



**CITY OF MARSHALL
City Council Meeting
A g e n d a**

**Tuesday, September 24, 2024 at 5:30 PM
City Hall, 344 West Main Street**

OPENING ITEMS

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the Minutes from the Regular Meeting and Work Sessions Held on September 10th

CONSENT AGENDA

- [2.](#) Introduce an Ordinance Amending Ch. 6 Article II-2 Intoxicating Liquor
- [3.](#) Introduce an Ordinance to Repeal Section 22-213 of the Minnesota Energy Resources Franchise Agreement
- [4.](#) Project ST-012-2024: S Whitney Street Reconstruction Project - Consider Resolution for Signage
- [5.](#) Consider Authorization to Declare Vehicles as Surplus Property for the Marshall Police Department
- [6.](#) National Highway Safety Grant
- [7.](#) Consider Approval of the Bills/Project Payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

- [8.](#) Coalition of Greater Minnesota Cities Annual Update
- [9.](#) Approve Construction Manager Advisor Approach for Aquatic Center Project and Adopt Resolution Authorizing Staff to Finalize an Agreement with Contegriy Group, Inc.
- [10.](#) Consider Approval of 2024-2025 Property/Casualty and Liability Insurance
- [11.](#) Introduce an Ordinance Amending Chapter 74 Article VII Division 3-2 Permit for Class 2 All-Terrain Vehicles and Utility Task Vehicles
- [12.](#) Project ST-001-2024: Bituminous Chip Sealing on Various City Streets - Consider Change Order No. 1 (Final) and Acknowledgement of Final Pay Request (No. 2)
- [13.](#) Adopt City of Marshall Strategic Plan 2024-2027
- [14.](#) Consider Resolution Adopting Preliminary 2025 Property Tax Levy
- [15.](#) Consider Appointments to Various Boards, Commission, Bureaus, and Authorities

COUNCIL REPORTS

- [16.](#) Commission/Board Liaison Reports
- [17.](#) Councilmember Individual Items

STAFF REPORTS

- [18.](#) City Administrator
- [19.](#) Director of Public Works/City Engineer
- [20.](#) City Attorney

INFORMATION ONLY

- [21.](#) Building Permits

MEETINGS

- [22.](#) Upcoming Meetings

ADJOURN

Councilmember Schafer will be attending virtually from a public location at 30 Frontage Rd, East Haven, CT 06512

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, September 24, 2024
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes from the Regular Meeting and Work Sessions Held on September 10th
Background Information:	Enclosed are the minutes from the previous meetings.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the meeting held on September 10th be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, September 10, 2024**

The work session of the Common Council of the City of Marshall was held September 10, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 4:00 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Steve Meister, Amanda Schroeder, James Lozinski, John Alcorn and See Moua-Leske. Absent: Craig Schafer. Staff present included: Sharon Hanson; City Administrator; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works/City Engineer; Pamela Whitmore, City Attorney (via Zoom); Eric Hanson, Asst. City Engineer; Preston Stensrud, Park and Rec Supervisor and Steven Anderson, City Clerk.

City of Marshall Strategic Plan

Cheryl Glaeser of Achieve Consulting presented the Strategic Plan for the City of Marshall. Glaeser reviewed the planning process and insights from respondents to a staff wide survey. Glaeser continued to talk about the cities vision & mission as well as a SWOT analysis. The strategic goals and objectives were brought up as well as promoting an action plan for the next steps.

Aquatic Center Follow Up

Jon Brown and David Locke of Stockwell Engineering informed council of the bid review follow-up. Stockwell had recommended that council reject the bids during the regular meeting. A plan revision would need to take place that would simplify and shrink some buildings as well as reducing some of the amenities. Stockwell spoke with contractors that had bid and didn't bid on the project to find out why the engineers estimate was 30% off. None of the contractors had issues with the timeframe given for the scope of the project. Labor costs, lack of skilled laborers, material costs and travel costs were major contributing factors. Councilmember Lozinski asked about redesign costs. Brown responded that there would be no additional costs to the city for the redesign. Councilmember Alcorn asked about other pool bids that had occurred the same day as Marshall's bid opening. Stockwell did reach out to some locations but didn't have any information to bring. Locke said that they hoped to have new plans in December for bidding in January, with construction in 2025 through 2026, completion at the end of 2026 with a soft opening before winter to ensure all the elements worked and then winterize. Official opening would be May of 2027. All the add options at this point would be dropped.

Adjournment

At 5:19 PM Mayor Byrnes adjourned the meeting.

Attest:

Steven Anderson, City Clerk

Robert Byrnes, Mayor

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, September 10, 2024**

The regular meeting of the Common Council of the City of Marshall was held September 10, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Amanda Schroeder, Steve Meister, John Alcorn, James Lozinski and See Moua-Leske. Absent: Craig Schafer. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney (via Zoom); Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Sheila Dubs, Human Resource Manager; Lauren Deutz, Economic Development Director; Ilya Gutman, Plans Examiner; and Steven Anderson, City Clerk.

Consider Approval of the Minutes from the Regular Meeting and Work Sessions Held on August 27th

There were no amendments to the minutes from August 27, 2024.

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to approve the minutes. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Public Hearing to Consider a Tax Abatement Application at 406 Airport Road 2)Consider Approval of a Tax Abatement for SR Auto

The City of Marshall received a request from Scott Regnier, owner of SR Auto Repair Garage for financial assistance through tax abatement to assist with the construction of a larger automotive repair shop. The project after completion would add three additional bays to allow for timelier repairs as multiple vehicles could be serviced at once and would bring the need for the addition of one to two mechanics and an officer worker.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Motion made by Councilmember Meister, Seconded by Councilmember Alcorn to approve Resolution 24-082 granting a tax abatement to SR Auto Repair Garage. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Approval of the Consent Agenda

Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

- Consider Approval for a Temporary Liquor License for the Taste of Marshall Event on October 7th
- Consider Approval of a Tobacco License for Kwik Trip #1273
- Consider Approval for a 3.2% Malt Liquor Off-Sale License for Kwik Trip #1273
- Consider Approval of an Amendment to the Personnel Policy Manual
- Project AP-003: Airport Snow Removal Equipment (SRE) Building - Consider Resolution Authorizing Execution of MnDOT State Companion Grant Agreement No. 1057831 (SP A4201-108 / AIP-3-27-0056-021-24) for Building Construction
- Consider Approval of the Bills/Project Payments

Stone Meadow - 1) Approval of Preliminary Plat; 2) Consider Resolution Approving Final Plat

Director Anderson said the preliminary plat was sent to local utility companies for review and comments and no issues were found. The Planning Commission held a public hearing on August 28, 2024, and all members voted in favor. The developer of the project would like to close in October and hope to begin groundwork if there was a mild winter.

Motion made by Councilmember Schroeder, Seconded by Councilmember Moua-Leske to approve the Preliminary Plat of Stone Meadow. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Alcorn to adopt Resolution 24-080 approving the Final Plat of Stone Meadow. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Adoption of Ordinance for the Request of Turkey Valley Farms to Rezone Two Lots from R-1 One Family District to R-2 One to Four Family District and a Conditional Use Permit for a Parking Lot in an R-2 District

Turkey Valley Farms had requested to rezone 306 and 308 South Sixth Street from an R-1 One-Family District to an R-2 One-to-Four Family District, and then to approve a Conditional Use Permit for a parking lot in an R-2 District. Turkey Valley Farms was looking for a way to provide more off-street parking for its workforce to reduce the need for street parking. Parking lots are permitted by a Conditional Use Permit in an R-2 zoning district but not in R-1. The area was a medium density residential use on the Future Use Map in the Marshall 2040 Comprehensive Plan. Rezoning to R-2 would follow the new Comprehensive Plan. The Planning Commission conducted a public hearing for rezoning and the conditional use permit on August 14, 2024, and the motion for recommend rezoning passed by a vote of 4:2. The adjoining neighbor did express concern about visibility and that was addressed in the CUP that landscaping of would be required along the parking lot. A separate motion to recommend approval of a conditional use permit also passes by a vote of 4:2.

Motion made by Councilmember Lozinski, Seconded by Councilmember Alcorn to adopt Ordinance 24-016 Re-zoning Lot 1 and Lot 2 of Gillett and Simmons Addition from R-1 to R-2. Voting Yea: Mayor Byrnes, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 5-1.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to approve a Conditional Use Permit for a parking lot in an R-2 district. Voting Yea: Mayor Byrnes, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 5-1.**

Aquatic Center Bid Review, Request to Reject Bids

Jon Brown and David Locke of Stockwell Engineers reviewed the bids for the aquatic center. The engineers estimate for the project was \$16.5 million with the lowest base bid coming from Breitbach Construction for \$22,375,000. As the lowest bid was vastly over the engineers estimate Stockwell had recommended that all five bids be rejected and redesign the plans. Stockwell explained that the amount of pool work being done around the state, difficulty in hiring skilled laborers, material cost increases, and travel expenses all attributed to higher bids than expected. The Aquatic Center Committee had also met to discuss the bids and what could be done to get the project back into the voter approved amount of \$18.37 million. Redesigning and re-using the existing pool was briefly discussed but was not viable. Hanson mentioned looking into using a Construction Manager to help lower costs, but Brown said that process could add extra time.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Meister to reject all bids and to work with Stockwell Engineers to redesign the aquatic center project and look at possibly using a Construction Manager. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

Byrnes	No report.
Schafer	No report.
Meister	No report.
Schroeder	No report.
Alcorn	No report.
Moua-Leske	DEI reviewed their strategic plan. The Marshall-Lyon County Library hired a new librarian. CVB was excited for their upcoming Prairie Jam event.
Lozinski	No report.

Councilmember Individual Items

Councilmember Lozinski mentioned that the SRE building also came in way over bid and was pared down and became a good project.

Mayor Byrnes wanted to remind citizens of the 9/11 Memorial event that would be taking place.

City Administrator

MMUA held their lineman rodeo in Marshall. The training center has been in Marshall for 25 years and 2024 was the 7th annual rodeo.

Director of Public Works/City Engineer

Project updates were given on the following: Whitney Street, Lyon Circle, and Snow Removal Equipment building.

City Attorney

No report.

Administrative Brief

There were no questions on the administrative brief.

Information Only

There were no questions on the Information Only items.

Upcoming Meetings

There were no questions on the Upcoming Meetings.

Adjournment

Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 6-0.**

Attest:

Steven Anderson, City Clerk

Robert Byrnes, Mayor

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, September 10, 2024**

The work session of the Common Council of the City of Marshall was held September 10, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 6:15 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Steve Meister, Amanda Schroeder, James Lozinski, John Alcorn and See Moua-Leske. Absent: Craig Schafer. Staff present included: Sharon Hanson; City Administrator; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works/City Engineer and Steven Anderson, City Clerk.

2025 Preliminary Budget

Moberg reviewed the proposed items impacting the budget and levies. The franchise fee for natural gas and cable were adjusted to better reflect current trends. Public safety aid would be used towards offsetting payroll changes for the Police Department. The parks staffing request had been removed, and debt issuance interest as well as the railroad quiet crossing study were changed as well. All these fluctuations resulted in a \$427,043.00 change in the levy. However, a number of items after the last work session on August 27 were brought forward. Lobbying and government relations from Flaherty & Hood, MMU revenues decreased, City Attorney legal fee renewal increased, and the aquatic center would now need funds to repair and maintain for 2025 until the new aquatic center could be built. These changes resulted in \$77,664 over and above the current suggested levy.

Councilmember discussed the formula used by MMU and a revision to be discussed at the next MMU Commission meeting. Members also asked various questions on the increase of attorney fees. The preliminary budget and levy needed to be approved by the September 24th meeting to be certified to the Lyon County Auditor/Treasurer by September 30th. Lozinski stated that a 9% increase was his limit, and Mayor Byrnes and Meister both commented that 9.5% - 9.9% would be acceptable to them.

Adjournment

At 7:02 PM Mayor Byrnes adjourned the meeting.

Attest:

Steven Anderson, City Clerk

Robert Byrnes, Mayor

Presenter:	Steven Anderson
Meeting Date:	Tuesday, September 24, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Introduce an Ordinance Amending Ch. 6 Article II-2 Intoxicating Liquor
Background Information:	<p>Staff had been approached by the Marshall A's about expanding their selection of beverages as the number of 3.2% Malt Liquor varieties were being reduced by local wholesalers. Over the years the Minnesota Legislature expanded the types of businesses and establishments that were allowed to be issued an intoxicating liquor and wine license which now includes summer collegiate league baseball teams, or a league established by the Minnesota Baseball Association.</p> <p>Since 1976 the City of Marshall had only allowed 5 types of establishments to possess a liquor license, which at the time were all the allowable types under State law:</p> <ul style="list-style-type: none"> • Hotels • Restaurants • Bowling centers • Clubs • Exclusive liquor stores <p>As new businesses came into existence and the want to expand retail liquor continued there are now 12 establishment types allowed to be issued an intoxicating liquor license by a municipality. Two of the allowable types not included in the draft ordinance are specific to the Minnesota Sports Facilities Authority and the Metropolitan Sports Commission.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To introduce Ordinance 24-018 amending Chapter 6 Article II-2 Intoxicating Liquor.

**CITY OF MARSHALL
ORDINANCE 24-019**

**AN ORDINANCE AMENDING CHAPTER 6 ARTICLE II DIVISION 2
INTOXICATING LIQUOR**

The Common Council of the City of Marshall do ordain:

SECTION 1:AMENDMENT “Section 6-53 Issuance Limitations On Kinds Of Establishments” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 6-53 Issuance Limitations On Kinds Of Establishments

- (a) On-sale intoxicating liquor licenses ~~may shall~~ be issued only to the following establishments: as defined by Minn. Stat. §340A.101, as it may be amended from time to time:
- (1) Hotels;
 - (2) Restaurants;
 - (3) Bowling centers;
 - (4) Clubs or congressionally chartered veterans organizations with the approval of the commissioner, provided that the organization has been in existence for at least three years and liquor sales will only be to members and bona fide guests;
 - (5) Resorts as defined in Minn. State §157.15, subd. 11;
 - (6) Theater;
 - (7) Convention center;
 - (8) Summer collegiate baseball team or baseball team competing in a league established by the Minnesota Baseball Association or a person holding a concession or management contract with the baseball team for beverage sales at a ballpark or stadium;
 - (9) Auto racing facility; and
 - (10) Exclusive liquor stores.
- (b) In addition, the Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises:
- (1) At a community festival held within the city under the provisions of Minn. State §340A.404, subd. 4 subpart (b) as it may be amended from time to time, pursuant to section 6-61 hereof; or
 - (2) At any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the city, under the provisions of Minn. Stat. §340A.404, subd. 4 subpart (a) as it may be amended from time to time; however, the licensee is prohibited from

dispensing intoxicating liquor to any person attending or participating in an amateur athletic event for persons 18 years of age or younger being held on the premises.

(Code 1976, § 5.40(1))

State law reference(s)—Similar provisions, Minn. Stat. § 340A.404, subd. 1.

SECTION 2:AMENDMENT “Section 6-80 Issuance Of On-Sale Wine License; Restrictions” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 6-80 Issuance Of On-Sale Wine License; Restrictions

- (a) An on-sale wine license may be issued by the city only with the approval of the commissioner to the following:
- (1) a restaurant having facilities for seating at least 25 guests at one time. A wine license permits the sale of wine of up to 14 percent alcohol by volume for consumption with the sale of food. A wine license authorizes the sale of wine on all days of the week unless the issuing authority restricts the license's authorization to the sale of wine on all days except Sundays.
 - (2) Theatre. A wine license authorizes the sale of wine on all days of the week to persons attending events at the theater.
 - (3) Convention center. A wine license authorizes the sale of wine on all days of the week to persons attending events at the convention center.
 - (4) Summer collegiate league baseball team or a baseball team competing in a league established by the Minnesota Baseball Association, or to a person holding a concessions or management contract with the owner for beverage sales at a ballpark or stadium for the purposes of summer collegiate league baseball games, town ball games, and any other events at the ballpark or stadium. A wine license authorizes the sale of wine on all days of the week to persons attending baseball games and any other events at the ballpark or stadium
- (b) The council may by ordinance authorize a holder of an on-sale wine license issued pursuant to subsection (a) of this section who is also licensed to sell 3.2 percent malt liquor at on-sale pursuant to Minn. Stat. § 340A.411, and whose gross receipts are at least 60 percent attributable to the sale of food, to sell intoxicating malt liquors at on-sale without an additional license.
- (c) The city may issue an on-sale wine license with the approval of the commissioner to a licensed bed and breakfast facility. A license under this subsection authorizes a bed and breakfast facility to furnish wine only to registered guests of the facility.
- (d) A farm winery licensed under Minn. Stat. § 340A.315 may be issued a temporary

license for on-sale of intoxicating liquor produced by the farm winery at an approved festival or event pursuant to the provisions of this code. The licenses are subject to the terms, including a license fee, imposed by the city and all laws and ordinances governing the sale of intoxicating liquor. Licenses under this subdivision are not valid unless first approved by the city council.

(Code 1976, § 5.70(2)(A); Ord. No. 658 2nd series, § 3, 5-22-2012)

State law reference(s)—Similar provisions, Minn. Stat. § 340A.404, subd. 5.

SECTION 3: **EFFECTIVE DATE** This Ordinance shall take effect after its passage and summary publication.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

_____.

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

Presenter:	Steven Anderson
Meeting Date:	Tuesday, September 24, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Introduce an Ordinance to Repeal Section 22-213 of the Minnesota Energy Resources Franchise Agreement
Background Information:	<p>At the end of 2023 Minnesota Energy Resources (MER) had reached out to city staff about the possibility of providing services to a customer along North 7th Street. Staff had communicated to MER that a franchise agreement would need to be in place before any work could begin. In May of 2024 MER started up conversations again about implementing a Franchise Agreement so a service line could be put in place for Duininck, Inc.</p> <p>Staff worked with City Attorney Pamela Whitmore and Robert Vose of Kennedy & Graven to model a Franchise Agreement for MER. After much back and forth and finally reaching an agreement with MER, on July 23, 2024, council had passed Ordinance 24-014 Granting a Franchise Agreement to Minnesota Energy Resources in a specified area around North 7th Street and ADM.</p> <p>Prior to signing the final certification after the ordinance was approved MER has requested that Section 22-213 be removed from the ordinance. Per Mr. Vose that section was holdover language with Great Plains Natural Gas and was not a common provision in franchise agreements. Minnesota Energy Resources would like to begin construction this fall to begin service to Duininck spring of 2025.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To introduce Ordinance 24-019 Repealing Section 22-213 of the Minnesota Energy Resources Franchise Agreement.

**CITY OF MARSHALL
ORDINANCE 24-018**

**AN ORDINANCE REPEALING CHAPTER 22 SECTION 22-213 PURCHASE BY
CITY**

The Common Council of the City of Marshall do ordain:

SECTION 1: **REPEAL** “Section 22-213 Purchase By City” of the Marshall Municipal Code is hereby *repealed* as follows:

R E P E A L

~~Section 22-213 Purchase By City (Repealed)~~

~~The Council, at the end of any calendar year, upon a 2/3 majority vote of the Council, may acquire and thereafter operate the gas plant and distribution system, and all mains, pipes, services and other appliances thereto appertaining which shall have been constructed, installed, operated, and maintained by the Company, its successors, lessees or assigns, upon paying to the Company, its successors, lessees or assigns, the fair market value of such property. To ascertain the fair market value of such property, the City shall acquire such property by right of eminent domain.~~

SECTION 2: **AMENDMENT** “Section 22-214 Approval Of Transfer” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 22-~~214~~213 Approval Of Transfer

SECTION 3: **AMENDMENT** “Section 22-215 Forfeiture” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 22-~~215~~214 Forfeiture

SECTION 4: **AMENDMENT** “Section 22-216 Abandoned Facilities” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 22-~~216~~215 Abandoned Facilities

SECTION 5: **AMENDMENT** “Section 22-217 Provisions Of Ordinance” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 22-~~217~~216 Provisions Of Ordinance

SECTION 6: **AMENDMENT** “Section 22-218 Amendment Procedure” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 22-~~218~~217 Amendment Procedure

SECTION 7: **EFFECTIVE DATE** This Ordinance shall take effect after its passage and publication.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

_____.

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

Presenter:	Jason Anderson
Meeting Date:	Tuesday, September 24, 2024
Category:	CONSENT AGENDA
Type:	INFO/ACTION
Subject:	Project ST-012-2024: S Whitney Street Reconstruction Project - Consider Resolution for Signage
Background Information:	<p>At the 11/09/2023 Public Informational Meeting for the S Whitney Reconstruction Project, numerous residents requested review of the intersection of S Whitney and E Marshall Street. Included in the packet is a traffic control review memo, prepared by Eric Hanson, Assistant City Engineer. The memo addresses the review that was completed at this intersection.</p> <p>This item was reviewed by the Public Improvement/Transportation Committee on 09/17/2024. At said meeting, the Committee unanimously approved the motion to recommend to the City Council the approval of the following:</p> <ol style="list-style-type: none"> 1. Installation of 4-way stop control at the intersection of S Whitney and E Marshall Street. 2. Replacement of the yield signs at Church/A Street and Church/S Whitney with stop signs.
Fiscal Impact:	
Alternative/Variations:	No alternative actions recommended.
Recommendations:	<p>that the Council adopt RESOLUTION 24-086, which is the “Resolution Providing for Signage” as follows:</p> <ol style="list-style-type: none"> 1. Installation of 4-way stop control at the intersection of S Whitney and E Marshall Street as shown on attached Exhibit A. 2. Replacement of the yield signs at Church/A Street and Church/S Whitney with stop signs as shown on attached Exhibit A.

