



**BOARD OF COMMISSIONERS
AGENDA**

February 22, 2022

5:30PM – COMMISSION ROOM – 116 W CENTER ST

Please join the Zoom meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/86100715906>

You can also dial in using your phone.

+1 312 626 6799

Meeting ID: 861 0071 5906

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPT AGENDA

APPEARANCES/ACKNOWLEDGEMENTS

- 1) Acknowledge January 2022 Board Minutes

CONSENT CALENDAR

- 1) Minutes - February 7, 2022
- 2) Minutes - February 17, 2022
- 3) Payroll Bills for Ratification - February 4, 2022
- 4) Bills for Ratification - February 16, 2022 & February 17, 2022
- 5) Bills for Approval - February 23, 2022
- 6) Personnel
- 7) Building Permit Report - January 2022
- 8) Set Bid Date - Bid No. 910 - Water Main Improvement Project 2022-1 - March 16, 2022 1:00pm
- 9) Set Bid Date - Bid No. 911 - Sidewalk Improvement Project 2022-2 - March 16, 2022 2:00pm
- 10) Adopt Resolution No. 2022-06 - Approve a Plat - Kearin Tract 1

UNFINISHED BUSINESS

- 1) Hearing on Resolution No. 2022-05 - Notice of Intent to Lease Real Property
- 2) Adopt Resolution No. 2022-05 - Notice of Intent to Lease Real Property

NEW BUSINESS

- 1) Review and Take Action on Request for Proposals - Generator Plant Operating System Update - April 8, 2022 2:00pm

PUBLIC COMMENT

ANNOUNCEMENTS

- 1) Nominating Petition Deadline - February 25th 5:00pm
- 2) Next Commission Meeting - March 7th at 5:30pm

ADJOURN

Anyone wishing to speak to an item on the agenda must be acknowledged by the chair and come to the podium to address the Mayor and City Commission. Addressing other audience members will not be permitted.

Supplementary agenda information may be accessed at www.cityofmadisonsd.com

AGENDAS – CITY COMMISSION

If special accommodations are necessary to attend any Board of Commissioners meeting, please contact the Finance Office at (605) 256-7500 at least 24 hours before meeting time. All attempts shall be made to accommodate a request.

MADISON MUNICIPAL AIRPORT BOARD
AGENDA
JANUARY 18, 2022
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order 18:00 hrs

Roll Call: Present – Roy Brown, Ken Johnson, Myron Downs, Morris Riggan, Dave Gilbert, Tim Peters, ex-officio George Colombe; Commissioner Shaw; Guests: Jake Braunagel(KLJ), Tim Byrd, Charlie Keppen

Approve December 21, 2021 Minutes: Motion to approve by Roy, 2nd by Tim, motion carried

Approve January 18, 2022 Agenda: Motion to approve by Myron, 2nd by Tim, motion carried

Appearances/Acknowledgements/Correspondence

- 1) Acknowledge KLJ Status Report - December 2021: Jake reviewed the status report with the board
- 2) Fuel Update October- December 2021: Sales were up over last year, Jet sale also up, The new ramp has helped Jet fuel sales.

Unfinished Business

- 1) New Hangar - Brian Kern (Across from 1731): **Motion by Tim to Approve the new hangar subject to FAA airspace and ALP guidelines, and city codes. 2nd by Myron, Motion carried**
- 2) Discuss Gate Wheel Proposal: Wheels for the airport fence gates will need to be 8 inches in diameter and 6 wheels will be needed for a cost of \$1200. Brackets and installation to be determined. **Motion by Tim to install wheels on the fence gates, 2nd by Dave, Motion Carried.**
- 3) Fence Line Repair Update: The airport manager is still trying to find someone who will do the work. Jake suggested we check with Extreme Fence about doing the repairs. The airport manager will contact this company.

New Business

- 1) Discuss Additional Work on Taxiway: A second taxiway from the 15/33 runway to the parallel taxiway would improve airport safety and operational efficiency. KLJ will add this project to the CIP and changes will be made to the Airport ALP.
- 2) Discuss Crop Rotation: The FAA approved planting beans on the farm ground for 2022 and then going back to alfalfa for the following years
- 3) Discuss City Property Repair Requests: For future repairs and maintenance requests the Airport Manager will contact the City Office who will then schedule the maintenance required
- 4) Approve Bills : The board reviewed the current bills
- 5) Ratify Bills - December 22, January 5, January 12: Motion by Dave to Ratify Bills as presented 2nd by Roy: Motion carried

Public Comment

Announcements

- 1) Next Meeting - February 15, 2022
- 2) SD Airport Conference - April 6 & 7 - Pierre

Executive Session: SDCL 1-25-2(4)

18:28hrs Motion to go into executive session by Myron 2nd by Tim: motion carried

18:42hrs, Motion to come out of executive session by Myron, 2nd by Roy: motion carried

Adjourn: 18:43, motion to adjourn by Ken

Madison Community Center
Governing Board Minutes
Monday, January 03, 2022 @ 7:30 AM
The Madison Community Center 500 NE
11th St, Madison, SD 57042

Call to Order: Danny Frisby-Griffin called the meeting to order at 7:33am in the Community Center Meeting Room and via ZOOM/conference call.

Members Present: Danny Frisby-Griffin, Josh Anderson, Michelle Corey, Sara Hare, Brian Keller, Tyler Steele, Jennie Thompson.

Members Absent: Laura Boecker, Jeff Dittman

Ex-Officio Present: Absent

Staff Present: None

1. **Approval of the January 3, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Sara Hare and seconded by Tyler Steele. Motion carried.

Old Business

2. **Executive Session: SDCL 1-25-2(1) (as required):** Motion was made by Jennie Thompson to move into executive session to discuss personnel matters and seconded by Michelle Corey. Motion carried. The board entered executive session at 7:34am and completed at 7:46am.
3. **Executive Session action (as required):**
4. **Discussion and recommendation decision: director position:** Motion to move forward with the hiring committee recommendation was made by Jennie Thompson and seconded by Tyler Steele. Motion carried.

