



**CITY OF MARSHALL**  
**City Council Meeting**  
**Agenda**

**Tuesday, November 26, 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 and Special Meetings Held on November 12th

**AWARD OF QUOTE**

2. Consider Award of Quotation for Steel Double Drum Asphalt Roller for Street Department

**CONSENT AGENDA**

3. Consider Approval of the 2025 Wage Schedule for Temporary and Seasonal Employees  
4. Consider Amendment to Personnel Policy Appendix A  
5. Consider an Ordinance Amending Ch.22-VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products  
6. Introduction of an Ordinance Amending Chapter 86, Sections 71, 96, 102-108, and Adding Section 166 Certification of Cannabis Business License Application  
7. Consider Approval for a Raffle Permit for the SMSU Foundation on February 22, 2025  
8. Consider Approval of a Temporary Liquor License for the Friends of the Orchestra  
9. Consider Approval of a Temporary Liquor License for Visit Marshall for January 24, 2025  
10. Consider Approval of Liquor License Renewals for 2025  
11. Consider Approval of Tobacco License Renewals for 2025  
12. Call for a Public Hearing for the Request of an On-Sale Wine License for the Marshall A's Baseball Assoc.  
13. Consider Approval of the Bills/Project Payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**NEW BUSINESS**

14. Convention and Visitors Bureau Annual Report  
15. Consider the Request of Brenan Clark for an Interim Use Permit and a Variance Adjustment Permit to have an Outside Storage Unit in a B-3 General Business District at 1507 East College Drive  
16. Consider Authorization to Submit Letter of Support for Intersection Safety Improvements at TH 23 & Tiger Drive  
17. Resolution to Accept the Results of the General Election Held on November 5, 2024  
18. Introduce an Ordinance Amending Ch. 14 Animals  
19. Statement of Annual Performance Evaluation for the City Administrator  
20. Consider Going Into Closed Session pursuant to Minn. Stat., Section 13D.03, to Discuss Strategy for Union Negotiations

**ADJOURN TO CLOSED SESSION**

**RECONVENE FROM CLOSED SESSION**

21. Consider Approval of Labor Agreements Between the City and Law Enforcement Labor Services, Inc., Local No. 190  
22. Consider Approval of 2025-2027 Wage Schedules for Non-Union Employees

**COUNCIL REPORTS**

23. Commission/Board Liaison Reports  
24. Councilmember Individual Items

**STAFF REPORTS**

25. City Administrator

**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.**

- 26. Director of Public Works/City Engineer
- 27. City Attorney

**INFORMATION ONLY**

- [28.](#) Cash and Investments
- [29.](#) Public Housing Commission Minutes
- [30.](#) November Planning Commission Minutes
- [31.](#) City of Marshall Strategic Plan
- [32.](#) Building Permits

**MEETINGS**

- [33.](#) Upcoming Meetings

**ADJOURN**

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes from the Regular and Special Meetings Held on November 12th
<b>Background Information:</b>	Enclosed are the minutes from the previous meetings.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
<b>Recommendations:</b>	That the minutes from the meetings held on November 12th 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, November 12, 2024**

The special meeting of the Common Council of the City of Marshall was held November 12, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 5:00 P.M. by Mayor Pro Tem Craig Schafer. In addition to Schafer the following members were in attendance: Steve Meister, Amanda Schroeder, James Lozinski, and John Alcorn. Absent: Robert Byrnes and See Moua-Leske. Staff present included: Steven Anderson, City Clerk.

**Canvass General Election Results from November 5, 2024**

Clerk Anderson reviewed the results from the November 5, 2024 General Election. 6,398 residents voted during the general election which was a 85.23% voter turnout for the City of Marshall. While being a large number the voter turnout from the 2020 general election was 89.29%. The number of new registrations in 2024 was 872 and exceeded the 707 new registrations from 2020. Voting totals for open positions were as follows:

Mayor:

- Noel Ayala- 1595
- Bob Byrnes- 4264

Council Member Ward 1

- Amanda Schroeder- 1514

Council Member Ward 2

- David Sturrock- 705
- Dereck Deutz- 573
- Amanda Schwartz- 1039

Council Member Ward 3

- James Lozinski- 1563

Councilmembers asked about write-ins, but that information was unavailable from the Lyon County Auditor/Treasurer's Office.

Motion made by Councilmember Lozinski, seconded by Councilmember Meister to accept the results of the 2024 General Election and declare Bob Byrnes, Amanda Schroeder, Amanda Schwartz, and James Lozinski the winners of their respective races. All voted in favor.

**Adjournment**

At 5:10 PM Motion made by Councilmember Lozinski, seconded by Councilmember Meister to adjourn. All voted in favor.

Attest:

\_\_\_\_\_  
Steven Anderson, City Clerk

\_\_\_\_\_  
Robert Byrnes, Mayor



**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, November 12, 2024**

The regular meeting of the Common Council of the City of Marshall was held November 12, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Pro Tem Craig Schafer. In addition to Schafer the following members were in attendance: Amanda Schroeder, Steve Meister, John Alcorn, and James Lozinski. Absent: Robert Byrnes and See Moua-Leske. Staff present included: Sharon Hanson; City Administrator; Peter Mikhail, Asst. City Attorney; Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Eric Hanson, Assistant City Engineer; Preston Stensrud, Park and Rec Supervisor; Andy Meulebroeck, Airport Lead Maintenance Worker; Ilya Gutman, Plans Examiner; Katie Brusven, Adult Community Center Coordinator; Karla Drown, Finance Director and Steven Anderson, City Clerk.

**Consider Approval of the Minutes from the Regular Meeting Held on October 22nd**

There were no corrections to the minutes from October 22, 2024.

Motion made by Councilmember Meister, Seconded by Councilmember Alcorn to approve the minutes from October 22, 2024. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

**Project ST-015 / SP 4204-40: 2025 MnDOT College Drive Improvement Project - 1) Improvement Hearing; 2) Consider Resolution Ordering Improvement & Ordering Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids**

Director Anderson began the public hearing. Property owners affected by the project had been notified, according to law, that a hearing would be held on November 12, 2024, as ordered by Resolution 24-093 on 10/22/2024. The Minnesota Department of Transportation (MnDOT)/City of Marshall project consisted of reconstruction and utility replacement on Trunk Highway 19 (TH19)/College Drive starting 700' west of Marlene Street and ending at the intersection of Bruce Street, and Bruce Street starting 150' south of TH19 and ending 350' north of TH19. The Minnesota Department of Transportation (MnDOT) initiated the reconstruction project and as part of the project the City will be replacing the underground utilities along the same corridor as the project. With this being a MnDOT project, MnDOT took the lead role in the project, including preparation of plans, advertisement for bids, and awarding the construction contract. The bid opening was scheduled for December 6, 2024. Local costs on the 2025-2026 project were estimated at roughly \$8.2M. Costs would be shared by Marshall Municipal Utilities, the Wastewater Department, Surface Water Management Utility, and Marshall Municipal State Aid funds. In addition, City staff had secured Local Road and Bridge Program grant funding in the amount of roughly \$1.3M, and MnDOT would be providing nearly \$2M in RAISE grant funds for this project. Costs to be assessed are estimated at \$197,300 for the sanitary sewer service lines on the project. Mayor Pro-Tem Schafer asked Director Anderson to elaborate on how the city determined assessments for sewer lines and what a curb stop is. Phillip Carpenter at 511 East College Drive asked for additional clarification on the assessment process and what would be assessed. The portion of the project for Mr. Carpenter would not begin until 2026.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to close the public hearing. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Alcorn to adopt Resolution 24-095 Ordering Improvement and Ordering Preparation of Plans. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to adopt Resolution 24-098 Approving Plans and Specifications and Ordering Advertisement for Bids. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

#### **Approval of the Consent Agenda**

There were no requests to remove an item from the consent agenda for additional discussion.

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to approve the items on the consent agenda. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

- Consider Approval for a Raffle Permit for the United Way on January 17, 2025
- Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement
- Introduce an Ordinance Amending Ch.22-VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products
- Consider Approval to Allow Alcoholic Beverages at the Red Baron Arena for the Fairbank Ice Dogs on December 6th & 7th
- MPCA Air Monitoring Equipment Site Lease PC0070 at Airport
- Consider Approval of the Bills/Project Payments

#### **Consider Resolution Approving the 2025 Fee Schedule**

The Ways & Means Committee reviewed the Fee Schedule at their meeting on Tuesday, October 22, 2024. The Ways & Means Committee recommending these items be moved to Council for discussion and approval of the 2025 Fee Schedule. Councilmember Meister relayed a question from a constituent regarding sump pump connections. Director Anderson provided an explanation of the service. Councilmember Lozinski questioned the increase for Mobile Food Vendors.

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to adopt Resolution 24-097 Approving Specific Fees to be Charged by the City of Marshall. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn. Voting Nay: Councilmember Lozinski. The motion **Carried. 4-1.**

#### **Adoption of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-31 Prohibited Uses**

Gutman explained that the current trend to develop wind towers and the controversy surrounding those developments, it seemed reasonable to limit this type of development within the city limits. The proposed restriction would still allow decorative or single use wind towers, but not commercial developments. At its September 24, 2024, meeting, the Legislation and Ordinance committee reviewed the amendment and recommended approval. The Planning Commission conducted a public hearing on October 9, 2024, and unanimously recommended approval. The ordinance amending Section 86-31 Prohibited uses was introduced during the October 22, 2024, Council meeting.

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to adopt Ordinance 24-021 amending Section 86-31 Prohibited uses and authorizing its summary publication. Voting Yea: Councilmember Schafer, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 4-1.**

#### **Adoption of the Ordinance Amendment to Chapter 86, Article VI-1, Section 86-165 Structures in Residential Districts**

The current ordinance prohibited fuel tanks over 50 gallons in residential areas. The amendment was intended to limit the possibility of using propane to heat the entire house, minimizing potential fire danger and unsightly appearance. Smaller tanks were permitted to allow enough fuel for a fireplace or garage heater in an otherwise electrically heated

house. It was brought up that a 100-gallon tank would not be enough to provide heat for an entire dwelling, making it reasonable to increase the maximum tank size to 100 gallons. Provisions for screening the tank with a fence would stay. The ordinance amending Section 86-165 Structures in Residential Districts was introduced during the October 22, 2024, Council meeting.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to adopt Ordinance 24-022 amending Section 86-165 Structures in Residential Districts and authorizing its summary publication. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

**Adoption of the Ordinance Amendment to Chapter 86, Article II-1, Section 86-97 Low Density Residence District**

The ordinance under Section 86-97 provided for minimum lot size in the Low Density Residence District, but also required an enlarged lot for duplexes. Duplexes are permitted by conditional use only, and as part of the permit lot size limitations are addressed. Including similar language for duplexes that are covered by a conditional use permit seemed redundant. Therefore, staff recommended removing the duplicate language in the ordinance. The ordinance amending Section 86-97 Low Density Residence District was introduced during the October 22, 2024, Council meeting.

Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to adopt Ordinance 24-023 amending Section 86-97 Low Density Residence District and authorize its summary publication. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

**Project SWM-003 Legion Field Stormwater Improvements Project-Phase III - Consider Award of Proposal from Bolton & Menk, Inc**

In 2019, Bolton & Menk completed the Legion Field Stormwater Study to identify solutions for the frequent flooding that occurred in the Legion Field Road area. The area was marked by significant development and land coverage with minimal stormwater management facilities and undersized piping. Three phases of improvements came out of the study. The first phase was completed in 2020 and included the construction of two detention basins near the Legion Field city park. The second phase was completed in 2023 and included the construction of a stormwater filtration basin south of the Parkway II subdivision stormwater basin. The final phase was for the development of construction plans and special provisions for Legion Field Road, specifically the residential properties along the Burlington Northern Santa Fe railroad tracks east of Legion Field Road and the developing high density residential parcels north of the tracks. These improvements would also contribute toward the City meeting the goals that are identified in the MS4 permit. City staff proposed hiring Bolton & Menk for the creation of the project plan set for this project. The City would coordinate all surveying, permitting efforts, including permitting through BNSF, and construction inspection and project administration. The proposal submitted by Bolton & Menk was an hourly, not to exceed, contract in the amount of \$76,500.00. Costs included significant effort to update our stormwater model in the area to ensure that pipe sizes and pond area is minimized while still delivering the desired benefits. The project was included in the 2025 CIP with an estimated cost of \$1,400,000. The City had been awarded an \$867,000 MPCA Resiliency grant for the project. Staff expect a grant agreement to be sent for our review and consideration in the next few weeks.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to award the proposal to Bolton & Menk, Inc. of Mankato, Minnesota, for an hourly, not to exceed, contract in the amount of \$76,500.00 for Project SWM-003 Legion Field Stormwater Improvement Project- Phase III. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

**Instrument Landing System (ILS) Replacement-Runway 12 1) Authorization to TKDA to Advertise 2) TKDA Professional Services Agreement for Construction Phase Services**

The ILS is a radio navigation system that provides short-range guidance to aircraft and allows them to approach a runway at night or in poor weather conditions. The ILS system had reached a point where the manufacturer would no longer service and repair equipment, and MnDOT would like to replace our system as soon as they are able. The project required City participation, and the City was responsible for civil sitework and building costs, while MnDOT was responsible for covering the costs of the ILS equipment. At the meeting on February 13, 2024, the City Council authorized entering into a Professional Services Agreement with TKDA for the ILS Replacement at the Airport for “engineering design services” for an amount not-to-exceed \$94,400.00, per recommendation of the Airport Commission and contingent on MnDOT grant funding. TKDA had sought authorization to advertise for construction of the project with bids to be opened on December 10, 2024, as well as consideration of agreement for “construction phase services” for the project. Once bids are received, City staff will submit for a 70-30 MnDOT grant to cover 70% of the construction and engineering services cost for the project. The cost included in the TKDA proposal is not to exceed \$62,900.00 for services that are identified in the included scope. City staff was anticipating a 70-30 cost split with MnDOT, resulting in a local cost of \$18,870 for the contract. The 2024 capital budget includes the ILS project at a total cost of \$1,000,000, with \$300,000 included for local costs.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister to authorize advertisement of bids for ILS Replacement and to authorize the Professional Services Agreement with TKDA for construction phase service for an amount not-to-exceed \$62,900, contingent on MnDOT grant funding. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

#### **Commission/Board Liaison Reports**

Byrnes	Absent.
Schafer	No report.
Meister	No report.
Schroeder	No report.
Alcorn	No report.
Moua-Leske	Absent.
Lozinski	No report.

#### **Councilmember Individual Items**

Councilmember Meister reminded citizens that political signs are to be removed by November 15 according to state statute and city ordinances.

#### **City Administrator**

The Aquatic Center Committee met and received updated from the Project Manager. A work session would be scheduled to update the council.

#### **Director of Public Works/City Engineer**

A public informational meeting for Hill/Charles/Minnesota construction project would be held November 21<sup>st</sup>.

#### **City Attorney**

No report.

**Administrative Brief**

There were no questions or discussions on the Administrative Brief.

**Information Only Items**

There were no questions or discussions on the Information Only Items.

**Upcoming Meetings**

There were no questions or discussions on the Upcoming Meetings.

**Adjournment**

At 6:20 PM Motion made by Councilmember Schroeder, Seconded by Councilmember Lozinski to adjourn the meeting. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. The motion **Carried. 5-0.**

Attest:

\_\_\_\_\_  
Steven Anderson, City Clerk

\_\_\_\_\_  
Robert Byrnes, Mayor

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Award of Quotation for Steel Double Drum Asphalt Roller for Street Department
<b>Background Information:</b>	<p>The attached quote is for the replacement of the existing 1980 Ingersoll Rand steel roller at the Street Department. The existing roller is very costly to maintain because parts are difficult to source due to age of the unit or parts are modified to keep it in working condition.</p> <p>Three quotes were received for this replacement as shown on the attached Quotation Tabulation. The low quote was submitted by Ziegler CAT for a CAT CB 2.5 GC at a total cost, less trade-in, of \$43,636.10.</p> <p>This item was reviewed by the Equipment Review Committee on 11/12/2024.</p>
<b>Fiscal Impact:</b>	The 2024 Street Department Capital budget includes \$40,000.00 capital equipment fund levy for this purchase.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council award the quotation for a new CAT CB 2.5 GC roller for the Street Department to Ziegler CAT of Marshall, Minnesota, at a total cost, less trade-in, of \$43,636.10.

**QUOTE TABULATION**  
**FURNISH ONE (1) NEW NEW SMOOTH DRUM ROLLER**  
**FOR THE STREET DEPARTMENT**

**TRADE-IN ONE (1) 1980 INGERSOLL RAND ROLLER**  
**FROM THE STREET DEPARTMENT**

**DATE: NOVEMBER 6, 2024**

**TIME: BY 4:30 PM (Local Time)**

VENDOR	YEAR MAKE MODEL	QUOTE AMOUNT	COMMENTS
Ziegler CAT Marshall, MN	CAT CB 2.5 GC	Bid: 45,736.10 Trade-In: <u>(2,100.00)</u> Subtotal: 43,636.10	
RDO Equipment Marshall, MN	HAMM HD 10 VV	Bid: 47,947.20 Trade-In: <u>(3,500.00)</u> Subtotal: 44,447.20	
Titan Machinery Marshall, MN	CASE DV26E	Bid: 54,030.00 Trade-In: <u>(3,500.00)</u> Subtotal: 50,530.00	

## PROPOSAL A

Ladies and Gentlemen:

The undersigned being familiar with all requirements and conditions hereby proposes to **FURNISH ONE (1) NEW STEEL SMOOTH DRUM ASPHALT ROLLER FOR THE MARSHALL STREET DEPARTMENT** in accordance with the base quote specifications attached hereto for the following price, to-wit.

The undersigned has completed the attached "MINIMUM SPECIFICATIONS" sheet including explanation of any items which exceed the minimum specifications.

**BASE QUOTE:** One (1) NEW ASPHALT ROLLER

MAKE Caterpillar  
MODEL CB2.56C

**BID AMOUNT**

\$ 45,436.10  
+ Freight - \$300  
45,736.10

**TRADE-IN** One 1980 Ingersoll Rand DA-30

**LESS TRADE-IN**

\$ 2,100

**TAX**

\$ Exempt

**TOTAL BID AMOUNT**

\$ 43,636.10

**DELIVERY DATE:** TBD

Contact Public Way Superintendent Dean Coudron at 507-829-5806 regarding questions on the specifications of the new mower.

In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals, and to waive any informalities, and accept the bid or bids that are in the best interest of the City.

Respectfully Submitted,

Ty Brauer 

**OFFICIAL ADDRESS**

Ziegler Cat Inc  
1700 US Hwy 59  
Marshall, mn 56258



**MINIMUM SPECIFICATIONS FOR  
ONE (1) NEW SMOOTH STEEL DOUBLE DRUM ASPHALT ROLLER FOR STREET DEPT MARSHALL  
MN**

	<b>MINIMUM SPECIFICATION</b>	<b>Meets Min. Spec? If "Yes", mark w/ "X"</b>	<b>Comments for Items Exceeding Minimum Specifications</b>
1)	Diesel engine	1) X	1)
2)	24 HP gross engine power	2) X	2) 24.7
3)	39" wide smooth steel rollers with scrapers	3) X	3) 39.4"
4)	27" drum diameter	4) X	4) 28.3"
5)	Dual vibration front and rear	5) X	5)
6)	5000 LBS operating weight	6) X	6) 5546
7)	2" mechanical offset	7) X	7)
8)	Pressurized water nozzles with water level indicator	8) X	8)
9)	Fully adjustable operator seat with arm rest and seat belt	9) X	9)
10)	Dashboard with displays and gauges	10) X	10)
11)	9-gallon fuel tank	11) X	11) 14.37 gallons
12)	12-volt electrical system	12) X	12)
13)	40-gallon water capacity	13) X	13) 52.8 gallons
14)	5.5 MPH travel speed	14) X	14) 5.8 mph
15)	Lighting package per road regulations	15) X	15)
16)	Strobe light	16) X	16)
17)	Horn and back up alarm	17) X	17)
18)	SMV emblem	18) X	18)
19)	Foldable ROPS	19) X	19)
20)		20)	20)
21)		21)	21)
22)		22)	22)
23)		23)	23)
24)		24)	24)
25)		25)	25)

Also included is all equipment normally advertised as standard equipment on the make and model on proposal.  
All other items advertised as standard equipment shall be included in the quote and furnished by the successful quote.

Pre-Delivery: Prior to delivery, new vehicle shall be completely serviced by vendor in accordance with the standard.  
New care and "Make Ready" and manufacturer's recommendations. FOB City of Marshall Airport Department.

Ziegler Inc.



223835-01

Nov 06, 2024

CITY OF MARSHALL  
344 W MAIN ST  
MARSHALL, MN 56258-1313

Dear Dean Coudron,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

**Caterpillar Model: CB2.5GC Paving Compaction**

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

A large, stylized handwritten signature in blue ink, appearing to read "Ty Brouwer", with a long horizontal flourish extending to the right.

Ty Brouwer  
Territory Manager  
507-828-9300

Caterpillar Model: CB2.5GC Paving Compaction

Standard Equipment

POWERTRAIN

CAT C1.7T diesel engine  
-Turbocharged, EPA tier 4 final and EU stage IV certified engine  
aftertreatment  
-Gross power per ISO 14396 18.4kW (24.7 hp) @2200 RPM  
-Liquid cooled, direct injection  
Aftercooler, air to air (ATAAC)  
Fuel filter/water separator/manual priming pump  
Dual element air cleaner with dust

ELECTRICAL

Engine start switch with auto preheat  
12-volt starting and charging system  
85 ampere alternator  
Maintenance free battery, 750 CCA  
Isolated and cooled battery compartment  
Backup alarm and forward facing warning horn

OPERATOR ENVIRONMENT

Gauge Cluster:  
-Water level gauge  
-Fuel level gauge  
-Hour meter  
-Engine coolant temperature gauge  
-Faults  
Simple rocker switches  
Emergency stop switch  
Operator warning system indicators:  
-Parking brake engaged  
-Operator out of seat  
-Hydraulic oil temperature high  
-Hydraulic oil restriction  
-Engine oil low pressure  
-Electrical system voltage low  
-Low fuel  
-Engine preheat

DRUMS

Two smooth drums: 1000 mm (39.4") wide x 720 mm (28.3") diameter and 14mm (0.55") thick  
Single amplitude with dual frequency vibratory system  
Automatic vibration control to prevent vibration in neutral

FLUIDS

Premixed 50% concentration of extended life coolant with freeze protection

OTHER STANDARD EQUIPMENT

Lockable engine enclosure with safety hold open batch  
Lockable external fuel fill

ejection  
3 Engine speeds - idle, med, high  
Engine belt guard  
Programable auto Idle Shutdown  
Aluminum bar plate cooling system  
Hydrostatic transmission  
Auto warmup cycle  
Hydraulic on demand cooling fan  
Service and parking brakes - spring applied hydraulically released

Product Link ready  
Beacon ready  
Diagnostic connector  
CAT ET Compatible  
Labeled and sealed electrical connectors  
LED work lights (2 front, 2 rear)

-Engine emission system  
-High/low vibe frequency  
-Beacon status  
Lockable, vandalism guard for instrument panel  
Travel control, single lever  
High Vis Orange retractable seatbelt, 76mm (3")  
2 platform handrails/single guardrail  
Steering wheel spinner  
12-volt power point  
ROPS  
Sealed storage compartment  
Isolated operator platform  
Vibration reducing, diesel resistant rubber floormat

Selection of front drum or both drum vibration  
Pressurized drum watering system with selectable continuous or intermittent flow  
4 nozzle spray bars  
Triple spray system filtration

to -37C (-35F)

55L (14.5 gal) fuel tank capacity  
200L (52.8 gal) water tank capacity  
6 quick connect hydraulic pressure test

Sealed for life hitch bearings  
 Sight gauges:  
 -Hydraulic tank level  
 -Engine coolant  
 Lockable hydraulic tank cap  
 Articulated frame with safety lock  
 3 point hitch  
 4 transport tie-down and 4 lift points

ports + 1 SOS port  
 Caterpillar o-ring face-seals couplings  
 Offset hitch with 50 mm (2") of  
 manual adjustment  
 Ecology drains:  
 -Hydraulic Tank  
 -Radiator  
 -Engine Oil

**MACHINE SPECIFICATIONS**

REF #	DESCRIPTION	LIST PRICE
574-2842	CB2.5 GC 03A UTILITY COMPACTOR	\$55,430.00
564-8160	ENGINE, CAT C1.7T	\$0.00
559-1655	HYDRAULICS, STD	\$0.00
568-5154	LIGHTS, WORKING, LED	\$0.00
565-3671	SWITCH, BATTERY DISCONNECT, RED	\$178.00
573-5962	SEAT, WITH SAFETY SWITCH	\$745.00
364-2279	SUPPORT, SLIDING FOR SEAT	\$995.00
542-6995	SEAT BELT, 3"	\$189.00
574-6088	ROPS, FOLDABLE, LOCKABLE	\$2,370.00
367-6538	TRAVEL CONTROL, DUAL LEVER	\$1,150.00
577-1414	PRODUCT LINK, CELLULAR PL243	\$0.00
503-1603	PLUG (NON SINGLE LIFT)	\$0.00
569-8093	GUARDS, BUMPER	\$109.00
603-5171	DRUM SCRAPER, FOLDING	\$243.00
574-6039	OIL, HYD, STANDARD	\$0.00
574-6030	INSTRUCTIONS, ANSI	\$0.00
561-3543	CONTROL, TRACTION	\$2,330.00
625-9035	LIGHT, BEACON	\$358.00
457-9152	MATS, COCOA	\$1,065.00
0G-0044	ROLL ON-ROLL OFF	\$0.00
	<b>TOTAL LIST PRICE</b>	<b>\$65,162.00</b>
	<b>TOTAL CORPORATE DISCOUNT (19% OF LIST)</b>	<b>(\$12,380.78)</b>
	<b>TOTAL CONFIGURED PRICE</b>	<b>\$52,781.22</b>
0P-9003	LANE 3 ORDER	\$0.00
421-8926	SERIALIZED TECHNICAL MEDIA KIT	\$0.00
0F-5109	CERTIFICATE OF ORIGIN	\$116.00
	<b>TOTAL NET ITEMS</b>	<b>\$116.00</b>
	REGIONAL PACKAGE DISCOUNT	(\$7,611.12)
	SLOW MOVING VEHICLE SIGN (SMV)	\$150.00
	<b>TOTAL POST FACTORY ITEMS</b>	<b>(\$7,461.12)</b>
	<b>TOTAL MACHINE SELL PRICE</b>	<b>\$45,436.10</b>

---

SELL PRICE	\$45,436.10
LESS GROSS TRADE ALLOWANCE	(\$2,100.00)
FREIGHT	\$300.00
<b>NET BALANCE DUE</b>	<b>\$43,636.10</b>
<b>BALANCE</b>	<b>\$43,636.10</b>

---

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
DA-30	Ingersol Rand (AL)	56023	1980	\$2,100.00

WARRANTY

Standard Warranty: 1 Year / Unlimited Hour Governmental Warranty

F.O.B/TERMS: MARSHALL, MN

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the 2025 wage schedule for temporary and seasonal employees
<b>Background Information:</b>	<p>On an annual basis, the Council reviews the wage schedule for temporary/seasonal employees.</p> <p>The Personnel Committee met on November 12, 2024 and unanimously recommended approval of the changes as presented.</p> <p>Attached is a redlined wage schedule for your consideration. Several adjustments are necessary to comply with the MN minimum wage law. Effective 01/01/2025, the MN minimum wage will be increased to \$11.13. Amendments are proposed for the following titles:</p> <ul style="list-style-type: none"> <li>▪ After School Program Helper—\$0.50 adjustment due to minimum wage requirement</li> <li>▪ Audio/Video Support Technician—delete title. This title was replaced with Media Production Assistant last year.</li> <li>▪ Community Education Helper—\$0.50 adjustment due to minimum wage requirement</li> <li>▪ Concessions Manager—delete title. These positions are filled by volunteers from MAHA</li> <li>▪ Concessions Worker—delete title. These positions are filled by volunteers from MAHA</li> <li>▪ Engineering Aide—increase pay by \$1.00 at each step.</li> <li>▪ MAC Assistant Manager—Increase pay by \$1.00 at each step.</li> <li>▪ MAC Manager—increase pay by \$1.00 at each step.</li> <li>▪ Parks Maintenance Worker—increase pay by \$1.00 at each step.</li> <li>▪ Recreation Program Helper—\$0.50 adjustment due to minimum wage requirement</li> <li>▪ Scorekeeper—\$0.25 adjustment due to minimum wage requirement</li> </ul> <p>The proposed amendments would be effective 12/30/2024, which coincides with the first day of the pay period that includes January 1.</p>
<b>Fiscal Impact:</b>	All positions are temporary positions---department supervisors will manage employee hours to stay within budget parameters.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	That the Council approve the 2025 wage schedule for temporary and seasonal employees

# CITY OF MARSHALL 2025 WAGE SCHEDULE--Temporary/Seasonal Employees

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
7th/8th Grade Baseball/Softball Coach	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
7th/8th Grade Tackle Football Coach	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
After School Program Instructor	14.00	15.00	16.00	17.00	18.00	19.00	20.00
After School Program Helper	11.00	11.50	12.00	12.50	13.00	13.50	14.00
After School Program Helper	11.50	12.00	12.50	13.00	13.50	14.00	14.50
Appraiser	20.13	21.47	22.81	24.16	25.50	26.84	
Audio/Video Support Technician	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Band Director (paid per season)	900.00	1,000.00	1,100.00	1,200.00	1,300.00	1,400.00	1,500.00
Bike Patrol	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Building Custodian	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Building Inspector	23.00	23.50	24.00	24.50	25.00	25.50	26.00
Community Education Helper	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Community Education Helper	11.50	12.00	12.50	13.00	13.50	14.00	14.50
Community Education Instructor*	% based on participant fees						
Concessions Manager	14.00	15.00	16.00	17.00	18.00	19.00	20.00
Concessions Worker	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Event Staff	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Election Judge	15.00						
Head Election Judge	17.00						
Engineering Aide	13.00	13.50	14.00	14.50	15.00	15.50	16.00
Engineering Aide	14.00	14.50	15.00	15.50	16.00	16.50	17.00
MAC Assistant Manager	14.00	15.00	16.00	17.00	18.00	19.00	20.00
MAC Assistant Manager	15.00	16.00	17.00	18.00	19.00	20.00	21.00
MAC Attendant	11.50	11.75	12.00	12.25	12.50	12.75	13.00
MAC Lifeguard	12.50	12.75	13.00	13.25	13.50	13.75	14.00
MAC Lifeguard w/WSI	13.25	13.50	13.75	14.00	14.25	14.50	14.75
MAC Manager	15.00	16.00	17.00	18.00	19.00	20.00	21.00
MAC Manager	16.00	17.00	18.00	19.00	20.00	21.00	22.00
Maintenance Worker (with CDL)	18.50	19.00	20.00	21.00	22.00	23.00	24.00
Media Production Assistant	11.50	12.50	13.50	14.50	15.50	16.50	17.50
Office Assistant	14.00	14.50	15.50	16.50	17.50	18.50	19.50
Official--Basketball (paid per game)	30.00	31.00	32.00	33.00	34.00	35.00	36.00
Official--Intramural (paid per game)	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Official--MSHSL Baseball (paid per game)	60.00						
Official--MSHSL Football (paid per game)	60.00						
Official--MSHSL Softball (paid per game)	60.00						
Official--Softball (MSF Certified)	25.00	26.00	27.00	28.00	29.00	30.00	31.00
Official--Volleyball (paid per game)	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Open Gym/Skate Supervisor	12.00	12.25	12.50	12.75	13.00	13.25	13.50
Public Ways Worker	14.00	14.50	15.00	15.50	16.00	16.50	17.00
Parks Maintenance Worker	12.00	12.50	13.00	13.50	14.00	14.50	15.00
Parks Maintenance Worker	13.00	13.50	14.00	14.50	15.00	15.50	16.00
Recreation Program Assistant	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Coordinator**	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Helper	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Recreation Program Helper	11.50	12.00	12.50	13.00	13.50	14.00	14.50
Scorekeeper	11.00	11.25	11.50	11.75	12.00	12.25	12.50
Scorekeeper	11.25	11.50	11.75	12.00	12.25	12.50	12.75
Student Leadership Experience	12.00	13.00	14.00	15.00	16.00	17.00	18.00

Approved: **draft**  
 Implementatation date: **12/30/2024**

Note:  
 Effective 01/01/2024 minimum wage is \$10.85/hr

Effective 01/01/2025 minimum wage is \$11.13

Abbreviations Key:  
 FT: full-time hours  
 MAC: Marshall Aquatic Center  
 WSI: Water Safety Instructor  
 LTS: Learn-to-swim

MSHSL: MN State High School League Certified Official  
 MSF: MN Sports Federation

\*Community Education Instructor: 75% of net class proceeds is customary; % may increase for new / establishing programs as approved by the Director of Community Services.