RESOLUTION NUMBER 24-086

**RESOLUTION PROVIDING FOR SIGNAGE
IN THE CITY OF MARSHALL**

WHEREAS, City Code Sec. 74-26 provides for traffic control devices and markings; and,

WHEREAS, Sec. 74-26 of the City Code states:

“No device, sign or signal shall be erected or maintained for traffic or parking control unless the council shall first have approved and directed the same, except as otherwise provided in this section;”

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that the Public Works Department cause such signs to be installed as designated below and shown on the attached map:

1. Installation of 4-way stop control at the intersection of S Whitney and E Marshall Street as shown on the attached Exhibit A.
2. Replacement of the yield signs at Church Street/A Street and Church Street/S Whitney with stop signs as shown on the attached Exhibit A.

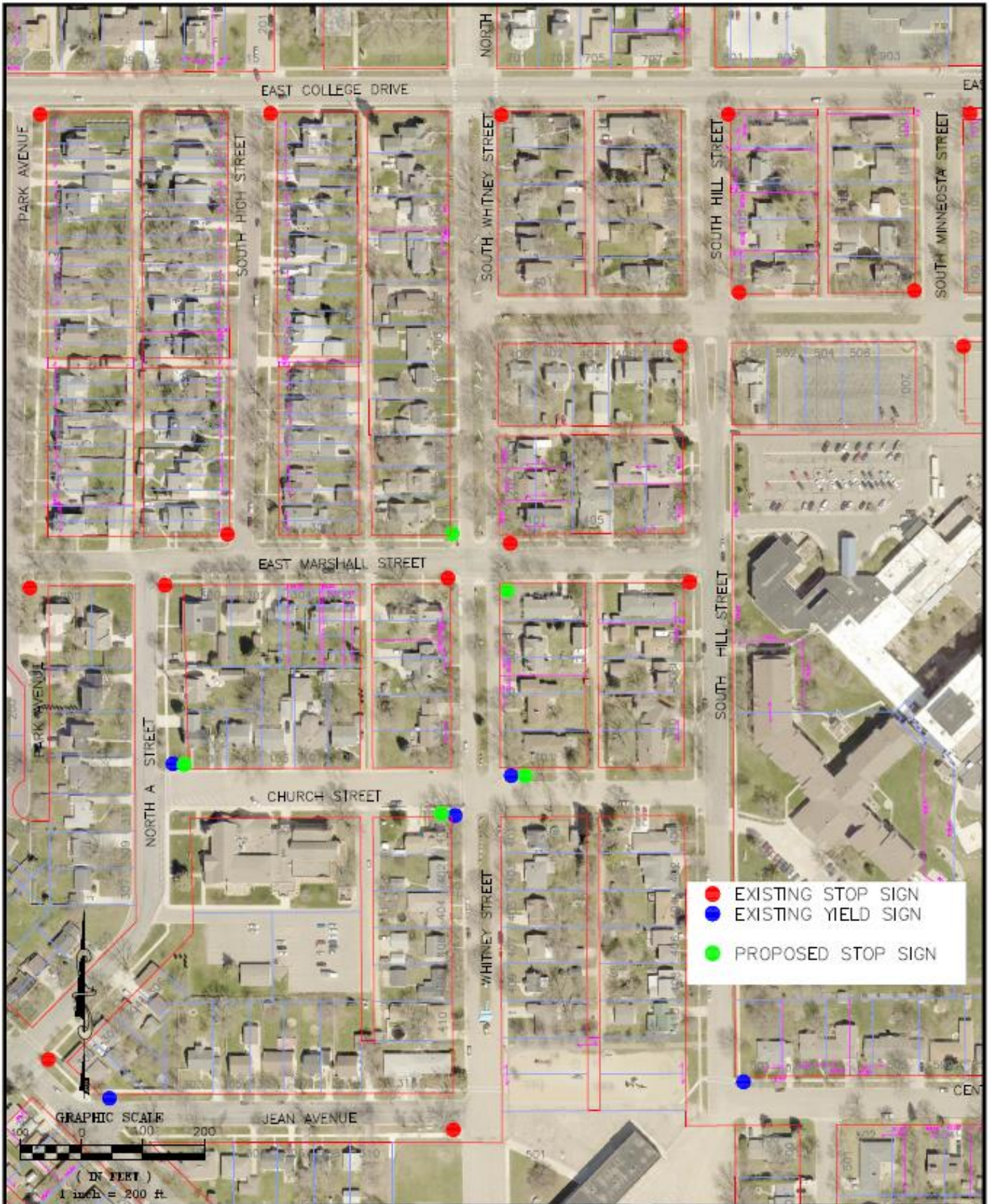
Passed and adopted by the Common Council this 24th day of September 2024.

ATTEST:

City Clerk

Mayor

This Instrument Drafted By:
Jason R. Anderson
Director of Public Works/City Engineer




ENGINEERING DEPARTMENT
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

EXHIBIT A	DATE 8/13/2024
PROPOSED STOP SIGNS INT. OF MARSHALL & WHITNEY	DRAWN BY



MEMO

From: Eric R Hanson, PE

Cc: File

Date: February 2, 2024

Re: Traffic Control Review - ST-012-2024 S Whitney Street Reconstruction

This memo is written in response to public input that was received at a public information meeting to discuss the reconstruction of South Whitney Street from East College Drive to Jean Avenue. The neighborhood raised concerns regarding traffic speed through the Whitney neighborhood and near misses with pedestrians, students, and pets. City staff responded by indicating that we would review the South Whitney Street corridor for safety improvements.

Existing Condition:

South Whitney Street has no intersection control between East College Drive and the Holy Redeemer School, just south of Jean Avenue. Intersecting with South Whitney Street is Charles Avenue at a T intersection (no control), East Marshall Street at a four-way intersection (stop control), Church Street at a four-way intersection (yield control), and Jean Avenue at a T intersection (stop control).

One block to the east of South Whitney Street is the Avera medical campus, one-half block west on Church Street is the First Lutheran Church, and on the south end of South Whitney Street is Holy Redeemer School.

Corridor Review:

Speed control is typically most effectively achieved by reducing lane width of the street. For South Whitney Street, it was determined that a lane width reduction was not feasible. The existing and proposed lane width is 20-FT on each side of the center median. The 20-FT width supports a 12-FT driving lane and an 8-FT parking lane. During public input sessions, the neighborhood advised that the road width could not be decreased due to the "tight" feeling that currently exists. City staff did consider a reduction of 1-FT to a 19-FT lane width but determined that the width is already less than ideal for winter snow removal activities.



MARSHALL PUBLIC WORKS DIVISION

344 West Main Street | Marshall, MN
www.ci.marshall.mn.us

Also analyzed was the geometry and sight obstructions at every side street intersection of South Whitney Street between East College Drive and Jean Avenue. Except for its intersection with East Marshall Street, South Whitney Street is the clear "through" street in this neighborhood. Both Charles Avenue and Jean Avenue are T-intersections and Church Street occupies a significantly smaller footprint, especially on the east side of South Whitney Street.

The intersection of South Whitney Street and East Marshall Street is more confusing to motorists due to the size of the intersection and the way it is paved. East Marshall Street is a 45-FT road that intersects South Whitney Street, which occupies 60-FT as measured from outside curb to outside curb. Further, East Marshall Street is "paved through" the intersection with the crown of East Marshall Street carrying through the intersection. This gives the appearance that East Marshall Street is the priority street. It also gives the feel that East Marshall Street is the priority street because the vehicles on South Whitney must drive up and over the crown of East Marshall Street.

There are also some sight obstructions at the intersection of East Marshall Street and South Whitney Street that should be noted. When stopped on the western leg of E. Marshall Street and looking north, there is a significant hedge line that obstructs vision. The same holds true when stopped on the eastern leg of E. Marshall Street and looking to the south. The vegetation is not a city ordinance violation, yet it does pose some obstruction to long range view down the street.

It is the conclusion of City Engineering Department staff that due to the geometry of the intersection; we do support the addition of stop signs on South Whitney Street, at its intersection with East Marshall Street. To summarize the Engineering Department support for the addition of signage, resulting in the four-way stop condition at the intersection of S. Whitney Street and E. Marshall Street:

- When East Marshall Street was reconstructed, it was paved through the intersection and this can cause confusion when South Whitney Street is the through movement.
- During some parts of the year there could be sight issues due to bushes and or shrubs in the sight lines that could block drivers' view of cross traffic on South Whitney Street. Stopping vehicles on South Whitney Street will allow drivers and all users on East Marshall Street to safely cross the intersection.
- This area has the potential for a large amount of pedestrian traffic with its proximity to Avera Medical Center and Holy Redeemer School.



MARSHALL
PUBLIC WORKS DIVISION

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From Section 2B.7 of the MnMUTCD - *Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.*

From Section 2.B7 of the MnMUTCD, criteria that can be considered for a multi-way stop includes locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop. Also, an intersection of two residential collector (through streets) of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

Based on the items listed above and the excerpt from the MnMUTCD, the Public Works Division feels that multi-way stop control is warranted at the intersection of South Whitney Street and East Marshall Street.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Jim Marshall
Meeting Date:	Tuesday, September 24, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
Background Information:	These vehicles have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.
Fiscal Impact:	These vehicles will be auctioned on-line at the state site, sold, or will be taken to Alters for disposal.
Alternative/ Variations:	
Recommendations:	To approve Resolution 24-083 declaring abandoned vehicles as surplus property by the City of Marshall and authorizing their sale or disposal.

RESOLUTION NUMBER 24-083

**A RESOLUTION DECLARING PROPERTY AS SURPLUS AND
AUTHORIZING THE SALE OF THE SAME**

WHEREAS, the City Council of the City of Marshall, Minnesota has been advised by staff that the following vehicles have been seized or declared abandoned and are not needed for current or future municipal operations:

24-12622	07 Cadillac Escalade	D86-BCF ND	3GYFK628076318369	Abandoned
24-10076	06 Lincoln Mark LT	GWE 215	5LTPW18536FJ25564	Abandoned
24-11618	03 Honda Pilot	FAR 978	2HKYF18603H574265	Abandoned
24-11608	83 Honda PA50	None	VC1AB0908301910	Abandoned
24-10076	07 Ford	GJN 561	1FTPW14V27FB56413	Abandoned

and;

WHEREAS, the Marshall Police Department has followed Minnesota Statute §168B and its applicable sections for the notifications and required periods for disposal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, AS FOLLOWS:

1. The council declares the property listed above as surplus.
2. The council authorizes the sale of said property through any lawful means, including (ii) by an electronic competitive online auction process, regardless of the value, pursuant to Minn. Stat. 471.345, subd. 17; or (iii) to another government entity pursuant to Minn. Stat. 471.64.
3. To the extent prohibited under Minn. Stat. 15.054, the property will not be sold to a city officer or employee.
4. All sales shall be final, and the property is to be sold in “as-is” condition.
5. If no viable buyer is found the surplus property may be taken to a salvage yard and be scrapped.

Approved by the City Council of the City of Marshall, Minnesota, this 24th day of September 2024.

Mayor

ATTEST:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 24, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	National Highway Safety Grant
Background Information:	<p>The Minnesota Department of Public Safety, Office of Traffic Safety (OTS) has partnered with law enforcement agencies to conduct well publicized safety enforcement programs. The Marshall Police Department has participated in the Toward Zero Death (TZD) program in past years through the OTS. The 2025 enforcement campaign is focused on impaired driving, speed enforcement and distracted driving.</p> <p>The National Highway Safety Administration provided federal funding to the OTS to design and implement public education and traffic enforcement programs, like the TZD program, with a goal of zero road fatalities.</p> <p>The Marshall Police Department will act as the fiscal agent for 8 other local agencies and compile information from other partner agencies and submit activity reports to the OTS. The total amount of the grant award available to the participating agencies is \$15,550.00.</p>
Fiscal Impact:	None – All grant funded
Recommendations:	Approve the Marshall Police Department’s Grant Contract Agreement with the State of Minnesota’s Department of Public Safety.



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	Grant Program: 2025 Enforcement Grant Contract Agreement No.: A-ENFRC25-2025-MARSHAPD-001
Grantee: Marshall Police Department 611 West Main Street Marshall, Minn. 56258-3067	Grant Contract Agreement Term: Effective Date: Oct. 1, 2024 Expiration Date: Sept. 30, 2025
Grantee’s Authorized Representative: Officer Scott Wilson Marshall Police Department 611 West Main Street Marshall, Minn. 56258-3067 (507)537-7000 scott.wilson@ci.marshall.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 15,550.00 Matching Requirement* \$0.00 See special conditions
State’s Authorized Representative: Kammy Huneke Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 (651) 356-5101 kammy.huneke@state.mn.us	Federal Funding: CFDA/ALN: 20.608, 20.600 FAIN: 69A37523300004020MN0, 69A37523300001640MNA State Funding: N/A *Special Conditions: If equipment is purchased, a 50 percent match of the item is required. Refer to program manual.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2025 Enforcement Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2025 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the

Item 6.

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matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

Grant Contract Agreement No./ P.O. No.
A-ENFRC25-2025-MARSHAPD-001/3000098220

Project No. 25-04-01

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Budget Summary

Budget			
Budget Category	State Reimbursement	Local Match	
Enforcement- Distract/Speed/MO/Belt			
Enf-Distract/Speed/MO/Belt	\$8,150.00	\$0.00	
Total	\$8,150.00	\$0.00	
Enforcement- Impaired			
Enforcement-Impaired	\$4,600.00	\$0.00	
Total	\$4,600.00	\$0.00	
Match – Mileage Expenses			
Match-Mileage expenses	\$0.00	\$0.00	
Total	\$0.00	\$0.00	
Optional Activities- Impaired			
OptionalActivities-Impaired	\$1,400.00	\$0.00	
Total	\$1,400.00	\$0.00	
Optional Activities- Other			
Optional Activities-Other	\$1,400.00	\$0.00	
Total	\$1,400.00	\$0.00	
Total	\$15,550.00	\$0.00	

RESOLUTION 24-084

AUTHORIZING EXECUTION OF AGREEMENT

WHEREAS, the City of Marshall on behalf of its Police Department desires to enter into a grant agreement with the Minnesota Department of Public Safety for traffic safety enforcement projects during the period from October 1, 2024 through September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Marshall, Minnesota as follows:

1. That the grant agreement between the Minnesota Department of Public Safety and the City of Marshall on behalf of its Police Department, is hereby approved. A Copy of the Grant Agreement is attached to this Resolution and made a part of it.
2. That the Director of Public Safety, Jim Marshall, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the City of Marshall on behalf of its Police Department and to be the fiscal agent and administer the grant.
3. That Robert Byrnes, the Mayor for the City of Marshall, and Steven Anderson, the City Clerk, are authorized to sign the Grant Agreement.

Passed and Adopted by the City Council of Marshall on this 24th day of September 2024.

Attest:

Steven Anderson, City Clerk

Robert Byrnes, Mayor

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Karla Drown
Meeting Date:	Tuesday, September 24, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourage the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Check Report

By Vendor Name

Date Range: 09/13/2024 - 09/24/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	09/13/2024	EFT	0.00	2,421.33	17690
4549	A & B BUSINESS, INC	09/20/2024	EFT	0.00	2,397.51	17751
6128	ACTION COMPANY LLC	09/13/2024	EFT	0.00	225.00	17691
6128	ACTION COMPANY LLC	09/20/2024	EFT	0.00	5,641.66	17752
6412	AG PLUS COOPERATIVE	09/13/2024	EFT	0.00	27.16	17692
0566	ALERT-ALL CORPORATION	09/20/2024	EFT	0.00	468.00	17753
0578	AMAZON CAPITAL SERVICES	09/13/2024	EFT	0.00	116.41	17693
0578	AMAZON CAPITAL SERVICES	09/20/2024	EFT	0.00	294.37	17754
3761	AMERICAN BOTTLING CO.	09/20/2024	Regular	0.00	245.25	125002
0590	AMERICAN SOLUTIONS FOR BUSINESS	09/13/2024	Regular	0.00	602.01	124972
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILL	09/20/2024	EFT	0.00	519.50	17755
3648	APEX ENGINEERING PRODUCTS CORP.	09/20/2024	EFT	0.00	3,501.36	17756
0630	ARCTIC GLACIER	09/13/2024	Regular	0.00	151.32	124973
0630	ARCTIC GLACIER	09/20/2024	Regular	0.00	604.46	125003
7757	ARENDS, JANE	09/20/2024	Regular	0.00	250.00	125004
6883	AT&T MOBILITY II LLC	09/13/2024	Regular	0.00	38.23	124974
0682	BEACON ATHLETICS LLC	09/13/2024	EFT	0.00	815.00	17694
3262	BEEK, JORDY	09/13/2024	EFT	0.00	196.20	17695
0688	BELLBOY CORPORATION	09/20/2024	EFT	0.00	15,848.19	17757
0689	BEND RITE CUSTOM FABRICATION, INC.	09/13/2024	Regular	0.00	35.36	124975
6471	BERGANKDV LTD	09/20/2024	EFT	0.00	14,900.00	17758
0699	BEVERAGE WHOLESALERS, INC.	09/13/2024	Regular	0.00	34,845.13	124976
0699	BEVERAGE WHOLESALERS, INC.	09/20/2024	Regular	0.00	25,311.05	125005
7756	BOEDIGHEIMER, SUE	09/13/2024	Regular	0.00	500.00	124977
3829	BRAU BROTHERS	09/13/2024	EFT	0.00	54.00	17696
3829	BRAU BROTHERS	09/20/2024	EFT	22.00	1,004.00	17759
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	09/13/2024	Regular	0.00	5,631.13	124978
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	09/20/2024	Regular	0.00	11,175.01	125006
6539	BREMER BANK	09/17/2024	Bank Draft	0.00	5,244.51	DFT0004355
0728	BUFFALO RIDGE CONCRETE INC	09/20/2024	EFT	0.00	1,665.50	17760
7590	BZDOK, CHARLENE ANN	09/20/2024	EFT	0.00	200.00	17761
6744	C&L DISTRIBUTING	09/20/2024	EFT	0.00	1,631.17	17762
0815	CATTOOR OIL COMPANY, INC	09/13/2024	EFT	0.00	5,280.70	17697
0836	CHARTER COMMUNICATIONS, LLC	09/13/2024	EFT	0.00	61.99	17698
0836	CHARTER COMMUNICATIONS, LLC	09/20/2024	EFT	0.00	111.53	17763
5733	CLARITY TELECOM, LLC	09/13/2024	EFT	0.00	267.43	17699
5733	CLARITY TELECOM, LLC	09/20/2024	EFT	0.00	1,875.29	17764
7760	CRC GROUP LLC	09/20/2024	Regular	0.00	1,742.03	125008
7394	CRESTED RIVER CANNABIS COMPANY	09/13/2024	EFT	0.00	1,811.00	17700
0924	CURT'S COLLISION CENTER	09/13/2024	Regular	0.00	3,199.25	124980
0934	D & G EXCAVATING INC	09/13/2024	EFT	0.00	400.00	17701
3819	DACOTAH PAPER CO	09/13/2024	EFT	1.76	187.64	17702
3819	DACOTAH PAPER CO	09/20/2024	EFT	1.27	125.52	17765
7102	DAHLHEIMER BEVERAGE	09/20/2024	EFT	0.00	3,266.60	17766
4709	DETCO	09/20/2024	EFT	0.00	275.05	17767
7657	DEX SUSTAINABLES INC	09/20/2024	Regular	0.00	204.10	125009
4488	DEZURIK, INC	09/20/2024	Regular	0.00	539.05	125010
5731	DOLL DISTRIBUTING LLC	09/13/2024	EFT	0.00	16,296.71	17703
5731	DOLL DISTRIBUTING LLC	09/20/2024	EFT	0.00	14,392.15	17768
1020	DUININCK, INC.	09/13/2024	EFT	0.00	1,426.43	17704
7181	ENTERPRISE FLEET MANAGEMENT TRUST	09/20/2024	Bank Draft	0.00	17,547.61	DFT0004356
7748	EVENTS BY BRITTNEY FATE	09/13/2024	Regular	0.00	100.00	124981
1090	FASTENAL COMPANY	09/13/2024	EFT	0.00	303.58	17706
1090	FASTENAL COMPANY	09/20/2024	EFT	0.00	1,004.75	17769

