

CITY OF MADISON
AGENDA AND NOTICE OF MEETING
Regular Meeting of the City Council – **5:00 PM**
Monday April 25, 2022
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 April 11, 2022 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. Revenue/Expense Report – March 2022 – receive

Page 4

B. Senator Dahms – April 8, 2022 – receive

Page 9

C. Live Well Age Wisely – May 2022 – receive

Page 10

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

6. UNFINISHED AND NEW BUSINESS

Page 11

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

Page 12

B. Presentation – Kris Shelstad. A DISCUSSION may be in order. (Manager, Council)

Page 19

C. FY' 2023 Small Cities Development Grant – Lisa Graphenteen. A DISCUSSION and MOTION may be in order. (Manager, Council)

D. Madison Swimming Pool. A DISCUSSION and MOTION may be in order. (Manager, Council)

7. MANAGER REPORT (Manager)

- Pre – Construction Meeting
- Madison Windstorm Tabletop Exercise
- Tyler Technologies Update

Page 22

8. MAYOR/COUNCIL REPORTS (Mayor/Council)

- LqP Players

9. AUDITING CLAIM

Page 24

A copy of the Schedule Payment Report of bills submitted April 11, 2022 through April 25, 2022 is attached for approval for Check No. 62688 through Check No. 62723 and debit card purchases. A MOTION is in order.

10. ADJOURNMENT

**CITY OF MADISON
OFFICIAL PROCEEDINGS**

**MINUTES OF THE MADISON CITY COUNCIL
REGULAR MEETING
APRIL 11, 2022**

Pursuant to due call and notice thereof, a regular meeting of the Madison City Council was called to order by Mayor Greg Thole on Monday, April 11, at 5:03 p.m. in Council Chambers at City Hall. Councilmembers present were: Mayor Greg Thole, Maynard Meyer, Tim Volk, Adam Conroy (arrived at 5:04 p.m.), and Paul Zahrbock. Also present were: City Manager Val Halvorson, City Attorney Rick Stulz and City Clerk Christine Enderson.

AGENDA

Upon motion by Meyer, seconded by Volk and carried, the Agenda was approved as amended. Additions include the awarding of bid for City Hall Tower Project. All agenda items are hereby placed on the table for discussion.

MINUTES

Upon motion by Zahrbock, seconded by Volk and carried, the March 28, 2022, regular meeting minutes and the March 31, 2022, special meeting minutes were approved as presented.

PUBLIC PETITIONS, REQUESTS, HEARINGS AND COMMUNICATIONS

None

(Councilmember Adam Conroy arrived at 5:04 p.m.)

CONSENT AGENDA

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

CITY COUNCIL CHECKLIST

Council reviewed the City Council Checklist.

PUBLIC HEARING – FACILITY PLAN

Mayor Greg Thole opened the public hearing at 5:05 p.m. in regard to the Facility Plan to consider potential improvements to the municipal wastewater system that may include construction of a lift station and sanitary sewer mains along Trunk Highway 75 and Trunk Highway 40 and extensions to the northwest portion of the city. There was no one from the public in attendance.

City Engineer Kent Louwagie presented the need for the project as no utilities exist in the NW portion of the city that is north of 8th Street on TH 75 to 11th Street then east on 11th Street to Meadow Hills Avenue, and sanitary sewer lines along TH 75 and TH 40 are in poor condition based on the televised report in 2021. The proposed improvements in the NW Project Area consist of extending the sewer and water lines, replacing the storm sewer, reconstructing 11th Street, and patching TH 75. The proposed improvements for the Trunk Highways' sanitary sewer mains are to CIPP (cured in place pipe) all clay mains and sewer services, rehab brick manholes, and spot repair as needed. The City has applied for Federal EDA funding to complete the NW Project Area improvements and is in the process of applying for Public Facilities Authority (PFA) funding for the entire project. If the City is awarded the Federal EDA grant, Council should consider proceeding with the NW Project Area improvements with the EDA funding, but also continue pursuing the PFA funding for CIPP improvements. The estimated cost of the NW Project Area is \$2,265,900 and the CIPP sewer improvements is \$1,494,500 making a total project

cost of \$3,760,400. Depending on the awards from PFA and Federal EDA funding, the City will be responsible for \$158,613, of which is mostly storm sewer improvements. The approximate start date of the infrastructure project is September-December 2022 with an estimated project closeout between December 2023-February 2024. The City is not expecting to be notified about grant awards until Fall 2022. Councilmember Conroy asked if this estimated cost includes all utilities to the NW portion of the City and was informed that it does not include electrical utilities.

The Public Facility Plan is a step in the grant process to apply for PFA funding. Mayor Greg Thole closed the public hearing at 5:27 p.m.

CONDITIONAL USE PERMIT

Council acknowledged receipt of the recommendation of the Planning & Zoning Commission public hearing held on April 1, 2022, in regards to a Conditional Use Permit Application received from Daryl Tobias for the new construction of a cold storage shed on property he owns at 322 3rd Street East. After Council discussion, upon motion by Volk, seconded by Conroy and carried, Council adopted the findings from the Planning and Zoning Commission and approved the issuance of a Conditional Use Permit to Daryl Tobias.

