left a letter of resignation in her mailbox which would be effective immediately. A short discussion was held to try and come up with a possible replacement for Kari. Gary Hauck, Julie Olson and Ryan Young were among a few names mentioned. The board decided to table this for now.

Meeting adjourned at 10:25 a.m.

Carlyle Larsen, Board Member

Stan Olson, Vice-Chairperson

Minutes prepared by KB on 10/19/2017.

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE AND FINANCE COMMITTEE

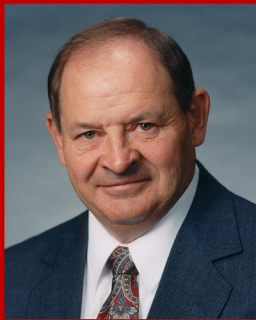
Thursday, November 16, 2017

6:00 p.m., 2nd floor multipurpose room, Willmar Public Library

RSVP by calling 320-235-6106 Ext 28 (Laurie) or email laurie.ortega@pioneerland.lib.mn.us

AGENDA

- I. Call to order
- II. Roll call & Introductions
- III. Approval of agenda Action
- IV. Minutes of the September 14, 2017 Exec/Finance meeting were approved Info
at the October 19, 2017 Board meeting.
- VI. Committee Reports
 - A. Finance Committee (B. Olson)
 - 1. October 2017 financial report Action
 - 2. Approval of bills and check registers Action
 - B. Personnel Committee
 - New hires: Leigha Bruns, Library Asst. II, Winsted Action
- VI. Old Business
- VII. New Business
 - A. FY15 Legacy Funds: Final Report Action
- VIII. Director's Report
 - A. 2018 Board Calendar
 - B. Terms ending
- IX. Other
 - A. Future Board and Executive Meetings:
 - 1) Next board meeting scheduled for January 18, 2018, 7:00 p.m. (Finance at 6:30 p.m.)
 - 2) Executive/Finance Meeting: December 21 @ 6:00 p.m.
- X. Adjournment



STATE SENATOR GARY DAHMS



Proudly Serving the Residents of District 16

E-Newsletter

November 2017

MINNESOTA RECEIVES \$102 MILLION IN FEDERAL FUNDS FOR ENERGY ASSISTANCE PROGRAM

Minnesota's Energy Assistance Program received over \$102 million in federal funding to help low-income Minnesotans pay their heating bills this winter. The funds from the federal Low-Income Home Energy Assistance Program (LIHEAP) are used to reduce home heating costs by making grant payments directly to utility companies and heating fuel vendors on behalf of eligible Minnesota homeowners and renters.

The Minnesota Commerce Department administers the Energy Assistance Program in partnership with 30 local service providers throughout the state. It is funded through the U.S. Department of Health and Human Services. The program helps homeowners and renters who earn less than 50 percent of the state's median income (for example, an annual income of \$48,077 for a household of four) to obtain grant money to help pay their heating bills. The program served over 126,000 Minnesota households last year, with an average grant of about \$520. Some of these households also received help to address no-heat crisis situations and repair broken heating systems.

Local service providers have reviewed thousands of applications for energy assistance already this fall, and payments for many who qualified have already started. There is still time for new applicants and for those who qualified last year to reapply, but funding is limited and administered on a first-come, first-served basis.

Applications will be taken until May 31, 2018 or until funds run out. Qualifying households must apply for assistance with the local service provider in their area. For more information about the program and to contact their local service provider, Minnesotans can call 800-657-3710 or visit the [Energy Assistance section](#) of the Commerce Department's website.



THANK YOU, VETERANS, FOR SERVING OUR COUNTRY

State of Minnesota Veteran Linkage Line:
1-888-LinkVet (546-5838)

Senate District 16 Veteran Services Offices:

Brown County: (507) 233-6636

Lac qui Parle County: (320) 598-3445

Lyon County: (507) 537-6729

Redwood County: (507) 637-4034

Renville County: (320) 523-3763

Yellow Medicine County: (320) 313-3037



FOLLOW ME ONLINE



Valerie Halvorson

From: cheimerl@mediacombb.net
Sent: Monday, November 20, 2017 2:36 PM
To: ardeek@frontier.com
Cc: Val Meyer; Roy Tonn; John Maatz; Deb Lanthier; Sandy Buer; Bob Glomstad
Subject: September minutes

Madison Library Board Meeting Minutes

September 18, 2017

The Madison Library Board met on Monday, September 18, 2017, in the City Library at 5:30 pm.
Roll call: Present: Cheryl Heimerl, Roy Tonn, Deb Lanthier, Bob Glomstad, Sandi Buer, John Maatz, and Deb Koester.
Absent: Val Halvorson.

Koester called the meeting to order at 5:32 pm and a quorum was present. Agenda was approved as presented,. Glomstad moved to accept minutes with corrections, second by Buer, motion passes.

Correspondence
None

Librarian's Report
There were 46 people on the bus for the State Capitol tour. There were no complaints.
The Little Golden Books lady will be at the Library on September 3rd at 2:00 pm. There will be a magic show at the Library on October 19th at 2:00 pm.
The Library had a booth at the LQP County Fair and only 4 new cards were signed up. Not worth the time in the future.
There was a book sale during Stinker day weekend. All books were bought. Book weeding continues in the non-fiction section. Librarian will build new collection next year.

PLS Report
None

Old Business
None

New Business
Jigsaw puzzle, needs to be purchased. Koester to pay out of Friends account.

Financial Report
\$35,662.95 in Friends account

In regards to our SWIF funds, there was much discussion about what needs to be done. Lanthier will look into costs of remodeling the basement. Should we do more improvements to the Library, including the board room and the stacks?
There will be story time on Tuesdays at 4:00-4:15 on the radio every other week.

Motion to adjourn by Tonn, second by Buer. Motion carries. Adjourned at 6:20.

Next Board Meeting to be Monday, November 20, 2017 at 5:30 pm

Submitted by Cheryl Heimerl
Board Secretary

110 17-02

CITY OF MADISON
2017 APPLICATION
TEMPORARY "ON-SALE" LIQUOR LICENSE

LICENSE FEE

☒ INITIAL APPLICATION: \$50.00

EFFECTIVE DATE: 12-3-2017

Worker's Compensation Insurance Company: Security National Insurance Co.

POLICY #: SWC1092621

LICENSEE'S SALES & USE TAX ID#: 9487361

Licensee Name

Lac qui Parle County VFW Post 1656, dba VFW Club

Date of Birth

Chartered 10/5/1941

Incorporated 10/24/1951

Trade Name

VFW Club

Licensed Location Address

710 Second Street Madison, MN 56256

City, State, Zip Code

Madison, MN 56256

Business Phone

VFW: (320) 598-7498

or Myron Rosendahl (320) 598-3094

Name of Owner/Manager

Owner: VFW Post 1656

Club Manager: Misty Hansen

Description of Business

"On Sale" Beer & Mixed Drinks. some food and pop.