New Business

5. **Discussion: New City Representative to the MCC Governing Board:** City commission is to meet January 3, 2022. Hope to have city representative to the MCC governing board present at the next regularly scheduled meeting January 20, 2022.
6. **Discussion on tasks, obstacles and help requested (things that may be being missed):** None
7. **Public comments per resolution No. 2018-11:** None

Adjourn: Meeting adjourned at 7:50am.

Next scheduled board meeting is January 20, 2022 @ 6:30 AM.

Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.

Madison Community Center
Governing Board Minutes
Monday, January 20, 2022 @ 6:30 AM
The Madison Community Center or ZOOM
500 NE 11th St, Madison, SD 57042

Call to Order: Danny Frisby-Griffin called the meeting to order at 6:35am in the Community Center Meeting Room and via ZOOM/conference call.

Members Present: Danny Frisby-Griffin, Josh Anderson, Michelle Corey, Sara Hare, Mike McGillivray, Brian Keller, Tyler Steele, Jennie Thompson.

Members Absent: Jena Martin

Ex-Officio Present:

City of Madison Present: Jameson Berreth, Sonya Wilt

Staff Present: Gene Wockenfuss, Kaylee Winrow

1. **Approval of the January 20, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Jennie Thompson and seconded by Sara Hare. Motion carried.
2. **Approval of the December 16, 2021 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Jennie Thompson and seconded by Brian Keller. Motion carried.
3. **Approval of the January 3, 2022 special board meeting minutes:** The meeting minutes for the additional board meeting held January 3rd were presented. Motion was made to approve by Jennie Thompson and seconded by Tyler Steele. Motion carried.
4. **Welcome new MCC Governing Board Members:** the governing board would like to welcome new members Mike and Jena!
5. **Welcome new MCC Executive Director:** Welcome, Director Gene Wockenfuss, to the Madison Community Center. The governing board looks forward to working with you!
6. **New officer elections and committee determinations: Elections in accordance with MCC Policy104:** Motion to approve the elected officers and committee members for 2022 was made by Jennie Thompson and seconded by Michelle Corey. Motion carried.
The 2022 officers and committee members are:
 - a. **President:** Danny Frisby-Griffin
 - b. **Vice President:** Michelle Corey
 - c. **Secretary/Treasurer:** Sara Hare
 - d. **At-large Exec Committee Member:** Josh Anderson
 - e. **Budget Committee:** Danny Frisby-Griffin, Michelle Corey, Sara Hare, Tyler Steele
 - f. **Membership/Marketing Committee:** Michelle Corey, Jena Martin, Tyler Steele, Jennie Thompson
 - g. **Facilities Committee:** Josh Anderson, Mike McGillivray, Brian Keller

Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.

7. **Committee Reports:**
 - a. **Executive:** None
 - b. **Budget:** None
 - c. **Membership / Marketing – CSI:** None
 - d. **Facilities:** None
8. **Department reports:** The department reports were acknowledged as presented.
 - a. **Director:** Included in board packet
 - b. **Fitness Coordinator:** Included in board packet
 - c. **Group Trainer Coordinator:** Included in board packet
 - d. **Recreation/Intramural Coordinator:** Included in board packet with group fitness
 - e. **Aquatic/MAC Coordinator:** Unavailable
 - f. **Youth Activities Coordinator:** Included in board packet

Old Business

9. **Update: Aquatics Area:** Corey has brought Gene up to speed on the current schedule/phases taking place in the aquatics area. No project delays as of yet and moving on schedule.
10. **Discussion and decision: Membership Discounts:** Currently CSI allows for multiple discounts to be applied to a membership. Example: A 15% corporate discount and 20% out of town discount can be combined to give a 35% membership discount. Report on total memberships impacted required. **Decision will be needed on whether we only accept 1 discount per membership and what happens to current members this impacts:** For members who have multiple discounts applied to their current membership, recommendation is, starting in 2023, members will have the option of which discount will be applied to their membership. Only one discount per membership. Notifications would be given in the current year for the upcoming change for their next renewal. Gene will bring to the board in February the number of members impacted and the process of notification.
11. **Update/Status: Training for staff on upcoming change for locker room renewal to move to everyone's dues needing to be paid on January 1: Was the training completed and the process working? Locker Rental Audit:** Finalizing notification cards with renewal fee to be sent out this month.
12. **Update and decision: approve final changes to Professional Training, Certifications and Ethics Clause annual requirement:** Gene would like to become more familiar with the current requirements and the suggested changes before final board approval. Will table until next meeting.

New Business

13. **Discussion and Acknowledge: December 2021 revenue and expense reports:** Due to year end the revenue and expense report were unavailable to be included in the board packet. Sonya provided the update via email to the board.
14. **Discussion: social media: Website, Facebook, Twitter, Snap Chat, Instagram, Madison Chamber App:** This is a large area for improvement! As Gene works with building job descriptions for the open positions, social media responsibilities may be considered. Once a starting point has been established further discussion will be needed in this area.
15. **Discussion: computer equipment and copier contract update:** Table until next month.

Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.

16. **Discussion and decision: Aquatic/MAC position and relationship with MCC and City:** On hold while the city finalizes the maintenance position and planning for the Madison Aquatics Center. Will revisit at the February 16 board meeting.
17. **Discussion: MCC open positions, specific job descriptions and organizational structure:** Gene will meet with the executive committee prior to the February board meeting with his recommended organizational chart, the financial impact and job duties. Discussion and possible decision for the February 16 governing board meeting.
18. **Discussion and decision: New day and time for monthly meeting:** Motion to keep the monthly board meeting on the third week of the month with changing to Wednesdays at 7:00am was made by Josh Anderson and seconded by Jennie Thompson. Motion carried.
19. **Discussion on tasks, obstacles and help requested (things that may be being missed):** None
20. **Public comments per resolution No. 2018-11:** None
21. **Executive Session: SDCL 1-25-2(1) (as required):** None
22. **Executive Session action (as required):** None

Adjourn: Meeting adjourned at 7:51am.