INDEPENDENT CONTRACTOR AGREEMENT – TOM CHESTER

Upon motion by Zahrbock, seconded by Conroy and carried, Council authorized execution of an Independent Contractor Agreement between the City of Madison and Tom Chester, for mowing services for the period of May 1st to November 1st, at a rate of \$40.00 per hour for mowing.

CONGRESSIONAL DIRECTED SPENDING REQUESTS

City Manager Halvorson informed Council about the opportunity for Congressional Directed Spending (CDS) requests through U.S. Senator Amy Klobuchar and U.S. Senator Tina Smith. CDS funds can be utilized for improvements of community facilities. Halvorson is looking to submit requests for the Fire Hall, City Hall, and Library. Senator Klobuchar's requests are due April 13th and Senator Smith's are due April 15th. There was a general consensus for City Manager Halvorson to submit the discussed requests.

ESTABLISH DISTRICT AND POLLING PLACE

Upon motion by Meyer, seconded by Zahrbock and carried, **RESOLUTION 22-19** titled "Resolution Designating Polling Place" was adopted. The designation is effective for the 2022 calendar year after the redistricting; however, the City of Madison's districts remain unchanged. A complete copy of Resolution 22-19 is contained in City Clerk's Book #10.

CITY HALL TOWER REHABILITATION

Upon motion by Conroy, seconded by Volk and carried, Council approved the City Hall Tower Project bid from Equity Builders & Construction Services Inc. in the amount of \$108,000. This was the only bid received for the City Hall Tower Rehabilitation Project. MacDonald & Mack Architects estimated the cost of the project to be about \$104,062.

CITY MANAGER'S REPORT

Certified Pool Operator: Parks Supervisor Todd Erp has obtained the Certified Pool Operator License and has been assigned the duties established in Resolution 18-24 effective April 1, 2022 and will receive the additional stipend starting May 1st through August 31st.

Grand Park: The contractors will meet today to take soil samples and determine how much of the top layer of grass and dirt need to be removed in order for the new foliage to grow well.

Health Insurance: The City of Madison will see a 50% rate increase with the PEIP Health Insurance. The business office is working on obtaining quotes from other insurance companies. The renew rate is for July 1.

Small Cities Development Program (SCDP): DSI's Director of Housing and Economic Development, Lisa Graphenteen went over the next program timeline. The program will be open to the whole community. The focus will be on owner-occupied properties, as well as possible rental properties.

League of MN Cities: City Manager Val Halvorson attended LMC's Control Loss Training and one of the sessions was on mental health in the workplace. The presenter, National Alliance on Mental Health (NAMI) MN, offers free presentations and would be a good wellness training in the future.

EDA: Councilmember Meyer provided an update on the job fair held at LqPV High School.

Chamber of Commerce: There are a few events coming up with the Easter egg hunt on April 16th and the All Around Town Rummage Sales on April 22nd-24th. There will be a Newcomers Committee meeting this week, as well.

MAYOR/COUNCIL REPORTS

None

DISBURSEMENTS

Upon motion by Volk, seconded by Meyer and carried, Council approved disbursements for bills submitted between March 29 and April 11 2022. These disbursements include United Prairie Check Nos. 62613-62684. Debit card purchases made between March 17 and April 1, 2022, were also approved as listed.

There being no further business, upon motion by Conroy, seconded by Meyer and carried, meeting adjourned at 5:49 pm.

Greg Thole - Mayor

ATTEST:

Christine Enderson – City Clerk

REVENUE & EXPENSE REPORT

CALENDAR 3/2022, FISCAL 3/2022

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL REVENUE	41,122.46	350,150.09	1,686,664.27	1,336,514.18
	TOTAL EXPENSES	195,097.33	474,978.31	1,686,664.27	1,211,685.96
	GENERAL TOTAL	153,974.87-	124,828.22-	.00	124,828.22
	TOTAL REVENUE	9,918.54	35,531.09	112,500.00	76,968.91
	TOTAL EXPENSES	3,251.34	25,006.01	120,350.00	95,343.99
	AMBULANCE TOTAL	6,667.20	10,525.08	7,850.00-	18,375.08-
	TOTAL REVENUE	1,546.17	61,536.27	6,092.00	55,444.27-
	TOTAL EXPENSES	22.50	444.10	.00	444.10-
	SCDP GRANT REVOLVING LOAN TOTA	1,523.67	61,092.17	6,092.00	55,000.17-
	TOTAL REVENUE	.00	473.51	12,066.00	11,592.49
	TOTAL EXPENSES	.00	23,903.91	.00	23,903.91-
	SCDP GRANT 2017 ADMIN TOTAL	.00	23,430.40-	12,066.00	35,496.40
	TOTAL REVENUE	1,717.98	21,314.39	90,700.00	69,385.61
	TOTAL EXPENSES	1,213.52	12,107.18	92,391.00	80,283.82
	EDA TOTAL	504.46	9,207.21	1,691.00-	10,898.21-
	TOTAL REVENUE	10.29	32.40	1,000.00	967.60
	TOTAL EXPENSES	.00	.00	200.00	200.00
	EDA REVOLVING LOAN FUND TOTAL	10.29	32.40	800.00	767.60
	TOTAL EXPENSES	.00	.00	.00	.00