Years in Business

50 years

Purchased club building, April, 1966

Licensee Signature

Myron Rosendahl, QM

Date

11-20-2017

Mayor Signature

Date

PAID: DATE

11-20-17

CHECK#

26755

CASH



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

110 17.02

Name of organization Lac Qui Parle County Post #1656		Date organized 10-5-1941	Tax exempt number
Address 710 Second Street		City Madison	State MN
		Zip Code 56256	
Name of person making application Myron Rosendahl		Business phone 320-598-7498	Home phone 320-598-3094
Date(s) of event 12-03-2017	Type of organization ☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name David Roth	City Madison	State MN	Zip Code 56256
Organization officer's name Myron Rosendahl	City Madison	State MN	Zip Code 56256
Organization officer's name Victor Behlings	City Madison	State MN	Zip Code 56256
Organization officer's name Joshua Beninga	City Madison	State MN	Zip Code 56256

Location where permit will be used. If an outdoor area, describe.

Club rooms of VFW building. 710 Second Street Madison, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

NA

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Secura Insurance Companies \$1,000,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Madison
City or County approving the license
\$50.00
Fee Amount
11-20-17
Date Fee Paid

Date Approved
12-3-17
Permit Date
madison@ci.madison.mn.us
City or County E-mail Address
320-598-7373
City or County Phone Number

Kathleen Weber
Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johannes Agency, Inc 1303 1st St, Suite 9 Willmar MN 56201		CONTACT NAME: Crystal Goosmann PHONE (A/C No, Ext): 320-235-2540 FAX (A/C No): 320-235-3341 E-MAIL ADDRESS: cgoosmann@johannesagency.com		
INSURED VFW 1656 LAC QUI PARLE CO VFW POST 710 W 2ND ST MADISON MN 56256		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : SECURA INSURANCE COMPANIES		
		INSURER B : SECURITY NATIONAL		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 20170124143513114

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	N N	CP3231965	01/01/2017	01/01/2018	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 1,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COM/PROP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	N N	CP3231965	01/01/2017	01/01/2018	Fire Legal Liability \$	
	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000						
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
						PROPERTY DAMAGE (Per accident) \$	
						\$	
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE					EACH OCCURRENCE \$	
	DED ☐ RETENTION \$ ☐					AGGREGATE \$	
						\$	
						\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A N	SWC1060573	01/01/2017	01/01/2018	☒ PER STATUTE ☐ OTH-ER	
	E.L. EACH ACCIDENT \$ 100,000						
	E.L. DISEASE - EA EMPLOYEE \$ 100,000						
	E.L. DISEASE - POLICY LIMIT \$ 500,000						
A	LIQUOR LIABILITY	N N	CP3231965	01/01/2017	01/01/2018	Liquor Liability \$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

CITY OF MADISON
404 6TH AVENUE
MADISON MN 56256

Email: cherit@ci.madison.mn.us

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CITY COUNCIL CHECKLIST

11/20/2017

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	EXPECTED COMPLETION	COMPLETE
Irrigation Flags of Honor	5/13/2013	Thole	CM, Parks	Installed	completed
Downtown Alleyway Water Problem	9/19/2013	Conroy	CM, Streets	paved curb to properly drain water	completed
Water Main Relocation - Cargill	2/28/2014		CM, Engineer	Mains installed, working on easements	completed
Disc Golf Course	3/10/2014	Conroy	CM	Delivery and installation complete by June	completed
Weed Control	5/27/2014	Zahrbock	Parks	sprayed and will continue to spray	completed
Junk Vehicles - Modify Ordinance	7/28/2014	Meyer	CM, Attorney	Proposed Ordinance	completed
Snow Removal Sidewalks	1/26/2015	Conroy	CM PW	Follow Ordinance Procedure	completed
Prairie Arts Center Bats	2/23/2015	Conroy	CM	Bat Guy followed up, some areas are going to need to be addressed	ongoing
Contracted Mowing Services	7/28/2014	Zahrbock	CM, Parks	Contracted with Richards Adams	ongoing
Lawn Ordinance	4/27/2015	Conroy	Streets	mowed and will continue to mow throughout the	ongoing
Swimming Pool Renovation	2/11/2013	Thole	CM, Parks	Donations remain	ongoing
Planning and Zoning updates	12/28/2015	Thole	CM	Ordinance to be approved	ongoing
Landscape Library	11/2/2015	Thole	Parks	City Staff with design input from boards	ongoing
Pool House - Renovations	7/13/2015	Conroy	CM, Parks	Work in Progress	ongoing
Playground - Kiwanis Kiddie Park	7/13/2015	Meyer	CM, Parks	Wood Fiber complete, city to repair turf around edges	ongoing
Outside City Limits Properties	8/13/2012	Zahrbock	CM, Attorney	Letter sent and responded from LqP Env.	ongoing
Downtown District Maintenance Fund	11/23/2015	Zahrbock	CM	Dismissed	ongoing
Sump Pumps	8/22/2016	Thole	CM, PW	Ordinance approved and notices mailed to homes	ongoing
Grand Theatre - Seat Project	5/11/2015	Meyer	CM	City will be fiscal agent and deliver acknowledgments for de	ongoing
Outside City Limits Properties	8/8/2016	Zahrbock	CM, Attorney	City Attorney to address with County Board	ongoing
Tree Trimming	9/26/2016	Meyer	CM, PW	obstructed sidewalks/streets documented and assigned	ongoing
Broadband Exploration	4/20/2017	Meyer	CM, committee	Revisit June 2018	ongoing
Hazardous Houses	4/20/2017	Thole	CM, Attorney	Performed 2017 annual inspection letters issued.	ongoing
Storm Pond East Highway 40	8/10/2015	Zahrbock	CM, Engineer	Inlet side has been cleaned by City Crew	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	Small Cities Development Grant	ongoing
Downtown Open Space	10/27/2014	Conroy	CM Parks Board	Trees, grass, For Sale Sign advertising MEDA contact	ongoing
Hwy 40 Curbing - ask MNDOT to repair	5/11/2015	Zahrbock	CM, Engineer	Reported on MNDOT list of projects	ongoing
Prairie Arts Center	2/8/2016	Thole	CM	Bathroom request, Approve work for water damage	ongoing
City Garage	4/20/2017	Thole, Fernho	CM	Concrete Poor condition/doors and roof leaks/extensive repairs needed	ongoing
Daycare Shortage	5/8/2017	EDA	CM, Zahrbock	JPAC Grant received - Demand study in progress	ongoing
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Grant Application Submitted	ongoing
Public Restrooms	5/8/2017	EDA	CM, Meyer	Collaborate with Ag Society/Initiated discussion 08/22/17	ongoing
LqP Players Agreement	9/25/2017	Meyer	CM, Meyer	Agreement on use and care of Prairie Arts Facility	ongoing
Recreation Facility	5/2/2017	EDA	CM, Conroy	Approved Feasibility Study	ongoing

PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

Main Office

7th St. & Washington Ave
Suite 302
P.O. Box 159
Montevideo, MN 56265-0159

Phone: 320/269-6578

FAX: 320/269-6570

TDD: 320/269-6988

www.prairiefive.com

E-mail: prairiefive@prairiefive.org

Branch Offices

Benson

Canby

Ortonville

Madison



Mission Statement: Working together to strengthen the quality of life in our communities.

TO: Facility Owner for the Prairie Five Senior Nutrition Program

FROM: Prairie Five Senior Nutrition

Erick Hedman, Prairie Five Senior Nutrition

RE: 2018 Facility Contract

Please review, sign and return as soon as possible. Our partnership is important to us.

Your support of the Prairie Five Senior Nutrition program is appreciated. If you have any questions, please call me at 320-269-6578.

Erick Hedman

Prairie Five Senior Nutrition

PRAIRIE FIVE SENIOR NUTRITION PROGRAM MEALSITE FACILITY AGREEMENT

AGREEMENT: Between Prairie Five Nutrition Program and Provider of kitchen and/or dining room facilities for program operations. This agreement is made the 1st day of January 2018 by and between the Prairie Five Nutrition Program, having its office at the Prairie Five Community Action Council, 7th & Washington, Montevideo, MN, hereinafter designated as the "Program" and the City of Madison, Madison MN, hereinafter designated as the "Company".

In consideration of the mutual promises and covenants herein, the Company and the Program agree as follows:

1. The Company shall provide to the Program, the use of the following space in the City Hall building in the City of Madison, Kitchen: 15' x 28', Dining room: 46' x 58'
2. The Program will utilize the above premises to operate a Nutrition Program for the senior population serving individuals age 60 and over.
3. The Company shall make the facilities available to the Program on the following schedule, to-wit: from 6:30 a.m. until 1:30 p.m. Monday through Friday excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.
4. In the event the facilities become temporarily unavailable for program use, the Company shall give a minimum of ten days advance notice of unavailability to the Program.
5. The Company shall furnish and allow the Program to utilize the following equipment and supplies: Stove, silverware, and rest room supplies.
6. The Program shall provide the following equipment and supplies for its own operations: See Attachment A - Inventory.

With the permission of the Program, and under supervision of the Company, other users of the facilities may utilize equipment furnished by the Program.

7. All plumbing, electrical maintenance, building and grounds maintenance shall be

provided by the Company.

8. BUILDING CLEANUP:

- a. The Company shall be responsible to see that the facility is cleaned and left in an orderly fashion after use by other renters.
- b. The Program shall maintain its own personal property and shall clean up after its own operations. Kitchen and dining areas will be cleaned after each meal.
- c. Any disputes in regard to clean up shall be brought to the attention of the Madison City Administrator and Katie Engleson, Madison Meal Site Manager, where mutual solution can be agreed on.

9. The Company shall provide liability, fire and extended coverage insurance for the building and contents owned by the Company. The Program shall provide fire insurance to cover its own property and liability insurance to cover its own operations.

10. The Company agrees to provide the use of the facilities to the Program in accordance with the established utility policy.

a. In-Kind Contributions:

<u>TYPE SERVICE DELIVERY</u>	<u>SQUARE FEET</u>
<u> X </u> On Site	<u>3,088</u>

b. Program Utility Payments:

The Program will make contribution towards cooking utilities for on-site prepared meals based on the amount of cooking equipment operated during meal preparation. The rate of the said facility shall be: \$200.00 per month based on utility costs to operate equipment.

11. The Company shall submit a bill for the utility fee to the Program Office on a biannual basis. The Program shall make such payment to the Company after receipt of bill.

12. No variation or modification of this agreement, and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Program and the

Company.

13. The Program and Company agree not to discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Both the Program and Company are prepared to make reasonable accommodations in situations where undue hardship is not imposed upon the Program or Company.
14. The continued performance of this agreement is contingent upon the allocation of Program funds to the Prairie Five Community Action Council for the period covered by this agreement.
15. The Program shall have the option of canceling this agreement immediately upon the destruction of the building due to any cause or at any time that the premises present a significant health or safety hazard or are in violation of any applicable health, licensure or building code. This agreement may be terminated by either party at any time during the life of this agreement by written notice to the other party thirty (30) days in advance of the desired termination date. All notices to the Program shall be addressed to it at Prairie Five Senior Nutrition Program, P. O. Box 159, Montevideo MN 56265 and all notices to the Company shall be addressed to: City Administrator, City of Madison, 404 - 6th Avenue, Madison MN 56256.
16. This agreement shall cover the period beginning January 1, 2018 and ending December 31, 2018.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their fully authorized officers this day and year:_____

THE COMPANY: CITY OF MADISON

BY _____

PRAIRIE FIVE SENIOR NUTRITION PROGRAM

BY _____

MEI

Feel free to provide the following information in agreement format if you prefer!

Madison City Hall
404 6th Ave

Semi-annual maintenance agreement \$ 212.50 per visit (every 6 months)

Quarterly maintenance agreement \$ 175.00 per visit (every 3 months)

Additional rates for services not included in maintenance agreement: _____

Trouble Call Rate: Reg hr \$249.00 hr
Overtime \$393.00 hr

Repairs Quoted

Contract only covers parts & repairs indicated
in contract

Madison Public Library
401 6th Ave

Semi-annual maintenance agreement \$ 212.50 per visit (every 6 months)

Quarterly maintenance agreement \$ 175.00 per visit (every 3 months)

Additional rates for services not included in maintenance agreement: _____

Trouble Call Rate: Same as above

If benefit to multi-stop at other entities in Madison, please make note of that as well: _____

No change in pricing

MAINTENANCE AGREEMENT**Contract Type: PERFORMANCE AND LUBRICATION MAINTENANCE**

This Maintenance Agreement ("**Agreement**") is entered into as of this 9th day of November, 2017 (the "**Effective Date**") between MEI Total Elevator Solutions ("**MEI**"), and

"Customer":(Name of individual or entity): MADISON MUNICIPAL BUILDING

(Address): 404 6TH AVENUE MADISON, MN 56256

MEI and Customer are collectively referred to herein as the "**Parties**" or individually as a "**Party**". MEI proposes to furnish certain maintenance services to Customer as provided herein.