\*\*Recreation Program Coordinator: may be compensated at 75% of net class proceeds or greater, when designated and approved by the Director of Community Services

---

**TO:** Sheila Dubs, HR Manager  
**FROM:** Jasmine DeSmet, Community Education Coordinator  
**CC:**  
**DATE:** October 28, 2024  
**SUBJECT:** Temporary/Seasonal Employee Wage Schedule Changes

---

The Community Education Department would like to increase the pay scale for the Community Education Helper and the After School Program Helper positions.

Both positions should be increased to reflect a Step 1 wage of \$11.50/hour with a \$0.50/hour increase for each step thereafter.

This adjusted pay scale will bring the wage for these positions to minimum wage and allow staff the flexibility to pay a more competitive rate. This change will also make the two positions consistent as the work is essentially the same.

Thank you for your time and consideration with this request.

Jasmine DeSmet



---

**TO:** Personnel Committee

**FROM:** Alex Peterson, Media Communications Specialist

**DATE:** 09/03/24

**SUBJECT:** Temporary Wage Schedule Revision Request–Studio One

---

I would like to recommend the removal of our “Audio/Video Support Technician” job title as we currently do not have anybody filling that position. Instead, we have all our staff working under “Media Production Assistant” as that allows them to work in all available production positions instead of strictly just running the video board in the arena. Our current staff had previously requested this flexibility, and we would like to continue this structure moving forward.

No change to the pay range is being requested.

---

TO: Sheila Dubs, HR Manager

FROM: Preston Stensrud, Park & Recreation Superintendent

CC: Sharon Hanson, City Administrator

DATE: October 23, 2024

SUBJECT: TEMPORARY WAGE SCHEDULE AMENDMENT

---

Staff recommend a change to the pay rates for the following positions noted below. These recommendations are based on staying competitive with the market as well as comparable cities with similar positions. No changes to these positions have been made in the past few years.

The Park Maintenance Worker Position has same job duties and functions as Public Ways Worker that to date is \$2/hour more.

The Aquatic Center Manager and Assistant Manager positions are very essential to our daily operations during the summer and an increase in pay will help us keep staff consistency vs. continued turnover in these positions.

---

**TO:** Sheila Dubs, HR Manager  
**FROM:** Eric R. Hanson, P.E., Assistant City Engineer  
**CC:**  
**DATE:** October 23, 2024  
**SUBJECT:** Temporary/Seasonal Employee Wage Schedule Changes

---

The Public Works Division would like to increase the pay scale for the Engineering Aid.

The Engineering Aid should be increased to reflect a Step 1 wage of \$14.00/hour with a \$0.50/hour increase for each step thereafter. The pay scale was last updated in 2023.

This adjusted pay scale will offer staff the flexibility to pay a more competitive rate if the work experience is commensurate.

We are having an increasingly difficult time hiring our seasonal employees and we believe low rate of pay is part of the issue. It is very important that we remain competitive to attract needed help.

Thank you for your time and consideration with this request.

ERH

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider amendment to Personnel Policy Appendix A
<b>Background Information:</b>	<p>The Council Personnel Committee met to review this recommendation on November 12, 2024 and unanimously recommended approval.</p> <p>Appendix A of the Personnel Policy Manual includes cell phone allowances for employees that utilize their personal phones for City business. The cell phone allowances have not been reviewed by the Council since June 2008. Since that time, cell phone companies have changed how they bill for phone minutes, texting, and internet usage. The proposal is to remove the “data service plan” language and allowance, which is outdated, but maintain the \$80 total allowance for Tier 1 employees, which includes the City Administrator and Directors. The proposal includes an increase in the Tier 2 allowance from \$30 to \$40. In 2008, the allowance was based upon the base charge of \$29.99 that the city paid for the city-owned phones, excluding the cost of the phone, accessories, etc. For 2024, the base amount the city pays for city-owned phones is \$39.99; the staff recommendation is to increase the Tier 2 allowance to \$40 to align with the current base charge.</p> <p>Redline amendments are shown on the attachment. Staff are recommending the amendment be effective 01/01/2025.</p>
<b>Fiscal Impact:</b>	\$3000 annual increase (25 phones x \$10 per month)
<b>Alternative/ Variations:</b>	None recommended. The Personnel Committee met to review the proposal and recommended approval.
<b>Recommendations:</b>	To approve amendment of the Personnel Policy with an effective date of 01/01/2025

**City of Marshall Personnel Policy Manual**  
**SCHEDULE OF FEES AND RATES**

<b>Applicable Policy</b>		<b>Fees / Rates</b>
6.6	COBRA Administration Fee	2%
9.2	Safety Equipment/Gear Safety Footwear—initial or replacement	Maximum reimbursement  \$150.00 per calendar year applicable to non-union employees
11.7	Maximum Meal Allowance Rates for *Local Travel Breakfast Lunch Dinner *Reference Appendix B for Non-Local Travel Rates	Rates include tax and gratuity \$16 \$19 \$28
11.11	Vehicle Allowance—approved positions: Director of Public Works/City Engineer Director of Public Safety	\$250.00 per month
12.4	Mobile Communication Device Allowances Tier 1--City Administrator, <del>and Division</del> Directors Tier 2--Personnel under the management of the City Administrator or <del>Division</del> Directors <del>Data Service Plan</del>	<del>\$40-80</del> per month  <del>\$30-40</del> per month  <del>\$40</del> per month

**City of Marshall Personnel Policy Manual**  
**MAXIMUM ALLOWABLE REIMBURSEMENT / PER DIEM RATES**  
**FOR NON-LOCAL TRAVEL**

**Lodging and Meal Expenses – Effective October 1, 2024 thru September 30, 2025**

<b>*To view rates outside of Minnesota, go to <a href="http://www.gsa.gov">www.gsa.gov</a> and reference “Per Diem Rates” for the state of your primary designation to determine which lodging and meal rates apply. When applying meal per diems to out-of-state locations, subtract the incidental per diem from the total per diem rate.</b>						
Primary Destination	County	Season Begin Date	Season End Date	Lodging (not including taxes)	Meal Per Diems	Total Meal Per Diems will be reduced when meals are furnished to travelers as part of conference fees paid by the City.
<b>Standard Rate</b> This rate applies to all MN destinations or counties not specifically listed below.				\$110	\$63	Breakfast--\$16 Lunch--\$19 Dinner--\$28
Duluth	St. Louis	10/01/24	10/31/24	\$220	\$81	Breakfast--\$22 Lunch--\$23 Dinner--\$36
Duluth	St. Louis	11/01/24	05/31/25	\$159		
Duluth	St. Louis	06/01/25	09/30/25	\$220		
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$87	Breakfast--\$23 Lunch--\$26 Dinner--\$38
Rochester	Olmsted			\$127	\$75	Breakfast--\$20 Lunch--\$22 Dinner--\$33

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider an Ordinance Amending Ch.22-VIII Licensing and Registration Requirements for the Sale of Intoxicating Cannabinoid Products
<b>Background Information:</b>	<p>The City originally had up to 30 calendar days for the suspension of a registration of a cannabis business. During Committee discussion it was decided to increase the period to 60 days to cover the time that the Office of Cannabis Management is allowed to take to investigate a violation. The OCM also had a time of 30 calendar days. On October 22 the City Council passed Ordinance 24-020 creating the framework for the city to register cannabis businesses and included the 60 day length of suspension for violations.</p> <p>The Office of Cannabis Management has since confirmed that the law does not allow the City to increase the period of suspension to longer than 30 days unless the OCM rules that the suspension could be longer.</p> <p>Staff have made amendments to comply with the law and OCM guidance.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To adopt Ordinance 24-024 amending Ch. 22-VIII Section 233 Violations.

**CITY OF MARSHALL  
ORDINANCE 24-024**

**AN ORDINANCE AMENDING CHAPTER 22, ARTICLE VIII, SECTION 233  
VIOLATIONS**

The Common Council of the City of Marshall do ordain:

**SECTION 1:**        **AMENDMENT** “Section 22-233 Violations” of the Marshall Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

Section 22-233 Violations

- (a) **Notice.** Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of their right to be heard on the accusation.
- (b) **Hearings.** If a person accused of violating this article so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.
- (c) **Hearing officer.** The hearing officer for any violations of this article shall be the city administrator or a person duly designated by the city administrator. It is not necessary that criminal charges be brought in order to support a determination of a registration violation nor does the dismissal or acquittal of such a criminal charge operate as a bar to adverse registration actions under this chapter.
- (d) **Decision.** If the hearing officer determines that a violation of this article did occur, that decision, along with the hearing officer's reasons for finding a violation, and the penalty to be imposed for a violation of this article, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator.
- (e) **Final Decision.** Following the hearing, the City Administrator or their designee will notify the Council of the Decision. If the hearing officer recommended denial, revocation or suspension of the registration, the Council may continue consideration of the registration or renewal to accommodate necessary notification to the Office or may temporarily suspend the registration upon such terms and conditions as it deems reasonable and necessary to accomplish the purposes of this chapter. The decision by the City Council is final and not appealable but is subject to licensing decisions by the Office.
- (f) **Misdemeanor prosecution.** Nothing in this article shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this article. If the city elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.



- (g) **Notification to the Office.** Within 7 days of any decision which impacts a state licensed Cannabis License Holder, as that term is defined in Minn. Stat. §342.01, subd. 48, the City Council shall notify the Office of the suspension and shall include the grounds for the suspension.
- (h) **Length of Suspension.** The continuation of consideration of an application or renewal for registration or the suspension of either a Cannabis Retail Business registration or Intoxicating Hemp Product Retailer registration may be for up to ~~30~~60 calendar days. The City may suspend for longer if the Office decides to suspend the license and operating privilege of the cannabis business or hemp business for a longer period or revokes the license. The City may; reinstate a registration if it determines that the violations have been resolved and it has received any necessary notification from the Office that violations have been resolved.

**SECTION 2:            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

**CITY OF MARSHALL  
AGENDA ITEM REPORT  
COUNCIL 11/26/24**

<b>Presenter:</b>	Ilya Gutman
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Introduction of an Ordinance Amending Chapter 86, Sections 71, 96, 102-108, and Adding Section 166 Certification of Cannabis Business License Application
<b>Background Information:</b>	<p>The State of Minnesota has passed the law making most of cannabis related product legal. For all practical purposes, the only thing local governments are permitted to do is regulate the locations of cannabis related businesses through their zoning ordinances. All sections presented today are being changed to find an appropriate place for each type of a State licensed cannabis related business.</p> <p>The proposed changes are done in a consistent and simple manner. All cannabis related businesses are combined into one use line that lists permitted license types appropriate for a particular district, either as a permitted or conditional use. Section 86-166 Certification Of Cannabis Business License Application is added to comply with the State Statutes.</p> <p>Additionally, Section 86-105 B-4 Shopping Center Business District is being repealed because this district is obsolete: no part of town is zoned B-4 anymore, so it is deleted from Section 86-71 Classes And Enumeration Of Districts. A few other minor changes were made in several sections to simplify the ordinances; many of them relate to recently passed other ordinance changes, such as Rental Ordinance.</p> <p>The changes were presented to the Legislative and Ordinance Committee on 9/24/24, and recommendations were made by the committee members and the City attorney to make some revisions. All discussed revisions are included in this version. At its October 22, 2024, meeting, Legislation and Ordinance committee reviewed these amendments and recommended approval.</p> <p>The Planning Commission conducted a public hearing on November 13, 2024, and unanimously recommended approval</p>
<b>Fiscal Impact:</b>	None.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	Planning Commission and staff recommend that the Council introduce the Ordinance amending Sections 86-71 Classes and Enumeration of Districts, 86-96 A Agricultural District, 86-102 B-1 Limited Business District, 86-103 B-2 Central Business District, 86-104 B-3 General Business District, 86-105 B-4 Shopping Center Business District, 86-106 I-1 Limited Industrial District, and 86-107 I-2 General Industrial District, and adding new Section 86-166 Certification Of Cannabis Business License Application, all to comply with the new cannabis State regulations.

**CITY OF MARSHALL  
ORDINANCE 24-025**

**AN ORDINANCE AMENDING CHAPTER 86 TO COMPLY WITH STATE  
LICENSED CANNABIS RELATED BUSINESSES**

The Common Council of the City of Marshall do ordain:

**SECTION 1:**        **AMENDMENT** “Section 86-71 Classes And Enumeration Of Districts” of the Marshall Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

**Section 86-71 Classes And Enumeration Of Districts**

For the purpose of this chapter, the city is hereby divided into classes of districts which shall be designated as follows:

- (a) *Agricultural district.* A agricultural district.
- (b) *Residence districts.*
  - (1) R-1 ~~one-family~~ low density residence district;
  - (2) R-2 one- to four-family residence district;
  - (3) R-3 low to medium density multiple-family residence district;
  - (4) R-4 higher density multiple-family residence district;
- (c) *Special residence districts.*
  - (1) R-M manufactured home park district.
- (d) *Business districts.*
  - (1) B-1 limited business district;
  - (2) B-2 central business district;
  - (3) B-3 general business district;
  - ~~(4) B-4 shopping center business district.~~
- (e) *Industrial districts.*
  - (1) I-1 limited industrial district;
  - (2) I-2 general industrial district.

(Code 1976, § 11.05(1); Ord. No. 732 2nd Series, § 1, 1-8-2019)

**State law reference(s)**—Districts authorized, Minn. Stat. § 462.357, subd. 1.

**SECTION 2:**        **AMENDMENT** “Section 86-96 A Agricultural District” of the Marshall Municipal Code is hereby *amended* as follows:

## AMENDMENT

### Section 86-96 A Agricultural District

- (a) *Intent; scope.* This section applies to the A agricultural district. This A district preserves land for agricultural or undeveloped uses until development pressures require that such land be released and rezoned for purposes of controlled and orderly growth according to the comprehensive plan pending proper timing and allowance for the economical provision of urban services.
- (b) *Permitted uses.* The following uses shall be permitted in the A agricultural district:
- (1) Cultivation, maintenance, or harvest of plants for the sale or other commercial use.
  - (2) Cannabis related businesses as follows: cannabis cultivator, as defined by state law and licensed by the Minnesota Office of Cannabis Management.
  - (3) Farming and truck gardening, nurseries and greenhouses.
  - (4) Golf courses and country clubs.
  - (5) Hobby farms including keeping up to six horses, mules, sheep, goats, llamas, or ponies.
  - (6) Parks and recreational areas owned or operated by governmental agencies.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the A agricultural district:
- (1) Accessory uses customarily incident to the uses permitted in subsections (a) and (b) of this section.
  - (2) Fallout shelters.
  - (3) Keeping ~~of not more than two~~ boarders and/or roomers by a resident family.
  - (4) Offices of persons and home occupations meeting the specific conditions of Section 86-50.
  - (5) Private garages and storage sheds.
  - (6) Private amateur radio towers and antennas complying with division 6.
  - (7) Private swimming pool when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.
  - (8) Single-family farm residences if used by the farm owner or operator, member of the immediate family, or an employee working on the premises.
  - (9) Private accessory equipment complying with Section 86-164, including, but not limited to, solar energy collectors and systems, playgrounds, and sports courts.
- (d) *Conditional uses.* All conditional use permits for the A district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the A agricultural district by conditional use permit:
- (1) Archery range

- (2) Automobile, motorcycle, go-cart or snowmobile race and driving tracks.
  - (3) Billboards or advertising signs complying with the following conditions:
    - a. The size may not exceed 1,000 square feet and the height shall not exceed 45 feet.
    - b. There shall be no more than two sign panels, and the sign length shall not exceed 55 feet.
    - c. Such signs shall not be located closer than 200 feet to each other or to any residential district.
  - (4) Cemeteries, memorial gardens, and crematoriums.
  - (5) Commercial solar energy collectors and systems.
  - (6) ~~Keeping of three or more roomers or boarders.~~
  - (7) Kennels.
  - (8) Other uses of the same general character as listed in subsection (b).
  - (9) Outdoor and indoor gun ranges.
  - (10) Recreational vehicle parks and camp sites.
  - (11) Riding stables with up to six horses.
  - (12) Shrimp and fish growing operations.
  - (13) Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.
- (e) *>Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the A district are as follows:
- (1) Height regulations. No building hereafter erected or altered shall exceed 2 1/2 stories or 30 feet in height.
  - (2) *Front yard regulations.*
    - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
    - b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.
  - (3) *Side yard regulations.* There shall be a side yard, on each side of a building, each having a width of not less than five feet.
  - (4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot depth.
  - (5) *Lot area regulations.* Every lot shall contain an area of not less than 22,000 square feet.
  - (6) *Lot width and depth regulations.* Every lot or plot of land on which a single-family dwelling is erected shall have a minimum width of not less than 110 feet at the building setback line, and a minimum depth of not less than 200 feet.
- (f) *>General regulations.* Additional regulations in the A agricultural district are set forth in article VI of this chapter.
- (g) *>Future annexation.* Any land annexed to the city in the future shall be placed in the A agricultural district until placed in another district by action of the council after recommendation of the planning commission, unless the land being annexed is located within orderly annexation area and is not zoned A agricultural at the time of annexation.

(Code 1976, § 11.06; Ord. No. 404 2nd series, § 1, 11-16-1998; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 720 2nd series, § 1, 5-9-2017; Ord. No. 734 2nd Series, 2-12-2019; Ord. No. 741 2nd series, § 1, 9-24-2019)

**Cross reference(s)**—Animals, ch. 14.

**SECTION 3:            AMENDMENT** “Section 86-102 B-1 Limited Business District” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 86-102 B-1 Limited Business District

- (a) *Intent; scope.* This section applies to the B-1 limited business district. This B-1 district is intended to permit selected businesses in areas adjacent to residential neighborhoods where analysis of the population demonstrates that such establishment are required and desirable.
- (b) *Permitted uses.* The following uses shall be permitted in the B-1 district:
- (1) Antique, gift or florist shops.
  - (2) Automobile parking lots excluding repairs and the parking of trucks and buses.
  - (3) Barbershops or beauty shops.
  - (4) Business or professional offices.
  - (5) Cannabis related businesses as follows: lower potency hemp edible retailers and cannabis event organizers with no on-site events, as defined by state law and licensed by the Minnesota Office of Cannabis Management: Bbusinesses allowing off-sale retail sales requiring a registration under City Code, § 22-222. Businesses, except On-Site Intoxicating Hemp Product Businesses, must be located at least:
    - a. 500 feet, when measured in a straight line from the center of the primary building of a school, as defined in Minnesota Statutes, section 120A.22, subd. 4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.
  - (6) Candy, ice cream, soft drinks or confectionery stores.
  - (7) Churches.
  - (8) Day care facility serving any number of individuals.
  - (9) Fallout shelter.
  - (10) Jewelry stores.
  - (11) Laundromats and dry cleaning laundry pickup store.

- (12) Leather goods and luggage shops.
  - (13) Medical clinics.
  - (14) Municipal or other government administration buildings, police or fire stations, community center buildings, museums or art galleries, and post office stations.
  - (15) Pharmacies or drugstores, including gifts, stationery and similar items.
  - (16) Photography studios.
  - (17) Pipe or tobacco shops.
  - (18) Public libraries.
  - (19) Retail bake or pastry shops.
  - (20) Retail medical supply stores.
  - (21) Tailor shops.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the B-1 business district:
- (1) Accessory uses customarily ~~secondary incident~~ secondary to the uses permitted in subsections (a) and (b) of this section.
  - (2) Living quarters of persons employed on the premises.
  - (3) Off-street parking and loading as regulated by article VI of this chapter.
  - (4) Private garage.
  - (5) ~~Private swimming pool when completely enclosed within a chainlink or similar fence five feet high.~~
  - (6) Solar energy collectors and systems serving the individual property.
  - (7) Storage garages ~~where the lot is occupied by a multiple-family dwelling or an institutional dwelling.~~
- (d) *Conditional uses.* All conditional use permits for the B-1 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the B-1 business district by conditional use permit:
- (1) Boardinghouses and lodging houses.
  - (2) Gas station or car wash.
  - (3) Grocery stores, fruit and vegetable markets.
  - (4) Liquor stores (for consumption off the premises).
  - (5) Meat shops and cold storage lockers (excluding slaughtering).
  - (6) Medical, dental and optical labs.
  - (7) Mortuaries or funeral homes.
  - (8) Motels.
  - (9) Multiple-family dwellings, apartment buildings or townhouses containing not more than eight dwelling units.
  - (10) ~~Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.~~
  - (11) Other business uses of the same general character as listed in subsection (b).
  - (12) Parks and recreational areas.
  - (13) Public, parochial or other private elementary, middle, junior high or senior high schools offering a curriculum equivalent to the public school system, and not operated for profit.

- (14) Public utility stations and structures.
  - (15) Residential facility serving six or fewer individuals.
  - (16) Restaurants, cafes, delicatessens or tearooms.
  - (17) Shoe stores and shoe repair stores.
  - (18) Single-family detached dwellings.
  - ~~(19) Two-family dwellings under single ownership, joint ownership or tenants in common.~~
  - (20) Two-family dwellings under split ownership under the following conditions:
    - ~~a. The dwellings have separate utility service lines to each unit.~~
    - ~~b. The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the building.~~
    - ~~c. Proper separation of units exist as provided by the city building code.~~
    - ~~d. Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.~~
    - ~~e. The dwelling location on the lot be compatible with the neighborhood.~~
    - ~~f. Landscaping, fencing, grading, exterior lighting, construction and driveway conform to the surrounding neighborhood.~~
    - ~~g. Any accessory building is compatible with the dwellings and the surrounding neighborhood.~~
    - ~~h. The dwellings shall be a maximum height of two stories.~~
    - ~~i. Not more than 50 percent of the lot area shall be occupied by buildings.~~
    - ~~j. No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.~~
  - (21) Water supply buildings, reservoirs, wells, elevated tanks, and other similar essential public utility structures, municipal or other government service buildings.
- (e) *Height, yard and lot coverage regulations.* Height, yard and lot coverage regulations for the B-2 district are as follows:
- (1) *Height regulations.* No building shall hereafter be erected or structurally altered to exceed three stories or 35 feet in height.
  - (2) *Front yard regulations.*
    - a. There shall be a front yard having a depth of not less than 25 feet on a lot or plot that abuts a minor street or a marginal access service street.
    - b. There shall be a front yard having a depth of 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.
    - c. There shall be a front yard on each street side of each corner lot. No accessory buildings shall project into the front yard line on either street.
    - ~~d. No front yard shall be required in the downtown district.~~
  - (3) *Side yard regulations.*



a. There shall be a side yard on each side of a building, having a width of not less than ten feet.

b. No building shall be located within 20 feet of any side lot line abutting a lot in any of the classes of residence districts.

~~e. No side yard shall be required in the downtown district.~~

(4) *Rear yard regulations.*

a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.

b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.

~~e. No rear yard shall be required in the downtown district.~~

(f) *Lot coverage regulations.* Not more than 50 percent of a lot shall be occupied by buildings. No lot coverage restrictions apply in the downtown district.

(g) *General regulations.* Additional regulations in the B-1 business district are set forth in article VI of this chapter, except that no outside storage or displays of property for sale shall be permitted on any premises in such district.

(Code 1976, § 11.12; Ord. No. 443, § 3, 11-6-2000; Ord. No. 463, § 1, 7-2-2001; Ord. No. 590 2nd series, § 1, 2-19-2008)

**Cross reference(s)**—Businesses, ch. 22.

**SECTION 4:**        **AMENDMENT** “Section 86-103 B-2 Central Business District” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 86-103 B-2 Central Business District

(a) *Intent; scope.* This section applies to the B-2 central business district. This B-2 district is intended to preserve and enhance the city's central business district as the prime center for office and government employment, shopping and cultural activities. This B-2 district shall be restricted to the downtown district.

(b) *Permitted uses.* The following uses shall be permitted in the B-2 business district:

- (1) Animal pet shops.
- (2) Antique, gift or florist shop.
- (3) Appliance sales and service stores.
- (4) Armories, convention or exhibition halls.
- (5) Art, office, school, camera and photography supply stores.
- (6) Audio recording sales or rental.
- (7) Auto parts stores.
- (8) Automobile parking lots and the parking of trucks and buses.
- (9) Banks and savings institutions.

- (10) Barbershops or beauty shops.
- (11) Bars, taverns, cocktail lounges, nightclubs, dancehalls and theaters.
- (12) Bicycle sales or repair shops.
- (13) Billiard or pool halls.
- (14) Book or stationery stores.
- (15) Bowling alleys.
- (16) Bus stations or taxistands.
- (17) Business, commercial or dance schools.
- (18) Business or professional offices.
- (19) Cannabis related businesses as follows: lower potency hemp edible retailers, cannabis retailers, cannabis delivery services, and cannabis event organizers, as defined in state law and licensed by the Minnesota Office of Cannabis Management; B~~usinesses allowing off-sale retail sales requiring a registration under City Code, § 22-222. Businesses, except On-Site Intoxicating Hemp Product Businesses,~~ must be located at least:
  - a. 500 feet, when measured in a straight line from the center of the primary building of a school, as defined in Minnesota Statutes, section 120A.22, subd. 4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.
- (20) Cabinet or carpenter shops.
- (21) Cabinet stores.
- (22) Candy, ice cream, soft drinks or confectionery stores.
- (23) Carpet, rug and flooring stores.
- (24) Churches.
- (25) Clothing stores.
- (26) Commercial radio or television broadcasting station.
- (27) Communication center (within building).
- (28) Department stores.
- (29) Fallout shelter.
- (30) Furniture stores.
- (31) Grocery stores, fruit and vegetable markets.
- (32) Hardware, hobby, sporting goods or toy stores.
- (33) Jewelry stores.
- (34) Job printing, newspaper, lithographing or publishing plants.
- (35) Laundromats and dry cleaning laundry pickup store.
- (36) Leather goods and luggage shops.
- (37) Liquor stores (for consumption off the premises).
- (38) Loan and finance company offices.
- (39) Lodge rooms or clubhouses for fraternal organizations.
- (40) Meat shops and cold storage lockers (excluding slaughtering).
- (41) Medical clinics.
- (42) Medical, dental and optical laboratories.
- (43) Mortuaries or funeral homes.

- (44) Motels or motor hotels.
  - (45) Motion picture theatre.
  - (46) Municipal or other government administration buildings, police or fire stations, community center buildings, museums or art galleries, and post office stations.
  - (47) Music studios or musical instrument stores.
  - (48) Newsstands.
  - (49) Paint or wallpaper stores and interior decorating studios.
  - (50) Pet supply store.
  - (51) Pharmacies or drugstores; including gifts, stationery and similar items.
  - (52) Photography studios.
  - (53) Physical culture or health clubs and gymnasiums.
  - (54) Pipe or tobacco shops.
  - (55) Plumbing shops, television or radio repair shops; when operated as accessory uses to retail sales establishments.
  - (56) Public libraries.
  - (57) Restaurants, cafes, delicatessens or tearooms.
  - (58) Retail bakeries or pastry shops.
  - (59) Retail ice delivery stations (excluding manufacturing).
  - (60) Retail medical supply stores.
  - (61) Sewing machine sales and service stores.
  - (62) Shoe stores and shoe repair shops.
  - (63) Tailor shops.
  - (64) Variety stores.
  - (65) Veterinary clinic and hospital for small animals with associated indoor kennels where there are no animals allowed outside of a building at any time, where the entire business is conducted wholly within an enclosed sound proofed, heated and air conditioned building such that no noise or odors are perceptible beyond the property line.
  - (66) Video recording and equipment sales and repair stores.
  - (67) Watch or clock repair, locksmith or pawn shops.
  - (68) Water conditioning sales and services.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the B-2 central business district:
- (1) Accessory uses customarily ~~secondary~~~~incident~~ to the uses permitted in subsections (a) and (b) of this section.
  - (2) Living quarters of persons employed on the premises.
  - (3) Off-street parking and loading as regulated by article VI of this chapter.
  - (4) Solar energy collectors and systems serving the individual property.
  - (5) Storage and parking garages ~~where the lot is occupied by a multiple-family dwelling, hospital or an institutional dwelling.~~
- (d) *Conditional uses.* All conditional use permits for the B-2 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the B-2 central business district by conditional use permit:

- (1) Automobile garages and repair shops, with no outside storage or sales of vehicles, equipment or accessories.
  - (2) Automobile laundry or car wash.
  - (3) Automobile service stations, for sale of gasoline, oil and accessories.
  - (4) Boardinghouses and lodgings; convalescent, nursing and rest home.
  - (5) Drive-in retail or service stores.
  - (6) Garden supply stores.
  - (7) Hospitals (excluding nonhuman).
  - (8) Multiple-family dwellings, apartment buildings or townhouses.
  - (9) Other business uses of the same general character as listed in subsection (b).
  - (10) Parks and recreational areas owned or operated by governmental agencies.
  - (11) Public, parochial or other private elementary, middle, junior high or senior high schools offering a curriculum equivalent to the public school system, and not operated for profit.
  - (12) Repair and rental shops of domestic type equipment and items.
  - (13) Residential facility or day care facility.
  - (14) Self-storage warehouse on floors other than main level.
  - (15) Sports arenas or stadiums, indoor skating rinks.
  - (16) Tire, battery and automobile accessories shops.
  - (17) Trade schools.
  - (18) Upholstery and furniture repair shops.
  - (19) Utility stations and structures.
  - (20) Water supply buildings, reservoirs, wells, elevated tanks, and other similar essential public utility structures, municipal or other government service buildings.
- (e) *Height, yard and lot coverage regulations.* Height, yard and lot coverage regulations for the B-2 district are as follows:
- (1) *Height regulations.* No building shall hereafter be erected or structurally altered to exceed 45 feet in height.
  - (2) *Front yard regulations.* No front yard shall be required.
  - (3) *Side yard regulations.* No side yard shall be required.
  - (4) *Rear yard regulations.* No rear yard shall be required.
- (f) *Lot coverage regulations.* There are no lot coverage regulations.
- (g) *General regulations.* Additional regulations in the B-2 central business district are set forth in article VI of this chapter.