Check Report

Date Range: 09/13/2024 - 09/24/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7073	FIXEN CHIROPRACTIC	09/13/2024	EFT	0.00	230.00	17707
7073	FIXEN CHIROPRACTIC	09/20/2024	EFT	0.00	115.00	17770
1037	FOLEY WATER SYSTEMS INC	09/13/2024	EFT	0.00	8.25	17705
5632	GADDIS INC	09/20/2024	EFT	0.00	3,067.22	17771
1158	GALLS INC	09/13/2024	EFT	0.00	270.90	17708
1158	GALLS INC	09/20/2024	EFT	0.00	915.39	17772
6478	GOPHER STATE ONE CALL	09/13/2024	EFT	0.00	175.50	17709
1201	GRAINGER INC	09/13/2024	EFT	0.00	685.88	17710
1201	GRAINGER INC	09/20/2024	EFT	0.00	66.08	17773
6127	GRANDVIEW VALLEY WINERY, INC	09/20/2024	Regular	0.00	2,040.00	125011
3760	GROWMARK INC.	09/20/2024	EFT	0.00	139.80	17774
5926	GUZA MACHINE, INC	09/13/2024	EFT	0.00	200.00	17711
7388	HAEN, DAVID CHARLES	09/20/2024	EFT	0.00	549.70	17775
1256	HAWKINS INC	09/13/2024	EFT	0.00	39,898.22	17712
1271	HENLE PRINTING COMPANY	09/13/2024	EFT	0.00	276.00	17713
0657	HONETSCHLAGER, ERIC	09/20/2024	EFT	0.00	200.00	17776
6198	HYDRO-KLEAN, LLC	09/20/2024	EFT	0.00	60,870.00	17777
1311	HY-VEE ACCOUNTS RECEIVABLE	09/20/2024	Regular	0.00	86.42	125012
1325	ICMA RETIREMENT TRUST #300877	09/13/2024	EFT	0.00	50.00	17714
6705	IDEXX DISTRIBUTION INC	09/20/2024	EFT	0.00	963.80	17778
1343	INDEPENDENT LUMBER OF MARSHALL INC	09/20/2024	Regular	0.00	17.99	125013
1358	INTERNAL REVENUE SERVICE	09/13/2024	Bank Draft	0.00	29,714.56	DFT0004344
1358	INTERNAL REVENUE SERVICE	09/13/2024	Bank Draft	0.00	25,108.31	DFT0004345
1358	INTERNAL REVENUE SERVICE	09/13/2024	Bank Draft	0.00	9,308.68	DFT0004346
5017	JIM'S CLOTHING & SPORTING GOODS	09/20/2024	Regular	0.00	1,770.45	125014
1399	JOHNSON BROTHERS LIQUOR COMPANY	09/13/2024	EFT	0.00	8,067.14	17717
1399	JOHNSON BROTHERS LIQUOR COMPANY	09/20/2024	EFT	0.00	10,418.82	17779
2036	JOHNSON BROTHERS LIQUOR COMPANY	09/13/2024	EFT	0.00	6,040.68	17715
2036	JOHNSON BROTHERS LIQUOR COMPANY	09/20/2024	EFT	0.00	11,445.24	17780
5447	JOHNSON BROTHERS LIQUOR COMPANY	09/13/2024	EFT	0.00	936.95	17716
5447	JOHNSON BROTHERS LIQUOR COMPANY	09/20/2024	EFT	0.00	1,893.75	17781
5095	KIBBLE EQUIPMENT LLC	09/13/2024	EFT	0.00	1,385.73	17718
5095	KIBBLE EQUIPMENT LLC	09/20/2024	EFT	0.00	5.22	17782
4140	KRUSE FORD-LINCOLN-MERCURY, INC	09/20/2024	EFT	0.00	439.70	17783
5138	L & A SYSTEMS, LLC	09/13/2024	EFT	0.00	90.00	17719
3653	LANGUAGE LINE SERVICES	09/13/2024	EFT	0.00	363.16	17720
1481	LEAGUE OF MINNESOTA CITIES	09/20/2024	Regular	0.00	4,997.00	125015
7753	LECLERE, DON	09/13/2024	Regular	0.00	500.00	124982
6068	LEHMAN, CHRISTINE	09/20/2024	EFT	0.00	28.00	17784
1506	LOCATORS & SUPPLIES INC	09/20/2024	EFT	0.00	77.50	17785
1508	LOCKWOOD MOTORS INC	09/13/2024	EFT	5.40	14.60	17721
7747	LOCY, THERESA	09/13/2024	Regular	0.00	110.00	124983
3816	LUTHERAN SOCIAL SERVICES	09/20/2024	Regular	0.00	30.80	125016
1531	LYON COUNTY AUDITOR-TREASURER	09/13/2024	EFT	0.00	22,164.90	17722
1531	LYON COUNTY AUDITOR-TREASURER	09/20/2024	EFT	0.00	3,257.11	17786
1545	LYON COUNTY HIGHWAY DEPARTMENT	09/13/2024	EFT	0.00	11,619.96	17723
1548	LYON COUNTY LANDFILL	09/20/2024	EFT	0.00	96.69	17787
1552	LYON COUNTY RECORDER	09/13/2024	EFT	0.00	240.00	17724
1555	LYON-LINCOLN ELECTRIC COOPERATIVE INC	09/13/2024	Regular	0.00	46.27	124984
1565	MACQUEEN EQUIPMENT INC.	09/13/2024	EFT	0.00	1,644.42	17725
6849	MARRON, ARLENE	09/13/2024	Regular	0.00	50.00	124985
7582	MARSHALL COMMUNITY FOUNDATION	09/13/2024	Regular	0.00	25,000.00	124986
1623	MARSHALL INDEPENDENT, INC	09/20/2024	Regular	0.00	1,782.14	125017
5813	MARSHALL LUMBER CO	09/13/2024	EFT	0.00	104.01	17726
5813	MARSHALL LUMBER CO	09/20/2024	EFT	0.00	138.46	17788
6018	MARSHALL M CLUB	09/13/2024	Regular	0.00	1,181.25	124987
6018	MARSHALL M CLUB	09/13/2024	Regular	0.00	870.00	124988
1633	MARSHALL MUNICIPAL UTILITIES	09/13/2024	EFT	0.00	102,711.59	17727
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	09/13/2024	EFT	0.00	375.77	17730
1637	MARSHALL PUBLIC SCHOOLS	09/20/2024	EFT	0.00	26,583.22	17789
3545	MARSHALL RADIO	09/13/2024	EFT	0.00	2,050.00	17731

Check Report

Date Range: 09/13/2024 - 09/24/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1649	MARSHALL TRUCK SALVAGE INC.	09/20/2024	Regular	0.00	9.36	125019
1652	MARSHALL VOLUNTEER FIRE RELIEF ASSOCIATI	09/13/2024	Regular	0.00	154.26	124989
7077	MEDSURETY, LLC	09/13/2024	Bank Draft	0.00	10,883.21	DFT0004337
7077	MEDSURETY, LLC	09/13/2024	Bank Draft	0.00	6,687.90	DFT0004342
7077	MEDSURETY, LLC	09/13/2024	Bank Draft	0.00	229.18	DFT0004348
7077	MEDSURETY, LLC	09/13/2024	Bank Draft	0.00	3,396.34	DFT0004349
7077	MEDSURETY, LLC	09/13/2024	Bank Draft	0.00	205.00	DFT0004350
7077	MEDSURETY, LLC	09/20/2024	Bank Draft	0.00	192.31	DFT0004357
2719	MELLENTHIN, CODY	09/20/2024	EFT	0.00	169.95	17790
4980	MENARDS INC	09/13/2024	EFT	0.00	432.99	17732
4980	MENARDS INC	09/20/2024	EFT	0.00	68.71	17791
7630	MIDLAND SCIENTIFIC, INC	09/13/2024	Regular	0.00	33.67	124990
1818	MINNESOTA DEPARTMENT OF REVENUE	09/13/2024	Bank Draft	0.00	415.44	DFT0004343
1818	MINNESOTA DEPARTMENT OF REVENUE	09/13/2024	Bank Draft	0.00	12,783.90	DFT0004347
1818	MINNESOTA DEPARTMENT OF REVENUE	09/17/2024	Bank Draft	0.00	66,045.00	DFT0004354
1824	MINNESOTA STATE FIRE CHIEFS ASSOCIATION	09/13/2024	Regular	0.00	1,055.00	124991
3669	MINNESOTA STATE RETIREMENT SYSTEM	09/13/2024	Bank Draft	0.00	11,109.38	DFT0004340
7703	MISSOURI BASIN MUNICIPAL POWER AGENCY	09/20/2024	Regular	0.00	1,330.40	125020
1757	MN CHILD SUPPORT PAYMENT CENTER	09/13/2024	Bank Draft	0.00	414.85	DFT0004335
1757	MN CHILD SUPPORT PAYMENT CENTER	09/13/2024	Bank Draft	0.00	306.87	DFT0004336
1864	MONTES ELECTRIC INC	09/13/2024	Regular	0.00	120.00	124992
2512	NATIONWIDE RETIREMENT	09/13/2024	Bank Draft	0.00	100.00	DFT0004330
7755	NEFSTEAD, STEVE	09/13/2024	Regular	0.00	50.00	124993
1938	NEWMAN SIGNS	09/20/2024	EFT	0.00	338.12	17792
1945	NORM'S GTC	09/13/2024	Regular	0.00	25.99	124994
1986	NORTH CENTRAL INTERNATIONAL, INC	09/20/2024	EFT	0.00	538.11	17793
1946	NORTH CENTRAL LABS	09/13/2024	EFT	0.00	97.03	17733
4372	NORTHERN CONSULTING ACTUARIES, INC	09/20/2024	EFT	0.00	1,800.00	17794
1961	NORTHERN SAFETY COMPANY INC	09/20/2024	EFT	0.00	110.18	17795
6463	OFFICE OF MNIT SERVICES	09/20/2024	Regular	0.00	709.62	125021
5891	ONE OFFICE SOLUTION	09/13/2024	EFT	0.00	56.48	17734
3809	O'REILLY AUTOMOTIVE STORES, INC	09/13/2024	EFT	0.00	78.95	17735
3809	O'REILLY AUTOMOTIVE STORES, INC	09/20/2024	EFT	0.00	56.93	17796
7684	OUTSTATE BREWING COMPANY LLC	09/20/2024	Regular	0.00	387.00	125022
2221	PARSONS, DAVE	09/13/2024	EFT	0.00	125.96	17736
1243	PATZERS INC	09/13/2024	EFT	0.00	11.99	17737
2019	PAUSTIS WINE COMPANY	09/20/2024	EFT	0.00	10,578.50	17797
5707	PAYPAL INC	09/16/2024	Bank Draft	0.00	29.99	DFT0004353
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	09/20/2024	EFT	0.00	92.85	17798
2028	PERA OF MINNESOTA REG	09/13/2024	Bank Draft	0.00	61,992.09	DFT0004338
7053	PERFORMANCE FOOD GROUP, INC.	09/20/2024	EFT	0.00	153.98	17799
2064	POWERPLAN	09/20/2024	Regular	0.00	11.56	125023
7322	QUADIENT FINANCE USA, INC	09/13/2024	EFT	0.00	208.56	17738
7752	REDWOOD VALLEY LAW, LTD	09/13/2024	Regular	0.00	1,011.00	124995
4092	REGENTS OF THE UNIVERSITY OF MINNESOTA	09/13/2024	Regular	0.00	928.00	124996
5867	ROUND LAKE VINEYARDS & WINERY	09/13/2024	EFT	0.00	375.00	17739
5006	RUNCHEY, LOUWAGIE & WELLMAN	09/13/2024	Regular	0.00	295.00	124997
2201	RUNNING SUPPLY, INC	09/20/2024	EFT	0.00	200.43	17800
2288	SMI & HYDRAULICS, INC.	09/20/2024	EFT	0.00	621.71	17801
3433	SNYDER, LYLE	09/13/2024	EFT	0.00	66.46	17740
4855	SOUTHERN GLAZER'S	09/13/2024	EFT	0.00	8,487.67	17741
4855	SOUTHERN GLAZER'S	09/20/2024	EFT	0.00	8,341.44	17802
2318	SOUTHWEST SANITATION INC.	09/13/2024	EFT	0.00	4,109.17	17742
7663	SPEEDEE DELIVERY SERVICE, INC	09/20/2024	Regular	0.00	12.50	125024
1334	ST AUBIN, GREGORY	09/20/2024	EFT	0.00	150.00	17803
7526	STERICYCLE, INC.	09/20/2024	Regular	0.00	125.31	125025
2721	SWALBOSKI, BRIAN	09/13/2024	EFT	0.00	196.20	17743
2721	SWALBOSKI, BRIAN	09/20/2024	EFT	0.00	5.00	17804
7754	SWANSON CONSTRUCTION	09/13/2024	Regular	0.00	39.04	124998
7759	TABARES, DOLORES	09/20/2024	Regular	0.00	50.00	125026
6277	TALKING WATERS BREWING CO, LLC	09/20/2024	EFT	0.00	690.00	17805

Check Report

Date Range: 09/13/2024 - 09/24/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6137	TEIGS LAWN CARE & LANDSCAPING, LLC	09/20/2024	Regular	0.00	90.00	125027
0875	THE COMPUTER MAN INC	09/13/2024	EFT	0.00	2,303.10	17744
1765	THOMSEN, MIKE	09/20/2024	EFT	0.00	257.78	17806
2428	TITAN MACHINERY	09/20/2024	EFT	0.00	15.00	17807
2429	TKDA	09/20/2024	EFT	0.00	27,121.75	17808
6786	TRUCK CENTER COMPANIES EAST LLC	09/20/2024	EFT	0.00	326.64	17809
6156	TRUE BRANDS	09/13/2024	EFT	0.00	70.18	17745
5106	ULINE	09/13/2024	EFT	0.00	559.53	17746
6126	UNITED COMMUNITY ACTION PARTNERSHIP	09/13/2024	EFT	0.00	72,000.00	17747
7036	US BANK	09/20/2024	EFT	0.00	26,200.00	17810
2511	USA BLUE BOOK	09/13/2024	EFT	0.00	5,343.76	17748
3443	VALIC DEFERRED COMP	09/13/2024	Bank Draft	0.00	1,336.54	DFT0004331
3443	VALIC DEFERRED COMP	09/13/2024	Bank Draft	0.00	1,396.15	DFT0004332
1448	VANLEEUWE, SARA J.	09/20/2024	EFT	0.00	148.68	17811
7758	VANMOER, MERCY	09/20/2024	Regular	0.00	50.00	125028
4489	VERIZON WIRELESS	09/20/2024	EFT	0.00	35.01	17812
4489	VERIZON WIRELESS	09/20/2024	EFT	0.00	1,407.67	17813
2538	VIKING COCA COLA BOTTLING CO.	09/20/2024	EFT	0.00	473.90	17814
4594	VINOCOPIA INC	09/13/2024	EFT	0.00	931.75	17749
3639	VOS, CHARLIE	09/13/2024	EFT	0.00	844.90	17750
6085	VOYA - INVESTORS CHOICE	09/13/2024	Bank Draft	0.00	4,453.26	DFT0004341
6791	WALMART	09/13/2024	Regular	0.00	316.17	124999
6791	WALMART	09/20/2024	Regular	0.00	181.29	125029
2595	WESTERN PRINT GROUP	09/20/2024	EFT	0.00	822.49	17815
7751	WINGS AXE COMPANY	09/13/2024	Regular	0.00	150.00	125001
2632	ZIEGLER INC	09/20/2024	EFT	0.00	130.40	17816

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	54	0.00	130,790.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	23	23	0.00	268,901.08
EFT's	222	125	30.43	597,042.00
	327	202	30.43	996,733.95

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	54	0.00	130,790.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	23	23	0.00	268,901.08
EFT's	222	125	30.43	597,042.00
	327	202	30.43	996,733.95

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	9/2024	996,733.95
			996,733.95

**CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS**

9/24/2024

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2022 Prior Payments	2023 Prior Payments	2024 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	749,360.00	5,779,560.00	66,794.00			11,822.00	-	100.00%
ST-009	481-43300-55170	3/14/2023	W. Lyon Street/N. 3rd Street Reconstruction	R & G Construction Co.	3,845,497.31	(67,734.09)	3,777,763.22		3,518,016.32	259,746.90	-	-	100.00%
PK-092	481-45200-55120	4/11/2023	Amateur Sports Center Shelter & Storage-Ball Field	Doom & Cuypers Construction, Inc.	171,642.00	6,078.00	177,720.00		177,000.00	720.00	-	-	100.00%
AP-007	480-43400-55170	2022	Crack Filling w/Sealcoat	City Staff - Street/Airport	75,000.00		75,000.00	51,540.63				23,459.37	68.72%
AP-003	482-43400-55120	2/13/2024	SRE Building	Sussner Construction	2,913,100.00		2,913,100.00			588,685.49	30,983.45	2,293,431.06	21.27%
ST-012	482-43300-55170	2/27/2024	S Whitney (E College to Jean)	D & G Excavating	1,565,706.60		1,565,706.60			938,208.19	49,379.38	578,119.03	63.08%
ST-001	101-43300-53425	3/26/2024	Chip Seals	Pearson Bros., Inc.	132,504.60		132,504.60			144,861.75	7,624.30	(19,981.45)	115.08%
ST-002	495-43300-55170	3/26/2024	Bituminous Overlay on Various City Streets	Central Specialties Inc.	587,422.58		587,422.58			523,278.81	33,400.77	30,743.00	94.77%
ST-010	482-43300-55170	4/23/2024	Lyon Circle Reconstruction	A&C Excavating, LLC	161,580.80		161,580.80			118,421.77	6,232.73	36,926.30	77.15%
PK-015	482-45200-55170	4/23/2024	Independence Park parking lot (back)	Towne & Country Excavating LLC	197,216.00	(5,472.00)	191,744.00			191,744.00	-	-	100.00%
					<u>14,679,869.89</u>	<u>682,231.91</u>	<u>15,362,101.80</u>	<u>118,334.63</u>	<u>3,695,016.32</u>	<u>2,765,666.91</u>	<u>0.00</u>	<u>139,442.63</u>	<u>2,942,697.31</u>

Presenter:	Marty Seifert
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	INFO
Subject:	Coalition of Greater Minnesota Cities Annual Update
Background Information:	Marty Seifert, a Senior Lobbyist for Flaherty & Hood, will be providing an annual update on the recent projects and developments of the CGMC.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	N/A

Presenter:	Sharon Hanson
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Approve Construction Manager Advisor Approach for Aquatic Center Project and Adopt Resolution Authorizing Staff to Finalize an Agreement with Contegriy Group, Inc.
Background Information:	<p>On September 10, 2024, City Council gave authorization and direction to staff to explore construction management services for the aquatic center following rejecting bids due to being approximately \$6 million over engineers estimate.</p> <p>City staff reached out to five (5) difference construction management firms and with the Aquatic Center Committee, interviewed those same firms on Tuesday September 17, 2024.</p> <p>The range of cost for construction management firm interviewed were as follows:</p> <p>\$379,250 to \$1.4 million</p> <p>Part of these costs include pre-construction/pre-bidding costs ranging from:</p> <p>\$8,000 to \$95,500</p> <p>Following this exploratory process, the Aquatic Center Committee has narrowed their selection based on the following factors:</p> <p>Experience, qualifications, perspective as approaching this project as a team with the engineering/architect firm, key personnel, local sub-contractor relationships, cost, initial thoughts on project scoping to bring closer to within budget and overall management experience.</p> <p>The Aquatic Center Committee put forth their recommendation to proceed with a contract with Contegriy Group, Inc. who has successfully brought other projects to within construction estimates, but also has existing relationships with local contractors that would be advantageous to the city during the bidding process.</p> <p>It is anticipated that the construction management advisor will save money for construction administration and management as well as key re-design phase cost reductions and eventual project scoping bidding competitive bidding environment.</p>
Fiscal Impact:	Initial commitment of \$64,350 for pre-construction services. Additional if City proceeds: Construction phase of 364,650, on-site supervision of \$25,000 monthly for 2025 and \$25,750 for 2026, general conditions at cost.
Alternative/Variations:	Do not proceed with construction management services.

Recommendations:	Approve Construction Manager Advisor Approach For Aquatic Center Project and Adopt Resolution Authorizing Staff to Finalize an Agreement with Contegrity Group, Inc.
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EXPLORING CONSTRUCTION MANAGEMENT SERVICES FOR A NEW AQUATIC CENTER

BACKGROUND:

The Marshall pool has been studied since the early 1930's. Each time, the debate centered on cost, type of facility and amenities. In 1935 the City Council discussed over the course of several years whether to accept funds from the Works Progress Administration (WPA) to build a bathhouse, pool and bandshell. At that time, it meant a city cost-share amount of \$14,252 with the remainder coming from WPA funds. Following debate at multiple City Council meetings and a successful 1936 referendum, in 1937 the WPA project was finally supported. That 1937 main pool is still in use today, however with its known faults and making it one of the oldest pools in Minnesota.

In 1968 when a referendum was held and voted down to update the bathhouse and the swimming facilities, the city was presented with notices from the MN Department of Health informing the city of pool violations that still needed to be corrected. Within two years, the city was obligated to update both the pool and the bathhouse.

A successful 1987 referendum to update the pool gutter system and decking was effective, but only to the basic operations of the pool. Not long after, city officials were still discussing additional needs and amenities necessary for the aquatic center to remain relevant.

In 2008 further debate, including split Council votes, as to the extent of upgrading and improving to correct deficiencies of the aquatic center, ultimately led to a pared down repair project.

In 2018, the city studied the current aquatic center. It was found that the current aquatic center has many deficiencies. The structures of both the lap/general use-pool and diving pool have significant cracking and structural deterioration at the gutter joint, internal expansion joints, and wall to floor joints. City staff has documented that the lap/general-use pool and diving pool are currently losing water due to leaks at a rate of 12,000 to 15,000 gallons per day. This is an extreme amount of water loss for a pool vessel. The existing bath house and concessions building suffers from many conditions typical of a building more than 50 years old. It has numerous code compliance issues and many of the building components are inadequate, function poorly or are decayed beyond reasonable repair. The building also has numerous issues in how it serves the users and presents itself to the public. Many areas of the building do not meet the American with Disabilities Act. The mechanical and electrical systems have deteriorated and are in need of repair. Water line breaks are common and waste lines are failing. There is a significant problem of sewer gas entering the shower area of the building and staff have made a makeshift repair that needs replacement. The staff has had to make many

repairs to the plumbing systems and these repairs are exposed and add to the poor appearance of the building. Exhaust fans are old and inadequate and provide poor ventilation within spaces.

An October 2021 community survey, when respondents were asked an open-ended question to identify additional recreation amenities and programs that the city could offer, the most common responses were related to swimming pools and water parks. The former topic covered responses related specifically to swimming pools and swimming lessons, while the “water park” topic included references to things like splash pads, water slides, and other water features outside of swimming pools. Furthermore, over 90% of survey respondents reinforced the notion that parks are an essential component for quality of life and attracting individuals to live in and visit the Marshall community.

Concepts for the new aquatic center building program were developed with input from city staff and stakeholders. Participants expressed their desire for items such as increased opportunities for younger children, new amenities, an improved bath house, a concessions area in view of the pool area, a splash pad, and more shade. The building program includes aquatic elements that can accommodate a wide age range and program spaces (changing rooms, concessions, and additional parking) that better serve patrons and staff.

A key part of the community survey was garnering public input regarding different funding options the City of Marshall is exploring to help pay for current or new amenities. The community’s reaction to an extension of the current sales tax was generally good, with a 74% positive response rate. The city is requesting a sales tax extension - it does not raise taxes. If the sales tax extension fails, a property levy increase would mean a 19% increase in the levy or more. The question of whether to fund the construction of a new aquatic center would be placed on a general election ballot question and the voters of Marshall would be able to vote on the approval of the extension of the sales tax to pay for the new aquatic center.