Equipment/Service Frequency:

ID	Elevator Name	Building Address	Elevator Description	Manufacturer	Elevator Type	Elevator Style	Elevator #	Service Frequency
1	MADISON MUNICIPAL BUILDING	404 6TH AVENUE	HP2070	MEI	HYDRO	PASSENGER		QUARTERLY

Agreement

1. Services. Subject to the provisions of this Agreement, MEI will perform the services described below for the benefit of Customer (the "**Services**"). If Customer requests services not covered by this Agreement, Customer agrees to pay MEI for such additional Service at MEI's then-current rates. MEI may agree with Customer to provide additional scheduled services, in which case additional maintenance agreements may be signed. Services will be provided pursuant to the terms and conditions in this Agreement and MEI's Terms and Conditions (the "**T&C**").

2. Description of Services. MEI will, on a service frequency basis, examine, adjust and lubricate as required, the parts listed below for the Equipment specified above. MEI will repair or replace the following:

- **Controller-Hydraulic:** Only includes contacts.
- **Dispatching Equipment:** Only includes relays, resistors, contacts, coils, leads, transformers, and timing devices.
- **Selector:** Only includes contacts.
- **Car:** Only includes car door contacts.
- **Hoistway:** Only includes limit switches and gibbs.
- **Lubricants:** Furnish proper lubricants compounded to applicable specifications to provide proper performance.

MEI will where possible: (a) in keeping with customary practices, maintain the original speed of the elevators in feet per minute and the original performance time including acceleration and deceleration, door opening and closing time within the limits of applicable codes; and (b) if applicable, make necessary tests and adjustments to maintain design standards.

Except as set forth herein, no services, parts or other work is included or intended by this Agreement. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration and malfunction as a result of causes out of our control. The Services do not guarantee against failure of or malfunction, but are intended to reduce wear and tear and pro-long life of equipment.

MEI shall not be required to make changes or modifications in design or to make any replacements with obsolete components. Obsolete components are defined as any parts, components, software or equipment either twenty (20) or more years from original installation, or no longer available new from the original equipment manufacturer or an industry parts supplier.

MEI has no liability or responsibility for the following items of elevator equipment unless specifically assumed in an applicable service schedule: rail alignment, car enclosure (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light ballasts, light tubes and bulbs, handrails, mirror and floor coverings); hoistway, inserts, brackets, gates, doors, frames and sills; cylinders, plungers and buried equipment; smoke or heat sensors; sump pumps, ventilation equipment, electrical feeders and main line disconnects; emergency bells, batteries, battery packs, battery lowering, battery back-up and emergency power systems; security access, card reader, security camera systems; fire alarm systems, car lighting, machine room lighting, pit lighting, emergency lighting, emergency phone or emergency phone wiring.

3. **Service Fees.** Customer shall pay to MEI the amount of \$700.00 for the Initial Term (the “**Initial Fee**”), payable in the amount of \$175.00 per Quarter. Thereafter, and prior to the commencement of each Renewal Term, Customer shall deliver to MEI payments in the amount of MEI’s then-current rates for the Services (the “**Renewal Fee(s)**”), and together with the Initial Fee, “**Service Fees**”), payable in the same frequency specified above. All pricing is exclusive of applicable taxes. The price for Services are subject to yearly reconsideration for adjustment, either upward or downward. This quote is only valid for ninety (90) days.

4. **Payment Terms.** All Service Fees are due and payable to MEI on a Net 30-day basis. If Customer fails or refuses to pay MEI all or any part of the Services Fees when due, MEI may use any remedy specified in the T&C. Service Fee invoices issued under this Agreement will be billed as of the first business day of the Services cycle, for Services to be performed during said cycle. Invoices issued under this agreement for work not covered will be billed as the work is performed and are due and payable to MEI on a Net 30-day basis.

5. **Term.** Each of the Services will be provided for the term starting on 11/01/2017 and continuing for 36 months thereafter (the “**Initial Term**”). Upon expiration of the Initial Term, the term shall automatically renew for successive twelve (12) month terms (each a “**Renewal Term**”, and together with the Initial Term, “**Term**”), unless either Party gives the other Party written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then-current Term.

6. **Additional Terms.** The provision of the Services and payment therefore is subject to, and Customer agrees to be bound by the attached T&C. This Agreement: (i) may be executed in counterparts, including electronic counterparts, each of which shall be deemed an original but all of which shall be deemed one and the same Agreement; (ii) is binding upon and inures to the benefit of MEI and Customer and their respective successors, transferees, or assignees; (iii) together with the T&C, constitutes the entire agreement between the Parties with respect to the subject matter hereof, superseding all prior agreements, representations, communications and understandings, oral or written; and (iv) may not be amended except by a written agreement signed by both Parties. If there is a conflict between the terms of this Agreement, and the T&C, this Agreement shall govern and supersede the T&C.

7. **Early Termination.** Either Party may terminate the Agreement following the first year of the Agreement by providing thirty (30) days prior written. If the Agreement is canceled prior to the end of the first year, an early termination charge will become immediately due and payable to MEI by Customer for the Service(s) involved, and Customer agrees to pay 100% of the Service fees due for each affected Service for each of the first twelve (12) months remaining in the Term. Customer agrees the early termination charge: (i) is a fair estimate of the damages to MEI and is not a penalty; and (ii) shall be paid to MEI not later than the later of any due date identified on the invoice or twenty (20) days after the date the affected Service is terminated.

8. **Work Hours.** The service does not include any covered callback services. If Customer desires examination or minor adjustment callback service, the Customer will be charged for the service at MEI’s then current hourly billing rate for each hour worked. All regular and non-emergency Services shall be performed during MEI’s normal working hours on regular working days.

MEI's 24-hour elevator service center will dispatch a technician to perform emergency minor adjustment callback service when contacted in the event of an untimely elevator malfunction. The Customer will be charged according to the callback service coverage defined within this section of the Agreement. If the Customer cancels the callback service after the technician is dispatched, the Customer will only be invoiced for the time and travel incurred by the technician.

9. Special Conditions. The following is a list of additional services that will be included or excluded within the scope of the Agreement

Special Conditions by Elevator:

ID	Elevator Name	Elevator Description	Manufacturer	Elevator Type	TESTS	
					NLT	Fire
1	MADISON MUNICIPAL BUILDING	HP2070	MEI	HYDRO	★	☑

☑ = Included

★ = Included During Service

NLT (No Load Test or Pressure Test) – This test is completed annually in accordance with ASME A17.1 standards.