(Code 1976, § 11.13; Ord. No. 443, § 3, 11-6-2000; Ord. No. 463, § 1, 7-2-2001; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 613 2nd series, § 1, 8-25-2009; Ord. No. 703 2nd series, § 1, 12-8-2015)

**Cross reference(s)**—Businesses, ch. 22.

**SECTION 5:            AMENDMENT** “Section 86-104 B-3 General Business District” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 86-104 B-3 General Business District

- (a) *Intent; scope.* This section applies to the B-3 general business district. This B-3 district provides a location for uses that are appropriate to thoroughfare locations, are largely dependent upon thoroughfare traffic, and are not suitable within other business districts.
- (b) *Permitted uses.* The following uses shall be permitted in the B-3 business district:
- (1) Ambulance, taxi, bus, and rail stations or terminals.
  - (2) Antique, gift or florist shop.
  - (3) Apparel shops.
  - (4) Appliance sales and service stores.
  - (5) Art, office, school, camera and photography supply stores.
  - (6) Audio recording sales or rental.
  - (7) Auto parts and accessories.
  - (8) Automobile and truck sales or used car lots.
  - (9) Automobile garages and repair shops, with no outside storage of vehicles or equipment.
  - (10) Automobile laundries and car washes.
  - (11) Automobile parking lots and garages.
  - (12) Automobile service stations, for sale of gasoline, oil and accessories.
  - (13) Banks and savings institutions.
  - (14) Barbershops or beauty shops.
  - (15) Bars, taverns, cocktail lounges, nightclubs, dancehalls and theatres.
  - (16) Bicycle or motorcycle sales or repair shops.
  - (17) Billiard or pool halls.
  - (18) Book or stationery stores.
  - (19) Bowling alleys.
  - (20) Business, commercial or dance schools.
  - (21) Business or professional offices.
  - (22) Cannabis related businesses as follows: lower potency hemp edible retailers, cannabis retailers, cannabis delivery services, cannabis wholesaler, and cannabis event organizers, as defined by state law and licensed by the Minnesota Office of Cannabis Management; cannabis lounges and  
~~B~~businesses allowing off-sale retail sales requiring a registration under City Code, § 22-222. Businesses, except On-Site Intoxicating Hemp Product Businesses, must be located at least:
    - a. 500 feet, when measured in a straight line from the center of the primary building of a school, as defined in Minnesota Statutes, section

120A.22, subd. 4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.

- (23) Cabinet stores.
- (24) Candy, ice cream, soft drinks, or confectionery stores.
- (25) Carpenter, plumbing and heating, paint and wallpaper, and janitorial service shops.
- (26) Carpet and flooring stores.
- (27) Churches.
- (28) Day care facility serving any number of individuals.
- (29) Department stores.
- (30) Drive-in restaurants and other establishments that provide goods and services to patrons in automobiles.
- (31) Drive-in retail or service stores.
- (32) Drive-in theatres.
- (33) Drive-up bank and other offices.
- (34) Electric motors service shops.
- (35) Fallout shelter.
- (36) Furniture stores.
- (37) Garden and lawn supply stores.
- (38) Gas stations.
- (39) Glass sales and service stores.
- (40) Grocery stores or supermarkets.
- (41) Hardware, hobby, sporting goods or toy stores.
- (42) Health clubs.
- (43) Ice sales.
- (44) Jewelry stores and leather goods or luggage.
- (45) Laundromats and dry cleaning or laundry pickup stores.
- (46) Leather goods stores.
- (47) Liquor stores.
- (48) Loan and finance company offices.
- (49) Lodge rooms or clubhouses for fraternal organizations.
- (50) Marine or boat sales and repair shops.
- (51) Meat shops and cold storage lockers, excluding slaughtering.
- (52) Medical clinics.
- (53) Medical, dental and optical laboratories.
- (54) Miniature golf courses, archery and golf driving ranges; swimming pools serving more than one-family, skating rinks, tennis clubs, but excluding auto, motorcycle or go-cart race tracks.
- (55) Monument sales centers.
- (56) Mortuaries or funeral homes.
- (57) Motels or hotels.
- (58) Motion picture theatre.
- (59) Municipal or other government administration buildings, police or fire stations,

community center buildings, museums or art galleries, and post office stations.

- (60) Music studios or musical instrument stores.
  - (61) Newspaper printing.
  - (62) Outdoor nurseries and greenhouses.
  - (63) Paint or wallpaper stores.
  - (64) Pet shops.
  - (65) Pet supply store.
  - (66) Pharmacies or drugstores.
  - (67) Photography studios.
  - (68) Pipe or tobacco shops.
  - (69) Post office stations.
  - (70) Printing.
  - (71) Public libraries.
  - (72) Radio or television broadcasting stations.
  - (73) Repair and rental of domestic type equipment and items.
  - (74) Restaurants, cafes, delicatessens or tea rooms.
  - (75) Retail bakeries or pastry shops.
  - (76) Retail ice delivery stations.
  - (77) Retail medical supply stores.
  - (78) Sales and service centers for farm implements.
  - (79) Sales and service centers of travel and camping trailers, and motor homes which do not require a special permit to be transported on a public highway.
  - (80) Self-storage warehouse with inside access to individual units.
  - (81) Sewing machine sales and service.
  - (82) Shoe stores and repair.
  - (83) Tailor shops.
  - (84) Television or radio repair shops.
  - (85) Tire, battery and automobile accessories shops.
  - (86) Upholstery and furniture repair shops.
  - (87) Veterinary clinic and hospital for small animals with associated indoor kennels where there are no animals allowed outside of a building at any time, where the entire business is conducted wholly within an enclosed sound proofed, heated and air conditioned building such that no noise or odors are perceptible beyond the property line.
  - (88) Video sales or rental.
  - (89) Water conditioning sales and service.
  - (90) Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.
  - (91) Wholesale business and office with no outside storage.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the B-3 business district:
- (1) Accessory uses generally associated with the uses permitted in subsections (a) and (b) of this section.
  - (2) Off-street parking and loading as regulated by article VI of this chapter.

~~(3) Signs as regulated by article VI of this chapter.~~

(4) Solar energy collectors and systems serving the individual property.

Storage and parking garages ~~where the lot is occupied by an institutional~~  
(5) ~~building.~~

(d) *Conditional uses.* All conditional use permits for the B-3 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following use may be permitted in the B-3 business district by conditional use permit:

(1) Amusement parks.

(2) Armories, convention or exhibition halls.

(3) Billboards or advertising signs complying with the following conditions:

a. The size may not exceed 1,000 square feet and the height shall not exceed 45 feet.

b. There shall be no more than two sign panels, and the sign length shall not exceed 55 feet.

c. Such signs shall not be located closer than 200 feet to each other or to any residential district.

(4) Brewpubs.

(5) Cannabis related businesses as follows: cannabis resting facilities, as defined in state law and licensed by the Minnesota Office of Cannabis Management.

(6) College, university, post high school education or training institution, or seminary; public or private; with the nearest building line to property line distance of 150 feet to any single family dwelling property.

(7) Convalescent, nursing and rest homes.

(8) Farm feed and seed, or lawn and gardening supply store.

(9) Golf courses, including clubhouses.

(10) Heliport.

(11) Hospitals and medical centers.

(12) Kennels.

(13) Lumberyards.

(14) Meat and butcher shops and cold storage lockers, with limited slaughtering.

(15) Multiple-family dwellings, apartment buildings or townhouses.

(16) Municipal or other governmental service buildings.

(17) Other business uses of the same general character as listed in subsection (b).

(18) Parks and recreational areas owned or operated by governmental agencies.

(19) Public, parochial or other private elementary, middle, junior high or senior high schools offering a curriculum equivalent to the public school system, and not operated for profit.

(20) Residential facilities serving six or fewer individuals.

(21) Self-storage warehouse with outside access to individual units.

(22) Sports arenas or stadiums, indoor skating rinks and physical culture or health clubs and gymnasiums.

(23) Trophy and award assembly.



(24) Utility stations and structures.

(e) *Height and yard regulations.* Height and yard regulations for the B-3 district are as follows:

(1) *Height regulations.* No building shall hereafter be erected or structurally altered to exceed 45 feet in height.

(2) *Front yard regulations.*

- a. There shall be a front yard having a depth of not less than 25 feet on a lot or plot that abuts a minor street or a marginal access service street.
- b. There shall be a front yard having a depth of 35 feet on a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.
- c. There shall be a front yard on each street side of a corner lot. No accessory buildings shall project beyond the front yard line on either street.
- d. No front yard shall be required in the downtown district.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, having a width of not less than ten feet.
- b. No building shall be located within 20 feet of any side lot line abutting a lot in any of the classes of residence districts.
- c. No side yard shall be required in the downtown district.

(4) *Rear yard regulations.*

- a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.
- b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.
- c. No rear yard shall be required in the downtown district.

(f) *Lot coverage regulations.* Not more than 50 percent of a lot shall be occupied by buildings in the B-3 district. No lot coverage restrictions apply in the downtown district.

(g) *General regulations.* Additional regulations in the B-3 general business district are set forth in article VI of this chapter.

(Code 1976, § 11.14; Ord. No. 410 2nd series, § 2, 2-16-1999; Ord. No. 443, § 3, 11-6-2000; Ord. No. 463, § 1, 7-2-2001; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 613 2nd series, § 1, 8-25-2009; Ord. No. 655 2nd series, § 1, 5-22-2012; Ord. No. 719 2nd series, § 1, 5-9-2017; Ord. No. 753 2nd series, § 1, 7-28-2020)

**Cross reference(s)**—Businesses, ch. 22.

**SECTION 6:**            **REPEAL** “Section 86-105 B-4 Shopping Center Business District” of the Marshall Municipal Code is hereby *repealed* as follows:

R E P E A L

~~Section 86-105 B-4 Shopping Center Business District~~ (*Repealed*)

- (a) *Intent; scope.* This section applies to the B-4 shopping center business district. This B-4 district is intended to provide for existing and/or proposed shopping centers.
- (b) *Permitted uses.* The following uses shall be permitted in the B-4 business district:
- (1) Animal pet shops.
  - (2) Antique, gift or florist shop.
  - (3) Apparel shops.
  - (4) Appliance stores.
  - (5) Art, office, school, or camera and photography supply stores.
  - (6) Audio recording sales and rental.
  - (7) Auto parts and accessories.
  - (8) Automobile and truck parking lots.
  - (9) Banks and savings institutions.
  - (10) Barbershops or beauty shops.
  - (11) Bars, cocktail lounges, nightclubs and theatres.
  - (12) Bicycle sales shops.
  - (13) Bookstores.
  - (14) Bowling alleys.
  - (15) Bus stations or taxistands.
  - (16) Business, commercial and dance schools.
  - (17) Business or professional offices.
  - (18) Businesses requiring a registration under City Code, § 22-222. Businesses, except On-Site Intoxicating Hemp Product Businesses, must be located at least:
    - a. 500 feet, when measured in a straight line from the center of the primary building of a school, as defined in Minnesota Statutes, section 120A.22, subd. 4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.
  - (19) Butcher shops, excluding slaughtering.
  - (20) Cabinet stores.
  - (21) Candy, ice cream, soft drinks or confectionery stores.
  - (22) Carpet and flooring stores.
  - (23) Clock repair.
  - (24) Communications broadcasting station.
  - (25) Department store.

- (26) Drive-up bank.
- (27) Dry cleaning stores or laundry pickup stores.
- (28) Fallout shelter.
- (29) Finance company offices.
- (30) Funeral homes.
- (31) Furniture stores.
- (32) Garden and lawn supply stores.
- (33) Gas stations.
- (34) Glass sales.
- (35) Governmental buildings.
- (36) Grocery stores.
- (37) Hardware, hobby, sporting goods or toy stores.
- (38) Jewelry stores.
- (39) Leather goods and luggage shops.
- (40) Libraries.
- (41) Liquor stores (for consumption off the premises).
- (42) Loan and finance.
- (43) Lodge rooms or clubhouses for fraternal organizations.
- (44) Medical clinics.
- (45) Motels.
- (46) Motion picture theatre.
- (47) Music studios or musical instrument stores.
- (48) Newsstands.
- (49) Office and photo supply (retail).
- (50) Paint, wallpaper or interior decorating stores.
- (51) Pet supply store.
- (52) Pipe or tobacco shops.
- (53) Pharmacies or drugstores.
- (54) Photography studios.
- (55) Physical culture or health clubs and gymnasiums.
- (56) Plumbing and heating sales.
- (57) Pool halls and video arcades.
- (58) Post office stations.
- (59) Printing.
- (60) Restaurants, cafes, delicatessens or tea rooms.
- (61) Retail bakeries or pastry shops.
- (62) Retail medical supply stores.
- (63) Sewing machine sales and service.
- (64) Shoe stores.
- (65) Supermarkets.
- (66) Tailor shops.
- (67) Veterinary clinic and hospital for small animals with associated indoor kennels where there are no animals allowed outside of a building at any time, where the entire business is conducted wholly within an enclosed sound proofed,

heated and air conditioned building such that no noise or odors are perceptible beyond the property line.

(68) Video recording sales and rental.

(69) Water conditioning sales.

(c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the B-4 business district:

(1) Accessory uses generally associated with the uses permitted in subsections (a) and (b) of this section.

(2) Off-street parking and loading as regulated by article VI of this chapter.

(3) Signs as regulated by article VI of this chapter.

(4) Solar energy collectors and systems.

(5) Storage garages where the lot is occupied by an institutional building.

(d) *Conditional uses.* All conditional use permits for the B-4 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be permitted in a B-4 district by conditional use permits:

(1) Automobile car washes.

(2) Automobile service stations for sale of gasoline, oil and accessories.

(3) Brewpubs.

(4) Cabinet sales.

(5) Day care facility serving any number of individuals.

(6) Drive-in restaurants and other establishments that provide goods and service to patrons in automobiles.

(7) Drive-in retail stores.

(8) Garden and lawn supply stores.

(9) Lodge rooms or clubhouses for fraternal organizations.

(10) Medical, dental and optical lab.

(11) Multiple-family dwelling, apartments, townhouses.

(12) Municipal or other government administration building, police or fire stations and museums.

(13) Municipal or other governmental service buildings.

(14) Parks and recreational areas.

(15) Plumbing, television or radio repair shops when operated as accessory uses to retail shops.

(16) Public libraries.

(17) Public, parochial or other private elementary, middle, junior high or senior high schools offering a curriculum equivalent to the public school system, and not operated for profit.

(18) Public utility structures.

(19) Repair and rental shops of domestic type equipment and items.

(20) Sports arenas.

(21) Trade schools.

(22) Utility stations and structures.

(e) *Height and yard regulations.* Height and yard regulations in the B-4 district are as follows:

(1) *Height regulations.* No building shall hereafter be erected or structurally altered to exceed 45 feet in height.

(2) *Front yard regulations.*

a. There shall be a front yard having a depth of 50 feet on a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.

b. There shall be a front yard on each street side of a corner lot. No accessory buildings shall project beyond the front yard line on either street.

(3) *Side yard regulations.*

a. There shall be a side yard on each side of a lot, having a width of not less than 30 feet.

b. No building shall be located within 20 feet of any side lot line abutting a lot in any of the classes of residence districts.

(4) *Rear yard regulations.*

a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.

b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.

(f) *Lot coverage regulations.* Not more than 30 percent of the lot may be occupied by buildings in the B-4 district.

(g) *General regulations.* Additional regulations in the B-4 shopping center business district are set forth in article VI of this chapter.

~~(Code 1976, § 11.15; Ord. No. 463, § 1, 7-2-2001; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 613 2nd series, § 1, 8-25-2009; Ord. No. 655 2nd series, § 1, 5-22-2012)~~

~~Cross reference(s) — Businesses, ch. 22.~~

**SECTION 7:            AMENDMENT** “Section 86-106 I-1 Limited Industrial District” of the Marshall Municipal Code is hereby *amended* as follows:

## AMENDMENT

### Section 86-106 I-1 Limited Industrial District

(a) *Intent; scope.* This section applies to the I-1 limited industrial district. This I-1 district provides a location for nonnuisance type manufacturing and/or less intensive commercial uses such as wholesale activities, with only incidental outside storage.

(b) *Permitted uses.* The following uses shall be permitted in the I-1 industrial district:

- (1) Ambulance and taxi service, bus, and rail stations or terminals.
- (2) Animal hospitals.
- (3) Auto parts and accessories sales.
- (4) Automobile garages and repair shops, with no long-term outside storage of vehicles or equipment.
- (5) Automobile parking lots and garages.
- (6) Building materials sales and storage and lumberyards.
- (7) Business or professional offices.
- (8) Camera and photographic supplies manufacture.
- (9) Cannabis related businesses as follows: lower potency hemp edible retailers, lower potency hemp edible manufacturers, cannabis retailers, cannabis delivery services, cannabis wholesalers, cannabis transporters, and cannabis testing facilities, as defined by state law and licensed by the Minnesota Office of Cannabis Management; cannabis lounges and businesses allowing off-sale retail sales must be located at least:
  - a. 500 feet, when measured in a straight line from the center of the primary building of a school, as defined in Minnesota Statutes, section 120A.22, subd. 4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.
- (10) Carpenter and cabinet shops, plumbing and heating shops, and janitorial services.
- (11) Cartage and express facilities.
- (12) Cartography, bookbinding, engraving, publishing, job printing, lithographing and copying.
- (13) Commercial greenhouses, nurseries or tree farms.
- (14) Contractor's offices shops and yards for plumbing, heating, glazing, painting, paper hanging, roofing, ventilating, air conditioning, masonry and electrical and refrigeration supplies and other
- (15) Construction related trades when completely enclosed within a building.
- (16) Electrical and electronic products manufacture.
- (17) Electrical service shops.
- (18) Fallout shelter.
- (19) Farm equipment sales and service.
- (20) Farm, feed and seed supply stores.
- (21) Garage and storage of motor vehicles.
- (22) Governmental service buildings.
- (23) Household goods repair and service shops.
- (24) Ice plant.
- (25) Industrial truck and equipment sales and service shops.
- (26) Jewelry manufacture.
- (27) Kennels.
- (28) Leather goods.

- (29) Medical, dental and optical equipment manufacture.
  - (30) Mobile home and camping trailer sales.
  - (31) Musical instruments manufacture.
  - (32) Railroad rights-of-way.
  - (33) Rentals of industrial type equipment.
  - (34) Research, experimental or testing stations.
  - (35) Self-storage warehouse.
  - (36) Soft drink and bottling establishments (enclosed).
  - (37) Storage or warehousing, when completely enclosed within a building.
  - (38) Telephone exchange.
  - (39) Trade schools.
  - (40) Transformer and booster stations, transmitters and other utility stations.
  - (41) Trophy and award manufacturing or assembling.
  - (42) Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.
  - (43) Wholesale business and office establishments.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the I-1 industry district:
- (1) All uses customarily ~~secondary~~~~incidental~~ to the uses permitted in subsections (a) and (b) of this section.
  - (2) Off-street parking and loading as regulated by article VI of this chapter.
  - ~~(3) Signs, as regulated by article VI of this chapter.~~
  - (4) Solar energy collectors and systems serving the individual property.
- (d) *Conditional uses.* All conditional use permits for the I-1 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the I-1 industrial district by conditional use permit:
- (1) Automobile and truck sales or used car lots.
  - (2) Billboards or advertising signs complying with the following conditions:
    - a. The size may not exceed 1,000 square feet and the height shall not exceed 45 feet.
    - b. There shall be no more than two sign panels, and the sign length shall not exceed 55 feet.
    - c. Such signs shall not be located closer than 200 feet to each other or to any residential district.
  - (3) Brewpubs and microbreweries.
  - (4) Cannabis related businesses as follows: cannabis cultivators (indoor only), cannabis event organizers, cannabis manufactures, cannabis lounges, cannabis microbusinesses, cannabis mezzobusinesses, and medical cannabis combination businesses, as defined by state law and licensed by the Minnesota Office of Cannabis Management.
    - a. Cannabis lounges and businesses allowing off-sale retail sales must be located at least 500 feet, when measured in a straight line from the

center of the primary building of a school, as defined in Minnesota Statutes, section 120A.22, subd. 4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.

b. Cultivating and manufacturing areas in the above listed cannabis related businesses shall not exceed 5,000 SF.

c. Assembly areas in the above listed cannabis related businesses shall not exceed 1,000 SF.

- (5) Day care facility serving any number of individuals.
- (6) Heliport.
- (7) Meat and butcher shops and cold storage lockers, with limited slaughtering.
- (8) Municipal or other governmental administration buildings, police and fire stations, community centers, public libraries, museums, art galleries and post office stations.
- (9) Other industrial uses of the same general character as listed in subsection (b).
- (10) Overnight campgrounds.
- (11) Parks and recreational areas owned or operated by governmental agencies.
- (12) Public, parochial or other private elementary, middle, junior high or senior high schools offering a curriculum equivalent to the public school system, and not operated for profit.
- (13) Recyclable materials processing when completely enclosed within a building.
- (14) Utility stations and structures.
- (e) *Height, yard, area, lot width and lot coverage regulations.* Height, yard, area, lot width and lot coverage regulations for the I-1 district are as follows:
  - (1) *Height regulations.* No building shall hereafter be erected to exceed 75 feet in height.
  - (2) *Front yard regulations.*
    - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
    - b. There shall be a front yard having a depth of 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.
    - c. No front yard shall be required in the downtown district.
  - (3) *Side yard regulations.*
    - a. There shall be two side yards, one on each side of a building, each having a width of not less than ten feet.
    - b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.
    - c. No side yard shall be required in the downtown district.
  - (4) *Rear yard regulations.*
    - a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.
    - b. No rear yard shall be required in the downtown district.



(5) *Lot coverage regulations.* Not more than 50 percent of the total area of a lot shall be covered by buildings. No lot coverage restrictions apply in the downtown district.

(f) *General regulations.* Additional regulations in the I-1 limited industrial business district are set forth in article VI of this chapter.

(Code 1976, § 11.16; Ord. No. 401 2nd series, § 1, 10-19-1998; Ord. No. 410 2nd series, § 3, 2-16-1999; Ord. No. 443, § 3, 11-6-2000; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 606 2nd series, § 1, 3-10-2009; Ord. No. 650 2nd series, § 1, 3-27-2012; Ord. No. 655 2nd series, § 1, 5-22-2012; Ord. No. 694 2nd series, § 1, 5-12-2015; Ord. No. 719 2nd series, § 2, 5-9-2017; Ord. No. 753 2nd series, § 1, 7-28-2020)

**Cross reference(s)**—Businesses, ch. 22.

**SECTION 8:**            **AMENDMENT** “Section 86-107 I-2 General Industrial District” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 86-107 I-2 General Industrial District

- (a) *Intent; scope.* This section applies to the I-2 general industrial district. This I-2 district provides a location for heavier industrial and manufacturing activities, without encroachment by incompatible use areas.
- (b) *Permitted uses.* The following uses shall be permitted in the I-2 industrial district:
- (1) Animal hospitals.
  - (2) Auto parts and accessories sales.
  - (3) Automobile and truck parking lots and garages.
  - (4) Bottling establishments.
  - (5) Building materials sales and storage and lumberyard.
  - (6) Camera and photographic supplies manufacture.
  - (7) Cannabis related businesses as follows: cannabis wholesalers, lower potency hemp edible manufacturers, cannabis transporters, cannabis testing facilities, cannabis manufacturers, and cannabis cultivators (indoor only), as defined by state law and licensed by the Minnesota Office of Cannabis Management.
  - (8) Carpenter and cabinet shops, plumbing and heating shops, and janitorial services.
  - (9) Cartage and express facilities.
  - (10) Cartography, bookbinding, engraving, publishing, job printing, lithographing and copying.
  - (11) Cleaning and dyeing.
  - (12) Contractor's offices, shops and yards for plumbing, heating, glazing, painting,

paper hanging, roofing, ventilating, air conditioning, masonry, electrical and refrigeration supplies.

- (13) Egg grading, sorting and wholesale business.
  - (14) Electric light or power generating station.
  - (15) Electrical and electronic products manufacture.
  - (16) Electrical service shops.
  - (17) Fallout shelters.
  - (18) Farm equipment sales and service.
  - (19) Farm, feed and seed supply stores.
  - (20) Feed and seed processing.
  - (21) Freight terminal.
  - (22) Fuel and ice sales and storage.
  - (23) Garages and storage, repair and servicing of motor vehicles.
  - (24) Governmental service buildings.
  - (25) Highway maintenance shops and yards.
  - (26) Ice plant.
  - (27) Industrial training schools.
  - (28) Industrial truck and equipment sales and service shops.
  - (29) Jewelry manufacture.
  - (30) Kennels.
  - (31) Landscaping including outside material storage.
  - (32) Leather goods.
  - (33) Manufacturing, processing, and associated storage, servicing and testing.
  - (34) Medical, dental and optical equipment manufacture.
  - (35) Mobile home and camping trailer sales.
  - (36) Musical instruments manufacture.
  - (37) Printing.
  - (38) Public utility structure (industrial).
  - (39) Railroad rights-of-way.
  - (40) Rentals of industrial type equipment.
  - (41) Research, experimental or testing stations.
  - (42) Soft drink and bottling establishments (enclosed).
  - (43) Storage or warehousing, when completely enclosed within a building.
  - (44) Telephone exchange.
  - (45) Trophy and award manufacturing or assembling.
  - (46) Warehouses.
  - (47) Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.
  - (48) Wholesale business and office establishments.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the I-2 industry district:
- (1) All uses customarily ~~secondary~~incidental to the uses permitted in subsections (a) and (b) of this section.
  - (2) Off-street parking and loading as regulated by article VI of this chapter.
  - (3) ~~Signs, as regulated by article VI of this chapter.~~

- (4) Solar energy collectors and systems serving the individual property.
- (d) *Conditional uses*. All conditional use permits for the I-2 district may only be issued if the proposed use meets the requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the I-2 industrial district by conditional use permit:
- (1) Adult uses complying with the following regulations:
    - a. The use must be contained within a building.
    - b. No sign or exterior graphics permitted except for those written in letters of the English language.
    - c. The use is not permitted within 2,000 feet of another adult use, establishment selling beer or alcoholic beverages, school, church, any residential use, library, park, daycare facility, or residential facility, as measured from property line to property line.
    - d. This use must not be greater than 2,000 square feet in total building floor area and contained in one building on a lot, plot, or property.
  - (2) Automobile and truck sales or used car lots.
  - (3) Billboards or advertising signs complying with the following conditions:-
    - a. The size may not exceed 1,000 square feet and the height shall not exceed 45 feet.
    - b. There shall be no more than two sign panels, and the sign length shall not exceed 55 feet.
    - c. Such signs shall not be located closer than 200 feet to each other or to any residential district.
  - (4) Brewpubs, microbreweries, and breweries.
  - (5) Cannabis related businesses as follows: medical cannabis combination businesses, cannabis microbusinesses, and cannabis mezzobusinesses, as defined by state law and licensed by the Minnesota Office of Cannabis Management.
    - a. Cannabis lounges and businesses allowing off-sale retail sales must be located at least 500 feet, when measured in a straight line from the center of the primary building of a school, as defined in Minnesota Statutes, section 120A.22, subd.4, excluding a home school, to the property line of the property in which the registered establishment is located. The primary building of each school is established in a map that will be published by the City.
    - b. Cannabis lounges and retail area parts of the above listed cannabis related businesses shall not exceed 10 percent of the total cannabis related building use area.
  - (6) Cultivation, maintenance, and harvest of plants for the sale or other commercial use.
  - (7) Day care facility serving any number of individuals.
  - (8) Processing, or storage and stockpiling of sand, gravel, stone or other raw material.
  - (9) Greenhouses (commercial).

- (10) Gas stations.
  - (11) Hazardous chemicals (processing/storage).
  - (12) Heliport.
  - (13) Junkyards, wrecking yards or auto salvage yards.
  - (14) Meat and butcher shops and cold storage lockers.
  - (15) Meat processing plants.
  - (16) Municipal or other governmental administration or service buildings, police and fire stations, and post office stations.
  - (17) Other industrial uses of the same general character as listed in subsection (b).
  - (18) Outdoor nurseries and tree farms, not including cannabis cultivators.
  - (19) Public service structures including power substations, gas regulator stations, sewage disposal plant, elevated tanks and water works.
  - (20) Recyclable materials processing.
  - (21) Restaurants.
  - (22) Truck stops.
- (e) *Height, yard, area, lot width and lot coverage regulations.* Height, yard, area, lot width and lot coverage regulations in the I-2 district are as follows:
- (1) *Height regulations.* No building shall hereafter be erected to exceed 75 feet in height.
  - (2) *Front yard regulations.*
    - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
    - b. There shall be a front yard having a depth of 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.
    - c. No front yard shall be required in the downtown district.
  - (3) *Side yard regulations.*
    - a. There shall be two side yards, one on each side of a building, each having a width of not less than ten feet.
    - b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.
    - c. No side yard shall be required in the downtown district.
  - (4) *Rear yard regulations.*
    - a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.
    - b. No rear yard shall be required in the downtown district.
  - (5) *Lot coverage regulations.* There are no lot coverage regulations.
- (f) *General regulations.* Additional regulations in the I-2 general industrial business district are set forth in article VI of this chapter.

(Code 1976, § 11.17; Ord. No. 443, § 3, 11-6-2000; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 606 2nd series, § 2, 3-10-2009; Ord. No. 622 2nd series, § 1, 7-27-2010; Ord. No. 655 2nd series, § 1, 5-22-2012; Ord. No. 685, § 1, 1-28-2014; Ord. No. 694 2nd series, § 1, 5-

12-2015; Ord. No. 719 2nd series, § 2, 5-9-2017; Ord. No. 753 2nd series, §§ 1, 2, 7-28-2020)

**Cross reference(s)**—Businesses, ch. 22.

**SECTION 9:**            **ADOPTION** “Section 86-166 Certification Of Cannabis Business License Application With Zoning” of the Marshall Municipal Code is hereby *added* as follows:

**ADOPTION**

Section 86-166 Certification Of Cannabis Business License Application With Zoning(*Added*)

**(a) Definitions:**

- (1) Cannabis or hemp edible business means any business that requires licensure under Minnesota Statutes, Chapter 342.**
- (2) OCM means the Minnesota Office of Cannabis Management.**
- (3) Potential licensee means an applicant that is seeking a license to operate a cannabis or hemp edible business from the OCM.**
- (b) The city administrator, or their designee, is authorized to certify whether a proposed cannabis business complies with the city’s zoning ordinances, this chapter, and if applicable, state fire code and building code pursuant to Minnesota Statutes, section 342.13. Potential licensees are responsible for requesting and scheduling any inspections related to building and fire code compliance. Potential licensees may contact the city to have such inspections conducted prior to the city receiving the request for certification from the OCM. If a potential licensee is not able to have any building or fire code inspection complete within the 30-day review period provided under state law, the city will not certify the application.**

**SECTION 10:**            **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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval for a Raffle Permit for the SMSU Foundation on February 22, 2025
<b>Background Information:</b>	<p>The SMSU Foundation will be holding a raffle fund raiser for Gold Rush Days on February 22, 2025.</p> <p>Gambling permits are issued by the State of MN but require local approval before submittal.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the LG220 Application for Exempt Permit for the SMSU Foundation on February 22, 2025, at 1501 State Street.

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Southwest Minnesota State University Foundation Previous Gambling Permit Number: X- 30687-24-068  
 Minnesota Tax ID Number, if any: 8213114 Federal Employer ID Number (FEIN), if any: 23-7108470  
 Mailing Address: 1501 State Street  
 City: Marshall State: MN Zip: 56258 County: Lyon  
 Name of Chief Executive Officer (CEO): Nathan Polfliet  
 CEO Daytime Phone: 507-537-6285 CEO Email: \_\_\_\_\_  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): Barb.Berkenpas@smsu.edu

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Southwest Minnesota State University Campus

Physical Address (do not use P.O. box): 1501 State Street

Check one:

☒ City: Marshall Zip: 56258 County: Lyon  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): February 22, 2025 (Gold Rush Raffle)

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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



**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Marshall

Signature of City Personnel: \_\_\_\_\_

Title: City Clerk

Date: \_\_\_\_\_

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

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

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: Date: 11/14/2024

(Signature must be CEO's signature; designee may not sign)

Print Name: Nathan Polfliet**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- ☒ **application fee (non-refundable).** If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of a Temporary Liquor License for the Friends of the Orchestra
<b>Background Information:</b>	<p>The Friends of the Orchestra have applied for a one-day temporary liquor license for their annual Christmas fundraiser concert at Holy Redeemer Church for the Southwest Minnesota Orchestra. The fundraiser concert will be held on December 3, 2024.</p> <p>All temporary liquor licenses require municipal approval and final approval from the Alcohol and Gambling Enforcement Division.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the temporary on-sale liquor license for Friends of the Orchestra on December 3, 2024.