In May of 2021, the City Council authorized Stockwell Engineering to predesign and provide a schematic design for a new Marshall aquatics center.

In 2022, with key support from our local legislators, Senator Dahms and Representative Swedzinski, special legislation that would have enabled Marshall to extend the current sales tax at the current rate of 0.5% to pay for the costs of a new aquatic center. Unfortunately, the Legislature adjourned in May of 2022 without passing a tax bill that would have included Marshall’s special sales tax legislation.

In 2023, the city once again approached our legislators and was able to resubmit the 2022 proposed language with updated cost estimates for the aquatic center from late 2022.

On May 24, 2023, Governor Walz signed into legislation Chapter 64, House File 1938 that authorized the City of Marshall to extend the sales and use tax of one-half of one percent if approved by the voters at an election held on November 7, 2023.

In August of 2023, the City Council, contingent on successful November 7, 2023 referendum, authorized Stockwell Engineering to design, prepare construction documents, and bidding documents for the new aquatic center.

On November 7, 2023, the voters of Marshall were asked the following ballot question:

Shall the City of Marshall be authorized to (a) extend a sales and use tax of one-half of one percent (0.50%) for the purpose of paying the costs of collecting and administering the tax and paying for the construction of a new municipal aquatic center in the City, plus associated bonding costs, including interest on any bonds, and (b) issue its general obligation bonds in an aggregate principal amount not to exceed \$18,370,000, plus the cost of issuing the bonds, including interest on the bonds, to finance the construction of a new municipal aquatic center in the City?

The election result: Yes 1,455 (66.44%) No 735 (33.56%)

Following these election results the City Council formed an Aquatic Center Committee to assist Stockwell with design/construction/bidding plans Councilmembers Schafer, Alcorn and Moua Leske have participated on this Committee along with City Staff.

In December of 2023, with the intention of offering residents and local businesses sponsorship and special recognition opportunities, a community led *Jump In, Make A Splash* committee was formed in partnership with the Marshall Community Foundation, and the City of Marshall. The successful referendum held on November 7, 2023, will provide \$18.3 million in funds through the extension of the sales tax in Marshall, but additional commitments will help support further amenities such as a body slide flume, lily pad water walk, climbing wall and more shade structures. All donations are being made to the Marshall Community Foundation, who is serving as the fiscal agent for the project and managing the aquatic center fund. To date, the fundraising committee has reported just over \$600,000 received or pledged towards the new aquatic center.

Recently the Aquatic Center Committee finalized the plan set and Stockwell has prepared bidding documents.

City Council authorized advertisement of bids on July 23, 2024 with bid acceptance on August 29, 2024. The bid results (attached) were well over the engineer's estimate. Subsequently, City Council on September 10, 2024 rejected all bids. In addition, City Council authorized staff to explore construction management services as option to reduce costs.

INVITATION:

The city of Marshall is, by invitation, selecting CM's to participate in an interview with city staff and selected City Councilmembers. We intend this interview to be performed with the same and set number of questions posed to each CM. We will appreciate a give and take discussion on how best for the city to move forward with this project and how your firm would be a true partner with us in this process.

POSSIBLE SCOPE OF SERVICES TO BE DISCUSSED:

Currently the aquatic center is being redesigned to reduce costs. Thus, the services required of the construction manager (CM) are anticipated to begin immediately following acceptance of proposal/agreement. We anticipate for re-bidding documents to be prepared and ready for bid letting in early 2025.

CM services to be provided to City include complicated scheduling and coordination for multiple bid packages. The schematic plans, schedule, and renderings define the Project scope and schedule. The estimated project budget for construction is \$18.3 million. The CM will assist with completion of the design development phase and the determination of which Project work will benefit from different scheduling and bid packaging opportunities.

Communication skills are essential since many of the materials in the planning and implementation phases are funneled through two points of contact: the CM, manager of the construction team, and the Architect, manager of the design team.

Both entities are hired as the City's representatives and will endeavor as a team to protect the City's interests. The City does not intend that the CM and Architect partner but rather that they provide independent services to the City and thereby offer checks and balances in maximizing facility improvement funds while retaining buildings of high quality.

The approaches to CM services include the following concepts:

- The CM offers a perspective on cost / quality/ and value to provide the City with the best information possible in the development of building programs
- The CM acts as Owner's representative in the field during construction
- The Project allows inclusion of smaller, local contractors since the Project is broken down into numerous small projects
- Multiple bid packages can be implemented and managed to "fast-track" a work scope.
- Added CM experience helps identify lead time concerns and cost control methods during the design process
- The CM has primary responsibility on the budget and Project delivery schedules during the implementation phases

EXPLORATORY PROCESS DISCUSSION CRITERIA:

1. CM firm and key project staff experience with similar projects
2. Understanding of technical issues and sound technical expertise
3. Proven track record of successfully completing similar projects, with an emphasis on pools/aquatic center. Successful experience of both the firm itself and the individual team members will be considered.
4. Proposed approach to completing the project.
5. Please note the number of hours you will allocate per week toward onsite supervision during the construction phase.
6. Proposed CM cost
7. Your proposed work with architect/engineer and possible areas of collaboration (see City of Marshall executed Engineer Agreement)
8. Briefly, how do you propose to administer this project?

While price is a factor, this is not solely a price competition. The City's selection will be based upon qualifications and experience with similar projects, in addition to price.

CM SELECTION :

Following this exploratory process, the city may request proposals that will be reviewed and evaluated by a team of city staff

Following review of the proposals, the City may ask firms to make a presentation to city representatives, including the City Council. Final selection of a construction manager will be made by the Council with a contract negotiated.

CONCLUSION:

Any requests for additional information needed for the preparation for this exploratory process should be directed via email to Sharon Hanson sharon.hanson@ci.marshall.mn.us



cgi



MARSHALL AQUATIC CENTER

September 17, 2024



We are ...

Contegrity Group, Inc. was established in 2006 in the spirit of providing clients with pure construction management. This method provides owners with a financially beneficial alternative to the general contractor arrangement while receiving professional construction management services through each phase of the project.

The team at Contegrity Group, Inc. is led by four gentlemen who collectively have over 100 years of experience in the construction field. The focus of the entire CGI team is to ensure that each project is staffed with the knowledge base for success.

Our philosophy is much more than a statement; it is the total embodiment of our being, our culture, and way of life. We work diligently to positively impact others and the world around us.



Your Benefit

PROJECT EXPERIENCE

- Education
- Healthcare
- Government
- Historical Renovations
- Commercial

delivering clear value

... whatever the project, it's always with the end in mind.

CGI will earn each client's confidence each and every day by understanding their goals, honoring our commitments, protecting their investment and operating with their best interests in mind.

... value in every decision.

Each CGI team member finds satisfaction in solving difficult problems and delivering high-quality work to keep your project within the time and budget guidelines.

*... efficiency you care about
performance you need.*

- Reducing change order requests from the contractor.
- Facilitating collaboration between architects, engineers, and contractors to solve complex issues.
- Carefully managing scheduling issues to ensure the project is finished on or before the desired completion date.



Description of Firm

CONTEGRITY GROUP, Inc. was established in August 2006 in the spirit of providing clients with pure construction management. This philosophy provides owners a financially beneficial alternative to the general contractor arrangement while receiving a professional construction process.

As construction manager, our role is to assist owners from project inception, including cost estimating and analysis during the design phase, through actual construction and final warranty closeout. Communicating with the entire design team, clearly and openly, throughout the project, saves time and money along with keeping the project within scope and budget. After project completion, Contegrity Group also continues to keep in close communication with owners through the warranty phase, the 11-month walk-through, and beyond. This concept ensures our owners have an experienced advocate to professionally guide them through the construction process with total collaboration.

In essence, our approach places us on the same side of the table as the owner, not the contractors. We become a member of the owner's team and will look after your best interests. It is our opinion that self-performing construction work crosses the line on why a Construction Manager is being hired. In addition, being Contegrity Group is not competing with local companies, we are able to obtain the best price through competitive bidding. Our commitment to the Agency Construction Management method allows the owner to make informed decisions based on your objectives while at the same time knowing **our allegiance to you does not waiver.**

FIRM NAME: Contegrity Group, Incorporated
YEAR ESTABLISHED: 2006

LOCATION: 101 1st Street SE
Little Falls, MN 56345

CONTACT: Larry Filippi, Vice President/Owner
CELL: 320.630.8022
EMAIL: larry@contegritygroup.com



Principals (left to right):

- Larry Filippi (Vice President)
- Mike Filippi (Vice President)
- Travis Fuechtmann (Vice President)
- Pete Filippi (President)



contegritygroup

| Construction Management

delivering *clear value*

Personnel

Larry Filippi

Principal | Project Manager

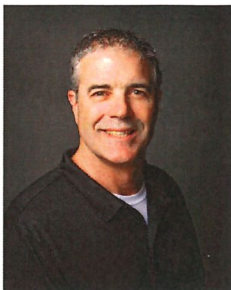


Larry is a graduate of Bemidji State University with a Bachelor of Science in Industrial Technology / Construction Management. Larry's construction career includes more than thirty years of experience in agency construction management. His management experience has been in capacities ranging from on-site Project Supervisor to Project Manager and Contract Administrator. Larry has an in-depth knowledge in all areas of construction management. Currently, Larry is the Sr. Project Manager for the Itasca County Government Center and Jail, Cottonwood County Public Works, Douglas County Boat & Water Building, and Nobles Cooperative Electric Addition projects.

- ▮ Douglas County Public Works
- ▮ Morrison County Public Works
- ▮ Lyon County Courthouse Addition
- ▮ Douglas County Service Center
- ▮ McLeod County Government Center
- ▮ Kanabec County Jail
- ▮ Pope County Health & Human Services
- ▮ Renville County Jail / Human Services
- ▮ Wright County Government Center
- ▮ City of Brainerd Maintenance Facility
- ▮ Morrison Co. Landfill Maintenance Facility
- ▮ Crow Wing County Jail
- ▮ Crow Wing Human Services
- ▮ Stevens County Government Center
- ▮ Pope County Government Center
- ▮ Redwood County Government Center
- ▮ Redwood County Justice Center
- ▮ Douglas County Jail

Pete Filippi

Principal | Project Manager



Pete is a graduate of St. Cloud State University with a Bachelor of Science in Industrial Technology / Education. Pete has completed many government projects in the project manager capacity. Overall, Pete has thirty years of experience in agency construction management, initially as an on-site Project Supervisor and the past twenty-one years as a Project Manager. Prior to his career in construction management, Pete taught school and operated his own construction company for 5 years; it is here that he gained extensive hands-on construction experience that benefits each project he's associated with. As a project manager and officer of the firm, Pete is currently Sr. Project Manager for the LQPV MS-HS Bond Improvements, Fillmore County Jail, and Lac qui Parle New Government Center Projects.

- ▮ Jackson County Public Works
- ▮ Beltrami Co. Public Works [multiple sites]
- ▮ Chisago County Jail and LEC
- ▮ Chisago County Emergency Comm. Center
- ▮ Mille Lacs County Courts Facility
- ▮ Mille Lacs County Courthouse Remodel
- ▮ Mille Lacs County Square Building Remodel
- ▮ Wright County Justice Center
- ▮ Morrison County Government Center
- ▮ Morrison County Historic Courthouse
- ▮ Pennington County Justice Center
- ▮ Polk County Justice Center/NWRCC Jail
- ▮ Beltrami County Judicial Center
- ▮ Beltrami County Jail Expansion
- ▮ Beltrami County Administration Building
- ▮ Breezy Point Public Safety Building
- ▮ Aitkin County Jail Project
- ▮ Lyon County Jail
- ▮ Lyon County MPCA
- ▮ Winona County Office Building

Scope of Services

The following outlines the many services provided at each phase of your construction project. We, at Contegrity Group, Inc. pride ourselves in being flexible and will refine, vary, and arrange these listed services to best meet your needs and expectations.



pre-construction
phase

Your
Benefit



construction
phase

Your
Benefit



post-construction
phase

Your
Benefit

pre-construction phase

A. Review program furnished by owner

- Develop overall project schedule
- Develop overall organizational chart
- Develop a project directory of design team
- Establish a project budget

B. Schematic Design

- Prepare preliminary conceptual estimate
- Provide cost evaluations with alternative materials
- Review design documents [advise on the following]
 1. Proposed site use
 2. Material selection
 3. Building systems and equipment
 4. Project delivery systems
 5. Feasibility of construction

C. Schematic Design / Design Development

- Update project schedule
- Update conceptual estimates with increasing detail and refinement
- Identify long lead items
- Advise whenever details adversely affect constructability
- Assist owner in selecting [the following]
 1. Surveyors
 2. Consultants
 3. Testing agencies

D. Construction Documents

- Provide recommendations regarding
 1. Temporary facilities
 2. Services for common use of contractors
 3. Safety programs for contractors
- Develop bid categories
- Develop construction schedule including owner occupancy
- Coordinate process for acquiring long lead items
- Assist owner in their requirements for EEO policy
- Submit final construction estimate based on approval of construction documents by owner

E. Bidding / Bid Award

- Develop bidders list and generate interest in the project among trade contractors
- Establish bidding schedule
- Issue bidding documents
- Conduct bid opening
- Bid review and analysis
- Recommend bids for owner approval
- Prepare contracts
- Assist owner in obtaining permits

construction phase



- Administer contracts
- Develop starting schedule with contractor's input
- Develop cash flow forecasts
- Receive, validate, and process certificates of insurance
- Develop accounting records and procedures
- Review contractor safety programs
- Review and process shop drawings, product data and samples
- Schedule construction activities of the contractors
- Schedule and coordinate sequence of construction
- Procure long lead items
- Coordinate staging areas
- Conduct jobsite meetings, prepare, and distribute minutes
- Update construction schedules
- Process, review and certify pay requests
- Maintain daily progress logs
- Evaluate contractors' workforce
- Monitor and update project budget
- Ensure work is in accordance with construction documents
- Submit contract document interpretations to the architect
- Review requests for changes and issue change orders
- Assist owner/architect in review of claims
- Maintain a set of record drawings at the project site
- Coordination of owner purchased materials
- Observe final testing and start-ups
- Prepare punch list with contractors
- Coordinate correction of non-conforming work
- Coordinate, obtain and review closeout documentation
 1. Warranties
 2. Owner training of equipment and systems
 3. Operations and maintenance manuals
 4. As-built drawings
 5. Extra stock

post-construction phase



- Coordinate all corrective work during warranty period
- Arrange for eleven-month walkthrough with owner and architect
- Maintain accessibility to owner

PROJECT EXPERIENCE

Below is a listing of current and completed projects that Contegrity Group, Inc. has managed since 2006.

- ✓ Aitkin County Government Center
- ✓ Anderson Custom Processing
- ✓ Beltrami County Jail
- ✓ Browerville ISD 787 Gymnasium Replacement
- ✓ Cass Lake – Bena Elementary
- ✓ Chisago County Emergency Communications Center
- ✓ Chisago County Jail & Law Enforcement Center
- ✓ City of Brainerd Jail and City Hall
- ✓ City of Howard Lake Library
- ✓ City of Hutchinson Police Department
- ✓ City of Lakeville Fire Station
- ✓ City of McGregor Firehall
- ✓ City of Wadena Public Library
- ✓ Cottonwood County Maintenance Facility
- ✓ Crosby-Ironton Public Schools
- ✓ Crow Wing County Land Services
- ✓ Douglas County Administration Building
- ✓ Douglas County Boat & Water Building
- ✓ Douglas County Courts Remodel
- ✓ Douglas County Courts Holding Facility
- ✓ Douglas County Jail
- ✓ Douglas County Service Center
- ✓ Douglas County Public Works Facility
- ✓ Douglas County Health & Human Services
- ✓ Hawley Public Schools
- ✓ Heritage Living Center
- ✓ Hubbard County Courthouse
- ✓ Hubbard County Social Services Remodel
- ✓ Fillmore County Jail
- ✓ Flensburg Liquor Store
- ✓ Itasca County Dispatch Center
- ✓ Itasca County Government Center & Jail
- ✓ Jackson County Government Center
- ✓ Jackson County Public Works Facility
- ✓ Kanabec County Jail
- ✓ Lac qui Parle County New Jail and LEC
- ✓ LQPV MS-HS Bond Improvements
- ✓ Little Falls Public Schools
- ✓ Little Falls Clubhouse
- ✓ Living Hope Assembly of God
- ✓ Lyon County Jail Addition
- ✓ Lyon County Courthouse Addition
- ✓ Lyon County MPCA Remodel
- ✓ McLeod County Secure Entry & Jail Addition
- ✓ McLeod County Government Center
- ✓ Meeker County Probation Remodel
- ✓ Meeker County Courthouse
- ✓ Mercer County Courthouse & Jail Addition, ND
- ✓ Mille Lacs County Courts Facility
- ✓ Mille Lacs County Historic Courthouse Remodel
- ✓ Mille Lacs County Square Building
- ✓ Mora Liquor Store
- ✓ Morrison County Government Center Remodel
- ✓ Morrison County Public Safety Annex
- ✓ Morrison County Public Works
- ✓ Morrison County Courthouse Masonry Restoration
- ✓ Murray County Maintenance Facility
- ✓ Nevis Public School
- ✓ Nicollet County Health & Human Services Building
- ✓ Nicollet County Sheriff's Office
- ✓ Nicollet County / North Mankato Remodel
- ✓ Nobles Cooperative Electric Addition
- ✓ Pennington County Justice Center
- ✓ Pequot Tool & Manufacturing
- ✓ Pope County Annex Renovation
- ✓ Pope County Government Center
- ✓ Pope County Health and Human Services
- ✓ Pope County Historic Courthouse North Entry Reconstruction
- ✓ Pope County HRA – Bay Meadows/Phase 2
- ✓ Redwood County Government Center Renovation
- ✓ Redwood County New Justice Center
- ✓ Renville County Historic Courthouse Renovation
- ✓ Renville County Jail & Office Expansion
- ✓ Renville County Security Upgrades
- ✓ Rice County Public Safety Center
- ✓ Riiters Thompson Olson
- ✓ Roseau County Maintenance Facility
- ✓ Sebeka Public Schools
- ✓ Shantz Hall Preservation
- ✓ Sibley County Facilities Improvements Remodel
- ✓ Stearns County Justice Center
- ✓ Stevens County Government Center and LEC
- ✓ Todd County Historic Courthouse Renovation
- ✓ Todd County Health and Human Services
- ✓ Todd-Wadena Electric Co-op
- ✓ Traill County Office Addition
- ✓ Winona County Office Expansion
- ✓ Wochnick Office Building
- ✓ Woodcraft Industries
- ✓ Wright County Government Center
- ✓ Wright County Highway Maintenance Facility
- ✓ Wright County Justice Center

References

LOREN STOMBERG

Lyon County Administrator
Phone: 507-537-6980

LISA HERGES

Renville County Administrator
Phone: 320-523-3710

MATT JAUNICH

Hutchinson City Administrator
Phone: 320-234-4241

ALAN WILCZEK

Wright Co. Facilities Services Director
Phone: 763-682-7382

NICK HAGGENMILLER

Howard Lake City Administrator
Phone: 320-543-3670 Ext 2

VICKI KNOBLOCH

Redwood County Administrator
Phone: 507-637-4016

MANDY LANDKAMER

Nicollet County Administrator
Phone: 507-934-7074

RYAN KROSCH

Jackson County Administrator
Phone: 507-847-4182

CAROLYN MCDONALD

Murray County Administrator
Phone: 507-836-1148

SHEILA MURPHY

McLeod County Administrator
Phone: 320-864-1320

JESSE THOMAS

Rice County Sheriff
Phone: 507-332-6027

KERSTEN KAPPMAYER

Pope County Administrator
Phone: 320-634-7700

BRETT SKYLES

Itasca County Administrator
Phone: 218-327-7363

HEATHER SCHLANGEN

Douglas County Coordinator
Phone: 320-762-3022

Contractor References

MIKE MEIER

Meier Electric, Inc. of Marshall
Phone: 507-829-8224

SCOTT WILLIAMS

Bisbee Plumbing and Heating
Phone: 507-537-0596

CHRIS MOEDE

Sussner Construction
Phone: 507-828-6220

BRIAN GRUHOUT

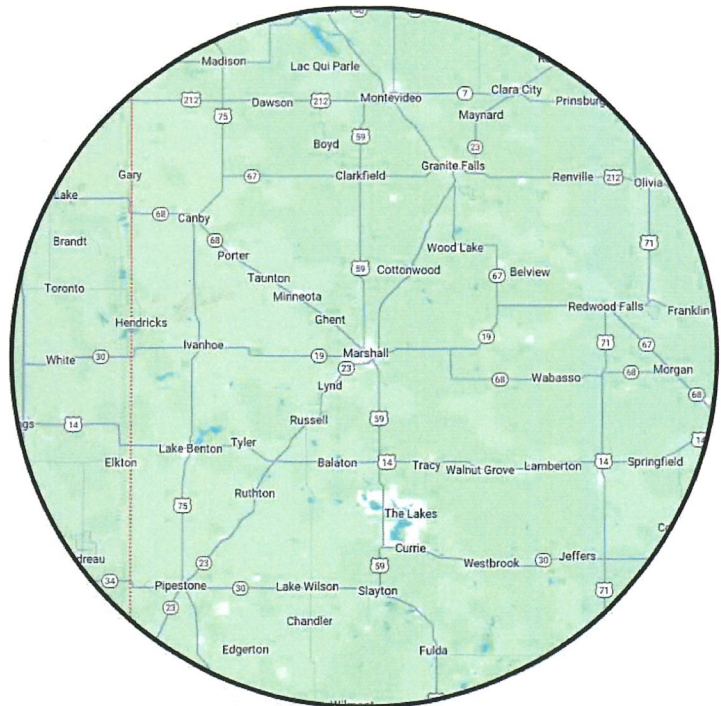
D & G Excavating, Inc.
Phone: 507-530-1381



Local Contractor Utilization

Benefits of Contegrity Group, Inc.