Next scheduled board meeting is February 16, 2022 @ 7:00 AM

MINUTES OF THE BOARD OF TRUSTEES MEETING
MADISON PUBLIC LIBRARY
WEDNESDAY, JANUARY 19, 2022

The Board of Trustees of the Madison Public Library met at the Madison Public Library beginning at 5:15 p.m., on Wednesday, January 19, 2022. Members present were Jody Johnson, Courtney Weck, Loretta Chandler, and John Nelson. Carrie Studer, Kelly Dybdahl, and Kelli Wollmann were absent. Also attending was City Administrator, Jameson Berreth.

President John Nelson called the meeting to order. A quorum was present.

Motion by Court Weck,, seconded by Loretta Chandler, to approve the agenda as printed. Motion carried.

Motion by Loretta Chandler, seconded by Jody Johnson, to approve the minutes of the December 21, 2021, meeting as printed. Motion carried.

Motion by Jody Johnson, seconded by Loretta Chandler to accept the bills submitted for payment. Motion carried.

The librarian's report included the following:

- The Christmas bags were a success. 100 bags were prepared. There are no leftovers.
- Preschool storytime resumes on January 10.
- The teen advisory board is planning a MarioKart tournament.
- Melanie Argo and Lisa Martin have prepared a Bookopoly game to begin on February 1.
- Ann Marie Elder will present a program on her work as a guide in Alaska on February 1.

In continuing business, the librarian reported that Melanie Argo and Lisa Martin have interviewed the candidates for the Library Assistant positions. Jameson Berreth reported that there are five candidates for the Library Director's position, and asked when the board members would be available next week to review the applications and to interview candidates.

Motion by Courtney Weck to appoint Melanie Argo and Lisa Martin as interim Library Directors with shared responsibility for a period of four weeks with a 5% increase in hourly wage to begin January 30. Seconded by Loretta Chandler. Motion carried.

There were no public comments.

Meeting adjourned.

Respectfully submitted,

Nancy Sabbe
Librarian

12/14/2021- Park Board Meeting **Minutes**
Location: City of Madison Commission Room at 12:00

- I. Call to Order: **12:01**
- II. Roll Call: **Mike Miller, Mark Ferber, Lisa Martin, Dale Droge,**
- III. Approve the December 2021 meeting agenda: **Martin Motion, Ferber 2nd, Motion Passed unanimously**
- IV. Approve the November 2021 meeting minutes: **Ferber Motion, Droge 2nd, Motion Passed Unanimously**
- V. Old Business: 1) MAC updates: **McGillivray updated board on MAC updates.**

2) Recreation Trail Discussion: **Park Board requested a map of city owned properties of possible expansion of Recreation Trail.**

3) Baughman Park Irrigation Update: **McGillivray updated Board on the installation plans of the Baughman irrigation system.**
- VI. New Business:
 - 1) Flynn Field Spring/ Fall Usage Discussion: **Park Board discussed the usage of Flynn Field and the wear and tear it is seeing from the amount of practice it is seeing.**
 - 2) Memorial Ice Rink Hours Discussion: **Park Board discussed the Warming house and the staffing issues of the warming house.**
 - 3) Discuss possible lighting upgrade at Memorial and Library Park: **Park board would like to budget for this improvement in 2023.**
- VII. Other Business:
- VIII. Public Comment:

Staff Reports

- A. MAC Director
- B. Recreation Director
- C. Parks Director Mike McGillivray: **McGillivray updated the Park Board on the projects and tasks they have been completing in the last month.**

- 1X. Adjourn:

PLANNING COMMISSION PROCEEDINGS
CITY OF MADISON
January 11, 2022

Chairman John Groce called the meeting to order at 7:02am.

The following members were present for roll call: Chairman John Groce, Commissioner Jim Iverson, Bob Maxwell, Roger Olson, Donna Fawbush, and Jennifer Wolff. Also present were Administrative Officials Ryan Hegg & Dan Whitlock, City Administrator Jameson Berreth, and Steve Pedersen. Absent were Michael Johnson, and City Commission Liaison Jeremiah Corbin

Motion by Commissioner Wolff to approve the December 14, 2021 Planning Commission minutes, second by Commissioner Fawbush. Motion carried unanimously.

Motion by Commissioner Olson to approve the December 14, 2021 Board of Adjustment minutes, second by Commissioner Iverson. Motion carried unanimously.

Motion by Commissioner Iverson, second by Commissioner Wolff to approve the January 11, 2022 agenda. Motion carried unanimously.

Approve & Recommend Revised Ordinance No. 1643 – Marijuana Zoning to City of Madison Board of Commissioners. Marijuana Ordinance No. 1643 to Amend Ordinance No. 1637 that was approved in August of 2021. It is wanted to set the number of establishments to three and not to limit testing facilities. One or two of the three establishments would be used for dispensaries. There would need to be a separate license for each, and each would be stand alone. Changes in the ordinance are due to further research and discussions by the City Commission. Commissioner Iverson brought up security issues. Security would more than likely be up to the owner other than the required fencing and lighting. The insurance on the properties would probably require additional security measures.

Commissioner Iverson moved to recommend approval to the City Commission. After some discussion it was determined that there will potentially need to be some amendments to the Ordinance submitted at this meeting to address testing and clarify some things. Motion was withdrawn and tabled to the February 8, 2022 meeting.

Final Plat Approval - Lot 3, Block 1, DSU Foundation to the City of Madison. Ryan explained the Plat. Lots will be incorporated into the Athletic Addition. They will need to honor all of the subdivision regulations throughout the process.

Steve Pedersen spoke on his behalf. He brought up the discussion on building a church in Windsor Estates. Would be looking at getting a Conditional Use. Mr. Pedersen wants to mention it to the commission to see if it is something that would be a possibility. The church would be located on NE 5th Street to the south of the cemetery. It would more than likely be 10+ years before ground would be broken. Only real concern the commission brought up was with traffic since there is only one way in and out of the area at the present time. Mr. Pedersen owns a lot coming off of NE 3rd Street that he was thinking could be used as access also. Commission thought the church would be a good idea as long as the traffic issues are addressed.

There were no public input comments.