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

Name of organization		Date organized		Tax exempt number	
Friends of the Orchestra LTD		10/2/2007		41-1799541	
Address		City	State	Zip Code	
P. O. Box 191		Lynd	MN	56157	
Name of person making application		Business phone		Home phone	
Kristin Gruhot		507-532-2334		507-530-2555	
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
December 3, 2024		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Kristin Gruhot		Lynd	MN	56157	
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		

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

Holy Redeemer Church, Carlin Hall  
503 W. Lyon Street, Marshall, MN 56258

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

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

**APPROVAL**

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE BY EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN).**

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of a Temporary Liquor License for Visit Marshall for January 24, 2025
<b>Background Information:</b>	<p>Visit Marshall has applied for a one-day temporary liquor license for the City of Marshall employee recognition event at Southwest Minnesota State University.</p> <p>All temporary liquor licenses require municipal approval and final approval from the Alcohol and Gambling Enforcement Division.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the temporary on-sale liquor license Visit Marshall on January 24,2025.



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

Name of organization		Date organized		Tax exempt number	
Visit Marshall		Jan 1, 1994		414780674	
Address		City	State	Zip Code	
1651 Victory Drive		Marshall	Minnesota	56258	
Name of person making application		Business phone		Home phone	
Cassi Weiss		507-537-1865			
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
January 24, 2025		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Keith Petermeier		Marshall	Minnesota	56258	
Organization officer's name		City	State	Zip Code	
Cassi Weiss		Marshall	Minnesota	56258	
Organization officer's name		City	State	Zip Code	
Bryce Gorter		Marshall	Minnesota	56258	
Organization officer's name		City	State	Zip Code	
Steve Klinkhammer		Marshall	Minnesota	56258	

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

SMSU Lower Ballroom

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

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

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE E-MAILED. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN).

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of Liquor License Renewals for 2025
<b>Background Information:</b>	<p>Under Minnesota Statute 340A Liquor, Wine, Club and 3.2% licenses are issued by local municipalities but still require MN DPS Alcohol &amp; Gambling Enforcement Division approval. Twenty local businesses have submitted their renewal applications and additional required documentation. Attached are the licenses being requested for renewal by each business.</p> <p>Licenses cover a period from January 1 – December 31, 2025.</p>
<b>Fiscal Impact:</b>	\$44,150.00
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve the renewals of liquor, wine and 3.2% licenses for 2025.



## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Casey's Retail Company dba**  
**Casey's General Store No. 1748,**

For an **3.2% Off-Sale License** at **100 E. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Casey's Retail Company dba**  
**Casey's General Store No. 3475,**

For an **3.2% Off-Sale License** at **1109 E. College Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)



## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Hy-Vee Inc. dba**  
**Hy-Vee Food Store,**

For an **3.2% Off-Sale License** at **900 E. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Hy-Vee Inc. dba**

**Hy-Vee Gas,**

For an **3.2% Off-Sale License** at **904 E. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Kwik Trip, Inc dba**

**Kwik Trip #1255,**

For an **3.2% Off-Sale License** at **1001 E. College Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Kwik Trip, Inc dba**

**Kwik Trip #1273,**

For an **3.2% Off-Sale License** at **814 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Walmart Inc. dba**

**Walmart #1722,**

For an **3.2% Off-Sale License** at **1121 E. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% On-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Hunan Lion Inc. dba**

**Hunan Lion,**

For an **3.2% On-Sale License** at **228 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**AgPlus Cooperative dba**

**Ampride West,**

For an **3.2% Off-Sale License** at **401 Country Club Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

### 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Ella's Market dba**

**Ella's Market,**

For an **3.2% Off-Sale License** at **300 E. College Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)



**City of Marshall, Minnesota**

**Brewer Off-Sale and Taproom**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Brau Brothers Brewing Company, LLC dba**  
**Brau Brothers Brewery,**

For an **Brewer Off-Sale and Taproom License** at **1010 E. Southview Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**AJ's Family Arcade Inc dba**  
**The Gym of Marshall,**

For an **Combined On-Sale & Sunday Liquor License** at **900 Clarice Ave.**  
from **January 1, 2025 - December 31, 2025**, subject  
to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**Apple Minnesota LLC dba**  
**Applebee's Neighborhood Grill & Bar,**

For an **Combined On-Sale & Sunday Liquor License** at **1510 E. College Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Atlantic Place LLC dba**

**Atlantic Place,**

For an **Combined On-Sale & Sunday Liquor License** at **100 W. College Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**BDH2, LLC dba**

**Tavern 507,**

For an **Combined On-Sale & Sunday Liquor License** at **1500 E. College Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**Botton of the 9th, Inc. dba**  
**Wooden Nickel,**

For an **Combined On-Sale & Sunday Liquor License** at **448 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject  
to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**Hitching Post of Marshall Inc. dba**  
**Hitching Post Eatery and Saloon,**

For an **Combined On-Sale & Sunday Liquor License** at **1104 E. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Mariachi Fiesta LLC dba**

**Mariachi Fiesta,**

For an **Combined On-Sale & Sunday Liquor License** at **329 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)



**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**Marshall Golf Club Inc. dba**  
**Marshall Golf Club,**

For an **Combined On-Sale & Sunday Liquor License** at **800 Country Club Dr.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**Three-Legged Dog Inc. dba**  
**Varsity Pub,**

For an **Combined On-Sale & Sunday Liquor License** at **128 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject  
to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

# On-Sale Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**SLB Enterprise Inc. dba**

**The Gambler,**

For an **On-Sale Liquor License** at **303 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

# On-Sale Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Wings Axe Company**

For an **On-Sale Liquor License** at **100 W. College Dr. Suite 1**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

**City of Marshall, Minnesota**

**Combined On-Sale & Sunday Liquor**

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO  
**Fraternal Order of Eagles Aerie 3405 dba**  
**Eagles Club,**

For an **Combined On-Sale & Sunday Liquor License** at **423 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject  
to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

# On-Sale Wine

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Hy-Vee Inc. dba**  
**Hy-Vee Market Café,**

For an **On-Sale Wine License** at **900 E. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## City of Marshall, Minnesota

# On-Sale Wine

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Hunan Lion Inc. dba**

**Hunan Lion,**

For an **On-Sale Wine License** at **228 W. Main St.**  
from **January 1, 2025 - December 31, 2025**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **November 26, 2024**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

(Seal)

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of Tobacco License Renewals for 2025
<b>Background Information:</b>	<p>Eleven businesses within the City of Marshall have submitted their annual renewal application to make retail sales of cigarettes and other tobacco products.</p> <p>Under City Ordinance Chapter 42, Article 42 VI – Tobacco, all required forms and insurance have been submitted, reviewed, and be found to be correct.</p>
<b>Fiscal Impact:</b>	\$150.00/application
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the annual renewal of tobacco licenses for 2025.



No. T25001

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **AgPlus Cooperative** to sell cigarettes and other tobacco products at **1100 E. Main St.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25002

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **AgPlus Cooperative** to sell cigarettes and other tobacco products at **401 Country Club Dr.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25003

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Casey's General Store No. 1748** to sell cigarettes  
and other tobacco products at **100 E. Main St.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25004

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Casey's General Store No. 3475** to sell cigarettes  
and other tobacco products at **1109 E. College Dr.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25005

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **DG Retail Inc.** to sell cigarettes and other tobacco products at **801 E. College Dr.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25006

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Hy-Vee Inc.** to sell cigarettes and other tobacco products at **900 E. Main St.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25007

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Hy-Vee Inc. dba Hy-Vee Gas** to sell cigarettes and other tobacco products at **904 E. Main St.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25008

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Kwik Trip #1255** to sell cigarettes and other tobacco products at **1001 E. College Dr.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)



No. T25009

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Kwik Trip #1273** to sell cigarettes and other tobacco products at **814 W. Main St.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25010

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Marshall's Tobacco Inc.** to sell cigarettes and other tobacco products at **200 W. Main St.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

No. T25011

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Roll N' Smoke** to sell cigarettes and other tobacco products at **1113 E. College Dr.**

in the CITY OF MARSHALL in said county and state beginning with the  
**1st day of January 2025**

subject to the laws of the State of Minnesota and the ordinances and regulations of said  
City of Marshall pertaining thereto

and ending on the 1<sup>st</sup> day of January 2026.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **November 26, 2024**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(Seal)

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, September 27, 2022
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Call for a Public Hearing for the Request of an On-Sale Wine License for the Marshall A's Baseball Assoc.
<b>Background Information:</b>	<p>On October 8, 2024, the council passed Ordinance 24-019 amending Chapter 6 Alcoholic Beverages to match the same establishments allowed by state statute to possess a liquor license. Under Section 6-53 a Summer collegiate baseball team or baseball team competing in a league established by the Minnesota Baseball Association may hold an on-sale intoxicating liquor license or wine license.</p> <p>The Marshall A's Baseball Association has applied for an on-sale wine license under the new amendment. City Ordinance requires that any new on-sale intoxicating liquor or wine license hold a public hearing before a license can be issued.</p>
<b>Fiscal Impact:</b>	N/A
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	To set a public hearing date of December 17, 2024, for consideration of a On-Sale Wine License for the Marshall A's Baseball Assoc.

**NOTICE OF HEARING ON APPLICATION FOR  
AN ON-SALE LIQUOR LICENSE**

PLEASE TAKE NOTICE, that a public hearing will be held on an application submitted for a new On-Sale Wine License in the City of Marshall, Minnesota, as provided for by Marshall City Code, Chapter 6, and also pursuant to Minnesota Statutes Annotated, Chapter 340A, as amended, and further pursuant to regulations made and issued by the State Liquor Control Commissioner.

Said application requests a new On-Sale Wine License for the Marshall A's Baseball Association, at 400 W. College Drive, Marshall, MN 56258

The hearing is scheduled before the Common Council at or after 5:30 P.M. on Tuesday, December 17, 2024, at City Hall in the Council Chambers, 344 West Main Street, Marshall, Minnesota.

Dated: November 23, 2024

BY ORDER OF THE COMMON COUNCIL

Steven Anderson  
City Clerk

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	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
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	The following bills and project payments be authorized for payment.



Marshall, MN

# Check Report

By Vendor Name

Date Range: 11/15/2024 - 11/26/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	11/15/2024	EFT	0.00	2,369.60	18280
4549	A & B BUSINESS, INC	11/20/2024	EFT	0.00	604.73	18342
6128	ACTION COMPANY LLC	11/15/2024	EFT	0.00	650.00	18281
0567	ALEX AIR APPARATUS 2 LLC	11/22/2024	EFT	0.00	172.00	18365
0578	AMAZON CAPITAL SERVICES, INC.	11/15/2024	EFT	0.00	2,470.71	18282
0578	AMAZON CAPITAL SERVICES, INC.	11/22/2024	EFT	0.00	159.09	18366
3761	AMERICAN BOTTLING CO.	11/22/2024	Regular	0.00	220.50	125246
7131	ANDERSON, ROBERT WILLIAM	11/22/2024	Regular	0.00	350.00	125247
7816	ANDERSON, ROSS	11/22/2024	Regular	0.00	200.00	125248
3775	ANDERSON, STEVEN	11/22/2024	EFT	0.00	38.97	18367
7811	ANGRIMSON, FAYE	11/15/2024	Regular	0.00	500.00	125215
0606	ANIMAL HEALTH CENTER	11/22/2024	Regular	0.00	24.00	125249
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILI	11/15/2024	EFT	0.00	683.50	18283
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILI	11/20/2024	EFT	0.00	25.00	18343
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILI	11/22/2024	EFT	0.00	47.00	18368
7395	AP DESIGN, INC./NICHOLAS J SCHWARZ OR JILL	11/15/2024	EFT	0.00	38.72	18284
0630	ARCTIC GLACIER U.S.A., INC	11/15/2024	Regular	0.00	194.99	125216
0630	ARCTIC GLACIER U.S.A., INC	11/22/2024	Regular	0.00	188.98	125250
0629	ARNOLD MOTOR SUPPLY, LLP	11/15/2024	EFT	5.30	259.70	18285
6233	ASSOCIATION FOR RURAL & SMALL LIBRARIES	11/19/2024	Regular	0.00	150.00	125239
6883	AT&T MOBILITY II LLC	11/15/2024	Regular	0.00	38.23	125217
2402	AXON ENTERPRISE, INC	11/22/2024	EFT	0.00	360.43	18369
7256	BALDWIN SUPPLY COMPANY	11/22/2024	Regular	0.00	377.32	125251
1126	BDG INC.	11/22/2024	EFT	0.00	3,800.70	18370
0682	BEACON ATHLETICS LLC	11/22/2024	EFT	0.00	2,435.00	18371
3262	BEEK, JORDY	11/22/2024	EFT	0.00	320.40	18372
0688	BELLBOY CORPORATION	11/15/2024	EFT	0.00	10,418.25	18286
0689	BEND RITE CUSTOM FABRICATION, INC.	11/15/2024	Regular	0.00	350.00	125218
0689	BEND RITE CUSTOM FABRICATION, INC.	11/19/2024	Regular	0.00	2.80	125240
0689	BEND RITE CUSTOM FABRICATION, INC.	11/22/2024	Regular	0.00	3,492.69	125252
0699	BEVERAGE WHOLESALERS, INC.	11/15/2024	Regular	0.00	59,939.81	125219
0699	BEVERAGE WHOLESALERS, INC.	11/22/2024	Regular	0.00	27,804.23	125253
7228	BITCO GENERAL INSURANCE CORPORATION	11/22/2024	Regular	0.00	2,846.00	125254
7138	BOOKMARKS PUBLISHING, LLC	11/19/2024	Regular	0.00	69.95	125241
3829	BRAU BROTHERS	11/15/2024	EFT	0.00	1,483.75	18287
3829	BRAU BROTHERS	11/22/2024	EFT	0.00	463.75	18373
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	11/15/2024	EFT	0.00	15,468.98	18288
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	11/22/2024	EFT	0.00	8,226.41	18374
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	27.81	DFT0004562
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	113.92	DFT0004563
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	26.99	DFT0004564
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	156.97	DFT0004565
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	103.86	DFT0004566
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	94.22	DFT0004567
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	46.21	DFT0004569
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	323.08	DFT0004570
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	4.83	DFT0004571
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	155.43	DFT0004572
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	11.54	DFT0004573
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	26.84	DFT0004574
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	51.98	DFT0004575
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	128.86	DFT0004576
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	150.39	DFT0004577
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	14.00	DFT0004578

## Check Report

Date Range: 11/15/2024 - 11/26/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	19.95	DFT0004579
6539	BREMER BANK	11/19/2024	Bank Draft	0.00	14.38	DFT0004580
5696	BROTHERS FIRE PROTECTION	11/20/2024	EFT	0.00	1,600.00	18344
5696	BROTHERS FIRE PROTECTION	11/22/2024	EFT	0.00	1,766.00	18375
0728	BUFFALO RIDGE CONCRETE INC	11/22/2024	EFT	0.00	8,150.99	18376
7590	BZDOK, CHARLENE ANN	11/22/2024	EFT	0.00	625.00	18377
6744	C&L DISTRIBUTING	11/15/2024	EFT	0.00	2,462.40	18289
0802	CARLSON & STEWART REFRIGERATION, INC.	11/22/2024	EFT	0.00	857.00	18378
0815	CATTOOR OIL COMPANY, INC	11/15/2024	EFT	0.00	1,917.49	18290
0815	CATTOOR OIL COMPANY, INC	11/22/2024	EFT	0.00	70.00	18379
5351	CENGAGE LEARNING	11/20/2024	EFT	0.00	30.48	18345
4897	CENTER POINT LARGE PRINT	11/19/2024	Regular	0.00	222.80	125242
5860	CENTRAL STATES INDUSTRIAL SUPPLY, INC	11/15/2024	EFT	0.00	59.03	18291
0836	CHARTER COMMUNICATIONS, LLC	11/15/2024	EFT	0.00	61.99	18292
0836	CHARTER COMMUNICATIONS, LLC	11/22/2024	EFT	0.00	111.53	18380
6571	CITY OF REDWOOD FALLS	11/15/2024	EFT	0.00	1,540.25	18293
6571	CITY OF REDWOOD FALLS	11/22/2024	EFT	0.00	200.00	18381
5733	CLARITY TELECOM, LLC	11/15/2024	EFT	0.00	294.92	18294
5733	CLARITY TELECOM, LLC	11/20/2024	EFT	0.00	411.14	18346
5733	CLARITY TELECOM, LLC	11/22/2024	EFT	0.00	2,444.10	18382
7394	CRESTED RIVER CANNABIS COMPANY	11/15/2024	EFT	0.00	1,315.00	18295
5545	CROW RIVER WINERY	11/22/2024	Regular	0.00	356.40	125258
0934	D & G EXCAVATING INC	11/15/2024	EFT	0.00	36,784.00	18296
0934	D & G EXCAVATING INC	11/22/2024	EFT	0.00	37,604.30	18383
3819	DACOTAH PAPER CO	11/15/2024	EFT	1.58	168.63	18297
3819	DACOTAH PAPER CO	11/20/2024	EFT	1.79	176.89	18347
0950	DAKTRONICS INC	11/22/2024	EFT	0.00	2,220.00	18384
4573	DEMCO	11/20/2024	EFT	0.00	662.72	18348
2129	DEPOVER, PERRY	11/15/2024	EFT	0.00	146.53	18298
2913	DESMET, JASMINE	11/15/2024	EFT	0.00	562.74	18299
2913	DESMET, JASMINE	11/22/2024	EFT	0.00	228.68	18385
0993	DIRECT DIGITAL CONTROL, INC	11/22/2024	Regular	0.00	4,434.00	125259
5731	DOLL DISTRIBUTING LLC	11/15/2024	EFT	0.00	31,978.58	18300
5731	DOLL DISTRIBUTING LLC	11/22/2024	EFT	0.00	11,705.65	18386
1020	DUININCK, INC.	11/15/2024	EFT	0.00	3,382.00	18301
1020	DUININCK, INC.	11/22/2024	EFT	0.00	616.83	18387
7181	ENTERPRISE FLEET MANAGEMENT TRUST	11/20/2024	Bank Draft	0.00	17,529.61	DFT0004607
5291	ENVISIONWARE, INC	11/20/2024	EFT	0.00	367.45	18349
3202	ESPING, DEREK	11/15/2024	EFT	0.00	199.95	18302
1090	FASTENAL COMPANY	11/22/2024	EFT	0.00	288.21	18388
7073	FIXEN CHIROPRACTIC	11/22/2024	EFT	0.00	125.00	18389
1158	GALLS INC	11/15/2024	EFT	0.00	340.63	18303
1158	GALLS INC	11/22/2024	EFT	0.00	327.99	18390
7813	GOBLISH, STEVE	11/22/2024	Regular	0.00	400.00	125260
1773	GOERGEN, JOSH	11/22/2024	EFT	0.00	614.97	18391
6478	GOPHER STATE ONE CALL	11/22/2024	EFT	0.00	166.05	18392
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	11/15/2024	EFT	0.00	584.00	18304
1201	GRAINGER INC	11/15/2024	EFT	0.00	198.83	18305
1201	GRAINGER INC	11/22/2024	EFT	0.00	218.30	18393
6379	GRAPE BEGINNINGS, INC.	11/22/2024	EFT	0.00	1,567.75	18394
3760	GROWMARK INC.	11/15/2024	EFT	0.00	922.05	18306
2946	HANSON, SHARON	11/15/2024	EFT	0.00	79.80	18307
1256	HAWKINS INC	11/22/2024	EFT	0.00	12,238.42	18395
1267	HEIMAN INC.	11/22/2024	EFT	0.00	36.00	18396
1271	HENLE PRINTING COMPANY	11/20/2024	EFT	0.00	126.78	18350
1271	HENLE PRINTING COMPANY	11/22/2024	EFT	0.00	517.40	18397
1291	HOFFMAN FILTER SERVICE	11/22/2024	EFT	0.00	65.00	18398
1325	ICMA RETIREMENT TRUST #300877	11/22/2024	EFT	0.00	50.00	18399
5546	INDIAN ISLAND WINERY	11/15/2024	Regular	0.00	1,137.12	125221
5546	INDIAN ISLAND WINERY	11/22/2024	Regular	0.00	310.08	125261
4552	INGRAM LIBRARY SERVICES	11/20/2024	EFT	0.00	4,458.47	18351



## Check Report

Date Range: 11/15/2024 - 11/26/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6536	INNOVATIVE OFFICE SOLUTIONS, LLC	11/20/2024	EFT	0.00	67.80	18352
1358	INTERNAL REVENUE SERVICE	11/22/2024	Bank Draft	0.00	30,399.62	DFT0004601
1358	INTERNAL REVENUE SERVICE	11/22/2024	Bank Draft	0.00	25,603.22	DFT0004602
1358	INTERNAL REVENUE SERVICE	11/22/2024	Bank Draft	0.00	9,454.08	DFT0004603
1358	INTERNAL REVENUE SERVICE	11/22/2024	Bank Draft	0.00	37.84	DFT0004612
1358	INTERNAL REVENUE SERVICE	11/22/2024	Bank Draft	0.00	276.07	DFT0004613
1358	INTERNAL REVENUE SERVICE	11/22/2024	Bank Draft	0.00	8.84	DFT0004614
2064	JOHN DEERE FINANCIAL	11/15/2024	EFT	0.00	114.51	18308
2064	JOHN DEERE FINANCIAL	11/22/2024	EFT	0.00	859.32	18400
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/15/2024	EFT	0.00	26,487.55	18311
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/22/2024	EFT	0.00	16,549.15	18404
2036	JOHNSON BROTHERS LIQUOR COMPANY	11/15/2024	EFT	0.00	25,380.25	18312
2036	JOHNSON BROTHERS LIQUOR COMPANY	11/22/2024	EFT	0.00	18,412.33	18402
2605	JOHNSON BROTHERS LIQUOR COMPANY	11/15/2024	EFT	0.00	6,670.74	18309
5447	JOHNSON BROTHERS LIQUOR COMPANY	11/15/2024	EFT	0.00	3,813.00	18310
5447	JOHNSON BROTHERS LIQUOR COMPANY	11/22/2024	EFT	0.00	590.98	18401
6199	JONES, DAVID	11/22/2024	Regular	0.00	200.00	125262
3998	JT SERVICES	11/22/2024	EFT	0.00	4,300.00	18405
3564	KESTELOOT ENTERPRISES, INC	11/22/2024	EFT	0.00	15,500.00	18406
5095	KIBBLE EQUIPMENT LLC	11/22/2024	EFT	0.00	362.15	18407
7814	KOTT, KELLI	11/22/2024	Regular	0.00	200.00	125263
4140	KRUSE FORD-LINCOLN-MERCURY, INC	11/15/2024	EFT	0.00	1,281.26	18313
7669	KWIK TRIP INC	11/22/2024	Regular	0.00	800.00	125264
7817	LABAT, GERALDINE	11/22/2024	Regular	0.00	500.00	125265
3653	LANGUAGE LINE SERVICES	11/15/2024	EFT	0.00	519.68	18314
7810	LANOUE, KEN & CHERYL	11/15/2024	Regular	0.00	400.00	125222
1483	LEAGUE OF MINNESOTA CITIES INSURANCE TRU	11/22/2024	Regular	0.00	402,648.00	125266
6567	LINCOLN COUNTY SHERIFF'S OFFICE	11/15/2024	Regular	0.00	148.92	125223
1502	LITTLE FALLS MACHINE INC	11/22/2024	EFT	0.00	173.82	18408
1508	LOCKWOOD MOTORS INC	11/15/2024	EFT	0.00	21.90	18315
7809	LOE, MELISSA	11/15/2024	Regular	0.00	468.00	125224
6072	LUND, CHELSEA	11/19/2024	Regular	0.00	52.50	125243
7812	LUNDBERG, JENNIFER	11/15/2024	Regular	0.00	124.00	125225
1531	LYON COUNTY AUDITOR-TREASURER	11/22/2024	EFT	0.00	844.58	18409
1545	LYON COUNTY HIGHWAY DEPARTMENT	11/15/2024	EFT	0.00	7,308.93	18316
1548	LYON COUNTY LANDFILL	11/15/2024	EFT	0.00	54.28	18317
1553	LYON COUNTY SHERIFF'S DEPARTMENT	11/15/2024	EFT	0.00	1,283.22	18318
6292	MADDEN, GALANTER, HANSEN, LLP	11/22/2024	EFT	0.00	86.00	18410
1604	MARSHALL AREA CHAMBER OF COMMERCE	11/15/2024	EFT	0.00	400.00	18319
1616	MARSHALL CONVENTION & VISITORS BUREAU	11/20/2024	EFT	0.00	30.00	18353
4874	MARSHALL GIRL'S BASKETBAL BOOSTERS	11/22/2024	Regular	0.00	776.25	125273
1623	MARSHALL INDEPENDENT, INC	11/15/2024	Regular	0.00	110.00	125226
1623	MARSHALL INDEPENDENT, INC	11/22/2024	Regular	0.00	1,144.05	125274
5813	MARSHALL LUMBER CO	11/15/2024	EFT	0.00	114.87	18320
5813	MARSHALL LUMBER CO	11/22/2024	EFT	0.00	96.68	18411
1633	MARSHALL MUNICIPAL UTILITIES	11/15/2024	EFT	0.00	91,428.89	18321
1633	MARSHALL MUNICIPAL UTILITIES	11/20/2024	EFT	0.00	1,960.87	18354
1633	MARSHALL MUNICIPAL UTILITIES	11/22/2024	EFT	0.00	3,394.85	18412
1637	MARSHALL PUBLIC SCHOOLS	11/22/2024	EFT	0.00	16,043.14	18413
3545	MARSHALL RADIO	11/15/2024	EFT	0.00	2,290.00	18324
1652	MARSHALL VOLUNTEER FIRE RELIEF ASSOCIATI	11/15/2024	Regular	0.00	50.00	125227
1652	MARSHALL VOLUNTEER FIRE RELIEF ASSOCIATI	11/22/2024	Regular	0.00	9,963.20	125276
6733	MARTI, GEORGE & PAULA	11/15/2024	Regular	0.00	403.20	125228
5139	MATHESON TRI-GAS INC	11/22/2024	EFT	0.00	100.33	18414
4980	MENARDS INC	11/15/2024	EFT	0.00	142.29	18325
4980	MENARDS INC	11/22/2024	EFT	0.00	610.09	18415
1818	MINNESOTA DEPARTMENT OF REVENUE	11/22/2024	Bank Draft	0.00	12,989.14	DFT0004604
1818	MINNESOTA DEPARTMENT OF REVENUE	11/19/2024	Bank Draft	0.00	60,428.00	DFT0004605
1818	MINNESOTA DEPARTMENT OF REVENUE	11/22/2024	Bank Draft	0.00	144.26	DFT0004615
1774	MINNESOTA DEPTARTMENT OF LABOR & INDU	11/15/2024	Regular	0.00	140.00	125229
4721	MINNESOTA HISTORICAL SOCIETY	11/19/2024	Regular	0.00	572.00	125244

## Check Report

Date Range: 11/15/2024 - 11/26/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1824	MINNESOTA STATE FIRE CHIEFS ASSOCIATION	11/22/2024	Regular	0.00	880.00	125277
3669	MINNESOTA STATE RETIREMENT SYSTEM	11/22/2024	Bank Draft	0.00	11,023.28	DFT0004598
1839	MINNESOTA VALLEY TESTING LABS INC	11/22/2024	EFT	0.00	934.00	18416
1757	MN CHILD SUPPORT PAYMENT CENTER	11/22/2024	Bank Draft	0.00	414.85	DFT0004593
1757	MN CHILD SUPPORT PAYMENT CENTER	11/22/2024	Bank Draft	0.00	306.87	DFT0004594
1864	MONTES ELECTRIC INC	11/15/2024	Regular	0.00	2,443.40	125230
1877	MOTION INDUSTRIES INC	11/22/2024	EFT	0.00	72.41	18417
2512	NATIONWIDE RETIREMENT	11/22/2024	Bank Draft	0.00	100.00	DFT0004588
2512	NATIONWIDE RETIREMENT	11/22/2024	Bank Draft	0.00	275.00	DFT0004610
2512	NATIONWIDE RETIREMENT	11/22/2024	Bank Draft	0.00	1,119.81	DFT0004611
4853	NEMES, PAULA	11/20/2024	EFT	0.00	64.32	18355
6344	NEOGOV	11/15/2024	Regular	0.00	4,996.48	125231
1945	NORMS GTC	11/15/2024	Regular	0.00	71.33	125232
1945	NORMS GTC	11/22/2024	Regular	0.00	855.90	125278
1986	NORTH CENTRAL INTERNATIONAL LLC	11/22/2024	EFT	0.00	275.22	18418
7404	NORTH STAR TRAINING & CONSULTING	11/15/2024	Regular	0.00	4,495.00	125233
1961	NORTHERN SAFETY CO INC	11/22/2024	EFT	0.00	143.60	18419
7632	NOTHING BUT HEMP	11/15/2024	EFT	0.00	1,056.00	18326
6463	OFFICE OF MNIT SERVICES	11/22/2024	Regular	0.00	709.62	125280
7815	OLSON, SUSAN	11/22/2024	Regular	0.00	400.00	125281
5891	ONE OFFICE SOLUTION	11/20/2024	EFT	0.00	92.42	18356
5891	ONE OFFICE SOLUTION	11/22/2024	EFT	0.00	63.64	18420
3809	O'REILLY AUTOMOTIVE STORES, INC	11/22/2024	EFT	0.00	239.00	18421
3597	PAAPE DISTRIBUTING CO	11/20/2024	EFT	0.00	510.15	18357
2010	PARK SUPPLY OF AMERICA, INC	11/22/2024	Regular	0.00	126.36	125282
2221	PARSONS, DAVE	11/22/2024	EFT	0.00	148.51	18422
1243	PATZERS INC	11/15/2024	EFT	0.00	44.76	18327
1243	PATZERS INC	11/22/2024	EFT	0.00	46.96	18423
7808	PAUL'S FLOORING	11/15/2024	Regular	0.00	760.00	125234
2019	PAUSTIS WINE COMPANY	11/22/2024	EFT	0.00	2,501.25	18424
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	11/15/2024	EFT	0.00	88.50	18328
2028	PERA OF MINNESOTA REG	11/22/2024	Bank Draft	0.00	62,489.04	DFT0004596
7053	PERFORMANCE FOOD GROUP, INC.	11/22/2024	EFT	0.00	74.77	18425
4548	PLUM CREEK LIBRARY SYSTEM	11/20/2024	EFT	0.00	217.00	18358
5938	POTTER, ASHLEY	11/22/2024	Regular	0.00	315.00	125283
5843	PRECISION MARKETING CONCEPTS LLC	11/22/2024	Regular	0.00	350.00	125284
6166	PULVER MOTOR SVC, LLC	11/15/2024	EFT	0.00	80.00	18329
6166	PULVER MOTOR SVC, LLC	11/22/2024	EFT	0.00	80.00	18426
7322	QUADIENT FINANCE USA, INC	11/22/2024	EFT	0.00	500.00	18427
2096	QUARNSTROM & DOERING, PA	11/22/2024	EFT	0.00	200.00	18428
2199	RAFF, ED	11/22/2024	EFT	0.00	277.17	18429
6570	REDWOOD COUNTY SHERIFF'S OFFICE	11/15/2024	Regular	0.00	1,072.50	125235
5732	RITE ENTERPRISES, INC	11/15/2024	EFT	0.00	2,346.98	18330
5732	RITE ENTERPRISES, INC	11/22/2024	EFT	0.00	324.90	18430
0707	ROADSIDE DEVELOPERS INC	11/15/2024	Regular	0.00	525.00	125236
2201	RUNNING SUPPLY, INC	11/15/2024	EFT	0.00	233.88	18331
2201	RUNNING SUPPLY, INC	11/22/2024	EFT	0.00	521.83	18431
3630	SCHOLTEN, ANTHONY	11/15/2024	EFT	0.00	212.05	18332
6286	SCHWEGMAN'S CLEANERS, LLP	11/20/2024	EFT	0.00	133.50	18359
0137	SHERWIN WILLIAMS	11/15/2024	Regular	0.00	98.99	125237
6963	SLEEPY EYE BREWING COMPANY LLC	11/15/2024	EFT	0.00	166.80	18333
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	11/15/2024	EFT	0.00	24,922.49	18334
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	11/22/2024	EFT	0.00	20,735.11	18432
2309	SOUTHWEST COACHES INC	11/15/2024	EFT	0.00	950.00	18335
2311	SOUTHWEST GLASS CENTER, INC	11/15/2024	EFT	0.00	75.00	18336
2311	SOUTHWEST GLASS CENTER, INC	11/22/2024	EFT	0.00	539.40	18433
3022	SOUTHWEST HEALTH & HUMAN SERVICES	11/22/2024	Regular	0.00	10.00	125285
2318	SOUTHWEST SANITATION INC.	11/20/2024	EFT	0.00	142.68	18360
7526	STERICYCLE, INC.	11/22/2024	Regular	0.00	123.88	125286
4385	STUART C IRBY CO.	11/15/2024	EFT	0.00	64.00	18337
2721	SWALBOSKI, BRIAN	11/22/2024	EFT	0.00	66.00	18434