Fire (Fire Service Test) – Test in accordance with ASME A17.1 standards.

Phone Monitoring is not included in this Agreement. It is the responsibility of the Customer to provide and maintain phone monitoring service.

IN WITNESS WHEREOF, each Party represents that it has caused this Agreement to be executed by an authorized agent or representative who, on the date of such signing, has the necessary authority, corporate, municipal, or otherwise, to bind the Party. By signing below, Customer agrees to engage MEI to perform the Services in accordance with this Agreement and the T&C, and agrees to pay for all Services.

MEI Total Elevator Solutions

By: _____

Signature: _____

Title: _____

Date: _____

Accepted by:

(CUSTOMER)

By: _____

Signature: _____

Title: _____

Date: _____



Mankato Office
19336 607th Ave.
Mankato, MN 56001

MAINTENANCE AGREEMENT

Contract Type: PERFORMANCE AND LUBRICATION MAINTENANCE

This Maintenance Agreement ("**Agreement**") is entered into as of this 30th day of October, 2017 (the "**Effective Date**") between MEI Total Elevator Solutions ("**MEI**"), and

"Customer":(Name of individual or entity): City of Madison Library

(Address): 401 6th AVE Madison, MN 56256

MEI and Customer are collectively referred to herein as the "**Parties**" or individually as a "**Party**". MEI proposes to furnish certain maintenance services to Customer as provided herein.

Equipment/Service Frequency:

ID	Elevator Name	Building Address	Elevator Description	Manufacturer	Elevator Type	Elevator Style	Elevator #	Service Frequency
1	CITY OF MADISON LIBRARY	401 6TH AVE	ELEV #1	MEI	HYDRO	PASSENGER		QUARTERLY

Agreement

1. Services. Subject to the provisions of this Agreement, MEI will perform the services described below for the benefit of Customer (the "**Services**"). If Customer requests services not covered by this Agreement, Customer agrees to pay MEI for such additional Service at MEI's then-current rates. MEI may agree with Customer to provide additional scheduled services, in which case additional maintenance agreements may be signed. Services will be provided pursuant to the terms and conditions in this Agreement and MEI's Terms and Conditions (the "**T&C**").

2. Description of Services. MEI will, on a service frequency basis, examine, adjust and lubricate as required, the parts listed below for the Equipment specified above. MEI will repair or replace the following:

- Controller-Hydraulic: Only includes contacts.
- Dispatching Equipment: Only includes relays, resistors, contacts, coils, leads, transformers, and timing devices.
- Selector: Only includes contacts.
- Car: Only includes car door contacts.
- Hoistway: Only includes limit switches and gibs.
- Lubricants: Furnish proper lubricants compounded to applicable specifications to provide proper performance.

MEI will where possible: (a) in keeping with customary practices, maintain the original speed of the elevators in feet per minute and the original performance time including acceleration and deceleration, door opening and closing time within the limits of applicable codes; and (b) if applicable, make necessary tests and adjustments to maintain design standards.

Except as set forth herein, no services, parts or other work is included or intended by this Agreement. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration and malfunction as a result of causes out of our control. The Services do not guarantee against failure of or malfunction, but are intended to reduce wear and tear and pro-long life of equipment.

MEI's 24-hour elevator service center will dispatch a technician to perform emergency minor adjustment callback service when contacted in the event of an untimely elevator malfunction. The Customer will be charged according to the callback service coverage defined within this section of the Agreement. If the Customer cancels the callback service after the technician is dispatched, the Customer will only be invoiced for the time and travel incurred by the technician.

9. Special Conditions. The following is a list of additional services that will be included or excluded within the scope of the Agreement

Special Conditions by Elevator:

ID	Elevator Name	Elevator Description	Manufacturer	Elevator Type	Phone Monitoring	TESTS					
						NLT	FLT	Cat1	Cat5	Smoke	Fire
1	CITY OF MADISON LIBRARY	ELEV #1	MEI	HYDRO		☒	☐	☐	☐	☐	☒

☒ = Included

☒ = Included During Service

NLT (No Load Test or Pressure Test) – This test is completed annually in accordance with ASME A17.1 standards.

Fire (Fire Service Test) – Test in accordance with ASME A17.1 standards.

Phone Monitoring is not included in this Agreement. It is the responsibility of the Customer to provide and maintain phone monitoring service.

Please provide the following required information at the time the signed contract is returned:

Invoice Contact

Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Billing Address: _____

*Please provide tax exempt documentation should it be applicable

If PO's are required for Service or Trouble Calls, please provide the initial PO number(s) for each type of billing:

Service Ticket Contact (Optional – Only fill out if your organization requires notice)

List the person you would like to receive the electronic Service Ticket, which will be sent following the completion of each Preventative Maintenance.

Name: _____ Phone Number: _____

Email: _____

Site Contact

Who is the primary contact on site for our mechanics?

Name: _____ Phone Number: _____

Email: _____

Are there special instructions for gaining access to the building as well as the elevator equipment?
(Basement, Machine Room...)

Are keys required for mechanics to access the locations or elevator machine room? _____

Provide the phone number assigned to the elevator emergency phone.

Please ensure all wiring diagrams and prints are available in your elevator equipment room. If you are relieving another provider from service, please ensure they do not take those prints, as they are YOUR property and are required to be available per State code.

Memo

To: Dale Hiepler/ City Council
From: Val Halvorson City Manager
CC:
Date: 11/20/2017
Re: Reduction in Hours

Background:

Since February 1, 2013 Dale has participated in the PERA phase out retirement program working 20 hours per week and receiving pro-rated benefits as the Liquor Store Manager. Dale has requested to reduce his hours to 15 hours per week. With this change he is no longer eligible for employer benefits.

Under the Phased Retirement Agreement an employee is not required to terminate employment at the end of the PRO Agreement. If they continue working and are over the full Social Security age there is no post-retirement earnings limit.

Becky Skallerud will continue to work 20 hours per week, and receive prorated benefits, the remaining hours will be covered by other part time staff.

Discussion/Recommendation:

I recommend effective January 1, 2018 the Liquor Store Manager works 15 hours per week.

Origin of OPG-3, Inc. & The Enterprise Content Management (ECM) Market

Thank you for considering OPG-3, Inc. as your solution provider and document imaging/management partner.

OPG-3, Inc., formerly Crabtree Companies Inc., has been in business for over thirty-seven years providing hardware and software business solutions. Beginning in 1979, the Crabtree family began as an office equipment dealer exclusively in the copier field. As technology evolved, Crabtree had the foresight to add scanning, Laserfiche Software and related applications to their suite of services.