Motion by Commissioner Iverson, second by Commissioner Fawbush to adjourn. Motion carried unanimously.

The meeting adjourned at 7:43 am.

Dan Whitlock
Planning Commission

**CITY OF MADISON
BOARD OF COMMISSIONERS PROCEEDINGS
MADISON, SD 57042**

February 7, 2022
Regular

The Board of Commissioners of the City of Madison met in regular session at 5:30pm on the 7th day of February with the following members present on roll call: Mayor Marshall Dennert and Commissioners Jeremiah Corbin (via Zoom), Kelly Dybdahl, Adam Shaw and Jerae Wire.

The Pledge of Allegiance was recited.

Motion by Commissioner Dybdahl to adopt the February 7th agenda. Motion seconded by Commissioner Shaw. Motion carried unanimously.

Motion by Commissioner Shaw, seconded by Commissioner Wire, to acknowledge December 2021 Board Minutes. Motion carried unanimously.

Motion by Commissioner Shaw, seconded by Commissioner Dybdahl, to acknowledge proposed Resolution No. 2022-05 - Notice of Intent to Lease Real Property and Set Hearing Date for February 22, 2022. Motion carried unanimously.

Motion by Commissioner Wire, seconded by Commissioner Corbin to approve the following items on the consent calendar: Minutes - January 31, 2022, Claims for Approval - February 9, 2022, Personnel, Set Bid Date - Bid No. 909 - Padmount Switchgear, Transformers, Primary Cable, Pull Boxes for February 24, 2022 at 2:00pm. Motion carried unanimously.

Claims for Approval - February 9, 2022:

Appara Mat Rentals 70.70; Asphalt Zipper Inc Trispec Bit 1,751.35; AT & T Mobility PD Monthly Cell Bill 240.24; Banner Associates Inc State Water Plan Update 10,274.65; Bartels Cleaning Service MMU Cleaning Service 500.00; Berreth/Jameson Municipal Day at Capitol 53.41; Blondell/Barbara A Refund After Deposit 128.08; Butler Machinery Co 55B Parts 454.44; Carquest of Madison Filters/Oil/Prime Guard 1,507.56; Christiansen Complete Water Water Delivery 32.43; Classic Convenience Inc Diesel 51.18; Coles Petroleum Products Inc Oil 919.73; Core & Main GP LLC Butterfly Valve 147.98; Craigs Welding Service #49 Aluminum/#42 Shaft 441.25; Elite Card Payment Center DVD's/Books/Subscriptions/Dues 6,357.35; F & M Coop Oil Co Unit 55B Tire Repair 56.55; Fastenal Co Filters 30.23; First Bank & Trust Bond Interest 11,996.82; First District Development Co Fiscal Year 2022 Payment 9,632.03; Great America Financial Svcs HR Copier Agreement 231.79; Hunter Publishing Inc Minutes/Resolutions/Notices 233.82; Josh's Tools Llc Brake Clevis Pin Press 279.99; Kimball Midwest Solvent 281.44; Krug Products Inc Snow Plow Hose/Coupling 79.46; LeadsOnline LLC Total Track Serv Package 1,223.64; Lewis Drugs Inc Clorox Wipes/Kleenex/Misc 37.41; Lewis&Clark Regional Water Sys Feb 2022 Fees 270.00; Madison Ace Hardware Battery Pack M12/Oil/Organizer 379.72; Madison Tires Inc Unit #54 Calcium Chloride 535.00; Midwest Turf & Irrigation #18 Parts/Guide Hose 2,100.14; MPower Technologies Inc GIS Mapping 495.00; O Reilly Automotive Inc Cabin Filter 14.09; Office Peeps Inc HEPA Filters/Copier Paper 354.42; Pedersen/Steven Refund Cond Use Permit #661 100.00; Porta Pros Inc Toilet Rental-Totland 142.00; Reinicke Construction Inc Move Dozer 400.00; Rons Saw Shop Chainsaw Parts/Armory Supplies 18.29; Running Supply Inc Sawzall Blade/Knife 163.47; SD Municipal League Govt Day Reg.-Berreth 30.00; SD One Call Message Fees 8.47; Shpigler Consulting Inc 1 Mo Ami Op Support 6,000.00; Sioux Valley Energy Utilities 312.00; Streichers Inc Holster/Clipboard 152.97; Sturdevants Madison Inc Filters/Fluid 264.23; Talk The Tee Screen Printed T-Shirts 341.00; Thein Well Co Inc Well House #1/Well #11 26,654.59; Verizon Wireless ASP Monthly Cell Phone Bill 80.86; Wheelco Brake & Supply Inc Power Anti Gel 128.64.

Personnel:

Jacob Vogel - \$9.95/hour, Elijah Hein - \$9.95/hour.

Motion by Commissioner Wire, seconded by Commissioner Dybdahl, to authorize the mayor to sign change order #1 with HydroTech Service for Well House #1 Replacement. It was unknown what was under the building until demolition was complete. This change order increases contract price by about \$16,000 to provide the necessary supplies and labor to fill and plug this well. Updated total contract price would be about \$301,000. Motion carried unanimously.

Motion by Commissioner Shaw, seconded by Commissioner Wire, to approve an Amendment with Tyler Technologies. This covers the re-conversion of our system. The last conversion was completed two years ago and needed to be updated. There is an additional annual fee of \$9,799 related to additional needs such as integrating with AMI technology. Motion carried unanimously.

Motion by Commissioner Shaw, seconded by Commissioner Dybdahl, to approve the upgrade to Executime Advanced Scheduling Module. This will handle employee scheduling and time tracking for the police and community center departments. Setup cost is \$6,240 and annual costs are \$7,585. Motion carried unanimously.

City Administrator Berreth provided an update on the MAC. Updates included staffing and wage recommendations, including a rate increase and a bonus to lifeguards who stay on into August, and also the hiring of a seasonal coordinator to oversee MAC operations for the summer. Community Center Director Gene Wockenfuss provided additional information on the hiring of lifeguards. Berreth and Mayor Dennert provided updates on the repairs at the MAC.

City Administrator Berreth stated that no employees are currently positive or close contacts.