## Check Report

Date Range: 11/15/2024 - 11/26/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6277	TALKING WATERS BREWING CO, LLC	11/15/2024	EFT	0.00	535.00	18338
0875	THE COMPUTER MAN INC	11/20/2024	EFT	0.00	447.00	18361
1193	THE PROPHET CORPORATION	11/22/2024	EFT	0.00	79.74	18435
7044	TIMECLOCK PLUS LLC	11/22/2024	EFT	0.00	6,744.00	18436
2428	TITAN MACHINERY	11/15/2024	EFT	0.00	474.54	18339
2428	TITAN MACHINERY	11/22/2024	EFT	0.00	302.50	18437
6156	TRUE FABRICATIONS, INC.	11/22/2024	EFT	0.00	114.86	18438
7418	UDOFOT ENTERPRISES, INC	11/22/2024	EFT	0.00	450.00	18439
4402	UPS	11/22/2024	Regular	0.00	19.47	125287
7036	US BANK	11/22/2024	EFT	0.00	57,591.04	18440
3443	VALIC DEFERRED COMP	11/22/2024	Bank Draft	0.00	1,336.54	DFT0004589
3443	VALIC DEFERRED COMP	11/22/2024	Bank Draft	0.00	1,396.15	DFT0004590
4489	VERIZON WIRELESS	11/20/2024	EFT	0.00	41.57	18362
4489	VERIZON WIRELESS	11/20/2024	EFT	0.00	41.57	18363
4489	VERIZON WIRELESS	11/22/2024	EFT	0.00	1,257.62	18441
4489	VERIZON WIRELESS	11/22/2024	EFT	0.00	39.02	18442
6694	VESTIS GROUP, INC.	11/22/2024	Regular	0.00	111.87	125288
2538	VIKING COCA COLA BOTTLING CO.	11/15/2024	EFT	0.00	901.95	18340
4594	VINOCOPIA INC	11/15/2024	EFT	0.00	3,544.00	18341
4594	VINOCOPIA INC	11/22/2024	EFT	0.00	1,182.75	18443
6085	VOYA - INVESTORS CHOICE	11/22/2024	Bank Draft	0.00	4,053.26	DFT0004599
6791	WALMART	11/15/2024	Regular	0.00	170.15	125238
6791	WALMART	11/19/2024	Regular	0.00	47.95	125245
6791	WALMART	11/22/2024	Regular	0.00	355.47	125289
2595	WESTERN PRINT GROUP	11/22/2024	EFT	0.00	264.48	18444
7818	WINTER, GAVIN	11/22/2024	Regular	0.00	500.00	125290
6511	ZOOBEAN, INC	11/20/2024	EFT	0.00	949.00	18364

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	64	0.00	541,748.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	38	38	0.00	240,856.74
EFT's	359	162	8.67	605,543.01
	501	264	8.67	1,388,148.14

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	64	0.00	541,748.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	38	38	0.00	240,856.74
EFT's	359	162	8.67	605,543.01
	501	264	8.67	1,388,148.14

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	11/2024	1,388,148.14
			1,388,148.14

**CITY OF MARSHALL, MINNESOTA**  
**PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS**  
**11/26/2024**

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			1,352,002.13	71,158.01	1,489,939.86	48.85%
ST-012	482-43300-55170	2/27/2024	S Whitney (E College to Jean)	D & G Excavating	1,565,706.60	50,738.00	1,616,444.60			1,492,457.50	80,529.57	5,853.23	99.64%
ST-001	101-43300-53425	3/26/2024	Chip Seals	Pearson Bros., Inc.	132,504.60	19,981.45	152,486.05			152,486.05	-	-	100.00%
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			120,029.86	6,317.36	35,233.58	78.19%
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%
				14,679,869.89	752,951.36	15,432,821.25	118,334.63	3,695,016.32	4,092,465.25	37,604.30	203,227.71	1,585,229.04	

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Convention and Visitors Bureau Annual Report
<b>Background Information:</b>	Visit Marshall Director, Cassi Weiss will be in attendance to provide an update on the Convention and Visitors Bureau. The annual contract with the Marshall Convention and Visitors Bureau is set to expire at the end of the year.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve the agreement between the Marshall Convention and Visitors Bureau and the Red Baron Arena & Expo, and Amateur Sports Complex.

## CITY OF MARSHALL

### RED BARON ARENA & EXPO AND AMATEUR SPORTS COMPLEX SERVICE

#### AGREEMENT WITH MARSHALL VISITORS AND CONVENTION BUREAU

THIS AGREEMENT, made and entered into this 1st day of January 2025 by and between the Marshall Visitors and Convention Bureau, whose address is 1651 Victory Drive, Marshall, MN 56258 (hereinafter referenced as CVB), and the City of Marshall, Marshall, MN 56258, (hereinafter referenced as CITY) as follows:

WHEREAS, the parties desire to enter into a service agreement for the purpose of marketing, promoting, sponsor relations and scheduling the City of Marshall owned facilities of the Red Baron Arena & Expo and Amateur Sports Complex in accordance with the City Code of Ordinances Chapter 70 Taxation Article IV Food and Beverage Tax; and

WHEREAS, the private-public partnership outlined in this agreement will create operational efficiencies, maximize limited financial resources, and create a more coordinated community effort to increase users of the Red Baron Arena & Expo and Amateur Sports Complex; and

WHEREAS, we must foster relationships which allow contribution of our individual skills toward the common goal, and promote the individual strengths and unique characteristics of each entity to best provide a full service experience for our visitors and users; and

WHEREAS, CVB will serve as a facilitator, and will provide the services pursuant to terms and conditions as set forth herein; and

NOW, THEREFORE, in consideration of the mutual agreements as set forth herein, the parties hereto agree as follows:

- 1) CVB Scope of Services Subject to the terms and conditions of this agreement, CVB agrees to provide administrative services to market, promote and schedule the City of Marshall's Red Baron Arena & Expo and Amateur Sports Complex including, but not limited to:
  - a. CVB will assist in the development of an annual budget, updated as needed with input and approval from the Parks and Recreation Superintendent, City Administrator, and City Council.
  - b. CVB will assist in the development of a marketing plan, updated as needed with input and approval from the Parks and Recreation Superintendent and City Administrator. The plan will identify the marketing and promotions of these facilities. The plan shall include clearly articulated vision, goals, objectives, and tasks as well as ongoing performance measures.
  - c. CVB will assist in the development of all related user fees and sponsorships.
  - d. The CVB shall directly involve the designated sports commission in planning and pursuit of strategic alliances, partnerships, and agreements as it may relate to this Agreement and future amendments.
  - e. CVB will provide staff to compose letters, memorandum, and other business correspondence, assist with the management of the designated sports commission related

files and projects, coordinate meeting agendas, and participate in presentation of information at meetings.

- f. CVB will provide staff to maintain the Red Baron Arena & Expo's website and social media.
- g. CVB will assist in maintaining facility schedules and related contracts for users at the Red Baron Arena & Expo.
- h. CVB will provide an annual presentation (written and/or oral) of outcomes/status updates to the City Council.
- i. City of Marshall will have final approval on large bookings as they have the ability to negatively impact the budget.

## 2) Event Roles:

ROLES	RESPONSIBLE PARTY	DESCRIPTION
Recruiting/Event sourcing	CVB	Develop and maintain solid relationships with organizations/exhibitors.
Online Scheduling/school calendar	CVB	Confirm/deny date and time. Add to calendar. *City meetings/events are booked through City staff
Concession/Studio 1 Communications	CVB	Identify which dates need coverage for events.
Event Contracts/Documents	CVB	CVB originates the schedule, sends out the contract and secures the signed contracts.
Advertising and Marketing	CVB	Create plan to market and communicate the event. Update website and social media outlets. Implement traditional and digital marketing campaigns.
Event Planning Meeting	CVB Rep/Event Manager --Develop Agenda City Rep Maintenance Sound Technician	Detailed description of event needs. Coordinate logistics (food, location, participants, supplies needed, etc.).
Set-up	City Maintenance Crew	Coordinate event needs (set-up chairs/tables/etc.).
Event Manager	CVB	Attends event.
Tear Down	City Maintenance Crew	Clean up.
Post-event Meeting	CVB Rep/Event Manager --Develop Agenda City Rep Maintenance Sound Technician	Review the successes and challenges of the event and determine areas needing improvement.



Billing/Collection		City	Send invoices for event and collect payment.
Manage Sponsorship agreements/ add additional revenue dashers/bb/sb complex/outfield signage		CVB	Create and market sponsorship programs.
Tracking of reservations on a shared platform outside of Finnly to be updated in a timely manner by all parties		CVB / Studio 1 / City Staff	Utilize external spreadsheet or platform that all parties have access to fully list all events and due dates.

3) Governance

- a. The CVB Director or their designee shall coordinate with designated City officials in preparation of agendas and be responsible for presentations at the Marshall Sports Commission meetings.

4) Staff

- a. The staffing and management of the CVB is the responsibility of the CVB Board of Directors, who will assume full responsibility for employment, discharge and day-to-day management of the CVB.
- b. The CVB represents that it is skilled in the matters addressed in the Scope of Services and is performing independent functions and responsibilities within its field of expertise. The CVB and its personnel are independent contractors and not employees of the City. As an independent contractor, the CVB is responsible for its own management. The City's administration and enforcement of this Agreement shall not be deemed an exercise of managerial control over the CVB or its personnel.

5) Reports and Information: In addition to Marshall Ordinance Article II Section 70-22, when requested by the City, the CVB shall furnish periodic reports and documents on matters covered by this Agreement. The reports and documents shall be furnished in the time and form requested. Such reports and documents shall include: list of special events sponsored by the CVB with the amount of revenue expended on each festival, special event or tourism-related facility; the estimated number of tourists and/or persons traveling over fifty miles to the destination, and the estimated number of lodging stays generated per festival or tourism-related event.

- a. Collaboration with the Parks & Recreation Superintendent, Executive Committee of the designated sports commission and CVB Director is essential.
- b. CVB will provide other staff or consultants as determined necessary to provide services as outlined herein within given budget.
- c. CVB will facilitate regular quarterly meetings with City staff to discuss business projects, share information on pending projects, develop appropriate responses and provide updates.
- d. CVB staff is expected to participate in regional and state organizations and efforts related to activities of the designated sports commission.

- 6) Payment and Terms Monthly payments for services in the amount of \$7,000 shall be paid by the 1<sup>st</sup> of the month for that service month, on a monthly basis by the City of Marshall. These payments will cover all costs associated with providing all related costs.

All payments shall be made to Marshall Convention & Visitors Bureau, 1651 Victory Drive, Marshall, MN 56258.

- 7) Indemnity and Duty to Defend Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law. CVB agrees to defend, indemnify and hold the City, its officers, employees, and agents harmless from any and all liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from the negligent acts or omissions of CVB or of its agents or contractors related to the performance of this Agreement. The City agrees to defend, indemnify and hold CVB, its officers, employees, and agents harmless from any and all liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from the negligent acts or omissions of the City or of its agents or contractors related to the performance of this Agreement. The party seeking to be indemnified and defended shall provide timely notice to the other party when the claim is brought. The indemnifying party shall retain all rights and defenses available to the indemnified party. Nothing in this Agreement constitutes a waiver of any limits on liability, immunities, or exemptions from liability available to either party under Minnesota Statutes, chapter 466 or other law.
- 8) General Provisions This Agreement shall be governed by the substantive laws of the State of Minnesota without regard to conflict of law principles. The Agreement constitutes the entire understanding and agreement between the parties hereto and their affiliates with respect to its subject matter and supersedes all prior or contemporaneous agreements, representatives, warranties and understandings of such parties (whether oral or written). No promise, inducement, representation or agreement, other than as expressly set forth herein, has been made to or by the parties hereto. This letter may be amended only by written agreement, signed by the parties to be bound by the amendment. Evidence shall be inadmissible to show agreement by and between such parties to any term or condition contrary to or in addition to the terms and conditions contained in this letter. This letter shall be construed according to its fair meaning and not strictly for or against either party.
- 9) Termination Provision The Agreement shall become effective January 1<sup>st</sup> 2025 and continue until December 31st, 2025. Both parties hereto reserve the right to terminate or amend the terms of this Agreement by providing thirty (30) days written notice to the other party. Written notice of termination shall be provided to the parties at the following addresses:

Marshall Convention and Visitors Bureau  
1651 Victory Drive  
Marshall, MN 56258

Office of the City Administrator  
344 West Main Street  
Marshall, MN 56258

Upon termination of this Agreement, all electronic and hard files and their content shall be provided to the City of Marshall at no cost.

IN WITNESS WHEREOF, the parties have hereinto executed this Agreement the date and year first above written.

City of Marshall, Minnesota

---

By: Robert J. Byrnes  
Its: Mayor

City of Marshall, Minnesota

---

By: Steven Anderson  
Its: City Clerk

Marshall Convention and Visitors Bureau

---

By: Keith Petermeyer  
Its: Board Chair

---

By: Cassi Weiss  
Its: Executive Director

## MARSHALL CONVENTION AND VISITORS BUREAU SERVICE AGREEMENT

### WITH THE CITY OF MARSHALL

THIS LEASE AGREEMENT, made and entered into this 1<sup>st</sup> day of January 2025 by and between the City of Marshall, whose address is 344 West Main Street, Marshall, MN 56258, and the Marshall Convention and Visitors Bureau, whose address is 1651 Victory Drive, Marshall, MN 56258, a 501 (c)(6) Corporation (hereinafter referenced as CVB) as follows:

NOW, THEREFORE, in consideration of the mutual agreements as set forth herein, the parties hereto agree as follows:

- A. Rental Agreement: Subject to the terms and conditions of this agreement, City of Marshall agrees to provide rental services to the CVB, including but not limited to:
  - Office space, Wireless internet, meeting space (if rental schedule allows) cleaning, garbage, recycling, & snow removal to the Convention & Visitor Bureau.
  - Utilities. The City of Marshall agrees to provide such heat, electricity, water, and sewage services as are reasonably necessary for Tenant's operations at no additional cost to Tenant.
  - This agreement allows the CVB to utilize the meeting rooms in the arena, but the community rentals will take priority over the CVB rentals.
- B. Payment and Terms CVB shall pay to City of Marshall monthly payments for Rent in the amount of \$400 per month on the first day of each and every month.
  - a. All payments shall be made to City of Marshall, 344 West Main Street, Marshall, MN 56258.
- C. Mutual Indemnification Obligations City of Marshall agrees to defend, indemnify, and hold harmless CVB against any and all claims, liability, loss, damage, or expense arising under the provisions of this agreement and caused by or resulting from negligent acts or om missions of CVB and/or those of its employees or agents. CVB agrees to defend, indemnify, and hold harmless City Of Marshall against any and all claims, liability, loss, damage, or expense arising under the provisions of this agreement and caused by or resulting from negligent acts or om missions of City of Marshall and/or those of its employees or agents. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
- D. Liability Insurance the CVB will carry public liability insurance with 1,000,000 per occurrence & 3,000,000 general aggregate.
- E. Marshall Convention & Visitors Bureau shall obtain and maintain continuously in effect at all
  - a. times during the term of this Lease, at their sole expense, insurance written by a company licensed to do business in the State of Minnesota of the type and having limits at least as large as those set forth herein.

- b. Such insurance shall name the City Of Marshall/ Red Baron Arena & Expo as an additional insured thereunder and shall contain provisions requiring at least thirty (30) days advance notice to the Landlord of the termination or cancellation of all such insurance. Tenant shall provide Landlord with copies of certificate of insurance for all policies required herein evidencing such policies. Tenant shall deliver certificates of such insurance to Landlord before occupying the Facility and installing any equipment.

(1) Owner's, landlord's and tenant's insurance: Tenant shall insure or self-insure their own personal property located on the lease premises.

- Workers' compensation insurance: meeting or exceeding statutory requirements.
  - General liability insurance in the amount of \$1,000,000 for injuries to any one person, \$1,000,000 for any one accident and \$100,000 for property damage or, in the alternative, combined single limit coverage of at least \$1,000,000.
  - It is understood that the specified amounts of insurance stated herein shall in no way limit the liability of the Tenant.
  - Except in the case of the willful or negligent act or omission of Landlord, its agent or employee, Tenant agrees to indemnify, defend and hold Landlord harmless from and against any and all claims, damages, liabilities and expenses (including attorney's fees) brought or incurred because of any injury to person(s) or damage to property arising from the use, occupancy or control of the Facility by Tenant.
- F. General Provisions This Agreement shall be governed by the substantive laws of the State of Minnesota without regard to conflict of law principles. The Agreement constitutes the entire understanding and agreement between the parties hereto and their affiliates with respect to its subject matter and supersedes all prior or contemporaneous agreements, representatives, warranties and understandings of such parties (whether oral or written). No promise, inducement, representation or agreement, other than as expressly set forth herein, has been made to or by the parties hereto. This letter may be amended only by written agreement, signed by the parties to be bound by the amendment. Evidence shall be inadmissible to show agreement by and between such parties to any term or condition contrary to or in addition to the terms and conditions contained in this letter. This letter shall be construed according to its fair meaning and not strictly for or against either party.
- G. Termination Provision The Agreement shall become effective January 1<sup>st</sup> 2025 and continue until December 31st 2025. Both parties here to reserve the right to terminate or amend the terms of this Agreement by providing Thirty (30) days written notice to the other party. Written notice of termination shall be provided to the parties at the following addresses:

Marshall Convention and Visitors Bureau  
1651 Victory Drive  
Marshall, MN 56258

Office of the City Administrator  
344 West Main Street  
Marshall, MN 56258

Upon termination of this Agreement, all electronic and hard files and their content shall be provided to the City of Marshall at no cost.

IN WITNESS WHEREOF, the parties have hereinto executed this Agreement the date and year first above written.

City of Marshall, Minnesota

---

By: Robert J. Byrnes  
Its: Mayor

City of Marshall, Minnesota

---

By: Steven Anderson  
Its: City Clerk

Marshall Convention and Visitors Bureau

---

By: Keith Petermeyer  
Its: Board Chair

---

By: Cassi Weiss  
Its: Executive Director

**CITY OF MARSHALL  
AGENDA ITEM REPORT  
COUNCIL 11/26/24**

<b>Presenter:</b>	Ilya Gutman
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider the request of Brenan Clark for an Interim Use Permit and a Variance Adjustment Permit to have an outside storage unit in a B-3 General Business District at 1507 East College Drive
<b>Background Information:</b>	<p>This is a request for an interim use permit for one storage unit (a semi-trailer) in a B-3 General business district in accordance with Section 86-248 (f), which allows one unit, provided it is painted to match the building and does not have any signage. That section also requires that such unit is not placed in the front yard. In this case, the unit is located behind the building, but the lot is a double frontage lot, meaning that it faces streets on two non-adjacent sides, which means that the storage unit is indeed located in the front yard. Consequently, a variance is required prior to an interim use permit approval.</p> <p>Granting of a variance may be permitted only if the request meets the three pronged “practical difficulties” test, which requires that proposed use is reasonable (it is); the problem is caused by the conditions unique to this property and not created by the landowner (it is unique because it is a double frontage lot, with one of the streets effectively serving mostly as a service road; however, this uniqueness would be applicable to all lots between East College Drive and McLaughlin Drive); and that granting the variance will not change the character of the area (this condition is met if we take into account that this trailer has been there for a very long time and is not visible from East College Drive). A variance may be approved (but doesn’t have to be) if all three conditions are met.</p> <p>Two separate motions are required since there are two separate requests: for a variance and for an interim use permit. If a variance is not approved, an interim use permit cannot be approved either. Please see Findings of Fact for more information. An aerial photo is attached.</p> <p>The Planning Commission conducted a public hearing on November 13, 2024, and unanimously recommended approval.</p>
<b>Fiscal Impact:</b>	N/A
<b>Alternative/ Variations:</b>	Deny the request
<b>Recommendations:</b>	<p><u>Recommendation No. 1</u> Planning Commission and staff recommend a <u>motion</u> to approve the request for a Variance Adjustment Permit for a storage unit (semi-trailer) to be located in the front yard between McLaughlin Drive and the building, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. That the regulations, standards, and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.</li> <li>2. That the City reserves the right to revoke the Variance Adjustment Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to cure any such default.</li> </ol> <p><u>Recommendation No. 2</u> Planning Commission and staff recommend a <u>motion</u> to approve the request for an Interim Use Permit for a storage unit (semi-trailer), subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The semi-trailer shall be painted to match the building and should not have any signage or writing.</li> <li>2. The semi-trailer should have current registration tabs.</li> <li>3. This Interim use permit expires when the property is sold or changes the ownership in any way.</li> </ol>





**Marshall Planning Commission**  
**Report to City Council – Request for a Variance Adjustment and Interim Use Permits**  
**1507 East College Drive, City of Marshall, Lyon County, Minnesota**

**WHEREAS**, the office of the City of Marshall Zoning Administrator received an application for a Variance Adjustment Permit and an Interim Use Permits dated October 8, 2024, for a storage unit (semi-trailer) on the property located at 1507 East College Drive;

**WHEREAS**, the applicant was the property owner Brennan Clark;

**WHEREAS**, a written request for a Variance Adjustment or Interim Use Permit is subject to the Minnesota 60-day rule as codified in Minnesota Statutes §15.99. The 60-day rule requires an approval or denial of a permit within 60 days of the time a request is submitted. If no action occurs on the request for a permit within 60 days, it is deemed approved pursuant to Minnesota Statute;

**WHEREAS**, City staff representatives from the Community Planning Department reviewed the application for the Variance and Interim Use Permits;

**WHEREAS**, Zoning Ordinance Section 86-248 (f) states that “in Business districts, the 30 days limit [on storage unit placement] may be extended for longer by an Interim Use Permit, provided such unit is painted to match the building with no signage, lettering, or advertising of any sort and is not placed in the front yard or required side or rear yards.”

**WHEREAS**, the storage unit (semi-trailer) in question is located in the front yard, as it is defined by the Zoning Ordinance, Section 86-1, between the building and McLaughlin Drive;

**WHEREAS**, Zoning Ordinance provides for considerations for granting a variance as follows: the applicant shall prove that the literal enforcement of the provisions of this chapter would cause practical difficulties because of circumstances unique to the individual property under consideration and the granting of the variances will be in keeping with the spirit and intent of this chapter. The term "practical difficulties," as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality;

**WHEREAS**, staff suggests the following in regards to Variance Permit considerations: the proposed use is reasonable; the problem is caused by the conditions unique to this property and not created by the landowner because it is a double frontage lot, with McLaughlin Drive in the rear serving mostly as a back service road for businesses facing East College Drive and Birch Street; and that granting the variance will not change the character of the area because this trailer has been there for a very long time and is not visible from East College Drive;

**WHEREAS**, Zoning Ordinance Sec. 86-49 outlines the following Standards for Hearing when an Interim Use Permit is considered:

- (1) Whether the proposed use is compatible with the existing neighborhood environment and use.
- (2) The adequacy of the access to roads and rights-of-way.
- (3) The additional traffic generated by facility.
- (4) The landscaping, fencing and/or screening plan.
- (5) The outside storage provisions.
- (6) The accessory buildings provisions.
- (7) The facility size.
- (8) The area of site.
- (9) The off-street parking facilities.
- (10) The density of the population and structures.
- (11) The duration of proposed Interim Use.
- (12) The natural features of the area.
- (13) The availability of existing utility and public service facility.
- (14) The future maintenance provisions.
- (15) Whether the proposed use will be injurious to the property or improvements in the area adjacent to such proposed use and the community as a whole.

**WHEREAS**, staff offered the following information for relevant items in regards to the above Standards for Hearing:

- (1) The lot in question is located in a B-3 General business district and semis and trucks are delivering goods there on a regular basis.
- (2) Not applicable.
- (3) Not applicable.
- (4) The standard B-3 general business district landscaping requirements are applicable.
- (5) The standard B-3 general business district outside storage provisions are applicable, which generally prohibit any outside storage.
- (6) This is not considered an accessory building.
- (7) The semi-trailer is of standard size, or about 300 SF.
- (8) The lot area is adequate.
- (9) The standard B-3 parking requirements are applicable, and 8 parking spaces are required for a building of this size.
- (10) Not applicable.
- (11) It will expire when the property changes owner.
- (12) Not applicable.
- (13) Not applicable.
- (14) The standard B-3 general business district maintenance provisions are applicable.
- (15) This should not be injurious to the adjacent area because this trailer has been there for very long time and is not visible from College Drive.

**WHEREAS**, a public hearing was scheduled for November 13, 2024, to consider the request for Variance and Interim Use Permits and notice of that hearing was published and was mailed pursuant to provisions of Ordinance Sec. 86-47, Sec. 86-29, and further in compliance with Minnesota Statutes;

**WHEREAS**, the public hearing was held as scheduled and the Planning Commission considered the above information and presentation by staff with a recommendation for the Planning Commission to recommend approval to the Council;

**WHEREAS**, the Planning Commission has evaluated all applicable considerations and finds and determines that granting requested Variance and Interim Use Permits will not be injurious to the adjacent properties and that all standards for hearing are satisfied.

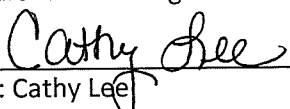
**NOW THEREFORE**, it is recommended by the Planning Commission to the Marshall City Council that the Variance Adjustment Permit for a storage unit (semi-trailer) on the property in a B-3 General business district to be located in the front yard be approved as recommended by staff with a condition that all pertinent regulations and standards are conformed with. The motion offered by MUCHLINSKI and seconded by STONEBERG, and declared carried on the following vote:

Ayes:6  
Nays:0  
Abstained:0  
Passed: 6:0

**NOW THEREFORE**, it is recommended by the Planning Commission to the Marshall City Council that the Interim Use Permit for a storage unit (semi-trailer) on the property in a B-3 General business district be approved as recommended by staff with the following conditions: the semi-trailer shall be painted to match the building and should not have any signage or writing; the semi-trailer shall have current registration tabs; and this interim use permit expires when the property owner is changed. The motion offered by STONEBERG and seconded by DOOM, and declared carried on the following vote:

Ayes:6  
Nays:0  
Abstained:0  
Passed: 6:0

Marshall Planning Commission

  
By: Cathy Lee  
Its: Chair

**RESOLUTION NO. 24-099**

**RESOLUTION APPROVING  
VARIANCE AND INTERIM USE PERMITS  
WITHIN THE CITY OF MARSHALL, MINNESOTA**

**WHEREAS**, the office of the City of Marshall Zoning Administrator received an application for a Variance Adjustment Permit and an Interim Use Permit dated October 8, 2024, for a storage unit (semi-trailer) on the property located at:

**LOCATION:** 1507 East College Drive.

**LEGAL DESCRIPTION:** F J MCLAUGHLIN 2ND SUBDIVISION LOTS 26 & 27

**WHEREAS**, the applicant was the property owner Brennan Clark;

**WHEREAS**, City staff representatives from the Community Planning Department reviewed the application for the Variance and Interim Use Permits;

**WHEREAS**, Zoning Ordinance Section 86-248 (f) states that “in Business districts, the 30 days limit [on storage unit placement] may be extended for longer by an Interim Use Permit, provided such unit is painted to match the building with no signage, lettering, or advertising of any sort and is not placed in the front yard or required side or rear yards.”

**WHEREAS**, the storage unit (semi-trailer) in question is located in the front yard, as it is defined by the Zoning Ordinance, Section 86-1, between the building and McLaughlin Drive, in a B-3 General business district;

**WHEREAS**, Zoning Ordinance provides for considerations for granting a variance as follows: the applicant shall prove that the literal enforcement of the provisions of this chapter would cause practical difficulties because of circumstances unique to the individual property under consideration and the granting of the variances will be in keeping with the spirit and intent of this chapter. The term "practical difficulties," as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality;

**WHEREAS**, staff suggests the following in regards to Variance Permit considerations: the proposed use is reasonable; the problem is caused by the conditions unique to this property and not created by the landowner because it is a double frontage lot, with McLaughlin Drive in the rear serving mostly as a back service road for businesses facing East College Drive and Birch Street; and that granting the variance will not change the character of the area because this trailer has been there for a very long time and is not visible from East College Drive;

**WHEREAS**, Zoning Ordinance Sec. 86-49 outlines the following Standards for Hearing when an Interim Use Permit is considered:

- (1) Whether the proposed use is compatible with the existing neighborhood environment and use.
- (2) The adequacy of the access to roads and rights-of-way.
- (3) The additional traffic generated by facility.
- (4) The landscaping, fencing and/or screening plan.
- (5) The outside storage provisions.
- (6) The accessory buildings provisions.
- (7) The facility size.
- (8) The area of site.
- (9) The off-street parking facilities.
- (10) The density of the population and structures.
- (11) The duration of proposed Interim Use.
- (12) The natural features of the area.
- (13) The availability of existing utility and public service facility.
- (14) The future maintenance provisions.
- (15) Whether the proposed use will be injurious to the property or improvements in the area adjacent to such proposed use and the community as a whole.

**WHEREAS**, staff offered the following information for relevant items in regards to the above Standards for Hearing:

- (1) The lot in question is located in a B-3 General business district and semis and trucks are delivering goods there on a regular basis.
- (2) Not applicable.
- (3) Not applicable.
- (4) The standard B-3 general business district landscaping requirements are applicable.
- (5) The standard B-3 general business district outside storage provisions are applicable, which generally prohibit any outside storage.
- (6) This is not considered an accessory building.
- (7) The semi-trailer is of standard size, or about 300 SF.
- (8) The lot area is adequate.
- (9) The standard B-3 parking requirements are applicable, and 8 parking spaces are required for a building of this size.
- (10) Not applicable.
- (11) It will expire when the property changes owner.
- (12) Not applicable.
- (13) Not applicable.
- (14) The standard B-3 general business district maintenance provisions are applicable.
- (15) This should not be injurious to the adjacent area because this trailer has been there for very long time and is not visible from College Drive.

**WHEREAS**, a public hearing was scheduled for November 13, 2024, to consider the request for Variance and Interim Use Permits and notice of that hearing was published and was mailed pursuant to provisions of Ordinance Sec. 86-47, Sec. 86-29, and further in compliance with Minnesota Statutes;

**WHEREAS**, the public hearing was held as scheduled and the Planning Commission considered the above information and presentation by staff with a recommendation for the Planning Commission to recommend approval to the Council;

**WHEREAS**, the Planning Commission has evaluated all applicable considerations and finds and determined that granting requested Variance and Interim Use Permits will not be injurious to the adjacent properties and that all standards for hearing are satisfied.

**WHEREAS**, the Planning Commission has unanimously recommended to the City Council approving of both Variance and Interim Use Permits.

**WHEREAS**, the City Council reviewed the Minutes of the Planning Commission and heard from staff, and

**WHEREAS**, Staff reiterated its findings to the Council at the November 26, 2024, Council meeting,

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Marshall that the City Council accepts and adopts the findings of the Planning Commission.