- CGI's database has **600 contractors**: a number of those reside within a 50 mile radius of Marshall, MN
- CGI has a strong knowledge base of local contractors.
- CGI does not self-perform any portion of the work.
- Multiple bid packages designed to align with local contractors



delivering clear value

320.632.1940

101 1st St. SE
Little Falls, MN 56345

RESOLUTION NO. 24-087

RESOLUTION OF MARSHALL CITY COUNCIL APPROVING HIRING CONSTRUCTION MANAGER ADVISOR CONTEGRITY GROUP, INC. AND DELEGATING NEGOTIATING AUTHORITY OF AGREEMENT TO STAFF

WHEREAS, on September 10, 2024, City Council gave authorization and direction to staff to explore construction management services for the aquatic center following Council rejection of bids due to bids being approximately \$6 million over engineers estimate; and

WHEREAS, City staff reached out to five (5) different construction management firms and with the Aquatic Center Committee, interviewed those same firms on Tuesday September 17, 2024; and

WHEREAS, the range of cost for retaining a construction management firm ranged from \$379,250 to \$1.4 million, which included pre-construction/pre-bidding costs ranging from \$8,000 to \$95,500; and

WHEREAS, after the interviews, the Aquatic Center Committee recommends Contegrity Group Inc. ("Contegrity") based on Contegrity's experience, qualifications, personnel, relationships with local subcontractors, costs and their initial project scoping aligning more closely with City budget; and

WHEREAS, Contegrity indicated that the City would have an initial commitment of \$64,350 for pre-construction services, and, if City proceeds, then the construction phase would equate to \$364,650, with on-site supervision of \$25,000 monthly for 2025 and \$25,750 for 2026; and

WHEREAS, the City Council has reviewed the Aquatic Center Committee's recommendation and staff provided information.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Marshall that the City Council does hereby concur with the recommendation of the Aquatic Center Committee; and

IT IS FURTHER RESOLVED that the City Council approves the hiring of Contegrity after the negotiation of a mutually acceptable agreement; and

IT IS FURTHER RESOLVED that, because of time considerations as a result of the previous rejection of bids, Staff is authorized to negotiate the final agreement with Contegrity based on the price and costs set forth above, and the Mayor and clerk are hereby authorized to take such actions as are necessary or appropriate to effectuate the terms of this concurring resolution.

Approved by the City Council of the City of Marshall, Minnesota this 24th day of September 2024.

City of Marshall, Minnesota

Robert J. Byrnes, Mayor

ATTEST: _____

Steven Anderson, City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Karla Drown
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of 2024-2025 Property/Casualty and Liability Insurance
Background Information:	<p>The annual renewal covers the City, MMU and Marshall Lyon County Library and is for the coverage period of October 1, 2024, through October 1, 2025.</p> <p>The City of Marshall carries the following insurance coverage:</p> <ul style="list-style-type: none"> • Property/Casualty through the League of Minnesota Cities Insurance Trust (LMCIT) • Liquor Liability through Illinois Casualty • Equipment Breakdown through Cincinnati <p>Summary of the breakdown for the renewal is attached.</p> <p>Joe Larson, North Risk Partners agent will be present at the meeting.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve the annual property, casualty, and liability insurance renewal.

City of Marshall and Marshall Municipal Utilities

Renewal Date: 10/01/2024

Insurance Premium Comparison

	2023-2024 Premiums	2024-2025 Premiums
LMCIT Coverages		
Property	212,018	221,994
Mobile Property	12,833	13,399
Municipal Liability	80,345	76,323
Auto Liability	13,514	12,866
Auto Physical damage	24,758	26,164
Bond	1,357	1,369
Excess Liability	43,334	42,431
First Party Cyber	7,862	7,862
Fireworks	240	240
Subtotal	\$396,261	\$402,648
Illinois Casualty Coverages		
Liquor Liability	\$2,217	\$2,736
Cincinnati Insurance Coverages		
Equipment Breakdown	\$62,179	\$69,496
TOTAL	\$460,657	\$474,880

Changes made for renewal:

- **LMCIT Coverage**
 - o Inflation Factors applied to property values as follows:
 - Building 5%
 - Contents 7%
 - Property in the Open 4%
 - Mobile Property 2.5%
 - o SRE Building for Builders Risk (no additional premium)
 - o Rating Basis Changes
 - o Updated MMU power generation values at 113 S 4th St. per HCA Appraisal
- **Cincinnati Insurance**
 - o Inflation Factor applied to limits: \$48,000,000 (2024) vs. \$43,000,000 (2023)
 - o Changed from 3 yr policy to 1 yr policy due to nature of the market
- **Illinois Casualty**
 - o Updated sales
 - o Coverage now includes THC infused cannabis products

Other notes to consider:

- **LMCIT Coverage**
 - o Additional quotes were provided for higher Excess Liability Limits

Presenter:	Steven Anderson
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Introduce an Ordinance Amending Chapter 74 Article VII Division 3-2 Permit for Class 2 All-Terrain Vehicles and Utility Task Vehicles
Background Information:	<p>The Legislative & Ordinance Committee on June 27, 2023 requested to discuss the possibility of adding Golf Carts as an allowable vehicle in Marshall and decided to bring the item to a Work Session for additional input from the full council. During the August 8, 2023 Work Session council directed staff to look at amendments to the ordinance and the application process with changes brought to L&O. Amendments were brought to the L&O Committee during meetings on October 31, 2023 and May 14, 2024 and September 10, 2024.</p> <p>Proposed amendments would allow Golf Carts to operate on the same roads as UTVs and would have the following restrictions:</p> <ul style="list-style-type: none"> • Seatbelts for all occupants • Headlights • Taillight • Turn signals • Driver side mirror and passenger mirror/rearview mirror • Slow moving emblem <p>The permit process would mimic the current special vehicle application, and the fee would remain the same at \$35 per year.</p> <p>Staff would also recommend that, if passed, golf carts not be allowed to operate on roads with Speed Limits above 30mph.</p>
Fiscal Impact:	
Alternative/ Variations:	To introduce Ordinance 24-017 and call for a public hearing to be held on October 22, 2024.
Recommendations:	To introduce Ordinance 24-017 Amending Chapter 74 Article VII Division 3-2 Permit for Class 2 All-Terrain Vehicles and Utility Task Vehicles.

**CITY OF MARSHALL
ORDINANCE 24-017**

**AN ORDINANCE AMENDING CHAPTER 74 ARTICLE VII SNOWMOBILES,
ALL-TERRAIN VEHICLES, AND MOTORIZED GOLF CARTS**

The Common Council of the City of Marshall do ordain as follows:

SECTION 1: AMENDMENT “Subdivision 74-VII-3-II Permit For Class 2 All-Terrain Vehicles And Utility Task Vehicles” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Subdivision 74-VII-3-II Permit For Motorized Golf Carts, Class 2 All-Terrain Vehicles And Utility Task Vehicles

SECTION 2: AMENDMENT “Section 74-261 Operation Of Motorized Golf Cart, All-Terrain Vehicles, Or Mini-Trucks” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 74-261 Operation Of Motorized Golf Cart, All-Terrain Vehicles, Or Mini-Trucks

No person shall operate a ~~motorized golf cart~~, class 1 all-terrain vehicle, or mini-truck on streets, alleys, sidewalks or other public property within the city.

(Ord. No. 679 2nd series, § 1, 9-24-2013)

SECTION 3: AMENDMENT “Section 74-262 Required” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 74-262 Required

- (a) No person shall operate a motorized golf cart, class 2 all-terrain vehicle or utility task vehicle on roadways, streets, or alleys, without obtaining a permit as provided herein.

- (b) Motorized golf carts, ~~E~~class 2 all-terrain vehicles and utility task vehicles MAY NOT be operated in the following areas of the city:
- (1) Any area posted that motorized golf carts, ATV's or utility task vehicles are not allowed.
 - (2) On or along the Burlington Northern railroad right-of-way.
 - (3) On city sidewalks, bike or pedestrian trails (except bike paths designated on city streets).
 - (4) On publicly-owned land which include:
 - a. Schools
 - b. Parks
 - c. Playgrounds
 - ~~(5) or~~ Private property unless permission is posted.
 - (6) Within the boulevard of a city roadway.
- (c) Authorized city staff may operate city owned class 2 all-terrain vehicles and utility task vehicles without obtaining a permit within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.
- (d) Authorized city staff and persons authorized by the director of public safety may operate a motorized golf cart, all-terrain vehicle, utility task vehicles or mini-truck on streets, alleys, sidewalks or other public property within the city for special celebrations and events sanctioned by the city.

(Ord. No. 679 2nd series, § 1, 9-24-2013)

SECTION 4: AMENDMENT “Section 74-263 Applications” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 74-263 Applications

- (a) Every application for a permit shall be made on a form supplied by the city and shall contain all of the following information:
 - (1) The name and address of the applicant who shall have ownership interest of the motorized golf cart, class 2 all-terrain vehicle or the utility task vehicle.
 - (2) Model name, make, and year and number of the motorized golf cart, class 2 all-terrain vehicle or the utility task vehicle.
 - (3) Current driver's license for all individuals that are eligible to operate the vehicle.
 - (4) Other information as the city may require.
- (b) Business that sell motorized golf carts, class 2 all-terrain vehicles or utility task vehicles may apply for a dealer permit with the following requirements:
 - (1) The provision of subsection (a)(2) is excluded.
 - (2) The permitted business shall be responsible that each motorized golf cart, class

- 2 all-terrain vehicle or utility task vehicle operated in allowed areas meeting the provisions of sections 74-262 and 74-266.
- (3) The business shall post the city issued dealer permit as the city may require.

(Ord. No. 679 2nd series, § 1, 9-24-2013)

SECTION 5: AMENDMENT “Section 74-265 Period Of Validity” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 74-265 Period Of Validity

- (a) Permits shall be granted by the director of public safety for a period of one-year and may be renewed annually January 1 to December 31.
- (b) No permit shall be granted or renewed unless the following conditions are met:
- (1) The applicant must provide evidence of insurance in compliance with the provisions of state statutes concerning insurance coverage for the motorized golf cart, class 2 all-terrain vehicle or utility task vehicle.
 - (2) The applicant has not had his or her driver's license revoked as the result of criminal proceedings.

(Ord. No. 679 2nd series, § 1, 9-24-2013)

SECTION 6: AMENDMENT “Section 74-268 Revocation” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 74-268 Revocation

The city council may suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this chapter or Minn. Stat. ch. 169, as it may be amended from time to time, or if there is evidence that the permit holder cannot safely operate the motorized golf cart, class 2 all-terrain vehicle or utility task vehicle on designated roadways. Notice and hearing of suspension or revocation of the permit will follow the procedure outlined in city ordinance Chapter 2, Article-VII Administrative Citations.

(Ord. No. 679 2nd series, § 1, 9-24-2013)

SECTION 7: AMENDMENT “Section 74-266 Restrictions” of the Marshall Municipal Code is hereby *amended* as follows:

AMENDMENT

Section 74-266 Restrictions

The following restrictions apply to the operation of permitted class 2 all-terrain vehicles or utility task vehicles:

- (a) A class 2 all-terrain vehicle or utility task vehicle may be operated under permit on designated roadways if it is equipped with all of the following:
 - (1) Rollover protection bar.
 - (2) Seatbelts for driver and all occupants pursuant to the design occupant load.
 - (3) At least two headlights.
 - (4) At least one tail light.
 - (5) Front and rear turn-signal lights.
 - (6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.
 - (7) Permit display as may be required by the city upon approval.
- (b) Class 2 all-terrain vehicle or utility task vehicles are permitted to operate only on designated roadways, city streets or alleys - except as prohibited by section 74-262(b) (1)—(5) — but not state or federal highways, except to cross at designated intersections.
- (c) Class 2 all-terrain vehicles and utility task vehicles may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, tail lights, and rear facing brake lights. They shall not be operated in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet. (Minn. Stat. § 169.045 subd. 3)
- (d) Every person operating a class 2 all-terrain vehicle or utility task vehicle under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, as it may be amended from time to time.
- (e) The number of occupants on the class 2 all-terrain vehicle or utility task vehicle may not exceed the design occupant load.
- (f) The drivers of the class 2 all-terrain vehicle or utility task vehicle must be approved in the application and shall be able to provide proof of authorization while operating the class 2 all-terrain vehicle or utility task vehicle as may be required by the city upon permit approval.

The following restrictions apply to the operation of permitted motorized golf carts:

- (a) A motorized golf cart may be operated under permit on designated roadways if it is equipped with all of the following:
 - (1) Seatbelts for the driver and all occupants pursuant to the designed occupant load.
 - (2) At least two (2) headlights.
 - (3) At least one tail light.
 - (4) Front and rear turn-signal lights.
 - (5) An exterior mirror mounted on the driver's side of the vehicle
 - (6) Either an exterior mirror mounted on the passenger side of the motorized golf cart or an interior mirror that provides the driver with adequate vision to see behind the motorized golf cart as required by Minn. Stat. § 169.70.
 - (7) Slow-moving vehicle emblem provided for in Minn. Stat. § 169.522.
 - (8) Permit display as may be required by the city upon approval.
- (b) Motorized golf carts are permitted to operate only on designated roadways, city streets or alleys - except as prohibited by section 74-262(b)(1) - (5), - but not state or federal highways, except to cross at designated intersections.
- (c) Motorized golf carts may operate on designated roadways between sunset and sunrise if the motorized golf cart is equipped with original equipment headlights, taillights, and rear-facing brake lights.
- (d) Motorized golf carts shall not be operated in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet as provided under Minn. Stat. § 169.045 subd. 3.
- (e) Every person operating a motorized golf cart under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. Ch. 169, as it may be amended from time to time.
- (f) The number of occupants on the motorized golf cart may not exceed the designed occupant load.
- (g) The drivers of the motorized golf cart must be approved in the application and shall be able to provide proof of authorization while operating the motorized golf cart as may be required by the city upon permit approval.

(Ord. No. 679 2nd series, § 1, 9-24-2013)

SECTION 8: **EFFECTIVE DATE** This Ordinance shall take effect after its passage and summary publication.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

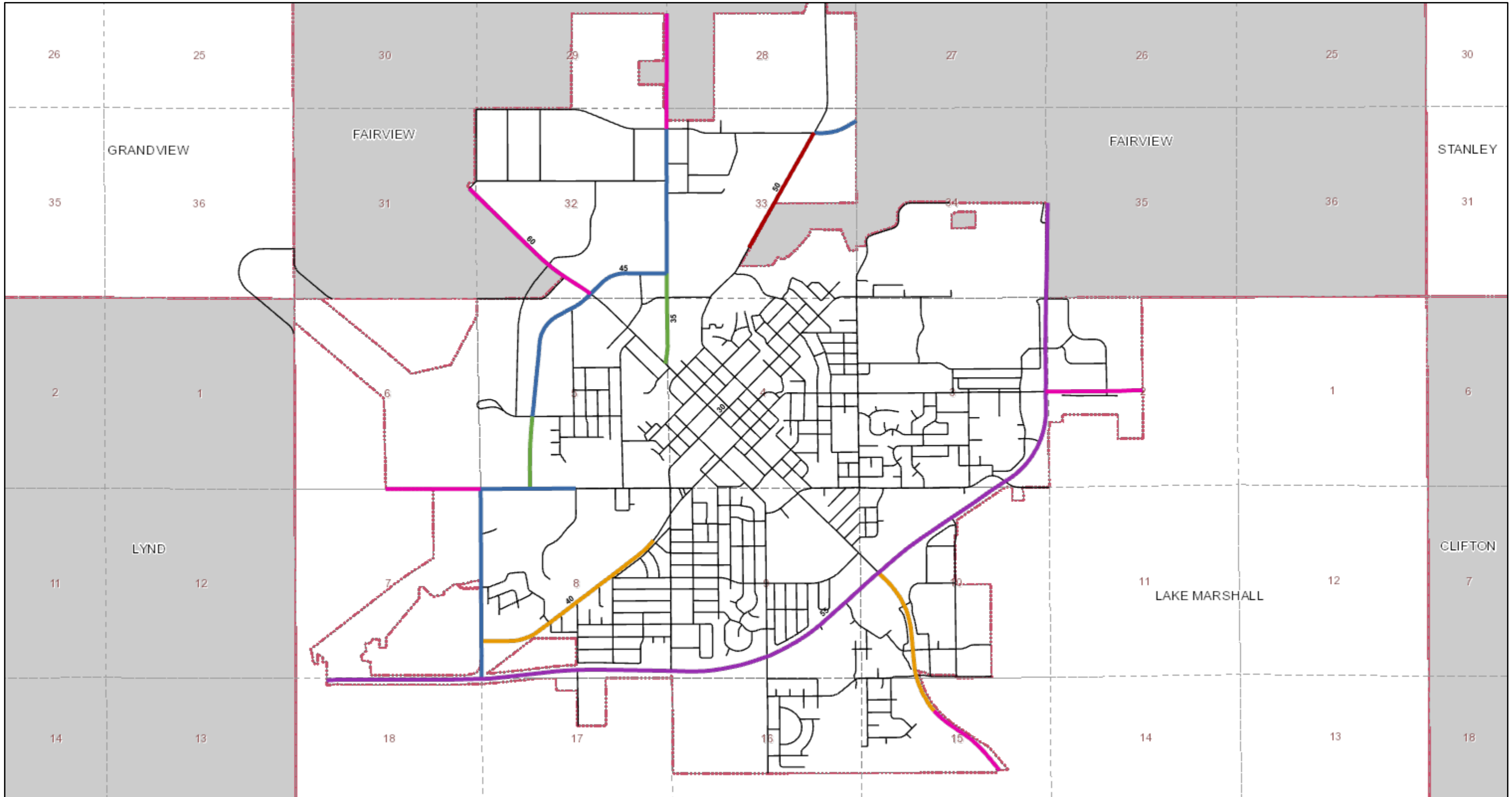
Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

Transportation

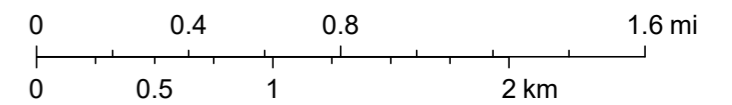


9/20/2024, 9:59:52 AM

Speed Limit

35	45	55	
30	40	50	60

1:32,000



Population	City	Allows ATV/UTV	Allows Golf Cart	Notes
24,453	🏠 Faribault, Minnesota	No	Yes	Only allowed on certain roads
21,015	🏠 Willmar, Minnesota	No	No	No snowmobiles in city limits
16,168	🏠 Buffalo, Minnesota	No	No	
14,646	🏠 Robbinsdale, Minnesota	No	No	
14,599	🏠 Hutchinson, Minnesota	Yes	Yes	
14,455	🏠 Monticello, Minnesota	Yes	Yes	
14,395	🏠 Brainerd, Minnesota	No	No	
14,335	🏠 Alexandria, Minnesota	Not specified	Yes	Permit issued to specific drivers.
14,275	🏠 North Mankato, Minnesota	Yes	Yes	Only on roads 30mph or less.
14,120	🏠 New Ulm, Minnesota	Yes	Yes	Permit specific to driver, not vehicle. Occupants <18 DOT helmet
14,119	🏠 Fergus Falls, Minnesota	No	Yes	GC allowed on 8 Roads
13,947	🏠 Worthington, Minnesota	No	No	
13,862	🏠 Sauk Rapids, Minnesota	No	No	ATV in emergency only when travel by car impractical
13,628	🏠 Marshall, Minnesota	Yes	No	
13,295	🏠 Rogers, Minnesota	No	No	
13,249	🏠 Mounds View, Minnesota	No	No	GC only allowed on certain roads. ATV cannot be driven on roads from March 16 - Nov 14
13,033	🏠 Waconia, Minnesota	Yes	No	
12,568	🏠 Cloquet, Minnesota	Yes	Yes	
12,066	🏠 St. Peter, Minnesota	Yes	Yes	Occupants <18 DOT helmet. GC only by physical handicap
11,335	🏠 Lake Elmo, Minnesota	Yes	Yes	
11,126	🏠 Grand Rapids, Minnesota	Yes	Yes	
10,487	🏠 Fairmont, Minnesota	Yes	Yes	

169.522 SLOW-MOVING VEHICLE, SIGN REQUIRED.

Subdivision 1. **Displaying emblem; rules.** (a) All animal-drawn vehicles, motorized golf carts when operated on designated roadways pursuant to section 169.045, implements of husbandry, and other machinery, including all road construction machinery, which are designed for operation at a speed of 30 miles per hour or less, must display a triangular slow-moving vehicle emblem, except (1) when being used in actual construction and maintenance work and traveling within the limits of a construction area marked in accordance with the Manual on Uniform Traffic Control Devices, as set forth in section 169.06, or (2) for a towed implement of husbandry that is empty and that is not self-propelled, in which case it may be towed at lawful speeds greater than 30 miles per hour without removing the slow-moving vehicle emblem. The emblem must consist of a fluorescent or illuminated red-orange triangle with a dark red reflective border and be mounted so as to be visible from a distance of not less than 600 feet to the rear. When a primary power unit towing an implement of husbandry or other machinery displays a slow-moving vehicle emblem visible from a distance of 600 feet to the rear, it is not necessary to display a similar emblem on the secondary unit. All slow-moving vehicle emblems sold in this state must be so designed that when properly mounted they are visible from a distance of not less than 600 feet to the rear when directly in front of lawful lower beam of headlamps on a motor vehicle. The commissioner of public safety shall adopt standards and specifications for the design and position of mounting the slow-moving vehicle emblem. Such standards and specifications must be adopted by rule in accordance with the Administrative Procedure Act.

(b) An alternate slow-moving vehicle emblem consisting of a dull black triangle with a white reflective border may be used after obtaining a permit from the commissioner under rules of the commissioner. A person with a permit to use an alternate slow-moving vehicle emblem must:

(1) carry in the vehicle a regular slow-moving vehicle emblem and display the emblem when operating a vehicle between sunset and sunrise, and at any other time when visibility is impaired by weather, smoke, fog, or other conditions; and

(2) permanently affix to the rear of the slow-moving vehicle at least 72 square inches of reflective tape that reflects the color red.