The Grand Reopening of the Community Center Pool will be Monday February 14 from 5-7pm

The next Commission Meeting will be February 22 at 5:30pm.

Motion by Commissioner Shaw, seconded by Commissioner Wire, to enter into executive session pursuant to SDCL 1-25-2(1) at 6:01pm.

Motion by Commissioner Shaw, seconded by Commissioner Dybdahl, to come out of executive session at 7:40pm.

Motion by Commissioner Shaw, seconded by Commissioner Wire, to adjourn. Motion carried unanimously.

The Board of Commissioners adjourned at 7:41pm.

/s/Sonya Wilt
Finance Officer

Published once at the approximate cost of \$__.

**CITY OF MADISON
BOARD OF COMMISSIONERS PROCEEDINGS
MADISON, SD 57042**

February 17, 2022
Special

The Board of Commissioners of the City of Madison met jointly with the Planning Commission in a special session at 12:00pm on the 17th day of February with the following members present on roll call: Mayor Marshall Dennert and Commissioners Jeremiah Corbin (via Zoom), Kelly Dybdahl, Adam Shaw (via Zoon) and Jerae Wire and Planning Commissioners Bob Maxwell, Jenny Wolff, Jim, Iverson, John Groce, and Roger Olson. Planning Commissioners Michael Johnson and Donna Fawbush were absent.

The Pledge of Allegiance was recited.

Motion by Commissioner Wire to adopt the February 17th agenda. Motion seconded by Commissioner Dybdahl. Motion carried unanimously.

Luke Muller with First District Association of Local Governments was present to review the draft 2022 Land Use Comprehensive Plan.

Motion by Commissioner Groce, seconded by Commissioner Wire, to adjourn. Motion carried unanimously.

The Board of Commissioners and Planning Commission adjourned at 12:55pm.

/s/Sonya Wilt
Finance Officer

Published once at the approximate cost of \$__.



Consent Calendar

6) Personnel

No documentation available at this time –will be distributed before meeting.

January 2022 Building Permit Report

Date	Permit No.	Owner	Address	Use	Type of Construction	Contractor	Estimated Build Cost	Permit Fee
1/16	8099	Brian Kramer	720 SW 7th St	Res	Replace Siding & Soffet	Self	\$5,000.00	\$20.00
1/24	8100	Benjamin Elliot	213 NE 6th St	Res	Split Basement Room into 2 rooms	Jeff Hayden (Tenant) 213 NE 6th Street Madison, SD 57042	\$1,000.00	\$25.00
1/26	8117	Casey's Retail Co	400 S Washington Ave	Com	Remove and install new signs	Clover Signs 932 W National Ave Brazil, In 47834	\$18,000.00	\$35.00
1/31	8096	Steven Pedersen	1318 NE 3rd St	Res	Install approach to lot	Self	\$2,000.00	\$34.00
1/31	8102	Jimsco Inc	300 SW 8th St Lot 311	Res	Resided with vinyl siding	Henckel Construction 27015 Reynolds Place Sioux Falls, SD 57108	\$2,500.00	\$20.00
1/31	8101	Jimsco Inc	300 SW 8th St Lot 111	Res	Detached decks	Henckel Construction 27015 Reynolds Place Sioux Falls, SD 57108	\$2,622.70	\$43.00
1/31	8103	David Jung	509 N Chicago Ave	Res	Replacing 6 windows size for size	1-800-Hansons 977 E 14 Mile Troy MI 48083	\$12,910.00	\$133.00
1/31	8104	Kyliee Behrens	912 N Josephine Ave	Res	Replacing 3 windows and 1 doorwall size for size	1-800-Hansons 977 E 14 Mile Troy MI 48083	\$11,362.00	\$124.00
	8					Total	\$55,394.70	\$434.00

ADVERTISEMENT FOR BIDS

Notice is hereby given that on the 16th day of March 2022, at 1:00 pm, sealed bids will be received by the Board of Commissioners of the City of Madison, South Dakota, at the Office of the Finance Officer, 116 W Center Street, Madison, South Dakota 57042 and will then be publicly opened and read.

BID NO. 910 – WATER MAIN IMPROVEMENT PROJECT 2022-1

Utility and surfacing replacement on NW 9th Street from Highland Avenue to a point approximately 500 feet west of Egan Avenue and on that portion of N Union Avenue situated north of NW 9th Street. Significant components of the improvements include the following items and approximate quantities: 16,000 square yards of asphalt pavement removal; 3,200 linear feet of water main sized 6” to 12” diameter; 272 feet of directional drilling of 12” diameter water main; 23 water services; 3,500 linear feet of storm sewer sized 12” to 30” diameter; 2,000 linear feet of sanitary sewer sized 6” to 10” diameter; 20,000 square yards of geotextile fabric; 12,000 tons of granular materials; 7,400 linear feet of concrete curb and gutter; 3,660 tons of asphalt concrete surfacing; 10,000 square feet of concrete sidewalk; 8,000 linear feet of pavement markings; erosion control; miscellaneous electrical; 31 signs and 95 square feet of permanent signing; and other appurtenant items.

Bids must be accompanied by a certified check, cashier’s check or bank draft payable to the City of Madison in a sum equal to five percent (5%) of the total bid and drawn on a state or national bank or by a bid bond in a sum equal to ten percent (10%) of the total bid issued by a surety authorized to do business in the State of South Dakota and made payable to the City of Madison. The check or bond will be retained by the owner as liquidated damages if the successful bidder refuses or fails to enter into a contract in accordance with the bid when notified of the award.

The bid and contract documents may be accessed at <https://www.houstoneng.com> by clicking “Bid Info” which will redirect to QuestCDN.com where the bid documents may be viewed at no cost prior to deciding to become a Plan Holder. To be considered a Plan Holder for bids, a bidder may register with QuestCDN.com and purchase the contract documents in digital form at a cost of thirty dollars (\$30.00). Registering as a Plan Holder is recommended for all prime contractors (potential bidders), subcontractors, and suppliers, as Plan Holders will receive automatic notice of addenda and other contract document updates via QuestCDN. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance with viewing online information, downloading digital project information, and/or membership registration.