REVENUE & EXPENSE REPORT

CALENDAR 3/2022, FISCAL 3/2022

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	EDA DOWNPAYMENT LOAN TOTAL	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	20,000.00	20,000.00
	TOTAL EXPENSES	.00	.00	.00	.00
	SEWR SYSTEM REPLACEMENT TOTAL	.00	.00	20,000.00	20,000.00
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00
	2009 GO TEMP IMPROVE DEBT TOTA	.00	.00	.00	.00
	TOTAL REVENUE	59.56	1,793.18	339,500.00	337,706.82
	TOTAL EXPENSES	.00	.00	324,438.00	324,438.00
	INFRA. REPLACE. DEBT SERV TOTA	59.56	1,793.18	15,062.00	13,268.82
	TOTAL REVENUE	548.38	4,327.16	399,949.00	395,621.84
	TOTAL EXPENSES	.00	.00	374,405.00	374,405.00
	2015 GO REFUNDING DS TOTAL	548.38	4,327.16	25,544.00	21,216.84
	TOTAL REVENUE	.00	.00	145,014.00	145,014.00
	TOTAL EXPENSES	.00	132,106.25	143,489.00	11,382.75
	2016 GO REF/WT REV DS TOTAL	.00	132,106.25-	1,525.00	133,631.25
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00
	FTTP PROJECT FUND TOTAL	.00	.00	.00	.00

REVENUE & EXPENSE REPORT

CALENDAR 3/2022, FISCAL 3/2022

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL REVENUE	.00	.00	.00	.00
	TOTAL EXPENSES	20,644.50	33,052.00	.00	33,052.00-
	UTIL EXT PROJECT FUND TOTAL	20,644.50-	33,052.00-	.00	33,052.00
	TOTAL EXPENSES	.00	.00	.00	.00
	2009 GO TEMP IMPROVE PROJ TOTA	.00	.00	.00	.00
	TOTAL REVENUE	4,665.00	18,665.00	20,000.00	1,335.00
	TOTAL EXPENSES	9,159.89	10,390.94	66,000.00	55,609.06
	CULTURE & REC CAP. FUND TOTAL	4,494.89-	8,274.06	46,000.00-	54,274.06-
	TOTAL REVENUE	.00	.00	80,000.00	80,000.00
	TOTAL EXPENSES	.00	.00	12,000.00	12,000.00
	BLDG & EQUIP CAP. FUND TOTAL	.00	.00	68,000.00	68,000.00
	TOTAL REVENUE	.00	.00	80,000.00	80,000.00
	TOTAL EXPENSES	.00	.00	75,000.00	75,000.00
	STREETS CAPITAL FUND TOTAL	.00	.00	5,000.00	5,000.00
	TOTAL REVENUE	45,319.85	143,719.41	620,250.00	476,530.59
	TOTAL EXPENSES	33,274.21	111,117.30	796,288.87	685,171.57
	WATER TOTAL	12,045.64	32,602.11	176,038.87-	208,640.98-
	TOTAL REVENUE	40,369.43	118,053.38	480,000.00	361,946.62
	TOTAL EXPENSES	36,929.98	127,437.47	701,168.35	573,730.88

REVENUE & EXPENSE REPORT

CALENDAR 3/2022, FISCAL 3/2022

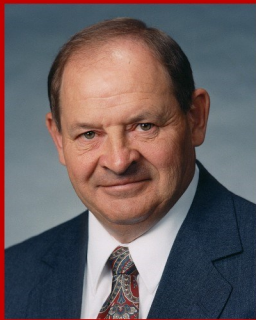
PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	SEWER TOTAL	3,439.45	9,384.09-	221,168.35-	211,784.26-
	TOTAL REVENUE	23,130.19	68,825.98	284,950.00	216,124.02
	TOTAL EXPENSES	16,814.15	50,875.20	264,358.94	213,483.74
		-----	-----	-----	-----
	SANITATION TOTAL	6,316.04	17,950.78	20,591.06	2,640.28
	TOTAL REVENUE	126,171.68	410,861.17	1,533,000.00	1,122,138.83
	TOTAL EXPENSES	112,162.72	346,109.71	1,418,575.36	1,072,465.65
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	ELECTRIC UTILITY TOTAL	14,008.96	64,751.46	114,424.64	49,673.18
	TOTAL REVENUE	12,621.29	37,797.81	151,650.00	113,852.19
	TOTAL EXPENSES	8,828.13	28,200.05	236,954.52	208,754.47
		-----	-----	-----	-----
	STORM SEWER TOTAL	3,793.16	9,597.76	85,304.52-	94,902.28-
	TOTAL REVENUE	36,071.98	99,556.92	473,000.00	373,443.08
	TOTAL EXPENSES	29,223.95	102,224.10	475,311.81	373,087.71
		-----	-----	-----	-----
	LIQUOR TOTAL	6,848.03	2,667.18-	2,311.81-	355.37
	TOTAL REVENUE	14,385.00	52,738.49	174,120.00	121,381.51
	TOTAL EXPENSES	5,133.71	99,115.62	214,362.00	115,246.38
		-----	-----	-----	-----
	EASTVIEW APARTMENTS TOTAL	9,251.29	46,377.13-	40,242.00-	6,135.13
	TOTAL REVENUE	.00	55,101.00	134,000.00	78,899.00
	TOTAL EXPENSES	.00	.00	125,000.00	125,000.00
		-----	-----	-----	-----
	RESERVE TOTAL	.00	55,101.00	9,000.00	46,101.00-