Subd. 2. **Prohibition on use.** The use of this emblem is restricted to the slow-moving vehicles specified in subdivision 1 and its use on any other type of vehicle or stationary object on the highway is prohibited.

Subd. 3. **Display required.** No person shall sell, lease, rent, or operate any slow-moving vehicle, as defined in subdivision 1, except motorized golf carts and except those units designed to be completely mounted on a primary power unit, which is manufactured or assembled on or after July 1, 1967, unless the vehicle is equipped with a slow-moving vehicle emblem-mounting device as specified in subdivision 1. Provided however, a slow-moving vehicle must not be operated without such slow-moving vehicle emblem.

History: 1967 c 309 s 1; 1971 c 491 s 16; 1974 c 57 s 1; 1982 c 549 s 3; 1985 c 248 s 70; 1987 c 101 s 1; 1993 c 187 s 6; 1994 c 600 s 3; 1997 c 143 s 14; 1Sp2005 c 6 art 3 s 48

169.045 SPECIAL VEHICLE USE ON ROADWAY.

Subdivision 1. **Designation of roadway, permit.** The governing body of any county, home rule charter or statutory city, or town may by ordinance authorize the operation of motorized golf carts, all-terrain vehicles, utility task vehicles, or mini trucks, on designated roadways or portions thereof under its jurisdiction. Authorization to operate a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck is by permit only. For purposes of this section:

- (1) an all-terrain vehicle has the meaning given in section 84.92;
- (2) a mini truck has the meaning given in section 169.011, subdivision 40a; and

(3) a utility task vehicle means a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds.

Subd. 2. **Ordinance.** The ordinance shall designate the roadways, prescribe the form of the application for the permit, require evidence of insurance complying with the provisions of section 65B.48, subdivision 5 and may prescribe conditions, not inconsistent with the provisions of this section, under which a permit may be granted. Permits may be granted for a period not to exceed three years, and may be renewed. A permit may be revoked at any time if there is evidence that the permittee cannot safely operate the motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck on the designated roadways. The ordinance may require, as a condition to obtaining a permit, that the applicant submit a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck on the roadways designated.

Subd. 3. **Times of operation.** Motorized golf carts, all-terrain vehicles, and utility task vehicles may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights. They shall not be operated in inclement weather, except during emergency conditions as provided in the ordinance, or when visibility is impaired by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet.

Subd. 4. **Slow-moving vehicle emblem.** Motorized golf carts shall display the slow-moving vehicle emblem provided for in section 169.522, when operated on designated roadways.

Subd. 5. **Crossing intersecting highways.** The operator, under permit, of a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck may cross any street or highway intersecting a designated roadway.

Subd. 6. **Application of traffic laws.** Every person operating a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of this chapter, except when those provisions cannot reasonably be applied to motorized golf carts, all-terrain vehicles, utility task vehicles, or mini trucks and except as otherwise specifically provided in subdivision 7.

Subd. 7. **Nonapplication of certain laws.** The provisions of chapter 171 are applicable to persons operating mini trucks, but are not applicable to persons operating motorized golf carts, utility task vehicles, or all-terrain vehicles under permit on designated roadways pursuant to this section. Except for the requirements of section 169.70, the provisions of this chapter relating to equipment on vehicles are not applicable to motorized golf carts, utility task vehicles, or all-terrain vehicles operating, under permit, on designated roadways.

Subd. 7a. **Required equipment on mini trucks.** Notwithstanding sections 169.48 to 169.68, or any other law, a mini truck may be operated under permit on designated roadways if it is equipped with:

- (1) at least two headlamps;
- (2) at least two taillamps;
- (3) front and rear turn-signal lamps;
- (4) an exterior mirror mounted on the driver's side of the vehicle and either (i) an exterior mirror mounted on the passenger's side of the vehicle or (ii) an interior mirror;
- (5) a windshield;
- (6) a seat belt for the driver and front passenger; and
- (7) a parking brake.

Subd. 8. **Insurance.** In the event persons operating a motorized golf cart, utility task vehicle, all-terrain vehicle, or mini truck under this section cannot obtain liability insurance in the private market, that person may purchase automobile insurance, including no-fault coverage, from the Minnesota Automobile Insurance Plan under sections 65B.01 to 65B.12, at a rate to be determined by the commissioner of commerce.

History: 1982 c 549 s 2; 1986 c 452 s 19; 1Sp1986 c 3 art 2 s 12; 1987 c 337 s 121,122; 1997 c 159 art 2 s 18; 2009 c 158 s 3,10; 2011 c 107 s 89-95; 2012 c 287 art 3 s 56; 2014 c 255 s 20

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Jason Anderson
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-001-2024: Bituminous Chip Sealing on Various City Streets - Consider Change Order No. 1 (Final) and Acknowledgement of Final Pay Request (No. 2)
Background Information:	The items on Change Order No. 1 (Final) for the above-referenced project are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications.
Fiscal Impact:	Change Order No. 1 (Final) results in a contract increase in the amount of \$19,981.45 and a total contract amount of \$152,486.05. The original contract/low bid amount was \$132,504.60. The actual authorized contract amount by the City Council at their meeting on March 26, 2024, was for an amount not-to-exceed the 2024 budgeted amount of \$165,000.00.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that Council approve Change Order No. 1 (Final) with Pearson Bros., Inc. of Hanover, Minnesota, resulting in a net original contract increase in the amount of \$19,981.45 and acknowledgement of Final Pay Request (No. 2) in the amount of \$7,624.30 for the above-referenced project.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	1
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Project Location	VARIOUS STREETS WITHIN THE CITY OF MARSHALL, MN				
Local Agency	City of Marshall Public Works	Local Project No.	ST-001-2024		
Contractor	Pearson Bros., Inc.	Contract No.	ST-001-2024		
Address/City/State/Zip	11079 Lamont Ave. N.E. / Hanover / MN / 55341-4069				
Total Change Order Amount	\$19,981.45				

Final Reconciling Change Order

Contract Time - is not changed

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category*	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Street	2356.606	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	\$4.35	3,867	\$16,821.45
Street	2356.609/00020	SEAL COAT AGGREGATE (FA-2)	TON	\$40.00	79	\$3,160.00
Net Change this Change Order						\$19,981.45

****Group/funding category is required for federal aid projects**

Project Engineer: _____

Date: _____

Print Name: _____

Contractor Signature: _____

Date: _____

Print Name: _____

Contract Number: ST-001-2024
Pay Request Number: 2

Project Number	Project Description
ST-001-2024	CHIP SEAL 2024

Contractor: Pearson Bros., Inc. 11079 Lamont Ave. N.E. Hanover, MN 55341-4069	Vendor Number: N/A Up To Date: 09/10/2024
--	--

Contract Amount

Funds Encumbered

Original Contract	\$132,504.60	Original	\$132,504.60
Contract Changes	\$19,981.45	Additional	\$19,981.45
Revised Contract	\$152,486.05	Total	\$152,486.05

Work Certified To Date

Base Bid Items	\$152,486.05
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$152,486.05

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$152,486.05	\$0.00	\$144,861.75	\$7,624.30	\$152,486.05
Percent: Retained: 0%			Percent Complete: 100%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Pearson Bros., Inc.

 County/City/Project Engineer

 Signature

 Date

 Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-08-27	\$152,486.05	\$7,624.30	\$144,861.75
2	2024-09-10	\$0.00	(\$7,624.30)	\$7,624.30

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Street		\$152,486.05	\$0.00	\$144,861.75	\$7,624.30	\$152,486.05

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
101	Local / Other[1]	\$7,624.30	\$152,486.05	\$152,486.05	\$152,486.05

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2356.606	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	\$4.35	27183	0	\$0.00	27183	\$118,246.05
Base Bid	2	2356.609/00020	SEAL COAT AGGREGATE (FA-2)	TON	\$40.00	856	0	\$0.00	856	\$34,240.00
Base Bid Totals:								\$0.00		\$152,486.05

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
ST-001-2024	Base	\$0.00	\$152,486.05

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ST-001-2024	CO1	1	2356.606 BITUMINOUS MATERIAL FOR SEAL COAT (GAL)	\$4.35	3867	\$16,821.45	ADJ				
ST-001-2024	CO1	2	2356.609/00020 SEAL COAT AGGREGATE (FA-2) (TON)	\$40.00	79	\$3,160.00	ADJ				
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Final Reconciling Change Order	09/10/2024	\$19,981.45

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Item 12.

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total				\$152,486.05		
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**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Sharon Hanson
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Adopt City of Marshall Strategic Plan 2024-2027
Background Information:	<p>The City originally went through strategic planning process in 2019 that resulted in a Strategic Plan for 2020-2024. Since the Plan needed to be updated, the City engaged Achieve Consultant with facilitator Cheryl Glaeser. The update of the strategic plan began with a survey of Councilmembers and all city staff. Facilitator Glaeser also reviewed other city planning documents such as the City’s Comprehensive Use Plan. In addition, leadership staff met for an all-day session on the city key issues. As a result of the survey data and input from staff a draft strategic plan was presented to Council on September 10, 2024, and feedback was obtained from Council.</p> <p>Included in the packet is the 2024-2027 City of Marshall Strategic Plan and supporting documents. Leadership staff have begun to review the strategic plan as part of monthly staff meetings. To note, the city is also engaging the DEI Committee for work on our DEI Strategic Plan to help facilitate work in key areas and will coordinate with the City’s general Strategic Plan.</p>
Fiscal Impact:	None
Alternative/ Variations:	None
Recommendations:	Adopt City of Marshall Strategic Plan 2024-2027



MARSHALL

CULTIVATING THE BEST IN US

STRATEGIC GOALS and OBJECTIVES

2024-2027

Cultivating the best in us by actively planning for and implementing key actions that ensure efficient public investments, fostered relationships, and overall community pride.



IMPACT STATEMENTS

Residents and visitors experience an enriched, safe quality of life.

Marshall is seen as a vital regional center for stimulating economic growth.

The City of Marshall maximizes public investments through focused and efficient service to community.

Residents have a voice in decisions that affect them through culturally-responsive and proactive engagement.



MARSHALL
CULTIVATING THE BEST IN US

Strategic Planning

SPRING/SUMMER 2024

Planning Process - Survey

Survey – 56 Respondents

Years of Service - nearly equally represented from less than 1 year to nearly 20 years.

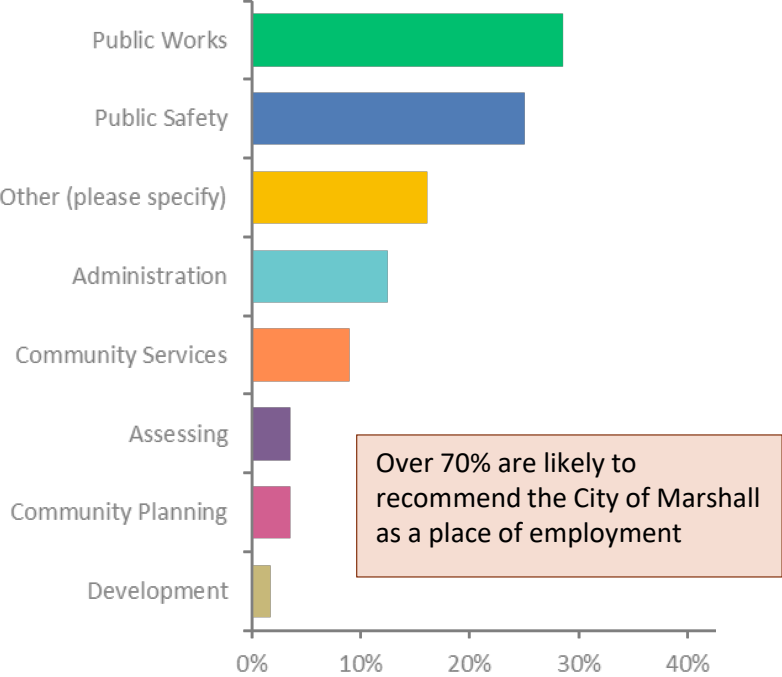
45% served in a supervisory role

Over 50% of respondents represented the age group of 35-54 years.

- Over 60% indicated that they look forward to coming to work each morning
- 70% noted that feel appreciate or recognized for their work
- 80% of respondents indicated they have a good working relationship with colleagues
- Over 75% feel comfortable contributing ideas and opinions in their department
- Nearly 80% feel comfortable asking for help to complete tasks
- 70% feel they have the tools/materials needed to do their job
- Over 70% are likely to recommend the City of Marshall as a place of employment
- Nearly 46% see themselves working at the city 10 or more years from now
- Nearly 60% feel the city is effective at communicating with residents

City Capacity/Department

Answered: 56



Other: WWTF, Library, Liquor Store, Finance, Council (3), Custodial staff, Parks

Respondent Insights

What excites respondents most about the future of Marshall, is the growth opportunities for the community.

Respondents noted appreciation for a thriving business environment, reliable city infrastructure, and community amenities such as the new aquatic center.

95% of respondents at least somewhat agree that Marshall is a good place to live for all ages.

78% indicated Marshall has a good reputation in SW MN.



- Over 80% of respondents noted that the city has done a good job upgrading its infrastructure (water, roads, sanitary sewer) over the past decade.
- Over 60% feel city government is fiscally responsible with its resources

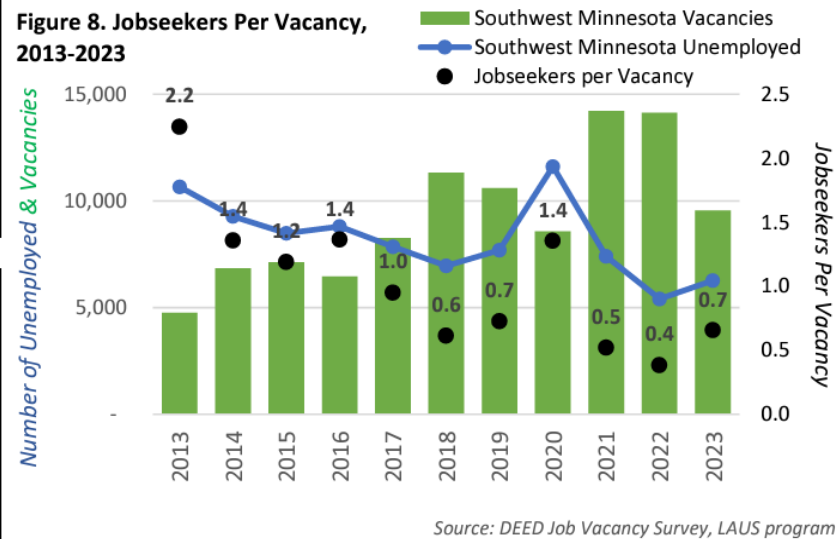
Respondents: Future Investments/Focus

Future Investments

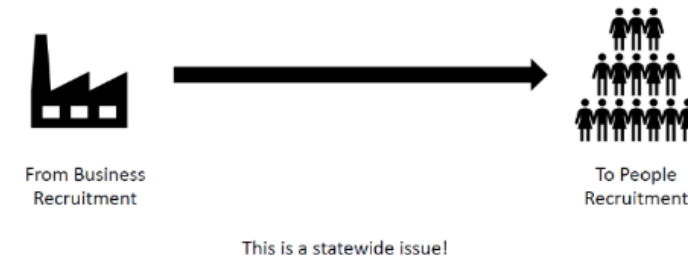
- Creating jobs/growing local businesses (73%)
- Enhancing the quality of life (70%)
- Creating an equitable community by removing barriers to city services/programs (60%).

Top 3 focus areas

- Supporting/Encouraging New Business Development
- Ensuring Public Safety
- Improving Streets/Infrastructure



A fundamental shift is taking place in economic development



© CENTER FOR RURAL POLICY & DEVELOPMENT

(3) 2023 Local Employment Dynamics Partnership Virtual Workshop, Center for Rural Policy & Development, March 29, 2023.

Your Insights...

What stands out to you
from these survey results?

Vision & Mission

Vision: Growing an inclusive and engaged community through collaboration and commitment as a vibrant regional center.

Mission: Providing valued services in a fair and equitable manner for the community.

Cultivating the best in us, by actively engaging residents, exploring opportunities, maintaining our investments, fostering relationships, and having pride in the community.

Mission: Departments

EDA:

To attract, promote, retain and expand economically sound industry, businesses, commerce and housing within the Marshall community.

Community Services:

To promote or provide, through leadership, facilitation, partnerships and collaboration, an enriched community experience for all citizens.

Public Safety:

To foster and promote the public safety of the City of Marshall, while safeguarding the constitutional rights of all people.

Community Planning:

To protect the public's life, health and welfare and improve the quality of life through the adoption, interpretation, education and enforcement of the Minnesota Building Code and zoning ordinances in a fair, cooperative and efficient manner.

DEI Commission:

To create and sustain an ongoing dialogue, through which we explore inequities, share information, and be a change agent for race equity within our community.

Chamber:

In Business for Business - To be recognized as the voice of business. Core purpose: To serve its members as an advocate for all their business needs, while providing networking and educational opportunities all in the interest of making the Marshall area a better place to live, work, stay or play.

Assessor's Office:

To ensure the fair and equitable assessment of all property in the City of Marshall while committing to treat all taxpayers in a professional and respectful manner. To ensure that all property owners pay no more than their fair share of the property tax while upholding the laws and regulations of the State of Minnesota.

“When you know your why, your what becomes more clear and impactful.” Michael Jr.

<https://www.youtube.com/watch?v=1ytFB8TrkTo&list=RDLVTJtiihxFjhs&index=2>

Your Insights...

Vision: Growing an inclusive and engaged community through collaboration and commitment as a vibrant regional center.

Mission: Providing valued services in a fair and equitable manner for the community.

Cultivating the best in us, by actively engaging residents, exploring opportunities, maintaining our investments, fostering relationships, and having pride in the community.

What stands out regarding the city's vision/mission statements?

SWOT Analysis

Most pressing needs for the next 2-3 years...

workforce Expanding amenities
staff/youth retention stable funding housing infrastructure
cultural connections promoting Marshall child care
business growth

Strengths:

- **Internal:** Strong interagency collaboration, effective operational systems, and quality staffing with high morale and stability. The city offers multiple community opportunities and demonstrates good crisis management.
- **External:** Positive engagement with elected officials and community partners, with active cultural connections and strong community event participation.

Weaknesses:

- **Internal:** Need for expanded indoor recreation space. Staffing challenges include succession planning, cross-training, workload management, and cultural diversity. Planning around CIP funds and large levy increases also identified.
- **External:** Improved communication about project necessity and funding, and stronger partnerships with community organizations are needed.

Opportunities:

- **City:** Enhance HR processes, supervisory training, and succession planning. Engage youth in exploring and understanding city careers and advance partnerships with local organizations.
- **Community:** Leverage existing strengths, improve partnerships, promote Marshall, and capitalize on economic growth and workforce development opportunities.

Threats:

- **Workforce:** Labor shortages, retention of younger generations, youth leaving the community.
- **Legislative:** State-level funding, regulations, and mandates.
- **Infrastructure:** Gaps in transportation, housing, childcare, and indoor recreation space.
- **General:** Budgetary pressures, interest rates, and declining community involvement.

City of Marshall Comprehensive Plan – Priority Areas 2022

OVERALL PLAN

GOAL:	Encourage Marshall to cultivate the best in us, by actively engaging residents, exploring opportunities, maintaining our investments, fostering relationships, and having pride in the community.
FOCUS AREAS:	<ul style="list-style-type: none"> • Engagement • Community Pride • Partnerships

LAND USE

GOAL:	Plan for growth and change that support living, working, and playing in Marshall through flexible policies that adopt to community needs while maintaining the community's identity and access to a high quality of life for all.
FOCUS AREAS:	<ul style="list-style-type: none"> • Flexible Land Uses, Zoning, and Policies • Community Identity • Smart Growth • Housing

PUBLIC FACILITIES

GOAL:	Collaborate with the community to provide a network for public facilities that provides the spaces and services to meet the community's safety, educational, social, and celebratory needs.
FOCUS AREAS:	<ul style="list-style-type: none"> • Maintenance • Partnerships • Continued Investment

UTILITIES & SERVICES

GOAL:	Maintain a system of high quality utilities and services that respond to changes through a focus on maintenance, investments in needed expansion, and attention to regular operations.
FOCUS AREAS:	<ul style="list-style-type: none"> • Maintenance • Operations • Future Expansion • Sustainable Infrastructure

ECONOMIC DEVELOPMENT

GOAL:	Collaborate with the community to advocate for new and local investment that makes Marshall the place to spend and earn your money, while supporting existing businesses and a qualified workforce.
FOCUS AREAS:	<ul style="list-style-type: none"> • Existing Business Support • New Growth Opportunities • Workforce Development • Community Amenities • Partnerships • Housing

ENVIRONMENTAL AND CULTURAL FACTORS

GOAL:	Celebrate all that Marshall has to offer, including the people, resources, and built environment, by enhancing the resources, preparing for change, and opening spaces to all.
FOCUS AREAS:	<ul style="list-style-type: none"> • Public Art • Community Services • Enhancement • Inclusivity • Natural Resources



Cultivating the best in us by actively planning for and implementing key actions that ensure efficient public investments, fostered relationships, and overall community pride.

IMPACT STATEMENTS

- Residents and visitors experience an enriched, safe quality of life.
- Marshall is seen as a vital regional center for stimulating economic growth.
- The City of Marshall maximizes public investments through focused and efficient service to community.
- Residents have a voice in decisions that affect them through culturally-responsive and proactive engagement.

STRATEGIC GOALS and OBJECTIVES 2024-2027



GOAL: Enrich and enhance quality of life

VISION OF IMPACT: Residents and visitors experience an enriched, safe quality of life.

STRATEGIC OBJECTIVES

- Create vibrant, accessible, and well-maintained public parks and recreation amenities.
- Provide an enriched community experience for residents and visitors of all ages through local arts, entertainment, education, and natural resources.
- Provide for a safe and secure community.