**FURTHER, BE IT RESOLVED**, that the City Council accepts and adopts the following findings:

- (1) Because of the nature of the proposed use, the variance request meets the practical difficulties test:
  - a. Property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
  - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
  - c. The variance, if granted, will not alter the essential character of the locality.
- (2) Because of the nature of the proposed use and its location, the requested interim use:
  - a. Will not unreasonably diminish or impair established property values within the neighborhood or in any way violate the Ordinance provisions.
  - b. Will be in harmony with the general purpose and intent of the City Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

**FURTHER, BE IT RESOLVED,** that the City Council of the City of Marshall hereby approves the request for a variance adjustment permit for a storage unit (semi-trailer) on the property in a B-3 General business district to be located in the front yard, subject to on-going compliance with all of the following conditions:

- (1) Pursuant to Marshall Code Article 86-II, Division 86-II-1, Section 86-29, no application for a condition modification shall be considered by the planning commission or council for at least one-year from the date of a variance adjustment permit approval or from when circumstance sufficiently change to justify a review.
- (2) The owner shall maintain the property to conform with the Zoning Ordinance, Building Code, and not cause or create negative impacts to existing or future properties adjacent thereto.
- (3) The City reserves the right to revoke the variance if the applicant, or if the ownership of the property has changed, then the current owner, has breached the conditions contained in this permit provided first, however, that the City serve the applicant with written notice specifying items of any such default and thereafter allow the applicant a reasonable time in which to cure any such default.

**FURTHER, BE IT RESOLVED,** that the City Council of the City of Marshall hereby approves the requested Interim Use Permit for a storage unit (semi-trailer) on the property in a B-3 General business district, subject to on-going compliance with all of the following conditions:

- (1) Pursuant to Marshall Code Article 86-II, Division 86-II-2, Section 86-49, no application for a condition modification shall be considered by the planning commission or council for at least one-year from the date of an Interim Use Permit approval or from when circumstance sufficiently change to justify a review.
- (2) The owner shall maintain the property to conform with the Zoning Ordinance, Building Code, and not cause or create negative impacts to existing or future properties adjacent thereto.
- (3) The semi-trailer shall be painted to match the building with no any signage or writing and shall have current registration tabs.
- (4) This interim use permit expires when the property owner is changed.

**ATTEST:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**VARIANCE ADJUSTMENT PERMIT**

City of Marshall, Minnesota

**WHEREAS,** The Planning Commission of the City of Marshall has held a Public Hearing for a Variance Adjustment Permit for an outside storage unit at the location described as:

F J MCLAUGHLIN 2ND SUBDIVISION LOTS 26 & 27  
**State of Minnesota, County of Lyon, City of Marshall**  
(1507 East College Drive)

and; in accordance with and pursuant to the provisions Chapter 86 of City Code of Ordinances related to zoning; and has written findings that the establishment, maintenance or conducting of the use for which the permit is sought will not under the circumstances be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the area adjacent to the use, or to the public welfare, or injurious to property or improvements in the area adjacent to such use, and;

**WHEREAS,** The Planning Commission has designated certain conditions in the granting of such permit.

**NOW THEREFORE,** be it resolved by the Common Council of the City of Marshall, Minnesota, that a Variance Adjustment Permit be granted to Clark Properties, LLC for a storage unit in the front yard in a B-3 General Business District on the premises described herein subject to the following conditions:

1. That the regulations, standards, and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
2. That the City reserves the right to revoke the Variance Adjustment Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to cure any such default.

**ADOPTED November 26, 2024**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

This Instrument Drafted By:  
Jason R. Anderson, P.E.  
City Engineer/Zoning Administrator  
344 West Main Street  
Marshall MN 56258

(SEAL)

File No. 1179

**INTERIM USE PERMIT**  
City of Marshall, Minnesota

**WHEREAS**, the Planning Commission of the City of Marshall has held a Public Hearing for an Interim Use Permit for an outside storage unit at the location described as:

F J MCLAUGHLIN 2ND SUBDIVISION LOTS 26 & 27  
**State of Minnesota, County of Lyon, City of Marshall**  
(1507 East College Drive)

and, in accordance with and pursuant to the provisions of Chapter 86 of the City Code of Ordinances related to zoning; and has written findings that the establishment, maintenance or conducting of the use for which the permit is sought will not under the circumstances be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the area adjacent to the use, or to the public welfare, or injurious to property or improvements in the area adjacent to such use; and,

**WHEREAS**, the Planning Commission has designated certain conditions in the granting of such use permit.

**NOW, THEREFORE** Be It Resolved by the Common Council of the City of Marshall, Minnesota, that an Interim Use Permit be granted to Clark Properties, LLC for a storage unit in a B-3 General Business District on the premises described herein subject to the following conditions:

1. The semi-trailer shall be painted to match the building and should not have any signage or writing.
2. The semi-trailer should have current registration tabs.
3. This Interim use permit expires when the property is sold or changes the ownership in any way.

**ADOPTED November 26, 2024**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

This Instrument Drafted By:  
Jason R. Anderson, P.E.  
City Engineer/Zoning Administrator  
344 West Main Street  
Marshall MN 56258

(SEAL)

File No. 1179

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Authorization to Submit Letter of Support for Intersection Safety Improvements at TH 23 & Tiger Drive
<b>Background Information:</b>	<p>The intersection of Tiger Drive and Minnesota Trunk Highway 23 (TH 23) has been a local safety concern for many years. On January 3, 2024, the Marshall Area Transportation Group (MATG) hosted a meeting in our City Council Chambers with numerous stakeholders to discuss safety concerns at this intersection. The meeting was well-attended, and there was good discussion between some local stakeholders and MnDOT District 8 staff. At this meeting, District Engineer at the time, Jon Huseby and D8 Traffic Engineer Cody Brand discussed the opportunities and challenges associated with developing an intersection improvement project at this location. During the presentation, MnDOT largely focused on the possibility of implementing a Reduced Conflict Intersection (J-Turn) type of safety improvement at this location due to the low cost and high benefit of this type of improvement. The stakeholders in the room were in support of a safety improvement here and a J-Turn was viewed as an acceptable safety enhancement for this intersection.</p> <p>Back in early 2024, the City of Marshall submitted for a Rural High-Risk Roads grant for design and scoping of a J-Turn improvement at this intersection. Though the City was unsuccessful with this grant application, we did have letters of support from Marshall Public Schools, SW MN State University, MnDOT District 8, and the Marshall Area Transportation Group.</p> <p>At this time, MnDOT District 8 is planning to submit for a Highway Safety Improvement Program (HSIP) grant to design and construct a J-Turn improvement for this intersection. If successful, MnDOT could construct the project in 2028. MnDOT Traffic Engineer, Cody Brand, has asked for letters of support from MPS, SMSU, and the MATG.</p> <p>City staff has attached a draft letter of support for City Council review and consideration.</p>
<b>Fiscal Impact:</b>	No local costs for the design and construction of a J-Turn at TH 23 and Tiger Drive. If awarded, MnDOT's HSIP grant would cover the entire cost of the intersection safety improvement.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the City Council authorize City staff to submit the attached letter of support to MnDOT to be included with their HSIP grant application.



November 26, 2024

Mr. Cody Brand  
D8 Traffic Engineer  
Minnesota Department of Transportation (MnDOT)  
District 8  
2505 Transportation Road  
Willmar, MN 56201

Dear Mr. Brand,

On behalf of the City of Marshall, I am writing to express full support for the proposed reduced conflict intersection (RCI) improvement project at Minnesota Trunk Highway 23 and Tiger Drive under the Highway Safety Improvement Program (HSIP). As Mayor of the City of Marshall, I recognize the importance of improving traffic safety in Marshall, and I am confident that this project will have a significant and positive impact on the safety of all road users in our community.

The intersection of Trunk Highway 23 and Tiger Drive has long been a safety concern due to its complex traffic flow, the frequency of crashes at the location, and the high number of young and inexperienced drivers. By implementing an RCI design at this intersection, we can reduce the number of conflict points and mitigate the risk of dangerous, high-speed right-angle crashes. This improvement is a proven safety solution that will greatly enhance safety.

MnDOT has successfully installed RCIs at several key intersections along Trunk Highway 23 in Marshall, including County Road 7, S. Saratoga Street, and E. Lyon Street. These projects have proven to be highly successful in improving safety and reducing crashes, and we believe that implementing a similar design at Tiger Drive will yield similar positive results. We are confident that the proposed RCI will improve both safety and traffic flow in this critical area.

The City of Marshall is hopeful that this project will qualify for an HSIP grant, and we look forward to partnering with you and MnDOT to ensure the successful implementation of these much-needed intersection safety improvements. This project will significantly enhance safety for our residents, commuters, and visitors alike.

Thank you for your time and consideration. We appreciate your ongoing efforts to improve transportation safety in our region, and we strongly support this funding request. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

Robert J. Byrnes  
Mayor, City of Marshall

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Resolution to Accept the Results of the General Election Held on November 5, 2024
<b>Background Information:</b>	<p>The General Election for Mayor and three councilmembers was held on November 5, 2024. Per Minnesota Statute results from the election are unofficial until local, county and state canvassing boards meet and certify results.</p> <p>The Lyon County Canvassing Board met on November 8th, the City of Marshall Canvassing Board met on November 12th and the State Canvassing Board had met on November 21st to certify the results from the General Election.</p> <p>The City of Marshall Canvassing Board certified that Bob Byrnes, Amanda Schroeder, Amanda Schwartz, and James Lozinski received the majority votes for their respective races and were declared the winners.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To adopt Resolution 24-100 accepting the results of the General Election held on November 5, 2024.

Abstract of Votes Cast  
In the Precincts of the City of Marshall  
State of Minnesota  
at the State General Election  
Held Tuesday, November 5, 2024

as compiled from the official returns.

Summary of Totals  
City of Marshall  
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	7506
Number of persons registered on Election Day	872
Number of accepted regular, military, and overseas absentee ballots and mail ballots	2095
Number of federal office only absentee ballots	6
Number of presidential absentee ballots	0
Total number of persons voting	6398

Summary of Totals  
City of Marshall  
Tuesday, November 5, 2024 State General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

Mayor (Marshall)

NP  
Noel H. Ayala  
1595

NP  
Bob Byrnes  
4264

WI  
WRITE-IN  
52

Council Member Ward 1 (Marshall)

NP  
Amanda Schroeder  
1514

WI  
WRITE-IN  
20

Council Member Ward 2 (Marshall)

NP  
David E. Sturrock  
705

NP  
Dereck C. Deutz  
573

NP  
Amanda Schwartz  
1039

WI  
WRITE-IN  
4

Council Member Ward 3 (Marshall)

NP  
James Lozinski  
1563

WI  
WRITE-IN  
55

Detail of Election Results  
City of Marshall  
Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
42 0095 : MARSHALL W-1	2093	401	1868
42 0105 : MARSHALL W-2	2976	217	2512
42 0115 : MARSHALL W-3	2437	254	2018
City of Marshall Total:	7506	872	6398

Detail of Election Results  
City of Marshall  
Tuesday, November 5, 2024 State General Election

Office Title: Mayor (Marshall)

Precinct	NP Noel H. Ayala	NP Bob Byrnes	WI WRITE-IN
42 0095 : MARSHALL W-1	466	1234	16
42 0105 : MARSHALL W-2	626	1712	22
42 0115 : MARSHALL W-3	503	1318	14
Total:	1595	4264	52

Office Title: Council Member Ward 1 (Marshall)

Precinct	NP Amanda Schroeder	WI WRITE-IN
42 0095 : MARSHALL W-1	1514	20
Total:	1514	20

Office Title: Council Member Ward 2 (Marshall)

Precinct	NP David E. Sturrock	NP Dereck C. Deutz	NP Amanda Schwartz	WI WRITE-IN
42 0105 : MARSHALL W-2	705	573	1039	4
Total:	705	573	1039	4

Detail of Election Results  
City of Marshall  
Tuesday, November 5, 2024 State General Election

Office Title: Council Member Ward 3 (Marshall)

Precinct	NP James Lozinski	WI WRITE-IN
42 0115 : MARSHALL W-3	1563	55
Total:	<b>1563</b>	<b>55</b>



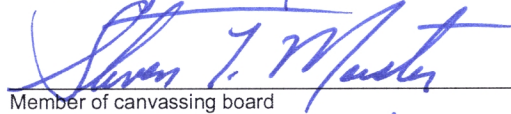
We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Marshall Clerk. Witness our official signature at Marshall City Hall in Lyon County this 12<sup>th</sup> day of November, 2024.

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

  
Member of canvassing board

Member of canvassing board

Member of canvassing board

State of Minnesota  
City of Marshall

I, Steven Anderson, Clerk of the City of Marshall do hereby certify the within and foregoing Seven pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Marshall State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this 12<sup>th</sup> day of November, 2024.

*Steven Anderson*



**RESOLUTION 24-100**  
**CERTIFYING RESULTS OF THE NOVEMBER 5, 2024, GENERAL ELECTION**

WHEREAS, the City of Marshall held an election for open positions for Mayor and Councilmembers on Tuesday, November 5, 2024, during the General Election; and

WHEREAS, on the 12<sup>th</sup> day of November 2024, the City Council met to canvass said election results; and

WHEREAS, the races being canvassed were as follows;

One open position for Mayor of the City of Marshall

One open position for Councilmember of Ward 1 of the City of Marshall

One open position for Councilmember of Ward 2 of the City of Marshall

One open position for Councilmember of Ward 3 of the City of Marshall

WHEREAS, the votes tabulated at said election were:

<b>Mayor:</b>	<b>Noel H. Ayala</b>	<b>Bob Byrnes</b>	<b>Write-In</b>
MARSHALL W-1	466	1234	16
MARSHALL W-2	626	1712	22
MARSHALL W-3	<u>503</u>	<u>1318</u>	<u>14</u>
Total Votes	1595	4264	52

<b>Councilmember Ward 1:</b>	<b>Amanda Schroeder</b>	<b>Write-In</b>
MARSHALL W-1	<u>1514</u>	<u>20</u>
Total Votes	1514	20

<b>Councilmember Ward 2:</b>	<b>David E. Sturrock</b>	<b>Dereck C. Deutz</b>	<b>Amanda Schwartz</b>	<b>Write-In</b>
MARSHALL W-2	<u>705</u>	<u>573</u>	<u>1039</u>	<u>4</u>
	705	573	1039	4

<b>Councilmember Ward 3:</b>	<b>James Lozinski</b>	<b>Write-In</b>
MARSHALL W-3	<u>1563</u>	<u>55</u>
	1563	55

NOW THEREFORE, BE IT RESOLVED by the Common Council of Marshall that the votes cast for Bob Byrnes, Amanda Schroeder, Amanda Schwartz, and James Lozinski be declared as the majority and winners of their respective races.

Passed and adopted this 26<sup>th</sup> day of November 2024.

Attest:

\_\_\_\_\_  
Steven Anderson, City Clerk

\_\_\_\_\_  
Robert Byrnes, Mayor

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Introduce an Ordinance Amending Ch. 14 Animals
<b>Background Information:</b>	<p>Chapter 14 Animals was last updated in 2008 and needed refreshment. Many of the processes outlined in the ordinance are either obsolete or have changed. Definitions were updated and dangerous animal(dog) and potentially dangerous animal(dog) now matches the statutory definition. Common pets such as hamsters, gerbils and guinea pigs were not allowed under the ordinance.</p> <p>The amendments would also introduce a new section to allow backyard chickens. The Legislative and Ordinance Committee met on September 10 and invited veterinarian Scott Kuecker and Southwest Health and Human Services personnel to discuss chickens. The L&amp;O Committee reviewed other cities that allowed chickens, and all members voted in favor of introducing the amendments.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To introduce Ordinance 24-026 amending Ch. 14 Animals.

City	Chickens Allowed	How Many	Neighbor Sign Off	Roosters	Slaughter	Notes
Hutchinson	No	N/A	N/A	N/A	N/A	
Alexandria	No	N/A	N/A	N/A	N/A	
Worthington	No	N/A	N/A	N/A	N/A	
Willmar	No	N/A	N/A	N/A	N/A	
Brainerd	Yes	4	No	No	No	
New Ulm	Yes	4	Yes	No	No	
Fergus Falls	Yes	4	Yes	No	No	
Buffalo	Yes	4	No	No	No	
Cloquet	Yes	5	75%	No	No	Lot 10890sq ft minimum
St. Peter	Yes	6	No	No	No	

**CITY OF MARSHALL  
ORDINANCE 24-026**

**AN ORDINANCE AMENDING CHAPTER 14 ANIMALS**

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

**SECTION 1:            AMENDMENT** “Section 14-1 Definitions” of the Marshall Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

**Section 14-1 Definitions**

The following words, terms and phrases, used in this section have the meanings ascribed to them in this chapter, except where the context clearly indicates a different meaning:

(a) *Animals* mean ~~cattle, horses, mules, sheep, goats, swine, ponies, ducks, geese, turkeys, chickens, guinea hens, dog, cats, and all other animals and feathered fowl; provided, however, that this definition shall extend to this chapter only.~~ any mammal, reptile, amphibian, fish, bird (including all fowl and poultry). Animals shall be classified as follow:

(1) Domestic: Those animals commonly accepted as domesticated household pets. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, ferrets, domesticated rabbits, domesticated rats, fish, and non-venomous reptiles and amphibians.

(2) Wild or Exotic: Those animals commonly considered to be naturally wild or not naturally trainer or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:

- a. Any member of the large cat family (family felidae) including lions, tigers, cougars, bobcats, leopards, and jaguars, excluding commonly accepted domesticated house cats.
- b. Any naturally wild member of the canine family (family canidae) including wolves, foxes, coyotes, dingoes, and jackals, excluding commonly accepted domesticated dogs.
- c. Any crossbreeds unless the crossbreed is commonly accepted as a domesticated house pet.
- d. Any member or relative or the rodent family including any skunk, raccoon, or squirrel, excluding those members otherwise defined as Domestic.
- e. Any venomous, or inherently dangerous member of the reptile or amphibian families including crocodiles and alligators.

- f. Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this Section, including but not limited to bears, deer, monkeys and game fish.
- (3) Farm: Those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equidae family, bovidae family, camelidae family, suidae family, poultry, fowl, and bees.
- (b) *Animal control authority* means the director of public safety or his designated representative.
- (c) *Animal shelter* means facility operated for the purpose of impounding or caring for animals held under the authority of this Code.
- (d) *At large* means off the premises of the owner and not under restraint.
- (e) *Cat* means any domestic feline animal (*Felis domesticus*) male, female, sexed or neutered.
- (f) *Dangerous animal* means any ~~live, domestic or wild~~ animal that has;
- (1) Without provocation, inflicts substantial bodily harm upon a human being on public or private property;
  - (2) Killed a domestic animal without provocation while off the owner's property; or
  - (3) Been found to be potentially dangerous, ~~or~~ and after the owner has been notified that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals.
- ~~(g) Designated veterinarian means a veterinarian licensed to practice veterinary medicine in the state, who has a practice located within the city, and who has agreed to act as an agent of the city for the purpose of selling dog and cat licenses.~~
- (h) *Dog* means any domestic animal (*Canis familiaris*) male or female, sexed or neutered.
- (i) *Has been bitten* means has been seized with the teeth or jaws, so that the skin of the person or animal seized has been nipped or gripped, or has been wounded or pierced, including scratches, and includes probable contact of saliva with a break or abrasion of the skin as determined by a licensed physician. The term "has been bitten" shall also include contact of saliva with any mucous membrane.
- (j) *Own* means keep, harbor or have control, charge or custody of an animal ~~dog or cat~~. This term shall not apply to animals ~~dog or cats~~ owned by others which are temporarily maintained on the premises of a veterinarian or kennel operator for a continuous period of less than 30 days.
- (k) *Owner* means any person, partnership or corporation owning, keeping, harboring or having charge or control of, or permitting any animal to habitually be or remain on, or be lodged or fed within such person's house, yard, or premises. This term shall not apply to veterinarians or kennel operators temporarily maintaining on their premises animals ~~dogs and cats~~ owned by others for a continuous period of less than 30 days. An animal is deemed harbored if it is fed or sheltered for three consecutive days or more.
- (l) *Potentially dangerous animals* means any animal that has:
- (1) When unprovoked, inflicts bites on a human or domestic animal on public or private property;

- (2) When unprovoked, chases or approaches a person, including a person on a bicycle, upon the ~~public~~ streets, sidewalks, or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or
- (3) Has a known propensity, tendency or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals, as previously documented by law enforcement or the City in general.
- (m) *Public nuisance* means an act or failure to perform a legal duty by an animal owner.
- (n) *Rabies control authority* means the animal control authority.
- (o) *Restraint* means any animal secured by a leash or lead or within the real property limits of its owner.
- (p) *Substantial bodily harm* means bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.
- (q) *Vaccination against rabies* means the inoculation of a dog or cat with a rabies vaccine licensed for the species by the United States Department of Agriculture and recommended in the current Compendium of Animal Rabies Vaccines prepared by the National Association of State Public Health Veterinarians. (Wherever cat rabies is a problem, officials should include cats). Such vaccination must be performed by a veterinarian duly licensed to practice veterinary medicine in the state or in a state where the practice is located.

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**Cross reference(s)**—Definitions generally, § 1-2.

**SECTION 2:**        **AMENDMENT** “Section 14-2 General Regulations” of the Marshall Municipal Code is hereby *amended* as follows:

## A M E N D M E N T

### Section 14-2 General Regulations

- (a) No persons shall rob, injure or destroy any birds' nests within the limits of any park or parkway within the corporate limits of this municipality, nor aim or discharge any air gun, slingshot or other weapon, or throw any stone or other missile at any bird or bird's nest or wild animal within a park or parkway within the corporate limits of this municipality, nor in any manner capture or kill any bird or wild animal therein.
- (b) It is unlawful for any person to keep any animal, not in transit, in any part of the city ~~not permitted by the zoning code~~ except:
  - (1) ~~for d~~ Domestic pets which shall be kept for personal use only;
  - (2) Farm animals as permitted in the agricultural zoning district defined in Chapter 86;



- (3) Farm, domestic, wild or exotic animals kept for display, exhibition, performance, or contest at the Lyon County Fairgrounds; or as part of a show, exhibition, or event for a period not to exceed 48 hours;
  - (4) Animals used in a parade which a city permit had been issued;
  - (5) Animals kept in a laboratory for scientific purposes;
  - (6) Domestic and Farm animals kept for retail sale in a business establishment located in a zoning area permitted under Chapter 86;
  - (7) Chickens as permitted under Article 14-V.
- (c) It is unlawful for any person to keep any animals in any structure infested by rodents, vermin, flies or insects.
  - (d) No persons shall at any time set, lay, prepare or have in possession any trap, snare, artificial light, net, bird line, ferret or other contrivance for the killing, capturing or taking of any bird or wild animal within any park or parkway within the corporate limits of this municipality.
  - (e) No person shall allow, permit or place any animal upon any public ~~park, bike path or foot bridge, or upon any grass, turf, boulevard, city park, cemetery, garden or~~ private property, without the specific permission from the owner. The restrictions of this subsection do not prohibit the appearance of any dog or cat upon streets or public property when the dog or cat is on a leash ~~, or under the control of the person charged with its care.~~
  - (f) No person shall allow or permit any animal to defecate upon any public ~~park, bike path or foot bridge, or upon any grass, turf, boulevard, city park, cemetery, garden or~~ private property, without specific permission from the owner, unless any and all excrement is immediately removed and disposed of in a sanitary manner by the person charged with the animal's care. Any person having custody ~~or control~~ of any animal when such animal is upon any of the places or areas described in this subsection to have in his possession a device or equipment for excrement removal.
  - (g) All owners must provide proper nourishment, including water and food for their animals. Owners must maintain their property in a sanitary condition and must clean up and dispose of animal waste in a reasonable time so as to protect the public health safety and a general welfare.

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 3:            AMENDMENT** “Section 14-3 Prohibited Animals” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 14-3 Prohibited Animals

No person, corporation, or business shall keep, maintain, offer for sale or harbor within the city farm, wild or exotic animals unless allowed under Article 14-V or Section 14-2. ~~, any of the~~

~~following animals:~~

- ~~(a) Any animal or species prohibited or regulated by state or federal law.~~
- ~~(b) Any member, hybrid or crossbreeds and offspring from all subsequent generations of the cat family (felid) including but not limited to lions, tigers, cougars, bobcats, leopards, and jaguars, but excluding those recognized as domesticated house cats.~~
- ~~(c) Any naturally wild member, hybrid or crossbreeds and offspring from all subsequent generations of the canine family (canid) including but not limited to wolves, foxes, coyotes, dingoes, and jackals, but excluding those recognized as domesticated dogs.~~
- ~~(d) Any member or relative of the rodent family including but not limited to skunks (whether or not descended), raccoons or squirrels. Any poisonous, venomous, constricting or inherently dangerous member of reptile or amphibian families, crocodiles and alligators, except when confined to the owner's residence.~~
- ~~(e) Any, monkeys, apes, gorillas, or lemurs. Any bees, chinchillas or mink. Rabbits kept and maintained for breeding, production, or any other use excluding those recognized as domesticated pets. Any other animal that is not explicitly listed in this section which can be reasonable defined by the terms of this section.~~

~~Any farm animals including but not limited to cattle, oxen, buffalo, sheep, mules, goats, pigs, or other hoofed animals, chickens, ducks, geese, turkeys, pheasants, or other fowl, except as permitted in the agricultural zoning district defined in chapter 86.~~

(Ord. No. 615 2nd series, § 1, 10-27-2009)

**SECTION 4:**        **AMENDMENT** “Section 14-21 Vaccination Of Dogs And Cats” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 14-21 Vaccination Of Dogs And Cats

- (a) All dogs and cats three months of age and older shall be vaccinated against rabies. All unvaccinated dogs and cats acquired or moved into the city must be vaccinated within 30 days after purchase or arrival unless under three months of age, as specified in this section. Every dog and cat shall be revaccinated for rabies every 12 months. When a dog or cat is vaccinated with a vaccine that lasts longer than 12 months, it shall not have to be revaccinated during the period of the vaccine.
- (b) It shall be the duty of each veterinarian, when vaccinating any dog or cat, to complete a certificate of rabies vaccination (in triplicate) for each animal vaccinated. The certificate shall include the following information:
  - (1) Owner's name and address.
  - (2) Description of dog or cat (breed, sex, markings, age, name).
  - (3) Date of vaccination.
  - (4) Rabies vaccination tag number.

(5) Type of rabies vaccine administered.

(6) Manufacturer's serial number of vaccine.

~~Distribution of copies of the certificate shall be: The original will be forwarded to the rabies control authority, the first copy will be given to the owner, and the second copy will be retained by the issuing veterinarian. The veterinarian and the owner shall retain their copies for the interval between vaccinations.~~ A durable metal or plastic tag, serially numbered, issued by the City Clerk~~rabies control authority~~, shall be securely attached to the collar or harness of the dog or cat. Whenever the dog or cat is out of doors, whether on or off the owner's premises, the collar or harness with the vaccination tag must be worn.

- (c) The cost of rabies vaccination shall be borne by the owner of the dog or cat.
- (d) *Transient dogs or cats.* The provisions of this article with respect to vaccination shall not apply to any dog or cat owned by a person temporarily remaining within the city for less than 30 days, or any dog brought into the city for field trial or show purposes, nor for hunting dogs in the state for less than 30 days. Such dogs shall be kept under strict supervision of the owner. However, it shall be unlawful to bring any dog or cat into the city which does not comply with the animal health laws and import regulations of the state, which are applicable to dogs or cats.
- (e) It is recommended that organized shows and field trials require current rabies vaccination as a prerequisite of registration.

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 5:**        **AMENDMENT** “Section 14-46 Running At Large Prohibited” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 14-46 Running At Large Prohibited

It is unlawful for any person who owns, harbors, or keeps an animal, or the parents or guardians of any person under 18 years of age to allow an animal to run at large. ~~An animal shall not be deemed to be running at large if it is on a leash or otherwise under the control of the accompanying person.~~

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 6:**        **AMENDMENT** “Section 14-47 Dog And Cat Licenses” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

## Section 14-47 Dog And Cat Licenses

- (a) All dogs and cats over the age of three months, kept, harbored or maintained by their owners in the city, must be licensed with the city. ~~Licenses may be purchased through any designated veterinarian or the city clerk.~~ No license shall be granted for a dog or cat which has not been vaccinated pursuant to this chapter. The licensing provisions of this section shall not apply to dogs or cats whose owners are nonresidents temporarily within the city, commercial retailers, nor to dogs or cats brought into the city for the purpose of participating in any dog or cat show.
- (b) Applications for a dog or cat license shall be obtained through ~~a designated veterinarian or~~ the city clerk, on an application form supplied by the city, and shall state the owner's name and address, and the name, breed, color and sex of each dog or cat owned or kept by the owner. All applications shall be accompanied by a certificate of vaccination stating the dog or cat has been vaccinated according to the terms of this chapter.
- (c) ~~The city clerk shall provide all designated veterinarians with dog and cat licenses. Upon receiving a valid application and the licensing fee, a designated veterinarian or the city clerk shall issue to the owner a license and a receipt. The license tag will have a prestamped registration number. The term of the license shall coincide with the duration of the rabies vaccination tag period. The pre-numbered license tag shall correspond to the receipt issued for the license. All licensed dogs and cats must wear a collar, with the tags firmly affixed to it, as evidence of such license for the current rabies vaccination period. A duplicate for a lost tag may be issued by a designated veterinarian or city clerk upon presentation of the receipt showing the payment of the license fee for the current rabies vaccination period, and payment of a fee as designated by city council. License tags are not transferable, and no refunds made on any dog or cat license fee because of leaving the city or death of the dog or cat before expiration of the license.~~
- (d) ~~All dog and cat licenses shall expire on the date the rabies vaccination expires. The license fee for all dogs or cats shall be set by the city council. Fees received by the city clerk and designated veterinarians for dog and cat licenses and tags must be forwarded to the city clerk and used as designated by the city council.~~

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 7:            AMENDMENT** “Section 14-49 Public Nuisance” of the Marshall Municipal Code is hereby *amended* as follows:

### AMENDMENT

#### Section 14-49 Public Nuisance

It is unlawful to own or keep an animal which is a nuisance to the public. It is unlawful for an

animal owner to act or fail to perform a legal duty where:

- (a) An animal owner intentionally maintains or permits a condition which unreasonably annoyed, injured, or endangered the safety, health, comfort, or repose of any member of the public;
- (b) An animal habitually worries, chases, or molests teams or persons traveling peaceably on the public road is a public nuisance~~passersby or passing vehicles;~~
- (c) An animal ~~A~~ attacks other animals unprovoked;
- ~~(d) Is repeatedly at large; or~~
- (e) ~~Damages private or public property~~ An animal damages plantings or structures or defecates on public property or on private property without the consent of the owner or possessor of the property shall be deemed a public nuisance.

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 8:            AMENDMENT** “Section 14-71 Potentially Dangerous And Dangerous Animals” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 14-71 Potentially Dangerous And Dangerous Animals

(a) *Potentially dangerous animals.*

- (1) It is unlawful to own or keep an animal which is potentially dangerous to persons or property; provided, however, that the council may issue a special permit for keeping dog used for safety purposes. ~~An animal is deemed potentially dangerous if the following criteria are met:~~
  - ~~a. When unprovoked, inflicts bites on a human or domestic animal on public or private property;~~
  - ~~b. When unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or~~
  - ~~c. Has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.~~
- (2) If an animal has been declared potentially dangerous, the owner must adhere to the following provisions within 14 days of the declaration:
  - a. The owner must post on the premises where the animal is kept, a clearly visible warning sign, including a warning symbol to inform children that there is a potentially dangerous animal on the property.
  - b. If the animal is outside of a proper enclosure as defined by Minn. Stat. § 347.50, the animal must be restrained by a substantial leash,

muzzled, and under the physical restraint of the responsible person.