REVENUE & EXPENSE REPORT
CALENDAR 3/2022, FISCAL 3/2022

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	REVENUE & EXPENSE FUND SUMMARY	114,098.13-	96,590.90-	282,501.85-	185,910.95-



STATE SENATOR GARY DAHMS



Proudly Serving the Residents of District 16

E-Newsletter

April 8, 2022

SENATOR DAHMS DELIVERS ON PERMANENT TAX RELIEF TO MINNESOTANS

With inflation at 40-year highs and working Minnesotans being squeezed more every day by soaring prices for gas, groceries, and energy, Minnesota Senate Republicans today made good on an early session promise to give back Minnesota's historic \$9 billion budget surplus with the largest permanent tax cut in state history.

The Senate approved a landmark tax bill that reduces the first-tier tax rate for all filers from 5.35% to 2.80%, and fully eliminates the state income tax on all Social Security benefits on a bipartisan 42-24 vote. The bill provides taxpayers with a much-needed \$8.43 billion in relief over the next three years.

After years of over taxation, Minnesotans deserve permanent ongoing tax relief. We eliminate the unfair double tax on Social Security and cut income taxes for all Minnesota taxpayers. At a time of historic inflation, it is critical we get money back into the pockets of hard working Minnesotans and deliver meaningful tax relief.

Reducing the first-tier tax rate: Minnesota's lowest tax bracket is higher than the highest tax bracket in 24 other states. Over 2.4 million filers would benefit from the historic Republican tax rate cut, with an average savings of \$759. A typical family making \$100,000 would see a savings of \$1,064.

Full elimination of the tax on Social Security income: Minnesota is one of just 13 states that tax Social Security benefits. Impacting taxpayers with just \$25,000 in income, the Social Security Income tax hits more than 407,000 Minnesota filers. None of the states that border us — Iowa, Wisconsin, Michigan, and South Dakota — tax Social Security income. Eliminating the Social Security tax would put \$1.6 billion back into the hands of beneficiaries, with an average benefit of \$1,254.

In the last five years, Republicans passed billions in tax cuts, stopped Gov. Walz's massive tax increases, and passed the first income rate tax cuts in 20 years. Senate Republicans will continue the fight for meaningful and permanent tax relief.

The bill was passed on the Senate floor Thursday. The bill now awaits action by the Democrat-led House of Representatives who have their own competing tax proposal.



Senator Gary Dahms Senate District 16

Senator Dahms keeps promise to deliver permanent tax relief

FOLLOW ME ONLINE

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LIVE WELL

AGE WISELY

WHEN

The Second Monday of each month

WHERE

*****PLEASE NOTE UPDATED TIMES!******

Dawson Public Library at 10:30am

Madison Lower Level Community Center at 1:00pm

QUESTIONS?

Laura Thomas
Program Director with Prairie Five
320-226-8861

This project is made possible in part under the Federal Older Americans Act through an award from the Minnesota River Area Agency on Aging under an Area Plan approved by the Minnesota Board on Aging. The project is paid for in part with funds from the Southwest Initiative Foundation.



COME JOIN US FOR :

Coffee and treats

Socializing and conversation

Giveaways

Local and regional experts

TOPICS TO INCLUDE :

The link between creativity and brain health (and a chance to practice!) – Deb Meyer will speak and facilitate an art project in **May**

**Leaving a legacy
And much more!**

CITY COUNCIL CHECKLIST

4/22/2022

ITEM	DATE	ADDRESSED BY	RESPONSIBLE TO COMPLETE	Progress Notes	COMPLETE
Pool Hours of Operation	3/25/2019	Zahrbock	CM, council	Last Date August 24th	ongoing
Senior Meal site and Center	1/13/2020	Meyer	CM, Meyer	Constuction and purchases completed-	ongoing
City Garage	4/20/2017	Thole, Fernho	CM	Painting complete	ongoing
MNDOT 2023	8/20/2020	Council	VH	Recommendation to MNDOT by 11/23/20 --	ongoing
Handicap Restroom at Grand/Public	8/26/2019	Meyer	CM, Thole	Open 04/01/2021	6/30/2021
Climbing Wall at Pool	8/26/2019	Volk	Parks	Application approved -- prepare for install -- install complete	5/31/2021
Madison Gateway Sign	9/23/2020	Thole	Thole, VH	Complete -- waiting final invoices	7/2/2021
Recreation Facility	5/2/2017	EDA	CM, Conroy	On hold - will require additional community engagement	ongoing
Hwy 40 Curbing - ask MNDoT to repair	5/11/2015	Zahrbock	CM, Engineer	2023 Construction - Utility Meeting Held	ongoing
Downtown Renovation Fund	9/22/2014	Meyer	CM,	EDA CIP program - advertised-April 22, 2022 due date	ongoing
Downtown Open Space-Block 48	10/27/2014	Conroy	CM Parks Board	EDA to meet with Architect May 4th at 4:30	ongoing
Broadband Exploration	4/20/2017	Meyer	CM,committee	Farmers still gathering agreements	2022/2023
Federal EDA EAA Grant	9/1/2021	Council	CM	Application has been submitted	2022
City Hall Restoration and Maintenance	6/1/2017	Council	CM, BM	Preconstruction Meeting Competed	2022
Welcome Sign School Pride State Champ	7/1/2021	Zahrbock	CM, PZ, AC	March 22, 2022 Meeting Report	2022

Let's make Highway 40 a tourist destination!