GOAL: Stimulate economic vibrancy and growth

VISION OF IMPACT: Marshall is seen as a vital regional center for stimulating economic growth.

STRATEGIC OBJECTIVES

- Support the creation, retention and growth of businesses and industry.
- Collaborate on efforts to address workforce, housing, and childcare challenges.
- Expand Marshall's position as a regional center of business, resident, and visitor attraction and retention.
- Promote orderly and efficient growth by regulating development and guiding planning.

GOAL: Promote and support community resilience

VISION OF IMPACT: The City of Marshall maximizes public investments through focused and efficient service to community.

STRATEGIC OBJECTIVES

- Coordinate street/road infrastructure projects to ensure an integrated approach that maximizes public investments and benefits.
- Maintain a system of high-quality utilities and services that respond to change by focusing on the maintenance of regular operations as well as expansion investments.
- Establish and utilize high performing human resource practices, policies and procedures to effectively and efficiently deliver essential services.
- Work collaboratively to ensure financial capacity to deliver essential services and sustainable infrastructure.
- Balance investments and regulatory requirements that aid environmental stewardship.

GOAL: Cultivate an informed, engaged and inclusive community

VISION OF IMPACT: Residents and stakeholders have a voice in decisions that affect them through culturally-responsive and proactive engagement.

STRATEGIC OBJECTIVES

- Create and sustain on-going dialogue and purposeful action that builds a diverse, inclusive, and equitable community.
- Effectively and proactively communicate with and engage residents.

STRATEGIC GOALS and OBJECTIVES
2024-2027



Your Insights...

What specific strategies come to mind around these goals and objectives?

Next Steps: Converting Plan to Action

- Prioritizing Actions/Taks
- Determining key roles/responsibilities
- What specific action steps in the next 90-120 days will make the most difference in your department?





MARSHALL
CULTIVATING THE BEST IN US

Thank you!



Cheryl K. Glaeser, Achieve Consulting
Cheryl@achieveresultstogether.com
Cell: 320-583-7526



MARSHALL

CULTIVATING THE BEST IN US

STRATEGIC PLAN

2024 - 2027



Cheryl K. Glaeser
www.achieveresultstogether.com



MARSHALL

CULTIVATING THE BEST IN US

STRATEGIC GOALS and OBJECTIVES

2024-2027

Cultivating the best in us by actively planning for and implementing key actions that ensure efficient public investments, fostered relationships, and overall community pride.



IMPACT STATEMENTS

Residents and visitors experience an enriched, safe quality of life.

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STRATEGIC GOALS, OBJECTIVES, and STRATEGIES

<p>GOAL: <i>Enrich and enhance quality of life</i></p> <p>VISION OF IMPACT: Residents and visitors experience an enriched, safe quality of life.</p>	
STRATEGIC OBJECTIVES	CORE STRATEGIES
<p>Create vibrant, accessible, and well-maintained public parks and recreation amenities.</p>	<ul style="list-style-type: none"> • Develop a Master Park and Recreation Plan incorporating indoor recreation study and outdoor recreation needs. • Complete and promote the new Aquatic Facility to offer wellness benefits to people of all ages and serve as a regional attraction. • Strengthen walking, biking and park infrastructure. • Explore and initiate a wide range of resource development opportunities.
<p>Provide an enriched community experience for residents and visitors of all ages through local arts, entertainment, education, and natural resources.</p>	<ul style="list-style-type: none"> • Expand community education offerings through advanced partnerships. • Promote and support a range of opportunities that highlight and celebrate the arts, cultural diversity and creativity. • Maintain our designation as a Tree City and work to further ensure the care and expansion of community forestry. • Promote the library as an indispensable resource for encouraging reading, learning, and exploration.
<p>Provide for a safe and secure community.</p>	<ul style="list-style-type: none"> • Maintain and advance public safety partnerships with townships, surrounding communities, and the private sector. • Continually invest in critical training, equipment and infrastructure that ensures high-quality and efficient public safety departments (fire and law enforcement.)

<p>GOAL: <i>Stimulate economic vibrancy and growth</i></p> <p>VISION OF IMPACT: Marshall is seen as a vital regional center for stimulating economic growth.</p>	
STRATEGIC OBJECTIVES	CORE STRATEGIES
<p>Support the creation, retention and growth of businesses and industry.</p>	<ul style="list-style-type: none"> • Increase incentives and support for small businesses and entrepreneurs through advanced collaboration. • Raise awareness of business support resources of the EDA and other organizations. • Develop an intake process for potential new business development. • Advance partnerships and pursue funding to facilitate business building improvements.

<p>Collaborate on efforts to address workforce, housing, and childcare challenges.</p>	<ul style="list-style-type: none"> • Promote skilled training, job openings, and youth engagement opportunities that strengthen our workforce. • Support efforts to help alleviate barriers for employees seeking child care. • Work to address housing barriers in collaboration with developers and area businesses. • Support business awareness of and access to information and resources to help address these challenges.
<p>Expand Marshall’s position as a regional center of business, resident, and visitor attraction and retention.</p>	<ul style="list-style-type: none"> • Facilitate redevelopment projects that enhance our community as an employment, cultural and retail hub. • Support transportation planning, funding and expansion in the region. • Support efforts to attract/retain residents, students, and visitors.
<p>Promote orderly and efficient growth by regulating development and guiding planning.</p>	<ul style="list-style-type: none"> • Explore new avenues to aid public communication/outreach related to planning, zoning, and building. • Implement policies, tools, and regulations that maintain and develop a healthy, diverse and affordable housing stock. • Work with county, legal, and city leadership to plan for, adopt, and implement THC cannabis ordinances/restrictions. • Utilize the Comprehensive Plan to establish annual priorities and implement departmental work plans.

GOAL: Promote and support community resilience

VISION OF IMPACT: The City of Marshall maximizes public investments through focused and efficient service to community.

STRATEGIC OBJECTIVES	CORE STRATEGIES
<p>Coordinate street/road infrastructure projects to ensure an integrated approach that maximizes public investments and benefits.</p>	<ul style="list-style-type: none"> • Annually prioritize and invest in street maintenance and rehabilitation, using the 5-Yr Capital Improvement Plan as a guide. • Collaborate on advanced planning for future transportation needs of the city, county and region.
<p>Maintain a system of high-quality utilities and services that respond to change by focusing on the maintenance of regular operations as well as expansion investments.</p>	<ul style="list-style-type: none"> • Work to explore future technology and equipment replacement needs. • Govern and regulate water management practices and infrastructure to ensure safe and sustainable services. • Plan for and implement improvements to enhance airport accessibility, safety, capacity, and efficiency. • Develop a vehicle life cycle replacement policy to foster efficient and cost-effective purchases.

<p>Establish and utilize high performing human resource practices, policies and procedures to effectively and efficiently deliver essential services.</p>	<ul style="list-style-type: none"> • Develop intentional recruitment and retention strategies across all departments, including working with area high schools, colleges, and universities to advance career awareness and job opportunities • Work to create a more supportive and inclusive workplace culture that values diversity and open communications. • Improve employee onboarding/training to efficiencies and advance employee retention/satisfaction. • Explore and understand internal talent needs in relationship to planned/potential leadership changes across the next five to seven years.
<p>Work collaboratively to ensure financial capacity to deliver essential services and sustainable infrastructure.</p>	<ul style="list-style-type: none"> • Forecast future budget impacts for internal planning purposes and ensure the city's CIP plan is updated to reflect inflationary effects on total cost. • Actively engage in the State bonding process and seek grant funding opportunities to increase revenue from non-city of Marshall specific property taxpayers. • Maintain municipal liquor store to control the distribution of alcohol while simultaneously generating revenue for the community through property tax reduction. • Continue to promote legislation which is specifically beneficial to municipal liquor operations and oppose/attempt to change legislation which is specifically harmful thereto.
<p>Balance investments and regulatory requirements that aid environmental stewardship.</p>	<ul style="list-style-type: none"> • Explore options in wastewater treatment that balances regulatory compliance and cost-effectiveness of potentially regulated compounds, i.e. nitrogen, phosphorous, PFAS, chlorides • Implement PFAS and Chloride Management Plans • Continue to fund programs that allow residents to assist in environmental stewardship through education and rebate programs. • Expand citizen volunteer opportunities concept of the Adopt a Park program to include specific public right of ways-such as 3rd Street, Saratoga Bridge and trails. • Ensure we maintain Tree City and Green Step Cities Level 5 Designations
<p><i>GOAL: Cultivate an informed, engaged and inclusive community</i></p> <p>VISION OF IMPACT: Residents and stakeholders have a voice in decisions that affect them through culturally-responsive and proactive engagement.</p>	
<p>STRATEGIC OBJECTIVES</p>	<p>CORE STRATEGIES</p>
<p>Create and sustain on-going dialogue and purposeful action that builds a diverse, inclusive, and equitable community.</p>	<ul style="list-style-type: none"> • Expand outreach to ethnically and culturally diverse members of the community to increase engagement and representation across various commissions, committees, and organizations within the city. • Work with DEI Commission and staff to develop a diverse talent pipeline for city staff positions. • Support efforts of the DEI Commission to create a community-wide culture of value and respect.
<p>Effectively and proactively communicate with and engage residents.</p>	<ul style="list-style-type: none"> • Scale and expand communication methods to integrate public knowledge into planning efforts and services across all departments. • Strengthen partnerships with community organizations and associations to improve community engagement.



City of Marshall 2024 Strategic Planning Process Summary

Background

The City of Marshall envisions growing an inclusive and engaged community through collaboration and commitment as a vibrant regional center. Staff and leadership are committed to meeting the community's public service needs by providing valued services in a fair and equitable manner for the community. With its location in southwest Minnesota, Marshall serves as a regional economic hub, serving shopping, dining, and entertainment needs for at least a 30-mile radius. As such, a vibrant local economy must strike a balance of a capable workforce, local services, and a growing demand. These are all considerations for the services that should be available and implemented throughout the community and beyond.

The Mayor and City Council are the legislative and policy-making bodies for the City of Marshall. The City Administrator serves as the Chief Administrative Officer of the City and is responsible to the Council for the administration of all City affairs. The City Administrator, along with nearly 100 staff from over 15 departments, help ensure that the city delivers essential public services to the residents, business owners, and visitors. Leadership is committed to being responsive, efficient, innovative, open, neighborly, in providing services for the greater good of the community and region.

The City of Marshall's last strategic plan was developed in 2019, guiding city initiatives through 2024. In addition, the city updated their Comprehensive Plan in 2022 to serve as a guiding document for the community's growth for the next twenty years. This plan was developed through active participation of a task force representing the diverse view of the community as well as advanced community engagement activities to gather feedback throughout the planning process. The plan is focused on cultivating the best in Marshall by actively engaging residents, exploring opportunities, maintaining investments, fostering relationships, and having pride in the community. Throughout the planning process, community members expressed appreciation for Marshall's welcoming atmosphere, cultural connections, commercial good and service offerings, and the vibrant Downtown.

To ensure that City Administration, Staff and Council members align strategic decisions and operational systems with Marshall's Comprehensive Plan as well as community interests, the City of Marshall sought a third-party facilitator to develop an internal strategic plan. Cheryl K. Glaeser with Achieve Consulting was selected to facilitate the planning process which took place spring/summer of 2024.

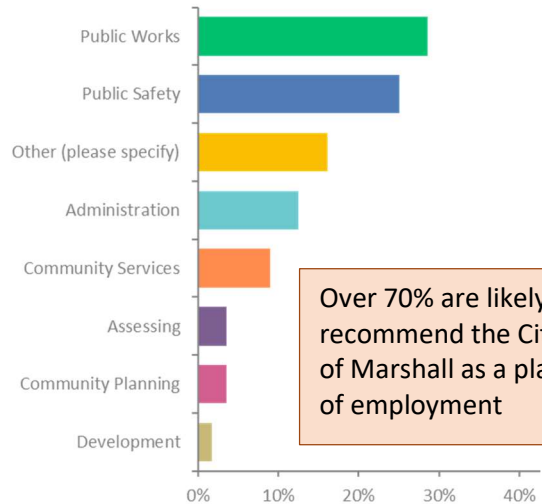
SURVEY

A survey was completed by 56 city staff to gather insights to inform the strategic planning process. Respondents broadly represented city departments and the council. The range of years of service with the city was nearly equally represented from less than 1 year to nearly 20 years. 45% served in a supervisory role. Over 50% of respondents represented the age group of 35-54 years.

The survey asked a set of questions to ascertain employee engagement and satisfaction. Overall, respondents have very favorable views of the City of Marshall as a place of employment or service. A few opportunities for improvement were noted in comments in areas such as improved communications between/among staff, advancing staff ability to adapt to change, and helping staff avoid burnout.

City Capacity/Department

Answered: 56



Over 70% are likely to recommend the City of Marshall as a place of employment

Other: WWTF, Library, Liquor Store, Finance, Council (3), Custodial staff, Parks

- Over 60% indicated that they look forward to coming to work each morning
- 70% noted that feel appreciate or recognized for their work
- 80% of respondents indicated they have a good working relationship with colleagues
- Over 75% feel comfortable contributing ideas and opinions in their department
- Nearly 80% feel comfortable asking for help to complete tasks
- 70% feel they have the tools/materials needed to do their job
- Over 70% are likely to recommend the City of Marshall as a place of employment
- Nearly 46% see themselves working at the city 10 or more years from now
- Nearly 60% feel the city is effective at communicating with residents

What excites respondents most about the future of Marshall, is the growth opportunities for the community. Respondents noted appreciation for a thriving business environment, reliable city infrastructure, and community amenities such as the new aquatic center.



Overall, respondents at least somewhat agree that Marshall is a good place to live for all ages and has a good reputation in southwest Minnesota. Indicators of the quality of city services from the survey included:

95% of respondents at least somewhat agree that Marshall is a good place to live for all ages.

78% indicated Marshall has a good reputation in SW MN.

- Over 80% of respondents noted that the city has done a good job upgrading its infrastructure (water, roads, sanitary sewer) over the past decade.
- Over 60% feel city government is fiscally responsible with its resources

Areas of disagreement were limited to a small percentage of respondents. The greatest opportunities for improvement were related to feeling recognized or appreciated for their work (18%), feeling comfortable contributing ideas/opinions in their departments (12%), the city’s effectiveness at communicating with residents (12%), and ensuring established departmental goals/strategies provide an actionable way for employees to meet the city goals (12%). One item of note is that 33% of respondents indicated they are unsure whether or not they see themselves working at the city two or more years from now. This is an area for further research to determine the reasons behind this response, whether they might be related to potential retirements, role dissatisfaction, or other.

For future investments, respondents noted that they would like to see the city invest in creating jobs/growing local businesses (73%); enhancing the quality of life (70%); and creating an equitable community by removing barriers to city services/programs (60%).

Over 70% feel that the city should invest in creating jobs and growing local businesses.

In seeking to gather insights on potential strategic priorities, survey respondents were asked to identify the three most important things that the city should focus on for the future. Choices included a range of opportunities from across all departments. It is important to note that respondents heavily represented Public Works (29%) and Public Safety (25%) departments.

Thinking about the future of Marshall, what are the three most important things the City should focus on? (You may only select 3.)

Answered: 48 Skipped: 8

ANSWER CHOICES	RESPONSES
Supporting/Encouraging New Business Development	72.92%
Ensuring Public Safety	62.50%
Improving Streets/Infrastructure	35.42%
Dedicating more resources to removal/improvement of dilapidated homes, cleaner neighborhoods, etc.	25.00%
Offering a Variety of Housing Options	18.75%
Increasing Small Business Incentives	18.75%

Top 3 focus areas

- **Supporting/Encouraging New Business Development**
- **Ensuring Public Safety**
- **Improving Streets/Infrastructure**

City of Marshall: Trends and Influences

Examining current trends and influences is crucial in developing a strategic plan because it allows the organization to anticipate changes, identify emerging opportunities, and mitigate potential risks. By understanding how external factors, such as economic shifts, technological advancements, and social dynamics, could impact the organization, the strategic plan can be more adaptable and aligned with future realities. This proactive approach ensures that the organization remains competitive, resilient, and better prepared to achieve its long-term goals. In light of the recently updated comprehensive plan, city staff briefly reviewed a few key trends and influential factors to create a foundation for identifying goals and actions.

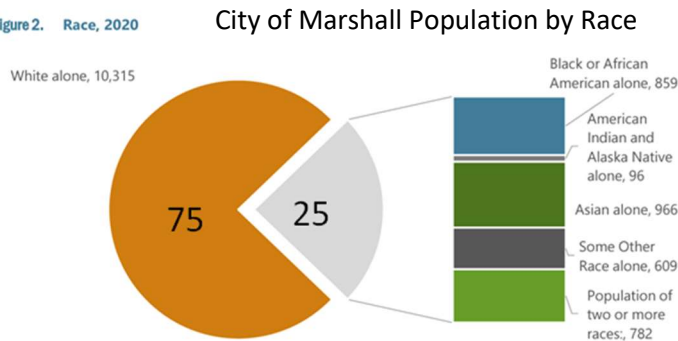
Population Demographics

While the official 2020 census shows Marshall’s population as 13,628, updated estimates by U.S. Census Bureau show that Marshall’s population in April 2020 was 13,890. This is important to note as it indicates growth rather than decline from the previous census (2010/13,680). Overall, Lyon County’s population has a natural increase - more births than deaths from 2020 to 2023, but also experienced net out-migration - meaning more people moved out than moved in. Despite suffering domestic out-migration, Lyon County welcomed net international in-migration - gaining new Minnesotans from foreign countries ⁽²⁾.

City of Marshall Population
 2020: 13,628 (US Decennial Census 2020)
 2040 Projection: 15,637 (2022 Comp Plan)

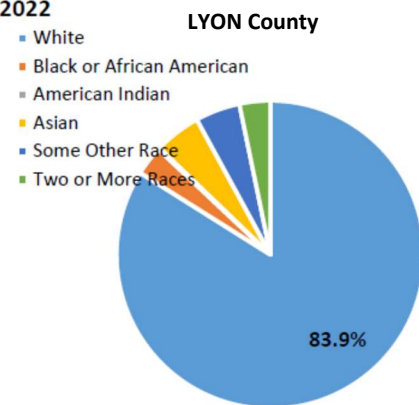
LYON County (MN DEED County Profile 6/2024

Figure 2. Race, 2020



Source: US Census, 2020/Comprehensive Plan 2020

Figure 3. Population by Race, 2022



According to the Minnesota State Demographic Center, Lyon County’s population is expected to decline from 2025 to 2035, with a rate of change that is slower than the projected statewide growth rate (4.5%). Despite the decline, the number of people aged 65 years and older is expected to increase over the next decade.

Table 4. Race and Hispanic Origin, 2022	Lyon Co.		Change from 2011-2022
	Number	Percent	
Total	25,352	100.0%	-1.4%
White	21,277	83.9%	-8.2%
Black or African American	780	3.1%	56.0%
American Indian or Alaska Native	43	0.2%	-66.9%
Asian or Other Pac. Islanders	1,236	4.9%	78.9%
Some Other Race	1,192	4.7%	39.4%
Two or More Races	824	3.3%	135.4%
Hispanic or Latino origin	1,934	7.6%	26.5%

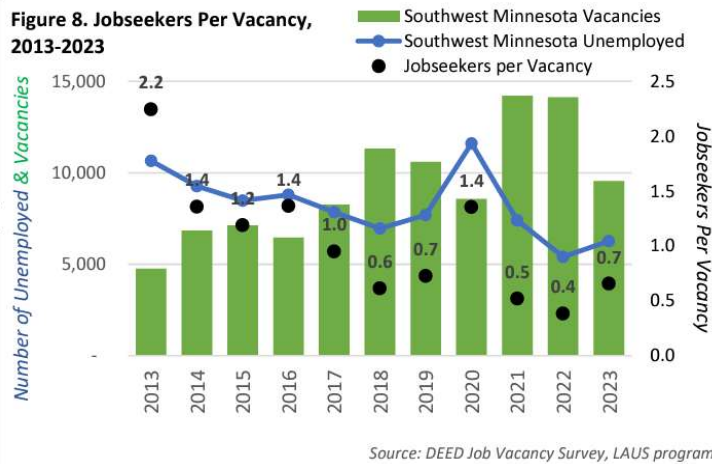
Source: U.S. Census Bureau, 2018-2022 Am

(1) 2022 American Community Survey 5-year Estimates
 (2) MN DEED 062024/lyon_tcm1045-407663

Labor Force Trends

At 2.5%, Lyon Co. had a lower unemployment rate than the state in 2023. After the pandemic recession Lyon Co.'s unemployment rate declined compared to the 3.4% pre-pandemic rate posted in 2019. The number of unemployed workers actively seeking work in Lyon Co. increased over the past year, and is down compared to 2019. The greatest job vacancies in the county are in Health Care and Social Assistance (25%) and Manufacturing (22%).

Figure 8. Jobseekers Per Vacancy, 2013-2023

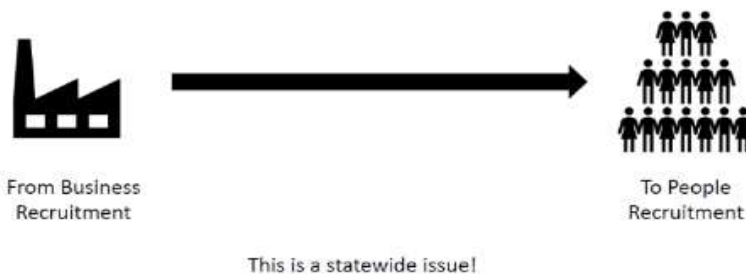


14,421	available workers
Labor Force change, 2008-2023	-284 workers -2.0% decline
2.5%	unemployment rate
2.7%	state
361	unemployed workers

According to a March, 2023 report of the Rural Policy and Development ⁽³⁾, low unemployment rates, combined with historically high job vacancies, is leading to a fundamental shift in economic development from

business recruitment to people recruitment. This has implications for tax incentives, infrastructure investments, as well as a need for focus on collaboration around housing, childcare, quality of life, and resident engagement.