- (b) *Dangerous animals*. It is unlawful to own or keep an animal that is dangerous to persons or property; provided, however, that the council may issue a special permit for keeping dog used for safety purposes. ~~An animal is deemed dangerous if the following criteria are met:~~

- ~~(1) Without provocation, inflicted substantial bodily harm on a human being on public or private property;~~
- ~~(2) Killed a domestic animal without provocation while off the owners' property; or~~
- ~~(3) Been declared to be potentially dangerous, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals~~

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 9:**        **AMENDMENT** “Section 14-76 Enforcement” of the Marshall Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### Section 14-76 Enforcement

The civil and criminal provisions of this chapter must be enforced by those persons or agencies designated by the director of public safety. When taking action on any citation issued under this section, the city shall provide written notice of the violation in accordance with the administrative citation procedure set forth under Chapter 2 Article VII in the City of Marshall City Code. An owner may appeal pursuant to the administrative procedure process set forth in Section 2-409.

(Ord. No. 591 2nd series, § 1, 4-21-2008)

**SECTION 10:**        **ADOPTION** “ARTICLE 14-V BACKYARD CHICKENS” of the Marshall Municipal Code is hereby *added* as follows:

#### ADOPTION

##### ARTICLE 14-V BACKYARD CHICKENS(*Added*)

**SECTION 11:**        **ADOPTION** “Section 14-80 Definitions” of the Marshall Municipal Code is hereby *added* as follows:

#### ADOPTION

Section 14-80 Definitions(*Added*)

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) **Backyard Chickens** means chickens, as permitted pursuant under this article, to be kept in residential backyards.
- (b) **Chicken** means a domesticated bird that serves as a source of food.
- (c) **Chicken Coop** means structure for the keeping and housing of chickens.
- (d) **Hen** means a female chicken.
- (e) **Rooster** means a male chicken.
- (f) **Run** means an enclosed area attached to a coop where chickens can roam unsupervised.

**SECTION 12:**        **ADOPTION** “Section 14-81 Generally” of the Marshall Municipal Code is hereby *added* as follows:

#### ADOPTION

Section 14-81 Generally(*Added*)

- (a) It is unlawful for any person to own, control, keep, maintain or harbor hen chickens in the Residential district of the City unless issued a permit to do so.
  - (1) No roosters are permitted.
  - (2) Up to five (5) chickens may be kept at any time.
  - (3) A run or exercise yard conforming with this section is required.
  - (4) The property shall be maintained in neat and sanitary condition so as not to become a public nuisance. The construction and use of any enclosures or pens and storage areas shall comply with all applicable building codes, Department of Agriculture regulations, and this article. No backyard chicken may be kept or raised in a manner as to cause injury or annoyance to persons or other animals on other property in the vicinity by reason of noise, odor, or filth.
  - (5) Other than licensed plants that process meat, poultry, and/or wild game, slaughter of chickens is prohibited within city limits and deceased chickens must be disposed of according to Minnesota Board of Animal Health rules and must be removed within 48 hours.

- (6) Chicken manure is to be contained in a weather and pest proof container.
  - a. Removed weekly or be used as fertilizer to incorporate into soil.
  - b. Must not be allowed to accumulate to cause unsanitary conditions or odors detectible from adjacent properties.
- (7) All food shall be stored in enclosed, rodent proof containers.
- (8) Consistent with City zoning, no commercial egg or chicken retail operations in any R district within the City.

**SECTION 13:**        **ADOPTION** “Section 14-82 Permits” of the Marshall Municipal Code is hereby *added* as follows:

#### ADOPTION

Section 14-82 Permits(*Added*)

- (a) Permits are to be issued annually from January 1 to December 31 with new applications submitted for each renewal. Applications are to be made to the City Clerk. The permit fee shall be as set forth in the resolution establishing fees and charges as may be amended from time to time by the city council.
- (b) Only one permit may be issued per lot.
- (c) If an applicant is not the owner of the property, the legal property owner must also approve and sign the application.
- (d) Permits are non-transferable to other properties and/or persons.
- (e) Site plans and coop designs are to be included with the permit application.
- (f) Exception. No permit is required under this article for the keeping of chickens in the Agricultural zoning district, provided, however, that all other applicable state and local requirements must be strictly adhered to when keeping chickens in said locations.

**SECTION 14:**        **ADOPTION** “Section 14-83 Confinement” of the Marshall Municipal Code is hereby *added* as follows:

#### ADOPTION

Section 14-83 Confinement(*Added*)

All permit holders shall adhere to the following requirements below related to chicken coops and runs. No permit shall be issued under this article unless an applicant can demonstrate an ability to comply with such requirements.

- (a) No resident shall keep chickens inside a residential dwelling or in an attached or detached garage, except that chickens under the age of six (6) weeks may be kept



- inside for brooding purposes.
- (b) Chickens shall be kept in a fully enclosed, wind and weatherproof secure roofed enclosed structure which has sufficient windows for natural light.
  - (c) The chicken coop must have a heat source for the winter months. Electrical and heat sources shall comply with the City's building code. Any installation of electricity must be installed with a permit and no extension cord to or within the coop may be used.
  - (d) Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four (4) feet and must be consistent with building and zoning codes.
  - (e) All coops and runs must be located within the rear or side yard subject to required setbacks and at least ten (10) feet from any property line and at least 20 feet from the principal dwelling of any adjacent lots.
  - (f) Coops must either be:
    - (1) Elevated with clear open space of at least 24 inches between the ground surface and framing/floor of the coop; or
    - (2) The floor, foundation and footing must be constructed using rodent resistant materials.
  - (g) Coops are not allowed to be in any part of a home and/or garage or attached to them. No chicken coop or run shall be constructed on any lot prior to the time of construction of the principal structure.
  - (h) Chickens must be secured in a chicken coop from sunset to sunrise each day. During daylight hours, chickens must be secured in either a chicken coop or in a run. No free range keeping of chickens is allowed.

**SECTION 15:**        **ADOPTION** “Section 14-84 Inspection” of the Marshall Municipal Code is hereby *added* as follows:

#### ADOPTION

Section 14-84 Inspection(*Added*)

- (a) Any property permitted to have chickens under this article, including any chicken coop or run located thereon, may be inspected at any reasonable time by authorized city staff to inspect for compliance with this article and any other applicable laws and regulations, with notice to the property owner and, if different, the occupant.
- (b) A failure to meet any of the requirements outlined in this article may result in an Administrative Citation to correct the violation(s) and also may result in suspension or revocation of the permit.

**SECTION 16:**        **ADOPTION** “Section 14-85 Violations” of the Marshall Municipal Code is hereby *added* as follows:

## ADOPTION

### Section 14-85 Violations(*Added*)

- (a) The animal control officer, police officer, or other official of the city, is authorized to issue a written notice of violation of any provisions(s) of this Article, therein stating that an administrative citation may be issued if the violation continues and may be subject to either criminal penalties in paragraph 2 below, administrative remedies pursuant to Section 2-412 of the Code or both.
- (b) Any person violating the provisions of this subchapter shall be guilty of a misdemeanor. Each day a violation continues to exist shall constitute a separate offense. Nothing herein shall preclude the city from enforcing this article through other available mechanisms, including, but certainly not limited to, a civil action seeking injunctive relief or any other remedy in law or equity.
- (c) Repeated violations or non-compliance may result in revocation of the permit. Falsification of information required for a permit is also grounds for denial or revocation of a permit. Revocations may be contested in accordance with Section 2-409.

**SECTION 17:**        **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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Statement of Annual Performance Evaluation for the City Administrator
<b>Background Information:</b>	<p>In accordance with the personnel policy on Employee performance reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary date of her hire date, which was November 16, 2017.</p> <p>On November 26, 2024, the City Council held a Special Meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.</p>
<b>Fiscal Impact:</b>	No fiscal impact. Sharon is compensated at Step J, the maximum step.
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That the Council accept the performance evaluation of Administrator Hanson.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider going into closed session pursuant to Minn. Stat., Section 13D.03, to discuss strategy for union negotiations
<b>Background Information:</b>	<p>The current collective bargaining agreements with Law Enforcement Labor Services, Inc. Local 190, Law Enforcement Labor Services, Inc. Local 245, and AFSCME Council 65 expire on December 31, 2024. The Minnesota Open Meeting Law, Minnesota Statutes section 13D.03, allows a public meeting to be closed for the purpose of discussion labor negotiation strategies. To do so, the Council must decide, by majority vote in a public meeting, to hold a closed session for the purpose of considering strategy for labor negotiations.</p> <p>Staff recommend the Council consider a motion to go into closed session pursuant to Minn. Stat. 13D.03, to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve going into closed session pursuant to Minn. Stat. Section 13D.03, to discuss strategy for union negotiations

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of labor agreements between the City and Law Enforcement Labor Services, Inc., Local No. 190
<b>Background Information:</b>	<p>The current collective bargaining agreements with Law Enforcement Labor Services, Inc. Local 190 expire on December 31, 2024.</p> <p>Tentative agreement with the union on contract terms for new three-year agreements (2025-2027) have been reached.</p> <p>Staff will review the contract terms at the meeting.</p> <p>There has been a reduction in the number of Police Officer applicants for our vacancies and a significant number of law enforcement agencies that are hiring in the State of Minnesota, creating a unique attraction and retention concern for Police Officers. The terms of the contract address these unique attraction and retention concerns.</p> <p>If approved by the Council, Staff will post copies of the collective bargaining agreement and memorandum of agreement in Municode following the meeting.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve the Resolution approving the 2025-2027 labor agreement and memorandum of agreement with Law Enforcement Labor Services, Inc. Local 190.

## RESOLUTION NUMBER 24-101

### **A RESOLUTION APPROVING A LABOR AGREEMENT AND A MEMORANDUM OF AGREEMENT BETWEEN LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL NO. 190 AND THE CITY OF MARSHALL TO BE EFFECTIVE THROUGH DECEMBER 31, 2027**

WHEREAS, Law Enforcement Labor Services, Inc., Local No. 190 is the exclusive representative for City of Marshall Police Officers, Detectives, and Corporals; and

WHEREAS, the current labor agreement between the City of Marshall and Law Enforcement Labor Services, Inc., Local No. 190 expires on December 31, 2024; and

WHEREAS, the City of Marshall and Law Enforcement Labor Services, Inc., Local No. 190 met and negotiated over the terms and conditions of employment; and

WHEREAS, a copy of the written collective bargaining agreement and a memorandum of agreement regarding the accrual of compensatory time are attached hereto, which are by this reference expressly incorporated herein; and

WHEREAS, there has been a reduction in the number of Police Officer applicants for our vacancies and a significant number of law enforcement agencies that are hiring in the State of Minnesota, creating a unique attraction and retention concern for Police Officers;

WHEREAS, the City desires to address this unique attraction and retention concern through a single-year market adjustment in 2025; and

WHEREAS, the Law Enforcement Labor Services, Inc., Local No. 190 has ratified acceptance of these agreements; and

WHEREAS, the Minnesota Public Employment Relations Act requires that upon execution of a labor agreement, the City of Marshall implement it in the form of a resolution.

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

1. The Labor Agreement between the City of Marshall and Law Enforcement Labor Services, Inc., Local No. 190 for January 1, 2025 through December 31, 2027 is approved.
2. The Mayor and the City Clerk shall execute the agreement.
3. The City of Marshall shall implement the agreement.

Passed and adopted by the Common Council on November 26, 2024.

---

Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

---

City Clerk

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of 2025-2027 wage schedules for non-union employees
<b>Background Information:</b>	<p>Staff have reached tentative agreement on a three-year (2025-2027) contract with the LELS Patrol Unit on general wage increases. Staff are recommending the same general wage increases for non-union employees for 2025, 2026, and 2027 to maintain consistency and fairness of the City's internal wage pattern for these years. The non-union schedules include full-time, part-time, and paid-on-call positions. The general wage increases would be effective the first day of the pay period that includes January 1.</p> <p>If approved by the Council, Staff will post copies of the non-union wage schedules following the meeting.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve the 2025-2027 wage schedules for non-union employees

approved 11/26/2024  
effective 12/30/2024

2025 Non-Union Wage Schedule--4% General Wage Increase

	DBM	A	B	C	D	E	F	G	H	I	J
Building Custodian	A12	18.76	19.38	20.00	20.62	21.24	21.85	22.63	23.42	24.19	24.95
Liquor Checkout Clerk	A12	18.76	19.38	20.00	20.62	21.24	21.85	22.63	23.42	24.19	24.95
Building Maintenance Worker	A13	21.59	22.31	23.04	23.73	24.43	25.16	26.05	26.94	27.83	28.71
Liquor Sales Associate	A13	21.59	22.31	23.04	23.73	24.43	25.16	26.05	26.94	27.83	28.71
Office Asst/Receptionist	A13	21.59	22.31	23.04	23.73	24.43	25.16	26.05	26.94	27.83	28.71
Office Specialist	B21	25.54	26.40	27.23	28.08	28.91	29.75	30.82	31.88	32.93	33.97
Program Specialist	B21	25.54	26.40	27.23	28.08	28.91	29.75	30.82	31.88	32.93	33.97
Community Services Officer	B21	25.54	26.40	27.23	28.08	28.91	29.75	30.82	31.88	32.93	33.97
Accounting Specialist	B22	27.50	28.40	29.31	30.22	31.12	32.03	33.17	34.30	35.42	36.56
Assessing Tech/EDA Assistant	B22	27.50	28.40	29.31	30.22	31.12	32.03	33.17	34.30	35.42	36.56
Media Production Technician	B22	27.50	28.40	29.31	30.22	31.12	32.03	33.17	34.30	35.42	36.56
Administrative Assistant	B22	27.50	28.40	29.31	30.22	31.12	32.03	33.17	34.30	35.42	36.56
Police Records Technician	B22	27.50	28.40	29.31	30.22	31.12	32.03	33.17	34.30	35.42	36.56
Adult Community Center Coord	B23	29.43	30.41	31.39	32.36	33.32	34.30	35.52	36.73	37.94	39.16
Appraiser	B23	29.43	30.41	31.39	32.36	33.32	34.30	35.52	36.73	37.94	39.16
Building Maintenance Supervisor	B23	29.43	30.41	31.39	32.36	33.32	34.30	35.52	36.73	37.94	39.16
Payroll and Benefits Specialist	B23	29.43	30.41	31.39	32.36	33.32	34.30	35.52	36.73	37.94	39.16
Training Facility Coordinator	B23	29.43	30.41	31.39	32.36	33.32	34.30	35.52	36.73	37.94	39.16
City Clerk	B24	31.89	32.94	33.98	35.03	36.09	37.14	38.46	39.77	41.09	42.40
Building Services Coordinator	B32	34.82	35.96	37.11	38.25	39.40	40.55	42.00	43.43	44.87	46.30
		FLSA Exempt positions, except where noted									
Civil Engineer	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
Community Education Coord	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
Facility Maintenance Supervisor	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
Media Communications Specialist	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
Senior Engineering Specialist	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
WW Assistant Plant Supt	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
WW Coll System Asst Supt	C41	37.24	38.48	39.71	40.94	42.17	43.40	44.94	46.47	48.01	49.55
Finance Director	C43	41.14	42.52	43.87	45.22	46.58	47.92	49.63	51.33	53.03	54.72
Assistant City Engineer	C44	43.59	45.02	46.47	47.89	49.34	50.77	52.57	54.38	56.17	57.97
Human Resource Manager	C44	43.59	45.02	46.47	47.89	49.34	50.77	52.57	54.38	56.17	57.97
Liquor Store Manager	C44	43.59	45.02	46.47	47.89	49.34	50.77	52.57	54.38	56.17	57.97
Public Ways Superintendent	C44	43.59	45.02	46.47	47.89	49.34	50.77	52.57	54.38	56.17	57.97
WW Plant Superintendent	C51	43.59	45.02	46.47	47.89	49.34	50.77	52.57	54.38	56.17	57.97
Parks and Recreation Superintendent	C52	46.51	48.05	49.59	51.12	52.66	54.18	56.12	58.03	59.95	61.86
Police Captain	C52	46.51	48.05	49.59	51.12	52.66	54.18	56.12	58.03	59.95	61.86
City Assessor	D61	48.95	50.56	52.19	53.81	55.41	57.03	59.05	61.08	63.10	65.10
Economic Development Director	D61	48.95	50.56	52.19	53.81	55.41	57.03	59.05	61.08	63.10	65.10
Director of Administrative Services	D62	50.90	52.57	54.27	55.94	57.62	59.29	61.40	63.51	65.60	67.70
Director of Public Safety	D63	52.85	54.59	56.34	58.08	59.83	61.56	63.75	65.94	68.11	70.29
Director of Public Works/City Eng	E81	60.66	62.65	64.67	66.66	68.66	70.67	73.17	75.67	78.18	80.67
City Administrator	E91	67.00	69.21	71.42	73.62	75.84	78.05	80.82	83.58	86.34	89.11

Disclaimer: Every precaution has been taken to insure that the content of this wage schedule is current and accurate; however, given the changing nature of union contracts, organizational structure, etc., there may be delays or errors.



approved 12/29/2025  
effective 12/29/2025

2026 Non-Union Wage Schedule--4% General Wage Increase

	DBM	A	B	C	D	E	F	G	H	I	J
Building Custodian	A12	19.51	20.16	20.80	21.44	22.09	22.72	23.54	24.36	25.16	25.95
Liquor Checkout Clerk	A12	19.51	20.16	20.80	21.44	22.09	22.72	23.54	24.36	25.16	25.95
Building Maintenance Worker	A13	22.45	23.20	23.96	24.68	25.41	26.17	27.09	28.02	28.94	29.86
Liquor Sales Associate	A13	22.45	23.20	23.96	24.68	25.41	26.17	27.09	28.02	28.94	29.86
Office Asst/Receptionist	A13	22.45	23.20	23.96	24.68	25.41	26.17	27.09	28.02	28.94	29.86
Office Specialist	B21	26.56	27.46	28.32	29.20	30.07	30.94	32.05	33.16	34.25	35.33
Program Specialist	B21	26.56	27.46	28.32	29.20	30.07	30.94	32.05	33.16	34.25	35.33
Community Services Officer	B21	26.56	27.46	28.32	29.20	30.07	30.94	32.05	33.16	34.25	35.33
Accounting Specialist	B22	28.60	29.54	30.48	31.43	32.36	33.31	34.50	35.67	36.84	38.02
Assessing Tech/EDA Assistant	B22	28.60	29.54	30.48	31.43	32.36	33.31	34.50	35.67	36.84	38.02
Media Production Technician	B22	28.60	29.54	30.48	31.43	32.36	33.31	34.50	35.67	36.84	38.02
Administrative Assistant	B22	28.60	29.54	30.48	31.43	32.36	33.31	34.50	35.67	36.84	38.02
Police Records Technician	B22	28.60	29.54	30.48	31.43	32.36	33.31	34.50	35.67	36.84	38.02
Adult Community Center Coord	B23	30.61	31.63	32.65	33.65	34.65	35.67	36.94	38.20	39.46	40.73
Appraiser	B23	30.61	31.63	32.65	33.65	34.65	35.67	36.94	38.20	39.46	40.73
Building Maintenance Supervisor	B23	30.61	31.63	32.65	33.65	34.65	35.67	36.94	38.20	39.46	40.73
Payroll and Benefits Specialist	B23	30.61	31.63	32.65	33.65	34.65	35.67	36.94	38.20	39.46	40.73
Training Facility Coordinator	B23	30.61	31.63	32.65	33.65	34.65	35.67	36.94	38.20	39.46	40.73
City Clerk	B24	33.17	34.26	35.34	36.43	37.53	38.63	40.00	41.36	42.73	44.10
Building Services Coordinator	B32	36.21	37.40	38.59	39.78	40.98	42.17	43.68	45.17	46.66	48.15
		FLSA Exempt positions, except where noted									
Civil Engineer	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
Community Education Coord	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
Facility Maintenance Supervisor	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
Media Communications Specialist	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
Senior Engineering Specialist	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
WW Assistant Plant Supt	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
WW Coll System Asst Supt	C41	38.73	40.02	41.30	42.58	43.86	45.14	46.74	48.33	49.93	51.53
Finance Director	C43	42.79	44.22	45.62	47.03	48.44	49.84	51.62	53.38	55.15	56.91
Assistant City Engineer	C44	45.33	46.82	48.33	49.81	51.31	52.80	54.67	56.56	58.42	60.29
Human Resource Manager	C44	45.33	46.82	48.33	49.81	51.31	52.80	54.67	56.56	58.42	60.29
Liquor Store Manager	C44	45.33	46.82	48.33	49.81	51.31	52.80	54.67	56.56	58.42	60.29
Public Ways Superintendent	C44	45.33	46.82	48.33	49.81	51.31	52.80	54.67	56.56	58.42	60.29
WW Plant Superintendent	C51	45.33	46.82	48.33	49.81	51.31	52.80	54.67	56.56	58.42	60.29
Parks and Recreation Superintendent	C52	48.37	49.97	51.57	53.16	54.77	56.35	58.36	60.35	62.35	64.33
Police Captain	C52	48.37	49.97	51.57	53.16	54.77	56.35	58.36	60.35	62.35	64.33
City Assessor	D61	50.91	52.58	54.28	55.96	57.63	59.31	61.41	63.52	65.62	67.70
Economic Development Director	D61	50.91	52.58	54.28	55.96	57.63	59.31	61.41	63.52	65.62	67.70
Director of Administrative Services	D62	52.94	54.67	56.44	58.18	59.92	61.66	63.86	66.05	68.22	70.41
Director of Public Safety	D63	54.96	56.77	58.59	60.40	62.22	64.02	66.30	68.58	70.83	73.10
Director of Public Works/City Eng	E81	63.09	65.16	67.26	69.33	71.41	73.50	76.10	78.70	81.31	83.90
City Administrator	E91	69.68	71.98	74.28	76.56	78.87	81.17	84.05	86.92	89.79	92.67

Disclaimer: Every precaution has been taken to insure that the content of this wage schedule is current and accurate; however, given the changing nature of union contracts, organizational structure, etc., there may be delays or errors.

approved 12/28/2026  
effective 12/28/2026

2027 Non-Union Wage Schedule--4% General Wage Increase

	DBM	A	B	C	D	E	F	G	H	I	J
Building Custodian	A12	20.29	20.97	21.63	22.30	22.97	23.63	24.48	25.33	26.17	26.99
Liquor Checkout Clerk	A12	20.29	20.97	21.63	22.30	22.97	23.63	24.48	25.33	26.17	26.99
Building Maintenance Worker	A13	23.35	24.13	24.92	25.67	26.43	27.22	28.17	29.14	30.10	31.05
Liquor Sales Associate	A13	23.35	24.13	24.92	25.67	26.43	27.22	28.17	29.14	30.10	31.05
Office Asst/Receptionist	A13	23.35	24.13	24.92	25.67	26.43	27.22	28.17	29.14	30.10	31.05
Office Specialist	B21	27.62	28.56	29.45	30.37	31.27	32.18	33.33	34.49	35.62	36.74
Program Specialist	B21	27.62	28.56	29.45	30.37	31.27	32.18	33.33	34.49	35.62	36.74
Community Services Officer	B21	27.62	28.56	29.45	30.37	31.27	32.18	33.33	34.49	35.62	36.74
Accounting Specialist	B22	29.74	30.72	31.70	32.69	33.65	34.64	35.88	37.10	38.31	39.54
Assessing Tech/EDA Assistant	B22	29.74	30.72	31.70	32.69	33.65	34.64	35.88	37.10	38.31	39.54
Media Production Technician	B22	29.74	30.72	31.70	32.69	33.65	34.64	35.88	37.10	38.31	39.54
Administrative Assistant	B22	29.74	30.72	31.70	32.69	33.65	34.64	35.88	37.10	38.31	39.54
Police Records Technician	B22	29.74	30.72	31.70	32.69	33.65	34.64	35.88	37.10	38.31	39.54
Adult Community Center Coord	B23	31.83	32.90	33.96	35.00	36.04	37.10	38.42	39.73	41.04	42.36
Appraiser	B23	31.83	32.90	33.96	35.00	36.04	37.10	38.42	39.73	41.04	42.36
Building Maintenance Supervisor	B23	31.83	32.90	33.96	35.00	36.04	37.10	38.42	39.73	41.04	42.36
Payroll and Benefits Specialist	B23	31.83	32.90	33.96	35.00	36.04	37.10	38.42	39.73	41.04	42.36
Training Facility Coordinator	B23	31.83	32.90	33.96	35.00	36.04	37.10	38.42	39.73	41.04	42.36
City Clerk	B24	34.50	35.63	36.75	37.89	39.03	40.18	41.60	43.01	44.44	45.86
Building Services Coordinator	B32	37.66	38.90	40.13	41.37	42.62	43.86	45.43	46.98	48.53	50.08
		FLSA Exempt positions, except where noted									
Civil Engineer	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
Community Education Coord	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
Facility Maintenance Supervisor	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
Media Communications Specialist	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
Senior Engineering Specialist	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
WW Assistant Plant Supt	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
WW Coll System Asst Supt	C41	40.28	41.62	42.95	44.28	45.61	46.95	48.61	50.26	51.93	53.59
Finance Director	C43	44.50	45.99	47.44	48.91	50.38	51.83	53.68	55.52	57.36	59.19
Assistant City Engineer	C44	47.14	48.69	50.26	51.80	53.36	54.91	56.86	58.82	60.76	62.70
Human Resource Manager	C44	47.14	48.69	50.26	51.80	53.36	54.91	56.86	58.82	60.76	62.70
Liquor Store Manager	C44	47.14	48.69	50.26	51.80	53.36	54.91	56.86	58.82	60.76	62.70
Public Ways Superintendent	C44	47.14	48.69	50.26	51.80	53.36	54.91	56.86	58.82	60.76	62.70
WW Plant Superintendent	C51	47.14	48.69	50.26	51.80	53.36	54.91	56.86	58.82	60.76	62.70
Parks and Recreation Superintendent	C52	50.30	51.97	53.63	55.29	56.96	58.60	60.69	62.76	64.84	66.90
Police Captain	C52	50.30	51.97	53.63	55.29	56.96	58.60	60.69	62.76	64.84	66.90
City Assessor	D61	52.95	54.68	56.45	58.20	59.94	61.68	63.87	66.06	68.24	70.41
Economic Development Director	D61	52.95	54.68	56.45	58.20	59.94	61.68	63.87	66.06	68.24	70.41
Director of Administrative Services	D62	55.06	56.86	58.70	60.51	62.32	64.13	66.41	68.69	70.95	73.23
Director of Public Safety	D63	57.16	59.04	60.93	62.82	64.71	66.58	68.95	71.32	73.66	76.02
Director of Public Works/City Eng	E81	65.61	67.77	69.95	72.10	74.27	76.44	79.14	81.85	84.56	87.26
City Administrator	E91	72.47	74.86	77.25	79.62	82.02	84.42	87.41	90.40	93.38	96.38

Disclaimer: Every precaution has been taken to insure that the content of this wage schedule is current and accurate; however, given the changing nature of union contracts, organizational structure, etc., there may be delays or errors.

**PAID ON CALL**

Approved 11/26/2024

**2025 Rates**

eff 12/30/2024

	<u>Hourly</u>	<u>Annual Salary</u>
Firefighter	\$ 20.00	
HazMat Technician / Firefighter	\$ 22.51	
Technical Rescue Firefighter	\$ 22.51	
Fire Chief	\$ 20.00	\$ 11,622.44
Deputy Fire Chief--Administration	\$ 20.00	\$ 5,601.75
Assistant Fire Chief--Training / Operations	\$ 20.00	\$ 4,498.41
Fire Captain	\$ 20.00	\$ 1,915.36
Fire Lieutenant	\$ 20.00	\$ 1,283.55
Janitor (Marshall Fire Hall--annual salary)		\$ 3,299.67
Hazardous Materials Technician--In-jurisdiction Response	\$ 27.90	
Hazardous Materials Technician--State Response	\$ 70.34	

**2026 Rates**

eff 12/29/2025

	<u>Hourly</u>	<u>Annual Salary</u>
Firefighter	\$ 20.80	
HazMat Technician / Firefighter	\$ 23.41	
Technical Rescue Firefighter	\$ 23.41	
Fire Chief	\$ 20.80	\$ 12,087.34
Deputy Fire Chief--Administration	\$ 20.80	\$ 5,825.82
Assistant Fire Chief--Training / Operations	\$ 20.80	\$ 4,678.35
Fire Captain	\$ 20.80	\$ 1,991.97
Fire Lieutenant	\$ 20.80	\$ 1,334.89
Janitor (Marshall Fire Hall--annual salary)		\$ 3,431.66
Hazardous Materials Technician--In-jurisdiction Response	\$ 29.02	
Hazardous Materials Technician--State Response	\$ 73.15	

**2027 Rates**

eff 12/28/2026

	<u>Hourly</u>	<u>Annual Salary</u>
Firefighter	\$ 21.63	
HazMat Technician / Firefighter	\$ 24.35	
Technical Rescue Firefighter	\$ 24.35	
Fire Chief	\$ 21.63	\$ 12,570.83
Deputy Fire Chief--Administration	\$ 21.63	\$ 6,058.85
Assistant Fire Chief--Training / Operations	\$ 21.63	\$ 4,865.48
Fire Captain	\$ 21.63	\$ 2,071.65
Fire Lieutenant	\$ 21.63	\$ 1,388.29
Janitor (Marshall Fire Hall--annual salary)		\$ 3,568.93
Hazardous Materials Technician--In-jurisdiction Response	\$ 30.18	
Hazardous Materials Technician--State Response	\$ 76.08	

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, November 26, 2024
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO
<b>Subject:</b>	Commission/Board Liaison Reports
<b>Background Information:</b>	<p><b>Byrnes</b> - Fire Relief Association and Regional Development Commission</p> <p><b>Schafer</b> – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p><b>Meister</b> – Adult Community Center, Cable Commission, Economic Development Authority</p> <p><b>Schroeder</b> – Economic Development Authority, Planning Commission, Public Housing Commission</p> <p><b>Alcorn</b> – Community Services Advisory Board, MMU Commission</p> <p><b>Moua-Leske</b> – Convention &amp; Visitors Bureau; Diversity, Equity &amp; Inclusion Commission; Library Board</p> <p><b>Lozinski</b> – Marshall Area Transit Committee, Joint LEC Management Committee, Police Advisory Board</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

## City of Marshall, Minnesota

### Cash & Investments

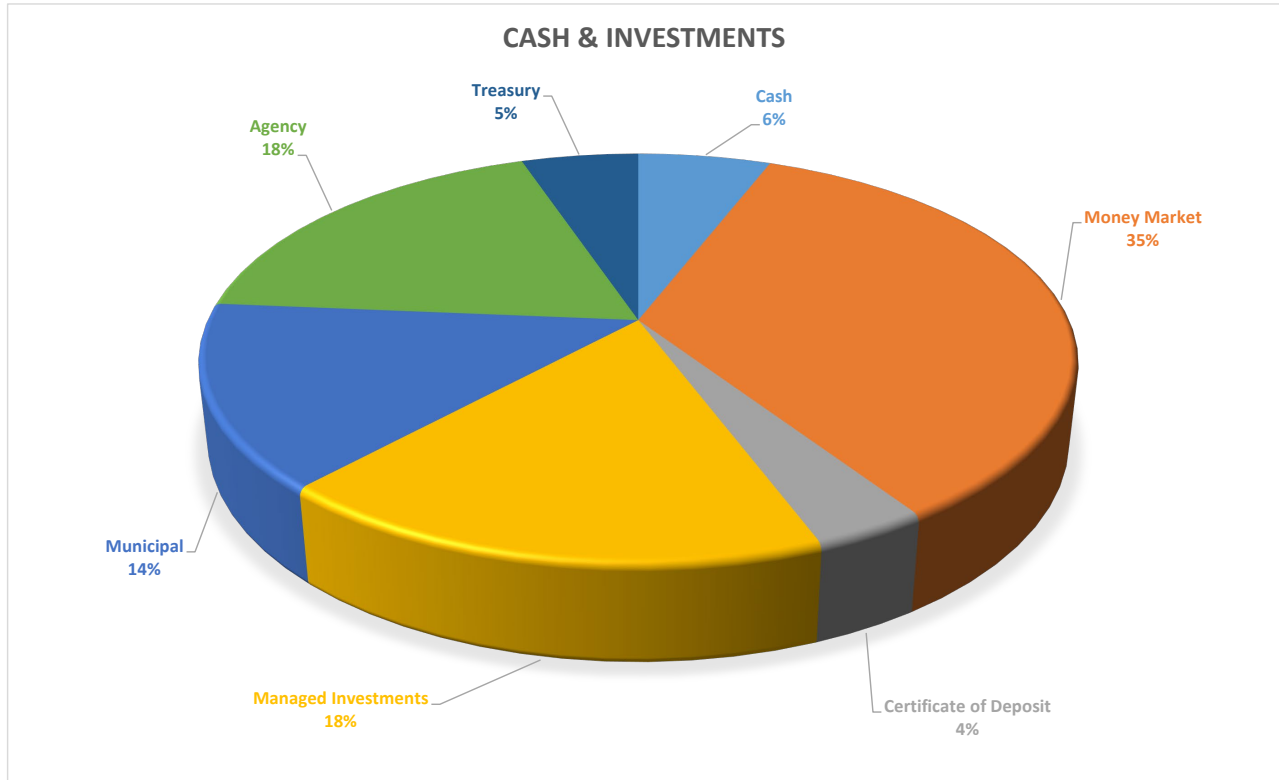
10/31/2024

#### CASH & INVESTMENTS:

	Par Value	YTM Rate
Checking - Bremer	2,835,936.12	0.00%
Money Market - US Bank	7,815,774.76	4.73%
Money Market - Wells Fargo	916,491.46	4.79%
Money Market - 4M	8,126,005.50	4.83%
Agency - 4M	3,355,000.00	4.33%
Certificate of Deposit - Wells Fargo	735,000.00	5.32% Average
Investment Portfolio - General Fund	2,797,302.61	
Investment Portfolio - WW/SW Capital Reserve	3,727,690.95	
Investment Portfolio - Endowment Fund	1,976,427.58	
Municipal - US Bank	7,010,000.00	4.20% Average
Certificate of Deposit - US Bank	990,000.00	4.54% Average
Agency - US Bank	5,585,000.00	5.01% Average
Treasury - US Bank	2,500,000.00	4.19% Average

#### TOTAL CASH & INVESTMENTS

48,370,628.98	4.19% Average YTM
---------------	-------------------



**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

November 18, 2024

3:30 P.M Board Meeting

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: October 21st, 2023
4. Reports:
  - A. **Month** report for Operating Statement for FY 2024 ( No Report)
  - B Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP. 2022 – Patio Doors Installed, Working on Second Walk Thru Items.  
2023 – Patio Doors Installed, Plus East Main Doors. Working on Walk  
Thru Repair Items.  
2024 – Nothing New.
6. New Business:
  - A. Washer / Dryer Update. Payment.
  - B. Review Letter from IRS on our EIN number.
  - C. Resolution # 24- 14, Closing out Wells Fargo Acct, transferring funds to  
New Bank. Taunton or US Bank.
  - D. Resolution # 24-13, Approve Family Utility Allowances, Effective .  
12/01/2024 New Gas Unit Amounts.
  - E. Review Low Los Achievement Award from HAI Group
  - F. Review Old Deck and Stair Bids for Three Family Houses.  
Look over pictures of New Deck and Stairs.  
Review Invoice, Motion to Approve and Pay Invoice.
  - G. Parkview Main Sewer Line, Bid. Maybe Two Bids.  
Review and Award a Bid.
  - H. Holiday party, Set for December 11<sup>th</sup>. See Flyer.
7. Executive Director Items:
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, December 9th , 2024. 3:30 p.m.
10. ADJOURN TIME

Public Housing Commission  
Of the City of Marshall  
PARKVIEW APARTMENTS  
Minutes of the Meeting of  
October 15th, 2024

Due to the Executive Director having Knee Surgery on September 3<sup>rd</sup>. The September regular Board meeting will be held with the Regular October Meeting. The October Board meeting date is set for October 21<sup>st</sup>, 2024.