Highway 40 "Retro Lane"

- There are at least a dozen businesses on Highway 40 in Madison that could be part of an initiative to add a "nostalgic / retro / classic" look; from Net's Antiques to John Deere
- Towns that have interesting highway frontage encourage people to stop, visit and shop
- Madison's Highway 40 corridor would become a destination

Highway 40 Classic Businesses

Net's Antiques (Anchor)

VFW

Biome

Post Office

Fire Department

Madison Mercantile

Dahle's Building Mural

Trygstads Seed

Vacant Lot (Farmers Market?)

DeToys

Retro Classics (New)

Skelly Station

C.W Oil

Lien Lumber

Tofte's Classic cars

Baseball Field

John Deere

Highway 40 Classic Businesses!

Net's Antiques

- Net's Antiques is the “anchor” business for the Retro Corridor
- Possible Actions:
 - ✓ *Brighten the façade, freshen existing signs*
 - ✓ *Add retro/classic signage*
 - ✓ *Actively market to tourists*

Highway 40 Classic Businesses

Retro Classics LLC (former “Ann’s Sewing Room”)

Dale Carey’s Vision:

Build a “roadside attraction” that highlights local history,
invokes nostalgia, promotes tourism







FY'2023 Small Cities Development Grant
Application Service Agreement
for
City of Madison

DEVELOPMENT SERVICES, INC. (DSI) welcomes the opportunity to offer our services in seeking a 2023 Small Cities Development Program (SCDP) grant for your community.

We anticipate that the scope of the 2023 SCDP application will focus on owner-occupied housing rehab and rental housing rehab. The final grant budget and proposed number of repair projects will be determined as part of the application process and will depend heavily on the extent of interest found in the community and the feasible size of an SCDP grant. If your community decides to add additional components such as commercial rehabilitation or streetscape, those additional fees are highlighted in the fee section.

PROJECT SERVICES

DSI will provide services for completing and submitting an SCDP Preliminary Proposal and a Full Application, if the Preliminary Proposal is favorably reviewed by DEED. Tasks to be performed by DSI will include:

1. Complete such forms, narratives, and attachments as are required for the Preliminary Proposal and Full Application.
2. Collect information about the community and the project as needed to support the application.
3. Conduct public information meetings or take other steps to evaluate the extent of interest and commitment to participate on the part of building owners.
4. Attend City Council and other committee meetings as may be necessary and coordinate with City staff.
5. Submit a Preliminary Proposal to the Minnesota Department of Employment & Economic Development (DEED) by their deadline in November 2022.
6. Submit a Full Application, if feasible, to DEED by their deadline in February 2023.
7. Deliver one copy of the completed Preliminary Proposal and Full Application to the City.

COSTS

1. Community Interest Assessment: \$1,600
*If the community decides to undertake a comprehensive application with commercial rehabilitation or streetscape the Community Interest Assessment increases by \$200 per

community.

DSI will implement community outreach (mailings to residents, maintain SCDP Facebook account, submit news article and other promotional material, if needed, etc.) and compile results for council.

2. Preliminary Proposal and Building Condition Assessment: \$2,600
 - * If multiple community application: \$2,000 per community
 - ** If the community decides to undertake a comprehensive application with commercial rehabilitation or streetscape the Preliminary Proposal increases by \$200 per community.

Moving to a Preliminary Proposal is contingent upon the city's decision on whether or not to proceed with a Preliminary Proposal after reviewing the analysis from the community interest assessment and determining whether there is enough need and interest observed to warrant moving forward with a grant application.

3. Full Application: \$3,800
 - * If multiple community application: \$2,600 per community
 - ** If the community decides to undertake a comprehensive application with commercial rehabilitation or streetscape the Full Application increases by \$200 per community.

Moving to a Final Application is contingent upon the city's decision on whether or not to proceed with a Final Application after receiving DEED's analysis of the Preliminary Proposal.

4. Expenses for mileage, copies, postage, telephone, legal notices, etc. incurred in preparing the Community Assessment, Preliminary Proposal and Full Application will be billed in addition to the personnel fee listed above and will be split evenly between the two communities. Costs associated with preliminary community surveys of interest will be billed separately to each community based on specific costs associated with copying and mailing the individual surveys.

Mileage (at the allowable IRS rate):	Currently 58.5¢ per mile
Photocopies (black & white):	25¢ per copy
Photocopies (color):	35¢ per copy
Other:	At cost

5. Payment Schedule. DSI will submit invoices for payment following submission of the grant preliminary proposal and, if approved for submission, the application to DEED, at which time payment will be due.
6. Time Sensitive: The costs outlined in this Service Agreement will remain effective for SCDP FY 2023 and 2024 providing the city has authorized and signed this Service Agreement no later than August 31, 2022.
7. Coordinate the participation of additional consultants whose assistance may be necessary, such as engineers, architects, contractors or others. The expense of such additional consultants, if any, shall not be a part of DSI's fees outlined in this proposal.