In 2001, OPG-3/Crabtree formed an alliance with Laserfiche, a Division of Compulink Inc., of Long Beach, California. Since 1987, Laserfiche has been a worldwide developer of Imaging Software, leading the industry in offering easy to use, flexible, and easily-integrated document management solutions for a broad range of business and government needs. Laserfiche, the world's largest privately-held document management company, cites over 35,000 clients, beginning with the local government market.

In 2016, Laserfiche acknowledged OPG-3 as their eighth largest sales and service provider in the world, and renewed their strong shared relationship of serving clients across the Midwest. OPG-3 clients have directly benefited from access to Laserfiche Technical Product Staff via OPG-3 Engineers, keeping clients on the cutting-edge software development, and integrations.

The synergy of our two companies and the dedication of our knowledgeable teams places us in the foreground of today's dynamic business and government enterprises to provide a complete Enterprise Content Solution.

The goal of OPG-3 is to move beyond simple tasks of capturing, storing, retrieving electronic content into shared data solutions that solve complex, high-volume document management issues faced by organizations. We deliver agile complete solutions that are engineered for rapid deployment, superior technical performance, advanced security and enterprise scalability.

The OPG-3/Laserfiche solution has many benefits such as: Ease of use, scalability from one to thousands of users, open architecture and the ability to integrate with your current enterprise systems.

Our sixteen years of ECM experience, and two hundred fifty implementations of Laserfiche ECM and one hundred twenty government clients prove Midwest market leadership. By choosing OPG-3, Inc. as your ECM provider, we will provide you with the best products and support to implement your ECM solution.