A fundamental shift is taking place in economic development



© CENTER FOR RURAL POLICY & DEVELOPMENT

(3) 2023 Local Employment Dynamics Partnership Virtual Workshop, Center for Rural Policy & Development, March 29, 2023.

Strategic Planning Session

Departmental leads participated in a strategic planning session held on April 17, 2024. The session began with reviewing the city's vision and mission statements, a critical step in developing a strategic plan. These statements serve as the foundation of an organization's identity, guiding its direction and decision-making. By revisiting them, we sought to ensure that a well-aligned vision and mission would provide the roadmap for setting priorities, allocating resources, and achieving long-term success. In essence, these statements anchor your strategic plan in a clear and compelling sense of purpose.

Vision: *Growing an inclusive and engaged community through collaboration and commitment as a vibrant regional center.*

Mission: *Providing valued services in a fair and equitable manner for the community.*

Glaeser noted an alternate statement used in marketing materials (see below) and recommended further discussion to ensure clarity regarding the mission of the City of Marshall.

Cultivating the best in us, by actively engaging residents, exploring opportunities, maintaining our investments, fostering relationships, and having pride in the community.

Each department has established mission statements, for which Glaeser commended leadership. Having mission statements at the department level provides clear direction and purpose tailored to the specific functions and goals of each department and helps align the team's efforts with the broader organizational mission, ensuring that every action and decision contributes meaningfully to the overall objectives. Additionally, it serves as a guide for decision-making, prioritizing tasks, and allocating resources, ultimately enhancing cohesion and productivity within the department.

Mission: Departments

EDA:

To attract, promote, retain and expand economically sound industry, businesses, commerce and housing within the Marshall community.

Community Services:

To promote or provide, through leadership, facilitation, partnerships and collaboration, an enriched community experience for all citizens.

Public Safety:

To foster and promote the public safety of the City of Marshall, while safeguarding the constitutional rights of all people.

Community Planning:

To protect the public's life, health and welfare and improve the quality of life through the adoption, interpretation, education and enforcement of the Minnesota Building Code and zoning ordinances in a fair, cooperative and efficient manner.

DEI Commission:

To create and sustain an ongoing dialogue, through which we explore inequities, share information, and be a change agent for race equity within our community.

Chamber:

In Business for Business - To be recognized as the voice of business. Core purpose: To serve its members as an advocate for all their business needs, while providing networking and educational opportunities all in the interest of making the Marshall area a better place to live, work, stay or play.

Assessor's Office:

To ensure the fair and equitable assessment of all property in the City of Marshall while committing to treat all taxpayers in a professional and respectful manner. To ensure that all property owners pay no more than their fair share of the property tax while upholding the laws and regulations of the State of Minnesota.

Along with understanding the city’s mission statement, it is also important for each staff member to understanding the broader purpose of their work. When individuals understand the broader purpose of their work, they tend to be happier, more involved, and more innovative. For organizations, when employees see how their roles align with company goals, it reduces turnover and boosts productivity. Glaeser recommended that leadership helps all staff understand their purpose and how their individual roles fit with the overall goals of the City of Marshall by asking staff exploratory questions such as those shown to the right.

- *What gets you motivated to come to work?*
- *How do you personally connect with your department’s mission?*
- *How do you personally connect with the overall mission of the city?*

Expected Outcomes

Before establishing strategic goals and objectives, Glaeser asked staff to share their expected outcomes from the planning process. Staff emphasized the importance of enhanced employee engagement, including stronger support for one another, increased productivity, and a clearer understanding of their roles and value within the city. They also highlighted the need for better coordination between departments, clearly defined goals, and a unified vision that all staff can embrace, which would contribute to improved staff retention. On the community side, staff expressed the desire for residents to be more informed and engaged, fostering better connections and understanding between staff, the council, and the community.

Insights to Guide the Future

SWOT Analysis

The City of Marshall's SWOT analysis highlights key areas that are crucial for its continued growth and development. Strengths such as strong interagency collaboration, effective staffing, and positive community engagement underscore the city's solid foundation. However, challenges like staff recruitment and retention, restructuring, succession planning, and communication about funding needs point to areas of weakness. External threats, including workforce shortages and legislative changes, further emphasize the need for proactive strategies. Despite these challenges, the city has significant opportunities to enhance HR processes, improve community services, and foster stronger partnerships, all of which will be vital in driving future success and maintaining a thriving community. Below is a summary of the insights gathered through the SWOT analysis.

Strengths:

- **Internal:** Strong interagency collaboration, effective operational systems, and quality staffing with high morale and stability. The city offers multiple community opportunities and demonstrates good crisis management.
- **External:** Positive engagement with elected officials and community partners, with active cultural connections and strong community event participation.

Weaknesses:

- **Internal:** Need for expanded indoor recreation space. Staffing challenges include succession planning, cross-training, workload management, and cultural diversity. Planning around CIP funds and large levy increases also identified.
- **External:** Improved communication about project necessity and funding, and stronger partnerships with community organizations are needed.

Opportunities:

- **City:** Enhance HR processes, supervisory training, and succession planning. Engage youth in exploring and understanding city careers and advance partnerships with local organizations.
- **Community:** Leverage existing strengths, improve partnerships, promote Marshall, and capitalize on economic growth and workforce development opportunities.

Threats:

- **Workforce:** Labor shortages, retention of younger generations, youth leaving the community.
- **Legislative:** State-level funding, regulations, and mandates.
- **Infrastructure:** Gaps in transportation, housing, childcare, and indoor recreation space.
- **General:** Budgetary pressures, interest rates, and declining community involvement.

Pressing Needs

Staff were asked to identify the most pressing needs for the city. City staff identified several pressing needs both internally and community-wide. Internally, the city requires stable or increased funding, improved staff attraction and retention, a streamlined staff orientation and payroll process, and continued efforts toward inclusion. On a broader scale, the community's priorities include addressing childcare availability and affordability, meeting housing needs with new housing stock, and enhancing the promotion and marketing of Marshall as an attractive place to work, live, and play. Workforce development, particularly youth engagement, along with commercial and retail growth, are also critical. Additionally, staff emphasized the importance of cultural connections, expanding park facilities and indoor recreation space, maintaining infrastructure, and improving transportation through a 4-lane highway and rail access.

What are the most pressing needs for the next 2-3 years?



Strategic Priorities

Staff were then asked to consider the strategic priorities currently established for the city, including those identified in the 2020 strategic plan as well as the 2022 City of Marshall Comprehensive Plan. A brief review of these priorities, combined with the focus areas notes by survey respondents, helped provide a framework for staff to explore and identify key priorities for the next three to five years.

Top 3 focus areas – Staff/Council Survey 2024

- **Supporting/Encouraging New Business Development**
- **Ensuring Public Safety**
- **Improving Streets/Infrastructure**

Building Community A safe community with a high quality of life and outstanding community assets <ul style="list-style-type: none"> • Destination City • Arts, Culture, Recreation, Sport (Enriching community) • Capital improvements to enhance resident/visitor experiences • Housing Development • Facilitate/promote partnerships with community assets 	Communication –Engagement Residents and stakeholders have awareness of and voice in decisions that affect them and receive culturally-responsive and proactive communication. Destination City
Embrace and Promote Diversity Residents and visitors have the tools, resources, and connections necessary to be fully engaged and prepared to benefit from the opportunities they seek and have a sense of belonging in Marshall	Economic Development Residents, employees, and businesses have pathways to financial growth and security and the city is recognized as business friendly.

City of Marshall Comprehensive Plan – Priority Areas 2022

OVERALL PLAN	GOAL: Encourage Marshall to cultivate the best in us, by actively engaging residents, exploring opportunities, maintaining our investments, fostering relationships, and having pride in the community. FOCUS AREAS: <ul style="list-style-type: none"> • Engagement • Community Pride • Partnerships
LAND USE	GOAL: Plan for growth and change that support living, working, and playing in Marshall through flexible policies that adopt to community needs while maintaining the community's identity and access to a high quality of life for all. FOCUS AREAS: <ul style="list-style-type: none"> • Flexible Land Uses, Zoning, and Policies • Community Identity • Smart Growth • Housing
PUBLIC FACILITIES	GOAL: Collaborate with the community to provide a network for public facilities that provides the spaces and services to meet the community's safety, educational, social, and celebratory needs. FOCUS AREAS: <ul style="list-style-type: none"> • Maintenance • Partnerships • Continued Investment
UTILITIES & SERVICES	GOAL: Maintain a system of high quality utilities and services that respond to changes through a focus on maintenance, investments in needed expansion, and attention to regular operations. FOCUS AREAS: <ul style="list-style-type: none"> • Maintenance • Operations • Future Expansion • Sustainable Infrastructure
ECONOMIC DEVELOPMENT	GOAL: Collaborate with the community to advocate for new and local investment that makes Marshall the place to spend and earn your money, while supporting existing businesses and a qualified workforce. FOCUS AREAS: <ul style="list-style-type: none"> • Existing Business Support • New Growth Opportunities • Workforce Development • Community Amenities • Partnerships • Housing
ENVIRONMENTAL AND CULTURAL FACTORS	GOAL: Celebrate all that Marshall has to offer, including the people, resources, and built environment, by enhancing the resources, preparing for change, and opening spaces to all. FOCUS AREAS: <ul style="list-style-type: none"> • Public Art • Community Services • Enhancement • Inclusivity • Natural Resources

Identifying Key Priorities

Survey comments focused on a comprehensive set of strategic priorities aimed at enhancing community life, fostering economic growth, and ensuring sustainable development. These priorities encompass community enhancement through arts and recreation, infrastructure development, economic expansion, strategic urban planning, and increased public engagement. Additionally, respondents sought to bolster safety and security measures while striving for operational excellence in city management. Staff discussed and considered these potential priority areas while exploring the potential priorities that align with departmental goals and objectives. These were combined to create the strategic goals and objectives outlined on the first few pages of this document. This strategic plan will serve as a roadmap for the City of Marshall through 2027. These interconnected priorities reflect a holistic approach to city development, balancing the needs of residents, businesses, and visitors to create a thriving, inclusive, and competitive city environment.

Moving Forward

City staff and leadership, through this plan, developed a shared vision of success and key strategies that will guide the work of the city over the next three to five years. They also made significant strides in creating action steps for near-term goals. Staff will continue to utilize this plan as a roadmap to guide and make adjustments to actions moving forward.

Closing Statement

The strategic planning process has been a comprehensive and collaborative effort, bringing together diverse perspectives and expertise from across staff and leadership of the City of Marshall. Through thoughtful deliberation and shared commitment, the identified priorities and actionable strategies will guide the City of Marshall toward a vibrant and sustainable future.

As the city moves forward, it is imperative that staff and community leaders continue to foster strong partnerships, remain adaptable to changing circumstances, and stay focused on long-term goals. The work accomplished lays a solid foundation for continued growth and success. Working together, the city will strive to achieve the ambitions outlined in this plan, ensuring that Marshall remains a thriving and welcoming community for all.



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	E.J. Moberg
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Resolution Adopting Preliminary 2025 Property Tax Levy
Background Information:	<p>Staff continued to review and revise the proposed budget and tax levy after the August 27th and September 10th budget work sessions. The proposed preliminary property tax levy for 2025 is \$9,869,560, which is an increase of 9.8%.</p> <p>The City Council must adopt its proposed property tax levy for taxes payable year 2025 and have staff certify that amount to the home county auditor on or before September 30th. The proposed property tax levy certified should be the taxing jurisdiction’s proposed property tax levy for all purposes, including debt service.</p> <p>The final property tax levy cannot exceed the proposed property tax levy except as a result of one or more of the allowable “add-on” levies authorized within the state.</p> <p>The City Council is required to hold a public meeting for the proposed levy and must notify the County Auditor/Treasurer of the date, location and start time so it may be included in the parcel-specific notice. The resolution also states the City will hold the truth-in-taxation meeting at 6:00 PM on Tuesday, December 10th at City Hall.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve a resolution to adopt the preliminary levy for 2025 and provide the date, location and start time of the Truth-in-Taxation meeting.

RESOLUTION NUMBER 24-085
RESOLUTION APPROVING PRELIMINARY 2025 TAX LEVY

BE IT RESOLVED by the City Council of the City of Marshall, County of Lyon, Minnesota, that the following sums of money be levied for the current year, collectable in 2025, upon the taxable property in the City of Marshall for the following purposes:

<u>Description</u>	<u>Amount (\$)</u>
General Fund (101)	\$ 6,512,371
Capital Equipment Fund (401)	500,000
Street Improvement Fund (495)	400,000
Economic Development Authority Fund (208)	175,000
 Special Levy (Debt Service Funds)	
321 2010A G.O. Capital Improvement Bonds	\$ 38,272
325 2015A G.O. Capital Improvement Bonds	54,075
362 2017A G.O. Public Improvement Bonds	80,487
369 2011B G.O. Public Improvement Bonds	30,930
374 2015A G.O. Street Reconstruction Bonds	90,300
375 2018A G.O. Public Improvement Bonds	156,613
376 2016C G.O. Public Improvement Bonds	58,619
377 2017B G.O. Public Improvement Bonds	45,150
378 2020B G.O. Public Improvement Bonds	91,762
394 2020A G.O. Capital Improvement Bonds	235,691
379 2021A G.O. Public Improvement Bonds	143,061
380 2022A G.O. Public Improvement Bonds	195,139
381 2023A G.O. Public Improvement Bonds	312,525
382 2024A G.O. Public Improvement Bonds	294,565
 Total Debt Service Funds	 <hr style="width: 100%; border: 0.5px solid black;"/> 1,827,189
 Special Levy Tax Abatement (Debt Service Funds)	
369 2011B Tax Abatement (Country Club Dr.)	\$ 60,000
376 2016C G.O. Tax Abatement (Parkway)	135,000
362 2017A G.O. Tax Abatement (Carr Estates)	40,000
378 2020B G.O. Tax Abatement (Freedom Park)	25,000
379 2021A G.O. Tax Abatement (Patriot Park)	45,000
380 2022A G.O. Tax Abatement (parking lots)	50,000
381 2023A G.O. Tax Abatement (parks and parking lot)	55,000
382 2024A G.O. Tax Abatement (parks)	45,000
 Total Tax Abatement Debt Service Funds	 <hr style="width: 100%; border: 0.5px solid black;"/> 455,000
 TOTAL LEVY	 <u><u>\$ 9,869,560</u></u>

BE IT FURTHER RESOLVED, that the public may contact the City Administrator's Office at (507) 537-6775 if they have questions related to the truth-in-taxation notice for the City of Marshall property tax levy.

BE IT FURTHER RESOLVED, that comments regarding the City of Marshall's budget and levy may be mailed to the City Administrator's Office, 344 West Main Street, Marshall, MN 56258.

BE IT FURTHER RESOLVED, that a public budget meeting shall be held on December 10, 2024 at 6:00 P.M. in Council Chambers at City Hall - 344 W Main Street, Marshall, MN. The public will be provided an opportunity to speak at this meeting.

The City Clerk is hereby instructed to transmit a copy of this resolution to the Lyon County Auditor/Treasurer.

Passed and adopted by the Common Council this 24th day of September 2024.

THE COMMON COUNCIL

Robert Byrnes, Mayor

ATTEST

Steven Anderson, City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, September 24, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Appointments to Various Boards, Commission, Bureaus, and Authorities.
Background Information:	Under Chapter 2, Article VI, Section 143 the City Charter states: "Appointments to all boards, commissions, bureaus and authorities shall be by the mayor and shall be confirmed by the council with the exception of the housing and redevelopment authority." Interviews were held prior to the regular city council meeting.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve and appoint to the various Boards, Commissions, Bureaus, and Authorities.

**City of Marshall
Boards and Commissions
9/20/2024**

Adult Community Center Commission	Incumbent	New Applications
2 Vacant - Term Expires 5/31/26		
Airport Commission	Incumbent	New Applications
1 Vacant - Term Expires 5/31/26		Leland Sorum
1 Vacant - Term Expires 5/31/27		
Cable Commission	Incumbent	New Applications
2 Vacant - Term Expire 5/31/25		
2 Vacant - Term Expire 5/31/26		
1 Vacant - Term Expires 5/31/24		
Charter Commission	Incumbent	New Applications
1 Vacant - Term Expires 12/31/25		
Community Services Advisory Board	Incumbent	New Applications
No Openings		
Convention & Visitors Bureau	Incumbent	New Applications
1 Vacant - Term Expires 12/31/26		
Diversity, Equity, and Inclusion Commission	Incumbent	New Applications
3 Vacant - Term Expires 5/31/26		Jeffrey Cordes
Economic Development Authority	Incumbent	New Applications
No Openings		
Library Board	Incumbent	New Applications
No Openings		
MMU Commission	Incumbent	New Applications
1 Vacant - Term Expires 5/31/28		Brandon Antoine
MERIT Center Commission	Incumbent	New Applications
2 Vacant - Term Expiring 12/31/25		
Planning Commission	Incumbent	New Applications
No Openings		
Police Advisory Board	Incumbent	New Applications
1 Vacant - Term Expiring 5/31/2027		
Public Housing Commission	Incumbent	New Applications
No Openings		

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, September 24, 2024
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p>Meister – Adult Community Center, Cable Commission, Economic Development Authority</p> <p>Schroeder – Economic Development Authority, Planning Commission, Public Housing Commission</p> <p>Alcorn – Community Services Advisory Board, MMU Commission</p> <p>Moua-Leske – Convention & Visitors Bureau; Diversity, Equity & Inclusion Commission; Library Board</p> <p>Lozinski – Marshall Area Transit Committee, Joint LEC Management Committee, Police Advisory Board</p>
Fiscal Impact:	
Alternative/Variations:	
Recommendations:	



MARSHALL

Permit List - Build/Plumb/HVAC/Sign - For Council

Applicant Name	Location	Description of Work	Valuation	Approved Date
AMERICAN WATERWORKS	410 HILL ST S	Foundation Repair	5324.10	09/09/2024
AMERICAN WATERWORKS	703 4TH ST S, 703 4TH ST S	Foundation Repair, Windows	17415.84	09/18/2024
Bladholm Construction, Inc.	400 COLLEGE DR W	Accessory Building (Garages, Sheds, Gazebos, etc)	254079.00	09/11/2024
Eric Mathiowetz	405 MARSHALL ST E	HVAC - Furnace	4000.00	09/17/2024
Eric Mathiowetz	1003 4TH ST N	HVAC - Air Conditioning	4500.00	09/06/2024
Eric Mathiowetz	802 VIKING DR	HVAC - Air Conditioning, Furnace	9000.00	09/09/2024
Eric Mathiowetz	410 HILL ST S	HVAC - Air Conditioning, [ductwork], Furnace	20000.00	09/11/2024
Indigo Signs	1307 MAIN ST E	Monumental (ground) Sign , Wall Mounted Sign	40000.00	09/18/2024
MAGNUSON/ROSS A & KATHRYN A	604 SARATOGA ST S	Interior Remodeling - ANY Work Inside, Except Fireplace	480.00	09/10/2024
OMEGA EXTERIORS	813 DESCHEPPER ST	Re-Roofing	32000.00	09/06/2024
Ricky James Myhre	302 REDWOOD ST W	Plumbing - Interior remodeling	0.00	09/11/2024
SPEAKMAN/MATTHEW A & MELISSA J	408 LYON ST E	Interior Remodeling - ANY Work Inside, Except Fireplace	500.00	09/05/2024
Spencer H Laleman	1101 CHERYL AVE	Plumbing - Bathroom remodeling	2000.00	09/16/2024
SWANSON CONSTRUCTION	114 REDWOOD ST E	Re-Roofing	19762.00	09/17/2024
WALERIUS/PAUL L & KRISTA M/JT	1114 BRUCE CIR	Re-Siding	1200.00	09/13/2024



Upcoming Meetings

September

- 09/24 Commission Interviews, 4:30 PM, City Hall
 - 09/24 Regular Meeting, 5:30 PM, City Hall
-

October

- 10/8 Work Session, 4:00 PM, City Hall
- 10/8 Regular Meeting, 5:30 PM, City Hall
- 10/8 Work Session, Immediately to Follow Regular Meeting, City Hall
- 10/22 Regular Meeting, 5:30 PM, City Hall

2024 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *(Unless otherwise noted)*

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 9, 2024
2. January 23, 2024

February

1. February 13, 2024
2. February 27, 2024

March

1. March 12, 2024
2. March 26, 2024

April

1. April 9, 2024
2. April 23, 2024

May

1. May 14, 2024
2. May 28, 2024

June

1. June 11, 2024
2. June 25, 2024

July

1. July 9, 2024
2. July 23, 2024

August

1. Monday, August 12, 2024
2. August 27, 2024

September

1. September 10, 2024
2. September 24, 2024

October

1. October 8, 2024
2. October 22, 2024

November

1. November 12, 2024
2. November 26, 2024

December

1. December 10, 2024
2. December 17, 2024

2024 Uniform Election Dates

- February 13, 2024
- March 05, 2024
- April 09, 2024
- May 14, 2024
- August 13, 2024
- November 05, 2024

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.

2025 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *(Unless otherwise noted)*

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 14, 2025
2. January 28, 2025

February

1. February 11, 2025
2. February 25, 2025

March

1. March 11, 2025
2. March 25, 2025

April

1. April 8, 2025
2. April 22, 2025

May

1. May 13, 2025
2. May 27, 2025

June

1. June 10, 2025
2. June 24, 2025

July

1. July 8, 2025
2. July 22, 2025

August

1. August 12, 2025
2. August 26, 2025

September

1. September 9, 2025
2. September 23, 2025

October

1. October 14, 2025
2. October 28, 2025

November

1. Monday, November 10, 2025
2. November 25, 2025

December

1. December 9, 2025
2. December 23, 2025

2025 Uniform Election Dates

- February 11, 2025
- March 04, 2025
- April 08, 2025
- May 13, 2025
- August 12, 2025
- November 04, 2025

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.