FUNDING CONSIDERATIONS

1. It is understood that program income (if any) in the City's Revolving Loan Fund(s) from past SCDP grants must be leveraged into the new application(s).
2. Given the competitive nature of the SCDP grant program, DSI makes no representations as to the success of a Preliminary Proposal or a Full Application.
3. DEED retains the right to reduce the goals, dollar amount of grant funds, or activities proposed in the Preliminary Proposal and/or Full Application.

ANTICIPATED TIMETABLE

Mid-November 2022 – Preliminary Proposal deadline.

Mid-December 2022 – DEED responds to Preliminary Proposal. Following the Proposal's review, communities choosing to submit a Full Application will be permitted to do so.

Mid-February 2023 – Full Application deadline.

June-July 2023 – Successful applications may be announced by DEED.

CONCLUSION

Thank you very much for considering our firm. We look forward to the opportunity to serve you on this project.

ACCEPTANCE

DSI will regard the approval of this Agreement by both parties (indicated below) as authorization to proceed with work on the project under the terms and conditions contained herein.

Agreement Accepted: _____ Date: _____
City of Madison
Signature of Authorized Official

Title: _____

Agreement Accepted: _____ Date: _____
Vince Robinson
President,
Development Services, Inc.

Meeting Agenda

Pre-Construction Meeting

Project Madison City Hall Tower Rehabilitation Project

Date April 19, 2022

Time 11:00 am

Location Teams Meeting

Introductions

- Contact Information
- Owner and Contractor duties outlined in contract

Front End Paperwork

- Contract
- Insurance
- Permits

Chain of Command and Communication Channels

- 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 of Madison.
- 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

Schedule

- Construction schedule
 - Sheathing condition
 - Regular on-site meeting schedule to be determined, based on proposed schedule
 - Milestone 2: Roofing photographs – submitted for review
 - Milestone 3: Window drawings – submitted for review
 - Milestone 4: 50% Legacy Grant review meeting date
 - Storm siren
- Typical hours/days of operation

Submittals

- Product data
- Samples
- Shop drawings
- Mockups
- Historic treatment program
- Site utilization plan
- Construction photographs

Progress payments and Wages

- MMA and Owner timeframe for approval and payment
- Prevailing wages

Construction

- Signage
- Temporary utility & facilities
- Parking, mobilization, & storage
- Site security
- Building access

Closeout procedures

- Substantial Completion / Punch List Meeting
- Final Completion Meeting
- Close out documents
 - Warranties
 - As-built, marked-up drawings
 - Legacy grant milestones (completed and approved)
- Final Payment Application

CLAIMS REPORT

Check Range: 4/18/2022- 4/18/2022

UP CK # 62688-62714

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
101-41610-304	GENERAL CITY ATTORNEY OFFICE OF ADMINISTRATIVE HEARI	CTY ATT-VET PREF CASE 516832	157.50	62705	4/18/22
	4161 CITY ATTORNEY TOTAL		157.50		
101-41940-437	CITY HALL LQP COUNTY TREASURER	CTY HLL-SOLID WASTE PROPTAX'22	245.00	62697	4/18/22
	4194 CITY HALL TOTAL		245.00		
101-42200-180	FIRE DEPARTMENT MN FIRE SERVICE CERTIFICATION	FIRE-CERT EXAM-KIRSCHBAUM/SCHE	480.00	62701	4/18/22
101-42200-212	LQP CO-OP OIL	FIRE-FUEL EXPENSE	98.87	62696	4/18/22
101-42200-221	MADISON AUTO PARTS	FIRE-ACCOUNT SERVICE CHARGE	5.00	62698	4/18/22
101-42200-221	WEST CENTRAL COMM, INC	FIRE-PCM RADIOS	513.45	62713	4/18/22
	4220 FIRE DEPARTMENT TOTAL		1,097.32		
101-43100-223	STREET MAINTENANCE LEIN LUMBER, LLC	STR-2X4'S	21.94	62694	4/18/22
101-43100-401	LANE'S ELECTRIC LLC	STR-BATHROOM FAN MTR PUBWORKS	240.00	62693	4/18/22
	4310 STREET MAINTENANCE TOTAL		261.94		
101-45181-437	GRAND THEATER LQP COUNTY TREASURER	THEATRE-PROP TAXES 2022	1,106.98	62697	4/18/22
	4518 GRAND THEATER TOTAL		1,106.98		
101-45500-433	LIBRARY PIONEERLAND LIBRARY SYS.	LIB-1ST QTR FUNDING	20,558.00	62706	4/18/22
	4550 LIBRARY TOTAL		20,558.00		
101-49250-380	UNALLOCATED EXPENDITURES VERIZON WIRELESS	CTY HALL-CELL PHONE 4/22	40.01	62712	4/18/22
101-49250-437	LQP COUNTY TREASURER	UNALL-MAD TWP PROP TAX 2022	528.00	62697	4/18/22
	4925 UNALLOCATED EXPENDITURES TOTAL		568.01		
	101 GENERAL TOTAL		23,994.75		
201-44100-180	AMBULANCE AMBULANCE MN STATE COLLEGES & UNIVERSITY	AMB-EMT REFRESHER COURSE	680.00	62708	4/18/22
201-44100-212	LQP CO-OP OIL	FUEL EXPENSE	61.00	62695	4/18/22
201-44100-325	VERIZON WIRELESS	AMB-CELL PHONE 4/22	40.01	62712	4/18/22
	4410 AMBULANCE TOTAL		781.01		