Additionally, upon request, in accordance with South Dakota Codified Law 5-18B-1, one copy of Plans and Specifications shall be furnished, without charge, to each Contractor resident in South Dakota who intends, in good faith, to bid upon the project by contacting the Issuing Office: Office of the City Engineer, 116 W Center Street, Madison, South Dakota 57042. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office.

Bid Envelopes must be clearly marked Bid No. 910 – NW 9th Street and N Union Avenue Reconstruction Project 2022-1. For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

The City of Madison reserves the right to reject any and all bids in part or total, to waive any irregularities and to add or deduct from the proposed work.

By Order of the Board of Commissioners
City of Madison
Madison, South Dakota
Sonya Wilt
Finance Officer

**CITY OF MADISON
ADVERTISEMENT FOR BIDS**

Notice is hereby given that on the 16th day of March 2022, until 2:00 pm, sealed bids will be received by the Board of Commissioners of the City of Madison, South Dakota, at the Office of the Finance Officer, 116 W Center Street, Madison, South Dakota 57042 and will then be publicly opened and read.

BID NO. 911 - SIDEWALK IMPROVEMENT PROJECT 2022-2

Significant components of the proposed improvement include the following approximate project quantities includes the removal and replacement of 236 feet of curb and gutter; removal of 2393 to 7583 square feet of sidewalk; installation of 10424 to 26281 square feet of 4", 6" and 8" sidewalk / pavement; installation of 224 square feet of detectable warning panels; and minor traffic control and erosion control; and other minor related items all at various locations.

The project will be bid as Schedule 1 for generally guaranteed work and Schedule 2 for non-guaranteed work which may be accomplished by private landowners. Each bidder shall bid both schedules. The schedules may be awarded separately.

Bids must be accompanied by a certified check, cashier's check or bank draft payable to the City of Madison in a sum equal to five percent (5%) of the total bid and drawn on a state or national bank or by bid bond in a sum equal to ten percent (10%) of the total bid issued by a surety authorized to do business in the State of South Dakota and made payable to the City of Madison. The check, bond or bank draft will be retained by the owner as liquidated damages if the successful bidder refuses or fails to enter into a contract in accordance with the bid when notified of the award.

The information for bidders, bid, contract, plans, specifications, form of bid bond and payment bond and other contract documents may be examined and obtained at the issuing office: Office of the City Engineer, 116 W Center Street, Madison, South Dakota 57042.

Bid envelopes must be clearly marked Bid No. 911 - Sidewalk Improvement Project 2022-2

The City of Madison reserves the right to waive any informalities, to reject any and all bids and to add or deduct from the proposed work.

By Order of the Board of Commissioners
City of Madison
Madison, South Dakota
Sonya Wilt
Finance Officer

Published twice at the approximate cost of \$__.

RESOLUTION NO. 2022-06

A RESOLUTION TO APPROVE A PLAT

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON,

That this Plat of Kearin Tract 1 in Outlot 1 in the SW1/4 of the NW1/4 of Section 3, T106N, R52W, 5th PM, Lake County, South Dakota, is within the 3 mile jurisdiction of the City of Madison is hereby approved and that the City Finance Officer of the City of Madison is hereby directed to endorse on such plan a copy of this resolution and certify the same thereon.

Adopted this __ date of January, 2022.

Mayor, City of Madison

Attest: _____
City Finance Officer

RESOLUTION NO. 2022-05

A RESOLUTION OF INTENT TO LEASE REAL PROPERTY

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

That the City intends to enter into a Lease of Real Property for agricultural land with Tim Bird, commencing from March 16, 2022 to December 31, 2022 the following described property in Lake County, South Dakota:

Airport First Addition to Lake County, South Dakota; Airport Second Addition to Lake County, South Dakota; Airport Third Addition to Lake County, South Dakota; Airport Fourth Addition to Lake County, South Dakota; Lots Three (3) and Four (4) and the South One-Half of the Northwest Quarter (S ½ NW ¼), Township One Hundred Six (106) North of Range Fifty Two (52) West of the 5th P.M. except the Airport Industrial Park, which is also described and known as the West One-Half (W ½) of Section Four (4), Township One Hundred Six (106) North, Range Fifty Two (52) West of 5th P.M. except the Airport Industrial Park, subject to highway rights of way and utility easements.

The Lease will be in an amount of Eighteen Thousand Four Hundred Dollars (\$18,400.00) per year, payable by April 1, 2022. The City of Madison reserves the right to unilaterally amend, revise, change or terminate this lease in order to comply with any Federal Aviation Administration laws, rules or regulations.

BE IT FURTHER RESOLVED that this Resolution of Intent be published once at least ten (10) days prior to the hearing to be held on Monday, February 22, 2022 at 5:30pm in City Hall, Madison, South Dakota, in the Commission Room. Any persons wishing to present testimony may appear at said hearing or may file written comments with the Finance Officer at 116 W Center Street, Madison, South Dakota prior to said hearing. Disabled individuals may contact the Finance Officer for information and/or special assistance. The request should be made 24 hours in advance of the hearing.

Dated this 7th day of February, 2022.

CITY OF MADISON

/s/Marshall Dennert
Mayor

ATTEST: /s/Sonya Wilt
Finance Officer

Published once at the approximate cost of \$__.

Sealed Requests for Proposals Justification

The City of Madison desires to solicit for procurement an operating system for the Madison Generation Plant. Creating specifications to cover software is difficult to accomplish with several different vendors with proprietary software available and advancements being made nearly every day.

South Dakota Codified Law (SDCL) 5-18A-6 allows for Competitive Sealed Proposals when the use of competitive sealed bids is either not practicable or advantageous. In this case, creating the perfect specification that encompasses all aspects of the possible technologies is impractical, very expensive and not likely to create the best possible outcome for the city. The research required to investigate all possible technologies that may provide value for the city is confiscatory.