SCHEDULED CLAIMS LIST

UP CK# 55565-55578

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				BANK 1 - KLEIN/UNITED PRAIRIE				
				3232 ADAMS RICHARD				
111417	1	11/14/17	11/14/17	ENVIRO-2017 MOWING-R ADA	800.00	101	101-44140-409	1
				INVOICE TOTAL	800.00			
				VENDOR TOTAL	800.00			
				3426 ADVANTAGE BILLING CONCEPTS				
887	1	11/15/17	11/15/17	AMB-BILLING SERVICE 8/17	174.00	201	201-44100-320	1
				INVOICE TOTAL	174.00			
976	1	11/15/17	11/15/17	AMB-BILLING SERVICE 10/1	377.00	201	201-44100-320	1
				INVOICE TOTAL	377.00			
				VENDOR TOTAL	551.00			
				2901 BENNETT OFFICE TECHNOLOGI				
266552	1	11/14/17	11/14/17	ADMIN-COPIER MAINT-10/17	309.96	101	101-41320-404	1
				INVOICE TOTAL	309.96			
				VENDOR TOTAL	309.96			
				320 BREHMER MOTOR SUPPLY				
111417	1	11/14/17	11/14/17	POOL-TARP	39.00	101	101-45124-219	1
	2			WT-TEFLON TAPE	3.58	601	601-49400-223	1
	3			WT-WARMER	9.99	601	601-49430-227	1
	4			SEW-SHIPPING TAPE	11.97	602	602-49450-216	1
	5			WT-FURNACE FILTER	4.99	601	601-49400-223	1
	6			WT-IRON OUT	19.99	601	601-49400-216	1
	7			WT-PIPE	4.99	601	601-49400-221	1
	8			WT-EASY OUT/TAP	16.98	601	601-49400-240	1
	9			POOL-SHRINK WRAP	34.99	101	101-45124-219	1
	10			ENVIRO-LIVE TRAP	74.99	101	101-44140-219	1
				INVOICE TOTAL	221.47			
				VENDOR TOTAL	221.47			
				810 G & K SERVICES				
6007105382	1	11/14/17	11/14/17	SEW-MAT/SHOPTOWELS	9.37	602	602-49450-219	1
	2			STR-MAT/SHOPTOWELS	100.00	101	101-43100-209	1
				INVOICE TOTAL	109.37			
				VENDOR TOTAL	109.37			
				1480 LOCATORS & SUPPLIES				
0261572-IN	1	11/14/17	11/14/17	WT-SAFETY EQUIPMENT	104.10	601	601-49400-193	1
				INVOICE TOTAL	104.10			
				VENDOR TOTAL	104.10			
				3446 LOTERBAUER, TAYLOR				
111417A	1	11/14/17	11/14/17	POOL-LIFEGUARD TRAIN RE-	140.00	101	101-45124-180	1
				INVOICE TOTAL	140.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
111417B	1	11/14/17	11/14/17	POOL-SWIM SUIT REIMB	39.98	101	101-45124-210	1
				INVOICE TOTAL	39.98			
				VENDOR TOTAL	179.98			
				1326 LQP CO-OP OIL				
111417	1	11/14/17	11/14/17	STR-FUEL EXPENSE	143.94	101	101-43100-212	1
	2			SEW-FUEL EXPENSE	121.00	602	602-49450-212	1
	3			WT-FUEL EXPENSE	181.00	601	601-49400-212	1
	4			ELEC-FUEL EXPENSE	281.70	604	604-49570-212	1
	5			PARKS-FUEL EXPENSE	233.55	101	101-45200-212	1
				INVOICE TOTAL	961.19			
				VENDOR TOTAL	961.19			
				1328 LQP COUNTY DEMO LANDFILL				
0546/3060	1	11/14/17	11/14/17	ELEC-DISPOSAL EXPENSE	16.50	604	604-49570-384	1
				INVOICE TOTAL	16.50			
				VENDOR TOTAL	16.50			
				1520 LUND IMPLEMENT CO.				
111417	1	11/14/17	11/14/17	ELEC-MOTO MIX	31.00	604	604-49570-212	1
				INVOICE TOTAL	31.00			
				VENDOR TOTAL	31.00			
				1752 MILBANK WINWATER WORKS CO				
111417	1	11/14/17	11/14/17	WT-MAINT SUPPLIES	174.04	601	601-49430-227	1
	2			WT-EQUIP CONTRA	261.97	601	601-49400-404	1
				INVOICE TOTAL	436.01			
				VENDOR TOTAL	436.01			
				1920 MN VALLEY REC				
111417A	1	11/14/17	11/14/17	SEW-UTILITY EXPENSE	260.78	602	602-49450-380	1
				INVOICE TOTAL	260.78			
111417B	1	11/14/17	11/14/17	SEW-UTILITY EXPENSE	3,758.26	602	602-49450-380	1
				INVOICE TOTAL	3,758.26			
				VENDOR TOTAL	4,019.04			
				3022 TUCKETT DANIEL SR.				
111417	1	11/14/17	11/14/17	ADMIN-FOLD/STUFF ENV-11/	150.00	101	101-41320-202	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
				2830 VERIZON WIRELESS				
111517	1	11/15/17	11/15/17	STR-CELL PHONE 10/17	62.78	101	101-43100-324	1
	2			WT-CELL PHONE 10/17	43.56	601	601-49400-324	1
	3			SEW-CELL PHONE 10/17	43.56	602	602-49450-324	1
	4			ELEC-CELL PHONE 10/17	70.11	604	604-49570-324	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	5			AMB-CELL PHONE 10/17	22.99	201 201-44100-321	1
				INVOICE TOTAL	243.00		
				VENDOR TOTAL	243.00		
				BANK 1 - KLEIN/UNITED PR TOTAL	8,132.62		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	8,132.62		
				GRAND TOTALS	8,132.62		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE							
3232 ADAMS RICHARD							
111417	1	11/14/17	11/14/17	ENVIRO-2017 MOWING-R ADA	800.00	101 101-44140-409	1
				INVOICE TOTAL	800.00		
				VENDOR TOTAL	800.00		
2901 BENNETT OFFICE TECHNOLOGI							
266552	1	11/14/17	11/14/17	ADMIN-COPIER MAINT-10/17	309.96	101 101-41320-404	1
				INVOICE TOTAL	309.96		
				VENDOR TOTAL	309.96		
320 BREHMER MOTOR SUPPLY							
111417	1	11/14/17	11/14/17	POOL-TARP	39.00	101 101-45124-219	1
	2			WT-TEFLON TAPE	3.58	601 601-49400-223	1
	3			WT-WARMER	9.99	601 601-49430-227	1
	4			SEW-SHIPPING TAPE	11.97	602 602-49450-216	1
	5			WT-FURNACE FILTER	4.99	601 601-49400-223	1
	6			WT-IRON OUT	19.99	601 601-49400-216	1
	7			WT-PIPE	4.99	601 601-49400-221	1
	8			WT-EASY OUT/TAP	16.98	601 601-49400-240	1
	9			POOL-SHRINK WRAP	34.99	101 101-45124-219	1
	10			ENVIRO-LIVE TRAP	74.99	101 101-44140-219	1
				INVOICE TOTAL	221.47		
				VENDOR TOTAL	221.47		
810 G & K SERVICES							
6007105382	1	11/14/17	11/14/17	SEW-MAT/SHOPTOWELS	9.37	602 602-49450-219	1
	2			STR-MAT/SHOPTOWELS	100.00	101 101-43100-209	1
				INVOICE TOTAL	109.37		
				VENDOR TOTAL	109.37		
1480 LOCATORS & SUPPLIES							
0261572-IN	1	11/14/17	11/14/17	WT-SAFETY EQUIPMENT	104.10	601 601-49400-193	1
				INVOICE TOTAL	104.10		
				VENDOR TOTAL	104.10		
3446 LOTERBAUER, TAYLOR							
111417A	1	11/14/17	11/14/17	POOL-LIFEGUARD TRAIN RE-	140.00	101 101-45124-180	1
				INVOICE TOTAL	140.00		
111417B	1	11/14/17	11/14/17	POOL-SWIM SUIT REIMB	39.98	101 101-45124-210	1
				INVOICE TOTAL	39.98		
				VENDOR TOTAL	179.98		
1326 LQP CO-OP OIL							
111417	1	11/14/17	11/14/17	STR-FUEL EXPENSE	143.94	101 101-43100-212	1
	2			SEW-FUEL EXPENSE	121.00	602 602-49450-212	1
	3			WT-FUEL EXPENSE	181.00	601 601-49400-212	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	4			ELEC-FUEL EXPENSE	281.70	604	604-49570-212	1
	5			PARKS-FUEL EXPENSE	233.55	101	101-45200-212	1
				INVOICE TOTAL	961.19			
				VENDOR TOTAL	961.19			
0546/3060	1	11/14/17	11/14/17	1328 LQP COUNTY DEMO LANDFILL ELEC-DISPOSAL EXPENSE	16.50	604	604-49570-384	1
				INVOICE TOTAL	16.50			
				VENDOR TOTAL	16.50			
111417	1	11/14/17	11/14/17	1520 LUND IMPLEMENT CO. ELEC-MOTO MIX	31.00	604	604-49570-212	1
				INVOICE TOTAL	31.00			
				VENDOR TOTAL	31.00			
111417	1	11/14/17	11/14/17	1752 MILBANK WINWATER WORKS CO WT-MAINT SUPPLIES	174.04	601	601-49430-227	1
	2			WT-EQUIP CONTRA	261.97	601	601-49400-404	1
				INVOICE TOTAL	436.01			
				VENDOR TOTAL	436.01			
111417A	1	11/14/17	11/14/17	1920 MN VALLEY REC SEW-UTILITY EXPENSE	260.78	602	602-49450-380	1
				INVOICE TOTAL	260.78			
111417B	1	11/14/17	11/14/17	SEW-UTILITY EXPENSE	3,758.26	602	602-49450-380	1
				INVOICE TOTAL	3,758.26			
				VENDOR TOTAL	4,019.04			
111417	1	11/14/17	11/14/17	3022 TUCKETT DANIEL SR. ADMIN-FOLD/STUFF ENV-11/	150.00	101	101-41320-202	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
				BANK 1 - KLEIN/UNITED PR TOTAL	7,338.62			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	7,338.62			
				GRAND TOTALS	7,338.62			

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

UP OK #55579-#55584

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				

	GENERAL			
HEIMAN FIRE EQUIPMENT INC	FIRE-GLOVES	863.25	55580	11/17/17
HORIZON COM POOL SUPPLY	POOL-POOL OPER TRAIN-D.BROIN	270.00	55581	11/17/17
LQP CO-OP OIL	AMB-DIESEL	213.50	55582	11/17/17
MN ENERGY RESOURCES	ELEC-DEP.REF-R.STEVENS MARSHAL	58.90	55583	11/17/17
RURAL SOLUTIONS INC	LIB-FAX MACHINE REPAIR	37.50	55584	11/17/17

		1,443.15		
		=====		
	GENERAL	1,443.15		
	AMBULANCE			
LQP CO-OP OIL	AMB-DIESEL	241.37	55582	11/17/17

		241.37		
		=====		
	AMBULANCE	241.37		
	ELECTRIC UTILITY			
CITY OF MADISON	ELEC-DEP.REF-R.STEVENS MARSHAL	150.28	55579	11/17/17
		=====		
	ELECTRIC UTILITY	150.28		
		=====		
**** PAID	TOTAL ****	1,834.80		
		=====		
***** REPORT TOTAL *****		1,834.80		
		=====		