CLAIMS REPORT

Check Range: 4/18/2022- 4/18/2022

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
		201 AMBULANCE TOTAL	781.01		
211-46500-342	EDA ECONOMIC DEVELOPMENT				
211-46500-437	PRO IMAGE PARTNERS	EDA-MARKETING	491.00	62707	4/18/22
	LQP COUNTY TREASURER	EDA-FAIRWAY VIEW PROP TAX '22	1,018.88	62697	4/18/22
		4650 ECONOMIC DEVELOPMENT TOTAL	1,509.88		
		211 EDA TOTAL	1,509.88		
407-46520-409	UTIL EXT PROJECT FUND UTILITY EXPANSION BOLTON & MENK INC	ENGINEERING-UTIL EXPANSION	5,868.50	62689	4/18/22
		4652 UTILITY EXPANSION TOTAL	5,868.50		
		407 UTIL EXT PROJECT FUND TOTAL	5,868.50		
420-45020-409	CULTURE & REC CAP. FUND CAPITAL PROJ (CULT & REC)				
420-45020-409	JULIE STENSRUD	ARTS COUNC-METAL ART WORK	100.00	62709	4/18/22
420-45020-409	UPPER MN VALLEY RDC	ARTS COUNC-MEANDER SPONSORSHIP	200.00	62711	4/18/22
420-45020-409	RBM PUBLICATIONS	ARTS COUNC-BAKE SALE AD	48.00	62714	4/18/22
		4502 CAPITAL PROJ (CULT & REC) TOTAL	348.00		
		420 CULTURE & REC CAP. FUND TOTAL	348.00		
601-49400-216	WATER WATER PRODUCTION				
601-49400-238	HACH COMPANY	WT-FLOURIDE SOLN	62.73	62691	4/18/22
601-49400-239	C EMERY NELSON INC	WT-OIL/FILTER/GREASE	1,142.67	62690	4/18/22
601-49400-325	C EMERY NELSON INC	WT-ANTISCALANT	5,218.25	62690	4/18/22
601-49400-404	VERIZON WIRELESS	WT-CELL PHONE 4/22	24.27	62712	4/18/22
601-49400-404	C EMERY NELSON INC	WT-OIL/FILTER/GREASE	319.26	62690	4/18/22
601-49400-404	HAWKINS INC.	WT-PVC VALVE ASSY	151.40	62692	4/18/22
601-49400-409	MVTL LABORATORIES INC	WT-REGULAR TESTING	24.20	62704	4/18/22
		4940 WATER PRODUCTION TOTAL	6,942.78		
		601 WATER TOTAL	6,942.78		
602-49450-325	SEWER SEWER TREATMENT				
602-49450-380	VERIZON WIRELESS	SEW-CELL PHONE 4/22	24.27	62712	4/18/22
602-49450-380	MN ENERGY RESOURCES	SEW-NAT GAS 3/22	470.03	62700	4/18/22
602-49450-409	MN VALLEY REC	SEW-UTILITY EXPENSE	3,452.60	62703	4/18/22
602-49450-409	MVTL LABORATORIES INC	SEW-REGULAR TESTING	140.80	62704	4/18/22

CLAIMS REPORT

Check Range: 4/18/2022- 4/18/2022

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
602-49450-437	LQP COUNTY TREASURER	SEW-CO DIT 15 PROPTAX 2022	500.79	62697	4/18/22
602-49450-437	MN POLLUTION CONTROL AGEN	SEW-ANNUAL PERMIT FEE	1,450.00	62702	4/18/22
		4945 SEWER TREATMENT TOTAL	6,038.49		
		602 SEWER TOTAL	6,038.49		
604-49570-325	ELECTRIC UTILITY ELECTRICAL DISTRIBUTION VERIZON WIRELESS	ELEC-CELL PHONE 4/22	81.46	62712	4/18/22
		4957 ELECTRICAL DISTRIBUTION TOTAL	81.46		
		604 ELECTRIC UTILITY TOTAL	81.46		
605-49620-437	STORM SEWER ADMINISTRATION AND GENERA LQP COUNTY TREASURER	STR SEW-CO DIT 15 PROPTAX 2022	375.66	62697	4/18/22
		4962 ADMINISTRATION AND GENERA TOTAL	375.66		
		605 STORM SEWER TOTAL	375.66		
609-49750-210	LIQUOR OFF-SALE LIQUOR TOTAL REGISTER SYSTEMS	LIQ-SUPPORT	145.88	62710	4/18/22
609-49750-251	BEVERAGE WHOLESALERS	LIQ-LIQUOR EXPENSE	840.75	62688	4/18/22
609-49750-251	MADISON BOTTLING CO.	LIQ-BEER EXPENSE	6,223.95	62699	4/18/22
609-49750-342	RBM PUBLICATIONS	LIQ-ADVERTISING	425.00	62714	4/18/22
		4975 OFF-SALE LIQUOR TOTAL	7,635.58		
		609 LIQUOR TOTAL	7,635.58		
		Accounts Payable Total	53,576.11		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
101	GENERAL	23,994.75
201	AMBULANCE	781.01
211	EDA	1,509.88
407	UTIL EXT PROJECT FUND	5,868.50
420	CULTURE & REC CAP. FUND	348.00
601	WATER	6,942.78
602	SEWER	6,038.49
604	ELECTRIC UTILITY	81.46
605	STORM SEWER	375.66
609	LIQUOR	7,635.58