Board Chair.

*Ken [unclear] 10/21/24*  
*Mark Farrell*

Mark Farrell, Executive Director

**PUBLIC HOUSING COMMISSION  
OF THE CITY OF MARSHALL  
PARKVIEW APARTMENTS**

Minutes of the Meeting of  
August 12, 2024

Meeting called to Order: 3:36 P.M. by Chair Rickgarn.

Members Present: Farrell, Rickgarn, Knutson, Katz,  
Schroeder.

Absent: Juarez, Reilly

MOTION by Knutson, seconded by Rickgarn, to approve the minutes of the July 8th, 2024 meeting. All voted in favor, Motion passed.

**REPORTS: Nine - Month Report, Operating Statement** for FYE 24 was reviewed by the Board. Motion by Rickgarn, second by Knutson to approve the monthly report. All voted in Favor, Motion passed to approve the report.

**Account Receivable/Payable: A One-month** report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 022048 to # 022086 in the amount of \$ 51,742.47. Motion by Knutson, second by Rickgarn, to approve the report. All voted in favor.

**Occupancy Report:** Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included.

CFP - 2022. No Action till August

CFP- 2023, No Action till August.

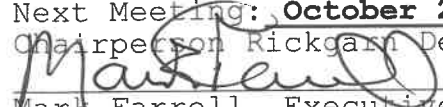
CFP- 2024, Looking over Site Plans for the garages.

**New Business:**

- A. Washer /Dryer Update-payment.
- B. Review Snow Bids for 24-25 Snow Season. Awarded Contract to Scott's Tree Service. All voted in Favor, Motion passed.
- C. Motion by Knutson, second by Rickgarn to approve Resolution # 24-10. New ACOP Policy. All voted in Favor, Motion Passed.
- D. Motion by Knutson, second by Rickgarn to Approve Resolution # 24-11. 12 Month Budget, 10/01/24 to 09/30/25. All voted in Favor, Motion Passed.
- E. Due to the Director out for Knee Surgery and the 14<sup>th</sup> of October a Holiday, the October Meeting will held on the 21<sup>st</sup> of October.

Next Meeting: October 21st, 2024 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:06 p.m.

  
Mark Farrell, Executive Director

 10/21/24  
Board Member



**MINUTES OF THE  
MARSHALL PLANNING COMMISSION MEETING  
NOVEMBER 13, 2024**

**MEMBERS PRESENT:** Pieper, Lee, Stoneberg, Doom, Muchlinski, Deutz  
**MEMBERS ABSENT:** Agboola  
**OTHERS PRESENT:** Jason Anderson, Ilya Gutman,  
Christina Cruz-Jennings (via Zoom)

**Call to Order.**

The meeting was called to order by Chairperson Lee.

**Approval of the Minutes.**

Chairperson Lee asked for the approval of the minutes of the October 9, 2024, regular meeting of the Marshall Planning Commission. DOOM MADE A MOTION, SECOND BY STONEBERG, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION. MOTION PASSED 6:0.

**Conduct a public hearing on the request of Brenan Clark for an Interim Use Permit and a Variance Adjustment Permit to have an outside storage unit at 1507 East College Drive**

Gutman explained this is a request for an interim use permit for one storage unit (a semi-trailer) in a B-3 General business district in accordance with Section 86-248 (f), which allows one unit, provided it is painted to match the building and does not have any signage. That section also requires that such unit is not placed in the front yard. In this case, the unit is located behind the building, but the lot is a double frontage lot, meaning that it faces streets on two non-adjacent sides, which means that the storage unit is indeed located in the front yard. Consequently, a variance is required prior to an interim use permit approval. Granting of a variance may be permitted only if the request meets the three pronged "practical difficulties" test, which requires that proposed use is reasonable (it is); the problem is caused by the conditions unique to this property and not created by the landowner (it is unique because it is a double frontage lot, with one of the streets effectively serving mostly as a service road; however, this uniqueness would be applicable to all lots between East College Drive and McLaughlin Drive); and that granting the variance will not change the character of the area (this condition is met if we take into account that this trailer has been there for a very long time and is not visible from East College Drive). A variance may be approved (but doesn't have to be) if all three conditions are met. Doom asked if it is always the recommendation to match the building. Gutman responded the ordinance does ask for it. DOOM MADE A MOTION, SECOND BY STONEBERG, to close the public hearing. ALL VOTED IN FAVOR.

MUCHLINSKI MADE A MOTION, SECOND BY STONEBERG to recommend to City Council approval of the request for a Variance Adjustment Permit for a storage unit (semi-trailer) to be located in the front yard between McLaughlin Drive and the building, subject to the conditions as written by staff. ALL VOTED IN FAVOR. MOTION PASSED 6:0.

STONEBERG MADE A MOTION, SECOND BY DOOM to recommend to City Council approval of the request for an Interim Use Permit for a storage unit (semi-trailer), subject to the conditions as written by staff. ALL VOTED IN FAVOR. MOTION PASSED 6:0.

**Conduct a public hearing on the Ordinance amending Sections 86-71 Classes and Enumeration of Districts, 86-96 A Agricultural District, 86-102 B-1 Limited Business District, 86-103 B-2 Central Business District, 86-104 B-3 General Business District, 86-105 B-4 Shopping Center Business District, 86-106 I-1 Limited Industrial District, and 86-107 I-2 General Industrial District, and adding new Section 86-166 Certification Of Cannabis Business License Application, all to comply with the new cannabis State regulations**

Gutman informed the State of Minnesota has passed the law making most of cannabis related product legal. For all practical purposes, the only thing local governments are permitted to do is regulate the locations of cannabis related businesses through their zoning ordinances. All sections presented today are being changed to find an appropriate place for each type of a State licensed cannabis related business. The proposed changes are done in a consistent and simple manner. All cannabis related businesses are combined into one use line that lists permitted license types appropriate for a particular district, either as a permitted or conditional use. Section 86-166 Certification of Cannabis Business License Application is added to comply with the State Statutes. Additionally, Section 86-105 B-4 Shopping Center Business District is being repealed because this district is obsolete: no part of town is zoned B-4 anymore, so it is deleted from Section 86-71 Classes and Enumeration of Districts. A few other minor changes were made in several sections to simplify the ordinances; many of them relate to recently passed other ordinance changes, such as rental ordinance. Gutman stated there is very little that is left for the cities to enforce and most of what the city can do is regulate where they are located. Gutman shared the state came up with 13 different licenses and the city is trying to find a place for each of those types of businesses within the city. Gutman stated the city will be treating cannabis sales similar to the way they treat liquor sales. Gutman shared retail businesses cannot be within 500 feet of any school in town. Deutz asked if people have to apply through the city or just the state. Deutz stated that with alcohol and tobacco people need to go through the city and the state. Gutman responded that the license will go through the State. Anderson stated that the licensing is through the state, they do not need approval of the city to operate. The city can only regulate the zoning enforcement. STONEBERG MADE A MOTION, SECOND BY MUCHLINSKI, to close the public hearing. ALL VOTED IN FAVOR. STONEBERG MADE A MOTION, SECOND BY DOOM to recommend to City Council approving the revisions amending Sections 86-71 Classes and Enumeration Of Districts, 86-96 A Agricultural District, 86-102 B-1 Limited Business District, 86-103 B-2 Central Business District, 86 104 B-3 General Business District, 86-105 B-4 Shopping Center Business District, 86-106 I-1 Limited Industrial District, and 86-107 I-2 General Industrial District, and adding new Section 86-166 Certification Of Cannabis Business License Application as recommended by staff. ALL VOTED IN FAVOR. MOTION PASSED 6:0.

**Other Business**

Chairperson Lee asked if staff had decided on a date for the December meeting. Ellis stated the December meeting will be moved to December 4 instead of our regular meeting. Doom asked if there was a way to reroute trucks on Main Street and have Main Street to be more pedestrian friendly. Jason stated it was brought up in the Legislative and Ordinance meeting but will need to go back and review the notes. Since there was no other business, STONEBERG MADE A MOTION, SECOND BY PIEPER, to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 6:0. Chairperson Lee declared the meeting adjourned.

Respectfully submitted,  
\_\_\_\_\_, Recording Secretary

CITY OF MARSHALL STRATEGIC PLAN 2024-2027-November 2024 Progress

GOALS	OBJECTIVES	STRATEGIES	Potential Tactics (To be further refined and prioritized by each department)	SUPPORTING PARTNERS/ROLES	Milestones/ Key Accountability	PRIORITY
Enrich and enhance quality of life	Create vibrant, accessible, and well-maintained public parks and recreation amenities that contribute to the overall quality of life for residents and visitors.	Develop a Master Park and Recreation Plan incorporating indoor recreation study and outdoor recreation needs.	Utilize indoor recreation study to continue to explore and plan for opportunities that address the lack of indoor recreational space for families during winter months.	YMCA, MPS, SMSU	Preliminary Discussions	
			Review, prioritize and complete upgrades to existing parks and recreation facilities. Continue to invest in inclusive playground equipment to improve the accessibility of parks and recreation amenities.	City Council, Legislature, State grants	Annual CIP Process, working with CGMC on bonding, active in grants	
			Continue to invest in Adult Community Center facility/building improvements.	City Council, State and local grants	Annual Budget Process, future CIP Process	
			Continue to explore and invest in programming opportunities for both indoor and outdoor recreation for all community members.	YMCA, MPS, SMSU	Continuous	
			Explore options for old softball complex; Future trail extensions; Soccer fields; Outdoor Pickleball Courts;	City Council	Initiating Master Park Planning Process	
			Review and Prioritize Upgrades: Legion Field, Archery Range Storage, New hoops at Justice Park, Bathroom facilities at Victory Park, Irrigation at Several Parks, Expand Park Shop Building; Reconstruction of Band Shell	City Council, Legislature, State grants	Annual CIP Process, working with CGMC on bonding, active in grants	
		Strengthen walking, biking and park infrastructure.		Parks and Engineering Depts, City Council	Annual CIP Process, State grants	
		Explore and initiate a wide range of resource development opportunities.	Continue working with the "Jump In, Make a Splash" community to support amenities for the Aquatic Center	City Council	Hired Construction Manager	High
			Develop sponsorship/donation packet for potential funding partners; explore creation of a Friends group for ongoing fundraising and support	Parks and Admin Staff	Preliminary sponsorship packet being developed	
			Revitalization of Sports/Recreation Commission with Sports/Rec Partners	Parks, CVB Staff	Preliminary discussions, initial meeting	
	Provide an enriched community experience for residents and visitors of all ages through local arts, entertainment, education, and natural resources.	Expand community education offerings through advanced partnerships.	Identify and attract more talent as instructors to advance quality community education offerings	MPS, Community Services staff	On-going	
			Develop outreach information to share widely in the community;	MPS, Community Services staff	On-going	
			Work with community/regional organizations to find new talent/offerings	MPS, Community Services staff	On-going	
		Promote and support a range of opportunities that highlight and celebrate the arts, cultural diversity and creativity.	Work with DEI Commission to identify and promote key multi-cultural events	Community Services staff	On-going	
			Explore opportunities to enhance public art through grants and other supporting organizations. i.e. an artist in residency program	Admin, Community Services staff	No work on this started yet	
			Collaborate with the community and arts organizations to raise funds and create public art that supports Marshall's sense of place.	Admin, Community Services staff	No work on this started yet	
		Maintain our designation as a Tree City and work to further ensure the care and expansion of community forestry.	Work to address Emerald Ash Borer infestations within our community.	Park and Public Works staff	Tree removal and replacement started and on-going	
			Explore and identify measures to provide a flourishing urban tree canopy for our streets	Park Supt	On-going	
		Promote the library as an indispensable resource for encouraging reading, learning, and exploration.	Partner with library to offer workshops or other approaches to create and collect community memories & stories	Community Education	Initiate Regular Mtgs with Community Ed Director, Library Director	

			Partner with library to create, market & support city activities/strategic tactics where appropriate	Community Education	Initiate Regular Mtgs with Community Ed Director, Library Director	
			Offer workshops to capture community memories/stories	Community Education	Initiate Regular Mtgs with Community Ed Director, Library Director	
	Provide for a Safe and Secure Community	Maintain and advance public safety partnerships with townships, surrounding communities, and the private sector.	Explore options and best practices for future delivery of fire protection/emergency services for neighboring townships.	Public Safety Director and Fire Chief	Scheduled Mtg to Review Contracts, Will scheudle mtg with township reps prior to end of year	
		Continually invest in critical training, equipment and infrastructure that ensures high-quality and efficient public safety departments (fire and law enforcement.)	Invest in personal protective equipment	Public Safety Director/Fire Chief/City Council	On-going	
			Plan/budget for fleet replacement rotation	Chief/City Council	On-going	
			Continual investment in specific lighting, security cameras, electronic public safety awareness systems.	Public Safety Director/Fire Chief/City Council	On-going	
	Stimulate economic vibrancy and growth	Support the creation, retention, and growth of businesses and industry.	Increase incentives and support for small businesses and entrepreneurs through advanced collaboration.	Research and fund a small business incubator/spec building to provide business start-up resources, support.	EDA Director/Board	No work on this started yet
			Increase incentives for small businesses	EDA Director/Board	Review current funding available and provide to EDA Board for exchange of ideas	
			Work with Small Business Development Center, SMSU, Chamber, Marshall, Lyon County, and others to support and attract small businesses/entrepreneurs.	EDA Director/Board	On-going	
Raise awareness of business support resources of the EDA and other organizations.			Promote available online and print resources that help provide a roadmap for business support from the EDA and other community organizations.	CareerForce, Extension	Enlist EDA Support Staff to Initiate this Work	
			Work with library to create online resource guide and purchase appropriate business support materials for checkout	EDA Director/Board	Enlist EDA Support Staff to Initiate this Work	
Develop an intake process for potential new business development/projects.			Explore the creation of an annual roundtable or business leader group to help identify and seek out prospective new businesses and or leverage existing businesses for future growth.	EDA Director/Chamber	Has been completed on annual basis	
Advance partnerships and pursue funding to facilitate business building improvements.			Pursue grant funds, incentives and partners that can facilitate business building improvements such as upgrading or replacement of major systems (e.g., mechanical, electrical, HVAC or plumbing), windows, elevators, interior and exterior materials, universal design elements, lighting, landscaping and aesthetics.	UCAP (Small Cities)		
Collaborate on efforts to address workforce, housing, and childcare challenges.		Promote skilled training, job openings, and youth engagement opportunities that strengthen our workforce.	Identify and promote critical jobs that need to be filled and/or expanded across city departments and area businesses	Chamber, SMSU, High School	Job Fairs Held Annually	
			Partner with community entities on skilled training opportunities for employees of the city and area businesses	CareerForce, CTI, SMSU	CTI Success, SMSU Partnership with Avera, North Star Mutual	
			Engage and educate youth about roles within our city departments as well as across our business community	HR Director	High School Career Fair	
		Support efforts to help alleviate barriers for employees seeking child care.		SWIF	Child Care Study Initiated	
		Work to address housing barriers in collaboration with developers and area businesses.	Work with area businesses to help provide greater public awareness of the critical role of the housing supply in the community's economic future.	EDA/Chamber		

Item 31.

Page 175

			Stay informed of and advocate for better housing, land-use, and development policies and regulations.	EDA/City Council	On-going	
			Work to address barriers across local ordinances, building codes, and the comprehensive plan.	EDA/Planning and Zoning	Sign Ordinance Update under review	
			Reduce development costs by providing greater clarity/flexibility to developers.	EDA		
		Support business awareness of and access to information and resources to help address these challenges.		EDA		
	<i>Expand Marshall's position as a regional center of business, resident, and visitor attraction and retention.</i>	Facilitate redevelopment projects that enhance our community as an employment, cultural and retail hub.	Investigate transload opportunities including potential partnerships with area industry/businesses	EDA	No work on this started yet	
		Support transportation planning, funding and expansion in the region.		Public Works/Mayor	ATP Representation, grants sought out	
		Support efforts to attract and retain residents, students, and visitors.	Develop marketing materials/avenues that promote Marshall as the place to live, work, and play	EDA/Chamber	Enlist EDA Support Staff to Initiate this Work	
			Engage SMSU Admissions on providing important community information to potential students	EDA/Chamber	Enlist EDA Support Staff to Initiate this Work	
			Expand city entrance features including signage at key gateways into the city.	City Council	Funding needed	
			Encourage and incentivize development near SMSU to improve the attractiveness of our community to students.	EDA		
	<i>Promote orderly and efficient growth by regulating development and guiding planning.</i>	Explore new avenues to aid public communication/outreach related to planning, zoning, and building.	Work to improve the delivery of information to help community members and the building community better navigate the permitting process	EDA/Planning and Zoning		
			Work with Admin Services on better communication of Building Inspection Department requirements	EDA/Administration	No work on this started yet	
		Implement policies, tools, and regulations that help maintain and develop a healthy, diverse, and affordable housing stock for current and future residents.	Protect quality rental housing through rental housing inspections for compliance with rental code ordinance;	Community Planning	Registrations nearly complete	
			Continue to Partner with MN Housing Finance on Broadmoor Valley Infrastructure Improvements;	City staff	On-going	
			Amend zoning/development ordinances and/or regulations to allow flexibility in housing development to respond to needs	Planning and Zoning	Initial work on sign ordinance	
			Collaborate to address the removal and/or improvement of dilapidated homes	EDA	No work on this started yet	
		Work with county, legal, and city leadership to plan for, adopt, and implement THC cannabis ordinances/restrictions.		City Attorney/Staff	Registration Ordinance Approved/Cannabis Zoning Dec 2024	
		Utilize the Comprehensive Plan to establish annual priorities and implement departmental work plans.		Planning and Zoning	No work on this started yet	
	<i>Promote and support community resilience</i>	<i>Coordinate street/road infrastructure projects to ensure an integrated</i>	Annually prioritize and invest in street maintenance and rehabilitation, using the 5-Yr Capital Improvement Plan as a guide.	Research and consider factors such as age, street condition, utilities condition and the type of street to prioritize and establish near and long-term plans.	Public Works Director/PIT Commit	On-going

<i>approach that maximizes public investments and benefits.</i>		Annually revisit street, utility and other PW/CIP	Public Works Director	On-going	
		Consider/explore alley assessment process/funding	Public Works Director/PIT Committee	On-going	
	Collaborate on advanced planning for future transportation needs of the city, county and region.	Work with MNDOT on US59 ; Work with MNDOT/Local Transportation Group on HWY 23 Safety Issues and Improvements as well as Other Major Corridor Improvements such as Hwy 212	Public Works Director/Mayor	ATP Representation, grants sought out, Mayor Hwy 23 Coalition	
<i>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.</i>	Work to explore future technology and equipment replacement needs.	Work to complete the new wastewater treatment facility plan	Wastewater Superintendent		
	Govern and regulate water management practices and infrastructure to ensure safe and sustainable services.	Provide public education and outreach to help reach National Pollutant Discharge Elimination System (NPDES) requirements and discuss Storm Water Pollution Prevention (SWPP)	Wastewater Superintendent		
	Plan for and implement improvements to enhance airport accessibility, safety, capacity, and efficiency.	Complete SRE Building at Airport; Build/Secure additional private hangar space	Public Works Director	In-Progress	
	Develop a vehicle life cycle replacement policy to foster efficient and cost-effective purchases.		Director of Admin Services	Initial review of policy	
<i>Establish and utilize high performing human resource practices, policies and procedures to effectively and efficiently deliver essential services.</i>	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	Actively plan for and engage in high school, college, and community outreach practices that showcase the importance of fire and police personnel and ultimately increase the pool of potential recruits.	Public Safety Director	On-going	
		Develop recruitment strategies in partnership with Minnesota colleges and universities.	Public Safety Director		
		Review existing and explore new hiring/retention best practices that may increase the pool of potential hires.	Public Safety Director		
	Work to create a more supportive and inclusive workplace culture that values diversity and open communications.	Work with DEI Commission and staff to create an internal culture where everyone feels valued and respected, where different perspectives and ideas are welcomed, and where all employees have an equal opportunity to succeed.	HR Director/DEI Commission		
	Improve employee onboarding/training to efficiencies and advance employee retention/satisfaction.	Implement online onboarding process	HR Director		
		Implement online leave/timekeeping process	HR Director		
		Develop intentional professional development/training opportunities for staff	HR Director		
		Work with staff to identify and implement advancements to internal policies and procedures to improve efficiencies and working conditions.	HR Director		
	Explore and understand internal talent needs in relationship to planned/potential leadership changes across the next five to seven years.	Identify key positions of recent and/or upcoming leadership changes;	HR Director	Division Directors met with HR Director to discuss	
		Help ensure smooth transitions of staffing through advanced leadership development and supervisory training	HR Director		
<i>Work collaboratively to ensure financial capacity to deliver essential services and sustainable infrastructure.</i>	Develop and adopt a 2-year budget for internal planning purposes and ensure the city's CIP plan is updated to reflect inflationary effects on total cost.	Ensure we maintain an unqualified audit	Director of Admin Services		
		Identify potential new revenue and funding sources: non-tax revenues, grants, bonding, sales tax, donations/sponsorships, etc. to ensure adequate/stable funding for planned expenditure increases across city departments	Director of Admin Services		
	Actively engage in the State bonding process and seek grant funding opportunities to increase revenue from non-city of Marshall specific property taxpayers.	Ensure that State aid funds, included advanced state aid funds remain and increase by actively engaging in the State bonding process Ensure we maintain our AA Bond rating	City Council	Initiated discussions and approved legislative services from Flaherty and Hood	

		Maintain municipal liquor store to control the distribution of alcohol while simultaneously generating revenue for the community through property tax reduction.	Explore and implement opportunities to increase sales through marketing and transparency of the use of non-tax revenue generated through the liquor store.	Director of Admin Services/Liquor Store Manager	On-going	
			Explore and determine the future of THC/cannabis sales	City Council		
			Work to overcome challenges presented by competition through increased promotion, pricing, and advertising.	Director of Admin Services/Liquor Store Manager	On-going	
		Continue to promote legislation which is specifically beneficial to municipal liquor operations and oppose/attempt to change legislation which is specifically harmful thereto.		Liquor Store Manager/MMBA	On-going	
	<i>Balance investments and regulatory requirements that aid environmental stewardship.</i>	Explore options in wastewater treatment that balances regulatory compliance and cost-effectiveness of potentially regulated compounds, i.e. nitrogen, phosphorous, PFAS, chlorides	Reduce phosphorus output from stormwater by 30% and suspended solids to 154 lbs./acre/year	Wastewater Superintendent		
		Implement PFAS and Chloride Management Plans	Continue to work through perfluoroalkyl substances (PFAS) recommendations/future requirements in drinking water, coordinating with Lyon County; Continue to work with MPCA/Industries on Chloride and other future limits	Wastewater Superintendent	PFAS Industries Identified/PFAS MPCA Workplan developed	
		Continue to fund programs that allow residents to assist in environmental stewardship through education and rebate programs.		Public Works Director	Water softener rebates, rain barrels	
		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.		Public Works Director	No work on this started yet	
		Ensure we maintain Tree City and Green Step Cities Level 5 Designations		Park and Rec Superintendent	On-going	
	<b>Cultivate an informed, engaged and inclusive community</b>	<i>Create and sustain on-going dialogue and purposeful action that builds a diverse, inclusive, and equitable community.</i>	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.	Departmental-level planning/staff development for embracing diversity and opening up greater opportunities for all current and potential future staff and residents.	City Council	
			Work with DEI Commission and staff to develop a diverse talent pipeline for city staff positions.	Identify key positions to be filled	HR Director/DEI Commission	
				Work to create recruitment/attraction methods specific to new cultures/populations.	HR Director/DEI Commission	
			Support efforts of the DEI Commission to create a community-wide culture of value and respect.	Develop a program for fostering meaningful one-on-one interactions between newcomers and locals to help increase community engagement and inclusion.	DEI Commission	
		<i>Effectively and proactively communicate with and engage residents.</i>		Explore creation of a newcomer engagement program similar to Otter Tail County Grab a Bite program.	Chamber Library Director/DEI Commission	
				Work with library to help disseminate information/materials		
			Scale and expand communication methods to integrate public knowledge into planning efforts and services across all departments.	Encourage teams to establish departmental tactics around engagement/communications	Admin, Media Specialist	
			Work across departments to explore and implement new methods to better communicate the necessity/why of city projects, levy increases, and/or need for funds.	Admin, Media Specialist		

			Adopt new methods of communication to ensure residents are informed and engaged on Marshall happenings. May include one-stop shopping and/or multiple access points and sharing opportunities.	Admin, Media Specialist		
			Explore new website platform/design to aid access to information	Admin, Media Specialist		
			Consider and adopt best practices for serving multilingual users and users seeking closed caption capabilities	Admin, Media Specialist		
			Monitor trends, platform features, and/or new applications within digital communication technology that would enhance communication with residents and businesses.	Admin, Media Specialist		
		Strengthen partnerships with community organizations and associations to improve community engagement.	Work together to increase involvement on boards, commissions, etc.	City Council		
			Work together to advocate for important actions at the state level	City Council		





# MARSHALL

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

Applicant Name	Location	Description of Work	Valuation	Approved Date
ADELMANN CONSTRUCTION LLC	603 1ST ST S	Deck	8900.00	11/07/2024
ADELMANN CONSTRUCTION LLC	1201 ALAN AVE	Deck	12000.00	11/07/2024
AMERICAN WATERWORKS	1400 RIDGEWAY RD	Foundation Repair	39363.90	11/14/2024
BABCOCK CONSTRUCTION	702 MAIN ST E, 702 MAIN ST E, 702 MAIN ST E	Doors, Re-Siding, Windows	22344.00	11/12/2024
Christian Berberich	1212 COLLEGE DR E	HVAC - Air Conditioning	9100.00	11/20/2024
D & G Excavating, Inc.	908 MAIN ST W	Building Demolition - Total Building ONLY	2200.00	11/12/2024
Eric Mathiowetz	602 ANDREW ST	HVAC - [unit heater]	1577.00	11/18/2024
Eric Mathiowetz	1105 FAIRVIEW ST E	HVAC - Furnace	4000.00	11/12/2024
Eric Mathiowetz	1302 STOCKHOLM AVE	HVAC - Furnace	4000.00	11/12/2024
Fendler Patterson Construction	1200 SUSAN DR	Interior Remodeling - ANY Work Inside, Except Fireplace	1432373.00	11/19/2024
JAMES LOZINSKI CONSTRUCTION INC	102 1/2 1ST ST N	Re-Roofing	4050.00	11/07/2024
Juan Rafael	348 MAIN ST W	Wall Mounted Sign	133.00	11/13/2024
Kevin V Goslar	1210 WESTWOOD DR	Plumbing - Laundry remodeling, New bathroom, [Relocating bath and laundry]	5000.00	11/19/2024
LAYLE FRENCH CONSTRUCTION INC	504 DARLENE DR, 504 DARLENE DR	Building Addition, Manufactured Home Install	470000.00	11/12/2024
MICHAEL SLAGEL CONSTRUCTION LLC	1105 BRUCE CIR	Doors	2400.00	11/19/2024
MICHAEL SLAGEL CONSTRUCTION LLC	401 BRUCE ST N	Doors	4000.00	11/20/2024
Space Development Co	1309 COLLEGE DR E	Building Addition	600000.00	11/20/2024
STEIN SIGN DISPLAY	1200 SUSAN DR	Temporary Banner , Temporary Mobile Sign	900.00	11/20/2024
STEIN SIGN DISPLAY	1200 SUSAN DR	Face Replacement , Wall Mounted Sign	25000.00	11/20/2024





## Upcoming Meetings

### November

- 11/26 Special Meeting, 4:45 PM, City Hall
  - 11/26 Regular Meeting, 5:30 PM, City Hall
  - 11/26 Work Session, Immediately to Follow Regular Meeting, City Hall
- 

### December

- 12/10 Special Meeting 5:00 Pm City Hall
- 12/10 Regular Meeting, 5:30 PM, City Hall
- 12/10 Truth in Taxation, 6:00 PM, City Hall
- 12/17 Library Board Interview, 5:00 PM, City Hall
- 12/17 Regular Meeting, 5:30 PM, City Hall

# 2024 Regular Council Meeting Dates

2<sup>nd</sup> and 4<sup>th</sup> 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

2<sup>nd</sup> and 4<sup>th</sup> 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 | • May 13, 2025      |
| • March 04, 2025    | • August 12, 2025   |
| • April 08, 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.