For the above stated reasons, the City of Madison, pursuant to SDCL determines that Competitive Sealed Bids is not practicable or advantageous. Therefore, the City of Madison does hereby declare that seeking Competitive Sealed Bids is not Practicable and not advantageous. Therefore, the Competitive Sealed Proposal method of procurement shall be used for the Generating Plant Operating System Upgrade.



REQUEST FOR PROPOSALS

GENERATOR PLANT OPERATING SYSTEM UPDATE

Proposals due April 8, 2022 at 2:00 p.m. CT

City of Madison Utilities
435 S. Highland Avenue, Madison, SD 57042

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Background Information

The City of Madison operates a municipal electric and water utility. Its electric utility serves over 3,300 metered accounts and features a peak load of nearly 20 MW.

The City of Madison installed 5 Caterpillar 3516B generators in an indoor facility in 2004. The original computerized operating system/interface has stopped working and is no longer supported by the manufacturer/developer.

The proposal being sought as part of this effort is for the installation of a new operating system/interface between the station computer terminal and the engine management system. The paralleling metal clad switchgear may need to be modified for the new operating system with the option of an additional standalone cabinet for incorporating the new operating system in the control room.

The generation plant has multiple systems to interface with. They include, but are not limited to:

1. Building Automation System
2. Fire Alarm System
3. Fuel Tank Monitoring System
4. Engine Management System
5. Paralleling Metal Clad Switchgear
6. NESHAP Emission Monitoring System

In addition to annunciation on site, the new operating system needs to have external communication capabilities for alerts and alarms that occur at the station.

Requirements

The following items constitute a listing of the key requirements requested by the City of Madison:

- Control engine output as desired:
 - Selectable output mode 500kW to 2,000 kW for each engine while paralleled with the grid.
 - Islanded operation of multiple selected engines to equally share local loads with load following algorithm and automatic release and relatch on transmission power with inputs
 - Return to normal from islanded operation selectable between manual and automatic
 - Automatic operation to include fully automatic synchronization, breaker operations, and load transfer
 - Remote capable operation
 - Black start capability
- Send signals for paralleling switchgear to engage circuit breakers, communicate with building automation system to ensure doors and motorized dampers are positioned for operation and fuel system is operating
- Protect engines if measured parameters are out of range
- Accurately measure fuel consumed in each prime mover
- Measure the amount of time (in hours) each prime mover has operated
- Provide full access to all aspects of engine performance on a digital screen interface in the control room console.
- Provide emergency stop with a simple single action
- Provide multiple report formats for all aspects of engine performance, including, but not limited to the following:
 - All data, records, reports or other pertinent information shall be maintained for a minimum of five years.
 - A monthly regulatory report shall calculate and publish the following data:
 - Total amount of fuel burned in each engine during the current month.
 - Total number of hours that each engine operated during the current month, and
 - 12-month rolling total for each engine (current month plus previous 11 months).
 - 12-month rolling total for all engines
 - A semi-annual regulatory report (dated from January 1 to June 30 and July 1 to December 31 of each year) shall calculate and publish the following data:
 - Name of facility (City of Madison Generation Plant)
 - Permit number (28.0801-43)
 - Reference to permit condition 5.7 (ARSD 74:36:05:16.01(9))
 - Identifying the submittal as a semiannual report specify the calendar dates covered in the reporting period
 - Total amount of fuel oil, in gallons, burned in each engine during each month of the reporting period
 - Total number of hours each engine operated during each month
 - 12-month rolling total for each month, per engine, in the reporting period.
 - 12-month rolling total for each month, for all engines, in the reporting period.
 - An annual regulatory report (dated from January 1 to December 31 of each year) shall calculate and publish the following data:
 - Total amount of fuel burned in each engine

- Total number of hours each engine operated during the calendar year.
 - Total number of hours all engines operated during the calendar year.
- Provide logic for controls to avoid closing in on a transmission line loss on any phase
- Provide logic for adjustable load ramping while in automatic mode, such that automatic voltage adjustment by the substation transformer load tap changer is allowed to occur to prevent excessive voltage swings to customers fed from the local substation
- Provide logic for cold weather operating modes to be coordinated with Building Automation System. Logic to include emergency door/damper position override, and potentially automatic adjustment of door and damper positions based upon exterior and engine room temperatures.
- Monitor engine performance and automatically report anomalies via email or text message
- Interact with fire suppression system to shut down engines should two pre-action signals occur
- Integrate with Engine Management (Cat EMCP) System regarding engine parameters and alarms
- Integrate with Fuel Management System regarding bulk fuel tank levels and alarms
- Integrate with Building Automation System regarding auxiliary controls, statuses, and alarms
- Integrate with Paralleling Metal Clad Switchgear regarding controls, statuses, metering, and alarms
- Integrate with NESHAP Emission Monitoring System regarding emissions parameters, statuses, and alarms
- Provide capability to manually sync the generators
- Provide individual generator controls for adjustable output
- Provide immediate Stop and a Cool Down Stop modes for each generator

System Information

See enclosed Appendix drawings:

- Overall System One-Line Diagram – Southeast Substation
- Detailed One-Line Diagram – Southeast Substation
- Site Plan – Southeast Substation
- Detailed One-Line Diagram – 15 kV Switchgear and Generator Controls
- Symbol Legend – 15 kV Switchgear and Generator Controls
- Electrical Floor Plan – Generation Plant
- Electrical Underfloor Plan – Generation Plant
- Mechanical HVAC Floor Plan – Generation Plant

Proposal Requirements

Madison reserves the right to require additional information or materials after the proposals are submitted. Please keep responses simple and economical, providing a straightforward and concise description of the proposed solution to satisfy the requirements of this request. Describe all products and services unambiguously and with precision. Costs incurred preparing and submitting a response to this request are entirely the vendor's responsibility and not chargeable to Madison.

All responses, documents, terms, and information related to the proposer's response to this RFP shall be submitted with the response package prior to the submission deadline. No separate schedules, agreements, terms, conditions, etc. shall be recognized or accepted if not submitted with the response to this RFP.

Proposals should include a table of contents listing all sections, figures, and tables. Major sections and appendices should be separated and labeled; pages should be numbered and may be double-sided. Submitted proposals should address the requirements completely and accurately.