	TOTAL FUNDS	53,576.11

CLAIMS REPORT

Check Range: 4/19/2022- 4/19/2022

UP CK# 62715-62723

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
	GENERAL ADMINISTRATION				
101-41320-321	FRONTIER COMMUNICATIONS	ADMIN-PHONE	156.38	62720	4/19/22
101-41320-409	AMERICAN LEGAL PUBLISHING CORP	ADMIN-ONLINE ORDINANCES	450.00	62715	4/19/22
	4132 ADMINISTRATION TOTAL		606.38		
	FIRE DEPARTMENT				
101-42200-321	FRONTIER COMMUNICATIONS	FIRE-PHONE	39.12	62720	4/19/22
	4220 FIRE DEPARTMENT TOTAL		39.12		
	STREET MAINTENANCE				
101-43100-321	FRONTIER COMMUNICATIONS	STR-PHONE	55.90	62720	4/19/22
	4310 STREET MAINTENANCE TOTAL		55.90		
	SKATING RINK				
101-45127-321	FRONTIER COMMUNICATIONS	SK RINK-PHONE/BBAND	166.79	62720	4/19/22
	4512 SKATING RINK TOTAL		166.79		
	PRAIRIE ARTS CENTER				
101-45180-321	FRONTIER COMMUNICATIONS	PAC-PHONE	33.56	62720	4/19/22
	4518 PRAIRIE ARTS CENTER TOTAL		33.56		
	LIBRARY				
101-45500-321	FRONTIER COMMUNICATIONS	LIB-PHONE	164.92	62720	4/19/22
	4550 LIBRARY TOTAL		164.92		
	101 GENERAL TOTAL		1,066.67		
	EDA				
211-46500-490	ECONOMIC DEVELOPMENT UPPER MN VALLEY RDC	PRAIRIE WATERS 2022 MEMBERSHIP	1,891.00	62723	4/19/22
	4650 ECONOMIC DEVELOPMENT TOTAL		1,891.00		
	211 EDA TOTAL		1,891.00		
	WATER				
	WATER PRODUCTION				
601-49400-321	FRONTIER COMMUNICATIONS CORP	WT-CIRCUIT 5/22	43.43	62718	4/19/22
601-49400-321	FRONTIER COMMUNICATIONS	WT PLANT ALARM-DUE 5/9/22	69.35	62720	4/19/22
	4940 WATER PRODUCTION TOTAL		112.78		
	601 WATER TOTAL		112.78		

CLAIMS REPORT

Check Range: 4/19/2022- 4/19/2022

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
602-49450-321	SEWER SEWER TREATMENT FRONTIER COMMUNICATIONS	SEW-ALARM	69.37	62720	4/19/22
		4945 SEWER TREATMENT TOTAL	69.37		
		602 SEWER TOTAL	69.37		
604-49570-321	ELECTRIC UTILITY ELECTRICAL DISTRIBUTION FRONTIER COMMUNICATIONS	LINE-PHONE	36.34	62720	4/19/22
		4957 ELECTRICAL DISTRIBUTION TOTAL	36.34		
		604 ELECTRIC UTILITY TOTAL	36.34		
609-49750-251	LIQUOR OFF-SALE LIQUOR BELLBOY CORPORATION	LIQ-LIQUOR EXPENSE	3,892.18	62716	4/19/22
609-49750-251	BEVERAGE WHOLESALERS	LIQ-LIQUOR EXPENSE	2,499.40	62717	4/19/22
609-49750-251	JOHNSON BROS-ST.PAUL	LIQ-LIQUOR EXPENSE	1,134.83	62721	4/19/22
609-49750-251	REMINGTON RIDGE VINEYARD	LIQ-WINE	260.00	62722	4/19/22
609-49750-258	BELLBOY CORPORATION	LIQ-FREIGHT EXPENSE	52.80	62716	4/19/22
609-49750-258	JOHNSON BROS-ST.PAUL	LIQ-FREIGHT EXPENSE	27.98	62721	4/19/22
609-49750-321	FRONTIER COMMUNICATIONS	LIQ-PHONE	39.12	62720	4/19/22
		4975 OFF-SALE LIQUOR TOTAL	7,906.31		
		609 LIQUOR TOTAL	7,906.31		
		Accounts Payable Total	11,082.47		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
101	GENERAL	1,066.67
211	EDA	1,891.00
601	WATER	112.78
602	SEWER	69.37
604	ELECTRIC UTILITY	36.34
609	LIQUOR	7,906.31

	TOTAL FUNDS	11,082.47