ACCOUNTS PAYABLE ACTIVITY
CLAIMS FUND SUMMARY

FUND FUND NAME		TOTAL	CHECK#	DATE
101	GENERAL	1,443.15		
201	AMBULANCE	241.37		
604	ELECTRIC UTILITY	150.28		

SCHEDULED CLAIMS LIST

UP CK # 55605 - 55623

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
BANK 1 - KLEIN/UNITED PRAIRIE							
110 ARCTIC GLACIER USA, INC							
112217	1	11/22/17	11/22/17	LIQ-ICE EXPENSE	15.24	609 609-49750-251	1
				INVOICE TOTAL	15.24		
				VENDOR TOTAL	15.24		
172 BELLBOY CORPORATION							
112217	1	11/22/17	11/22/17	LIQ-LIQUOR EXPENSE	3,523.55	609 609-49750-251	1
				INVOICE TOTAL	3,523.55		
				VENDOR TOTAL	3,523.55		
190 BEVERAGE WHOLESALERS							
112217	1	11/22/17	11/22/17	LIQ-LIQUOR EXPENSE	1,910.45	609 609-49750-251	1
				INVOICE TOTAL	1,910.45		
				VENDOR TOTAL	1,910.45		
293 BOUND TREE MEDICAL LLC							
112217	1	11/22/17	11/22/17	AMB-AMB SUPPLIES	204.08	201 201-44100-217	1
				INVOICE TOTAL	204.08		
				VENDOR TOTAL	204.08		
3381 COCA-COLA BOTTLING							
112217	1	11/22/17	11/22/17	LIQ-POP EXPENSE	153.50	609 609-49750-251	1
				INVOICE TOTAL	153.50		
				VENDOR TOTAL	153.50		
659 DAVE'S PLUMBING HEATING &							
9623	1	11/22/17	11/22/17	LIB-OPEN FLOOR DRAIN	109.74	101 101-45500-401	1
				INVOICE TOTAL	109.74		
				VENDOR TOTAL	109.74		
736 ERICKSON CHEVROLET							
23446	1	11/22/17	11/22/17	SEW-BRAKES	564.92	602 602-49450-404	1
				INVOICE TOTAL	564.92		
				VENDOR TOTAL	564.92		
890 HACH COMPANY							
10716604	1	11/22/17	11/22/17	SEW-EQUIP CONTRACT	322.62	602 602-49450-404	1
				INVOICE TOTAL	322.62		
				VENDOR TOTAL	322.62		
1160 JOHNSON BROS-ST.PAUL							
112217	1	11/22/17	11/22/17	LIQ-LIQUOR EXPENSE	4,141.62	609 609-49750-251	1
				INVOICE TOTAL	4,141.62		
				VENDOR TOTAL	4,141.62		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
1556 MADISON AMBULANCE SERVICE									
112217	1	11/22/17	11/22/17	AMB-MEAL REIMB ON TRANSF	130.98	201	201	44100-332	1
				INVOICE TOTAL	130.98				
				VENDOR TOTAL	130.98				
1560 MADISON BOTTLING CO.									
112217	1	11/22/17	11/22/17	LIQ-BEER EXPENSE	10,279.65	609	609	49750-251	1
				INVOICE TOTAL	10,279.65				
				VENDOR TOTAL	10,279.65				
1530 MARTIN TRUCKING LLC									
112217	1	11/22/17	11/22/17	LIQ-FREIGHT EXPENSE	111.00	609	609	49750-258	1
				INVOICE TOTAL	111.00				
				VENDOR TOTAL	111.00				
1845 MN DEPARTMENT OF HEALTH									
112217	1	11/22/17	11/22/17	WT-OCT-DEC-DW ASSESS	1,308.00	601	601	21651	1
				INVOICE TOTAL	1,308.00				
				VENDOR TOTAL	1,308.00				
1865 MN ENERGY RESOURCES									
112217	1	11/22/17	11/22/17	LIB-NAT GAS 11/17	150.43	101	101	45500-380	1
				INVOICE TOTAL	150.43				
112217A	1	11/22/17	11/22/17	FIRE-NAT GAS 10/17	82.80	101	101	42200-380	1
				INVOICE TOTAL	82.80				
112217B	1	11/22/17	11/22/17	WT-NAT GAS 10/17	456.17	601	601	49400-380	1
				INVOICE TOTAL	456.17				
112217C	1	11/22/17	11/22/17	STR-NAT GAS 10/17	202.82	101	101	43100-380	1
	2			ELEC-NAT GAS 10/17	202.82	604	604	49570-380	1
				INVOICE TOTAL	405.64				
112217D	1	11/22/17	11/22/17	PR ARTS-NAT GAS 10/17	377.71	101	101	45180-380	1
				INVOICE TOTAL	377.71				
112217E	1	11/22/17	11/22/17	LIQ-NAT GAS 10/17	90.51	609	609	49750-380	1
				INVOICE TOTAL	90.51				
112217F	1	11/22/17	11/22/17	FIRE-NAT GAS 10/17	75.25	101	101	42200-380	1
				INVOICE TOTAL	75.25				
112217G	1	11/22/17	11/22/17	CTY HALL-NAT GAS 10/17	408.63	101	101	41940-380	1
				INVOICE TOTAL	408.63				
				VENDOR TOTAL	2,047.14				
1541 MVTL LABORATORIES INC									
892134	1	11/22/17	11/22/17	SEW-REGULAR TESTING	125.60	602	602	49450-409	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
INVOICE TOTAL					125.60		
892448	1	11/22/17	11/22/17	WT-REGULAR TESTING	21.50	601 601-49400-409	1
INVOICE TOTAL					21.50		
893014	1	11/22/17	11/22/17	SEW-REGULAR TESTING	308.00	602 602-49450-409	1
INVOICE TOTAL					308.00		
VENDOR TOTAL					455.10		
3306 SOUTHERN GLAZER'S OF MN							
112217	1	11/22/17	11/22/17	LIQ-LIQUOR EXPENSE	832.97	609 609-49750-251	1
INVOICE TOTAL					832.97		
VENDOR TOTAL					832.97		
3447 VEIT & COMPANY, INC							
170005-13	1	11/22/17	11/22/17	SEW-TELEWISE SEWER LINES	3,850.00	602 602-49460-409	1
INVOICE TOTAL					3,850.00		
VENDOR TOTAL					3,850.00		
BANK 1 - KLEIN/UNITED PR TOTAL					29,960.56		
TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					29,960.56		
GRAND TOTALS					29,960.56		