At a minimum, please provide information on the following topics:

- Executive Summary
 - Why your firm is qualified to handle this project – differentiators and strengths of your company and project team.
 - Which subcontractors, if any, are part of the proposed project team.
 - An affirmation of no conflict of interest.
 - An original authorized signature.
- Company Overview
 - Name of firm and mailing address, phone and fax number of the proposer's principal place of business.
 - A brief company history, including ownership, size, and number of national offices. Recent acquisitions or changes in ownership should be clearly disclosed.
 - Overall company experience in utility automation, network operations, systems integration and/or system installation.
 - Confirmation that your company and personnel are legally allowed to work in the State of South Dakota.
 - The company's capital position and financial health. Provide annual reports and/or financial statements for the division of the company directly responsible for the product or services proposed in this RFP for each of the last three fiscal years as an appendix.
 - State whether there are pending or prior legal disputes or lawsuits with any existing or previous clients. If so, state all such disputes, including dates, as well as any facts and outcomes regarding these disputes.
 - State the standard method or methods of resolving disputes, should they arise.
 - Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.
 - Describe the relationships amongst the different entities proposing jointly, how long you have worked together, what projects were successfully implemented jointly, projects

that were not successful, and whether any of the companies submitting jointly have vested interest in one another.

- References – minimum of five
 - Utility name
 - Address
 - Telephone
 - E-mail address
 - Project name
 - Project start and end dates
 - Project scope
 - Option for site visit?
- Demonstrate your ability to respond to the requirements:
 - Control engine output as desired:
 - Selectable output mode 500kW to 2,000 kW for each engine while paralleled with the grid.
 - Islanded operation of multiple selected engines to equally share local loads with load following algorithm and automatic release and relatch on transmission power with inputs
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- Provide capability to manually sync the generators
- Provide individual generator controls for adjustable output
- Provide immediate Stop and a Cool Down Stop modes for each generator
- Deployment
 - Describe proposed rollout and implementation process.
 - A discussion on what interface mechanisms are available to facilitate integration with other utility systems.

- Describe your recommendations regarding the number and purpose of the environments that will be required during implementation and after go-live (e.g., production, development, testing, etc.).
- Other Details
 - Detail the proposed number of communication devices, including any towers, data collectors, concentrators, repeaters and any other wireless network devices.
 - Provide the appropriate specifications for communication devices to include size and weight of equipment, service or access requirements, power supply requirements, and other relevant specifications.
 - Provide details on all power requirements for all devices and battery backups, where applicable.
 - Describe end-to-end security, including role-based access for end devices, data collectors, and other related applications of the management system; authentication of devices and personnel; NIST-approved encryption modes and algorithms; security audit logging and reporting.
 - For a hosted solution, an overview of respective NOCs, including third-party cloud services, uptime percentage, physical locations, security (both physical and cyber), and redundancy.
 - Provide the implementation process for releasing and applying software and firmware upgrades, bug fixes, and patches. Include overall implementation timeframe, vendor effort/time/resources, and client effort/time/resources. Discuss the quality assurance (QA) procedures currently in place to ensure bug fixes, patches, and upgrades are fully tested and validated prior to release. Discuss QA procedures currently in place to ensure the identification and correction of system security vulnerability.
 - Summarize the system maintenance agreement including terms and conditions. Provide a copy of proposer's user support Service Level Agreement (SLA) as an appendix. The SLA should clearly indicate the severity levels, description of each level, guaranteed response times, availability of maintenance and support staff, and associated cost. Submit terms for a ten-year maintenance agreement that would include system upgrades.
 - Provide an overview of the network management. Does the system feature a graphical user interface (GUI) portal that enables system operators to easily manage and monitor the network? What is the capacity to deliver reports and displays to assist in viewing system and schedule performance, events and alarms, operation and maintenance?

Schedule

The anticipated schedule for this project is shown below:

- | | |
|--|------------------------------|
| • Release of Request for Proposals | February 25, 2022 |
| • Meetings with interested vendors | February 28 – March 18, 2022 |
| • Deadline for questions related to RFP | March 18, 2022 |
| • Answers to questions provided | March 21, 2022 |
| • Deadline for proposal responses | April 8, 2022 by 2 p.m. CT |
| • Madison evaluation of proposals | April 11 – 21, 2022 |
| • Invitations issued to finalists to interview | April 22, 2022 |
| • Interviews of finalists | April 25 – May 13, 2022 |
| • Madison final evaluation | May 16 – 20, 2022 |
| • Project awards announced | May 23, 2022 |

Terms

- Madison will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. All questions must be submitted by the deadline for questions listed on the schedule.
- By submitting a response, the vendor represents and warrants that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham bid, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a bid, the vendor represents and warrants that no official or employee of Madison Government has, in any manner, an interest, directly or indirectly in the bid or in the contract which may be made under it, or in any expected profits to arise there from.
- All expenses involved with the preparation and submission of this bid package to Madison, or any work performed in connection there with is the responsibility of the vendor(s).
- All materials submitted in connection with this Request for Proposals will be public documents and subject to the laws of the State of South Dakota, the United States of America and the open records policies of Madison. All such materials shall remain the property of Madison and will not be returned to the respondent.
- All respondents to this Request for Proposals shall hold harmless Madison and any of their officers and employees from all suits and claims alleged to be a result of this Request for Proposals. Madison reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this Request for Proposals. Madison also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process. In the event that this Request for Proposals is withdrawn or there is a need to cancel the contract services for any reason, Madison shall have no liability to any respondent for any costs or expenses incurred in connection with this request or otherwise.
- In case of failure to deliver goods or services in accordance with the contract terms and conditions, Madison, after due oral or written notice, may procure substitute goods or services from other sources and hold the vendor responsible for any resulting addition purchasing and administrative costs. This remedy shall be in addition to any other remedies which Madison may have.
- Any contract resulting from this Request for Proposals shall be governed in all respects by the laws of the State of South Dakota. The contractor shall comply with applicable federal, state and local laws and regulations.
- It is understood and agreed between the parties herein that Madison shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.